



Croxden Parish Council Meeting Minutes
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Minutes of a meeting held on Wednesday 10th July 2024, at the Abbey Room, St Giles Church, Croxden ST14 5JG. The meeting commenced at 7pm.

Present: Cllr Bean, Cllr Hall, Cllr Hemingway, Cllr James and the clerk.

24.07.001 APOLOGIES AND APPROVAL OF ABSENCES
Cllr Brandrick - Approved, Cllr Sankey (ESBC)

24.07.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. NONE

24.07.003 TO RESOLVE THE MINUTES OF PARISH MEETING HELD ON 8th May 2024 AS A CORRECT RECORD. RESOLVED

24.07.004 TO RESOLVE THE MINUTES OF THE ANNUAL MEETING HELD ON 8th May 2024 AS A CORRECT RECORD. RESOLVED

24.07.005 PUBLIC PARTICIPATION - NONE

24.07.006 **TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING**

D-DAY EVENT – 6th June 2024 – Update

The 80-year flag was raised at St Giles Church, plus a garland of poppies placed onto the silent soldier. Wood Farm hosted the Beacon and an exhibition of memorabilia.

Thank you email sent to Bruno Peek, 07.06.2024. Thank you letter to Cllr Brandrick 24.06.2024 - NOTED

COMMUNITY WALK – Wednesday 17th JULY 2024 – 7PM - CONFIRM ARRANGEMENTS

Cllr Hall carried out a Risk Assessment and the route will be to Gallow Green, starting and finishing at St Giles Church, Croxden.

Tea/Coffee and homemade cake to be served after the walk.

RESOLVED for Clerk to book St Giles Church, Cllr Hemingway to create a poster, Clerk to send email to Newsletter contacts.

BEAMHURST TRAFFIC CALMING – UPDATE

A resident wrote to Kate Kniveton MP asking for support to install traffic calming in Beamhurst, a copy of the SCC reply to Mrs Kniveton, dated 8th November 2024 was supplied by the resident to Council.

The Parish Council wrote to Kate Kniveton MP, 01.03.2024, providing her with a timeline of requests from residents and the Parish Council to Staffordshire County Council (SCC) regarding traffic calming (2021-2024) and asking her to provide the timeline to the Department of Transport to see if they had any case studies nationally, that would help to solve the impasse between the Parish Council and SCC.



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The Department of Transport provided a reply, but it was limited due to the General Election rules. The reply suggested writing again after the Election has taken place. A copy of the Department of Transport reply was sent to Councillors and resident in Beamhurst – 17.06.2024

RESOLVED for Clerk to send a congratulations email to the new MP for Burton and Uttoxeter plus all documents regarding Beamhurst Traffic Calming. RESOLVED for Clerk to send a reply to Department of Transport asking for an update now election has taken place.

NALC Motion – update

Cllr Bean sent a response to NALC regarding the Motion, as the 20mph policy that NALC supports is not appropriate for Country Lanes – 10.06.2024

NALC replied “In essence as a short holding update to refer to your 10/7 CPC session we will almost certainly be recommending that CPC submits a full policy motion on the related issue to SPCA for adoption ahead of SPCA then submitting it to a future session of the NALC PC.

However, this would have to be agreed by both SPCA and the chair of the NALC PC.

Cllrs discussed the response and RESOLVED to await a further response from NALC and SPCA.

LITTER PICK EVENT – 8th September 2024 – 10am-Noon - update

The Globe Foundation have confirmed they will lend 20 litter picking kits to the Council. Returnable deposit of £5 per kit to be paid – NOTED. RESOLVED for Clerk to collect equipment and pay the deposit using the Council Debit Card.

RESOLVED to meet at St Giles at 9.50am to distribute litter picking equipment to residents/Councillors and to provide refreshments at Noon in St Giles for residents.

RESOLVED for clerk to purchase 40 black bags for litter collection using Council Debit Card

ALTON TOWERS WORKING GROUP – update

Croxden PC emailed all working group contacts re continuation of the working group format with Alton Towers– 28.05.2024

Croxden PC emailed Alton Towers advising their preference for Working Group and requesting a date for the next meeting – 28.05.2024. Alton Towers confirmed working group would continue, plus parish visits.

Alton Towers offered a Walk and Talk meeting with Councillors, but Councillors RESOLVED for Clerk to contact Alton Towers to request a firm date in September for a full working group meeting. Clerk to send an email to all working group councils outlining the Council decision.

LITTER PICKING EQUIPMENT GRANT APPLICATION – UPDATE

Clerk advised Council that she did not purchase two litter picking kits, due to one of the volunteers retiring.

Councillors RESOLVED to purchase the two sets of equipment, using the Council Debit Card and provide the equipment to a Croxden resident and a Beamhurst resident, who undertake



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regular collections.

Clerk updated Council that a Grant Application was submitted to Top Cashback via The Community Foundation for 5 litter picking kits - £89.60 on 30.05.2024. Funding Committee meet next 18th September 2024.

HOLLINGTON ROAD, SPEED LIMIT REDUCTION – FREEDOM OF INFORMATION REQUEST - UPDATE

Clerk sent a FOI to Staffordshire County Council on 29.04.2024 asking SCC to provide the total number of requests from local community for the speed reduction to 30 mph on Hollington Road, Croxden/Roicester border. SCC advised that all information has been removed from Council records due to license being granted in 2014.

Councillors discussed the original request to SCC for a speed limit reduction on Hollington Road from the Roicester/Croxden Boundary up to the Croxden/Hollington Boundary and RESOLVED for Clerk to provide the new MP with all historic background information, include the NALC Motion.

FOOTPATH MAPS FOR WEBSITE – UPDATE

Councillors discussed the pdf A4 leaflet for each footpath in the Parish.

RESOLVED for Clerk to create a A4 trifold leaflet, that will include footpath map and details of things of interest on each walk. Cllr Bean to provide visual of footpath map to be included in the leaflet and bring examples back to September meeting.

24.07.007 TO CONSIDER AND APPROVE EXTENDING GRASS CUTTING CONTRACT FOR ONE YEAR 2024-2025

As 3yr contract has lapsed, Council considered extending the current contract with SJL Landscapes for this year with a view to gain quotes for a new 3-year contract to be considered in September meeting, so price can be included in the next year's budget. RESOLVED. Clerk to inform SJL Landscapes.

24.07.008 TO CONSIDER AND APPROVE LOCAL HERO AWARDS in Croxden Parish.

Councillors discussed the information provided by Uttoxeter Town Council who confirmed that the Town Council presents its Annual Commendation Award(s) as part of the Annual Parish Community Meeting to individuals or Groups who have distinguished him/herself by "working tirelessly for the community without financial gain. Other Parish Council researched shows an award to Businesses for a contribution to the Parish.

RESOLVED to create a Croxden Parish Council Local Hero Award for both residents and businesses.

RESOLVED to award them annually, in the May Meetings. Clerk to create a Certificate of Thanks for the awards.

24.07.009 TO CONSIDER AND APPROVE FOOTPATH STILES GRANT – DISCUSS ROUTE FOR APPLICATION

Councillors reviewed the Community Foundation grant details [Community Council Rural](#)



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[Development Fund – Community Foundation for Staffordshire and Shropshire](https://staffordshire.foundation/grants/rdfgrants/)
<https://staffordshire.foundation/grants/rdfgrants/>

Councillors RESOLVED to review Gallows Green footpath to establish work needed with a view to making an application for that footpath.

24.07.0010 **TO CONSIDER AND APPROVE PURCHASE OF INFORMATION BOARD FOR COMMUNITY ENGAGEMENT EVENTS AND CREATION OF LEAFLET**

Cllr Hemingway attended St Giles Coffee morning and recommends to Council that we purchase an A1 size cork noticeboard so that our Parish Council leaflet/Map are on display for residents.

RESOLVED to buy an A1 Cork Board using the Council Debit Card.

RESOLVED for Clerk to create a trifold leaflet, populating it with the current A4 leaflet information.

24.07.0011 **TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:**
NEW

P/2023/01213 - Barn adjacent to Croxden Farm ST14 5JD - Retention and modification of building to form dwelling: modification to planning permission P/2022/01461 – Comments added: We note that our initial view as to the condition of the building has been borne out and therefore our comments regarding the approach to approval would be as per our initial comments. 17.05.2024

P/2024/00522 - land adj to Beamhurst Hall Farm, Uttoxeter Road Beamhurst Uttoxeter Staffordshire ST14 5EA - Prior Approval for the conversion of two agricultural buildings to form 2 smaller and 2 larger dwellings - Prior Approval - Class Q (Agricultural to Dwelling) – Comments added: Our only comment would be to request to check, that the prior approval sought, is appropriate for the nature of the current buildings. 10.06.2024

24.07.0012 **TO RECEIVE ORAL/Written REPORT FROM BOROUGH/COUNTY COUNCILLOR.**

Cllr Sankey (ESBC) provided a written report which was distributed to Councillors.

Councillors RESOLVED for Clerk to send a Thank you email for the information and look forward to future reports.

24.07.0013 **TO CONSIDER AND APPROVE REVISED BUDGET 2024-2025**

Councillors received a revised budget to accommodate pension contributions.

RESOLVED

24.07.0014 **FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW and RECEIVE FINANCIAL UPDATES**

All May payments sent 09.05.2024

VAT reclaimed - £154.86 – 10.05.2024

AGAR and Public Rights on website – 10.05.2024

AGAR Exemption Certificate to Mazars – 10.05.2024

Staffordshire County Pension Fund standing order signed 06.06.2024 – first payment made



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17.06.2024

Council Administration amendment standing order signed 06.06.2024 – first payment made 30.06.2024

Lloyds Bank – FSCS exclusion letter, stating Council exempt from compensation scheme – this information is incorrect, as small Parish Councils are included within the scheme. SPCA provided a report from Parkinson Partnership. RESOLVED for Clerk to write to Lloyds, providing Parkinson Report and requesting confirmation that the Parish Council is covered by the FSCS.

Lloyds Bank – letter re: paperless option for bank statements. Councillors discussed and RESOLVED to go paperless, to change the Financial Regulations to include this resolution and for a Bank Statement to be printed for each meeting, to be initialled by Councillors.

Ref/Cheque	Item	Amount
15a/dc	Stamps and postage to Lloyds Bank	£21.55
16/dc	HP Printer – monthly	£5.49 (inc £0.92 VAT)
16a/DC	Kaspersky – Anti Virus	£14.99
16b/so	Homeworking Allowance	£7
17/DC	Greenpak – paper cups for community events	£39.98 (inc £6.66 VAT)
18/SO	Council Administration – May	£272.42
19/DC	Post Office – Lloyds Standing Orders	£3.80
20/so	Staffordshire County Pension Fund	£79.29
21/so	Clerk – Homeworking Allowance	£7
22/310	SJL Landscapes Ltd – Grass Cutting	£61.62 (inc £10.27 VAT)
23/dc	HP Printer – Ink	£5.49 (inc £0.92 VAT)
24/so	Council Administration - June	£257.43
Received		
3	Lloyds interest – May	£0.92
4	VAT Refund	£154.86
5	Lloyds interest – June	£1.16
Bank Statements		
Lloyds – Current	01.07.2024	£2,137.10
Lloyds – savings	10.06.2024	£1,015.66

24.07.0015 **CORRESPONDENCE**

Footpaths - Resident reported dog walkers using fields with livestock but not on leads. Clerk contacted NFU for footpath notices.

Car Boot and fundraising coffee morning being held at St Giles church on Saturday, 1st June 11 am - 3 pm – Cllr to attend.



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The Local Government Boundary Commission for England has published final recommendations setting out new electoral arrangements for Staffordshire.

<https://www.lgbce.org.uk/all-reviews/staffordshire> Staffordshire should be represented by 62 councillors, the same number as there are now. Staffordshire should have 62 divisions, two more than there are now. The boundaries of 49 of the existing divisions should change; 11 will stay the same. The recommendations only become law once they have received parliamentary approval. The formal document (a draft Order) to start that process will be laid in Parliament shortly. The draft Order will provide for the new electoral arrangements for Staffordshire to come into effect for local elections in 2025. Information provided by Chris Ebberley, Head of Member and Democratic Services, Staffordshire County Council.

General Election 4th July 2024– notice of nomination process – on website and purdah explanation provided to Councillors. – notice of candidates and polling stations on website and sent to residents via newsletter

Checkley Neighbourhood Plan - Notification of adoption - related documents can be inspected on the Council's website at

<https://www.staffsmoorlands.gov.uk/article/7877/Checkley-Neighbourhood-Plan>

ESBC Separation Distance and Amenity Supplementary Planning Document – Consultation from Friday 7th June 2024 to midnight on Friday 19th July - The revised Separation Distance and Amenity SPD can be viewed online at:

<https://www.eaststaffsbc.gov.uk/planning/planning-policy/planning-policy-consultations> - RESOLVED to provide a comment.

AED Donate sent email regarding carrying out tests on our Defibs - HeartSine defibrillator – sent to Cllr Hemingway and Cllr Hall. Test Completed 03.07.2024.

The Power of Community Newsletters training course 13th June 2024 via Zoom – details sent to Councillors.

Green Conversation, organised by the Staffordshire Green Network and supported by Staffordshire Community Energy and East Staffordshire Borough Council's Great Big Green Week. Our next Green Conversation will be held on Friday 14th June, 1pm-3.30pm at the Brewhouse in Burton-upon-Trent

SCC Highways update re: funding for 2024/2025- Cllr Atkins letter included, "SCC have set out how we are going to focus on repairs over the next year. This plan will see nearly £8 million invested into Staffordshire's roads, with more crews carrying out pothole repairs and tackling drainage issues over the next 12 months. Work will also be undertaken to prepare for more extreme weather events in the future. This is in addition to the £30 million investment the county council is making in maintaining and improving Staffordshire's highways over the next two years, alongside a total of £53 million being spent on a range of major projects, vital road improvements and general road maintenance in 24/25."

Armed Forces Day Flag Raising and Ceremony being held at the Town Hall on the morning of Monday, 24 June 2024. East Staffordshire Borough Council Mayor, Cllr Shelagh McKiernan invited Councillors.

Staffordshire County Council HAF (Holiday Activities and Food) programme for summer holidays – details on website



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Staffordshire Council proposed Local Transport Plan details and invitation to a meeting on 30th July 2024 in Stafford. <https://letstalk.staffordshire.gov.uk/let-s-talk-transport>
RESOLVED to receive minutes only.

LIV Golf UK Tournament Friday 26th to Sunday 28th July 2024 at the JCB Golf & Country Club – invite to Chairman for a community review of event details 9th July 2024. Cllr Bean attended and highlighted the road closures that will be in place to direct traffic.

Croxden Abbey – vandalism reported by resident to Council, report forwarded to Croxden Abbey wardens – 28.06.2024

Alton Towers offered a walk and talk meeting with Croxden Parish Council – Tuesday 16th July 2024 2.30pm-3.30pm –RESOLVED to wait for Working Group meeting.

Easy fundraising – Staffordshire Foundation provided details of a website that links spend to fund raising – Internal Auditor confirmed that Parish Councils can apply.

https://www.easyfundraising.org.uk/staffordshire-shropshire/?dm_i=1T5F%2C8NDIC%2CD76IE%2CZVPK4%2C1 – RESOLVED not to take part.

Road Closure – 15th July – 19th July 2024 – Greatgate and other roads in the area – details on website

Climate Change Fund – Staffordshire County Council funding information - The Climate Change Action Fund offers financial assistance to local communities to build resilience and reduce Staffordshire’s contributions to climate change. <https://preview-staffscc.cloud.contensis.com/Environment/Climate-Change/Climate-Action-Fund.aspx> - Details on the website

Nabb Lane and Alton Towers traffic – a resident reported the following:

“a resident of Nabb Lane, had an issue with Alton Towers Sat Nav traffic whilst riding her horse, it left her feeling very shaken. I also have issues with Sat Nav traffic down Nabb lane as my grandchildren and friends often cycle down this narrow country lane. It is becoming very dangerous especially at weekends. Could Alton Towers take Sat Nav directions off the system for unsuitable routes before there is an accident? I would appreciate if you could look into this matter, please. “

Councillors discussed this issue and RESOLVED to write to Alton Towers, asking them to support a request for a “Timed Closure” on this road for mornings and afternoons as extremely busy with Alton Towers traffic at these times and Nabb Lane is not suitable for the volume of traffic being guided down it via Sat Nav, the Councillors believe that by making the road a timed closure, the Sat Nav will not guide traffic to Nabb Lane. Clerk to investigate with Alton Towers.

24.07.0016 **CLERK REPORT**

Newsletter no 2 sent 17.05.2024

NFU re: dogs on leads – 10 signs donated to Parish, installed on footpath finger posts.

Highways Log – reported Truckle House drain blockage again, with photo of mud – 10.06.2024

Flagpole rope replaced, by a resident. Councillors RESOLVED to send a thank you to the resident for his service to the Parish in replacing the rope-



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Cllr and Mrs Brandrick – Thank you letter for hosting the community walk and art exhibition – 24.06.2024

Village Green – Clerk confirmed to Staffordshire County Council to continue with existing arrangement. 24.06.2024

Village Green anniversary date – 29th September 1998 – Councillors RESOLVED to include funds in the budget for next year to celebrate.

Maps onto the website – asked SCC how to add a page.

Bleed Kits for Defibrillator boxes. Councillors discussed a quote from AEDdonate and RESOLVED to gain a second quote for consideration in September meeting.

D-Day flag – in storage with Clerk

Footpath Map for website – Clerk contacted Footpath map case company to request the artwork, so that it could be included onto the website. Councillors discussed the quote for resizing the artwork and decided that funds are not available. Clerk to request original artwork.

24.07.0017 **COUNCILLORS REPORTS (information only)**

Cllr Hemingway reported on her attendance at St Giles Coffee Morning.

Cllr James reported on her attendance at ESBC Parish Meeting, reported that Martin Law may come into effect and recommendations for a bleed kit for our community walks/defibs.

Cllr Bean and James reported that NFU Dogs on Leads footpath signs are now on fingerposts around the Parish. Clerk noted a Thank you to resident who installed one in Croxden.

Cllr Hall requested Defibrillation Training providers be discussed in September meeting.

24.07.0018 **STAFFING MATTERS - PUBLIC EXCLUDED (Public Bodies(Admissions to meetings)Act 1960) – CLERK REQUEST TO COUNCIL REGARDING CONTRACT CLAUSE -**

Councillors discussed contract Clause no. 7 – Declaration of other employment and RESOLVED to provide permission.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 11th September 2024 at 7pm. The meeting was formally closed at 20.48

Signed.....