



Croxden Parish Council Meeting Minutes
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MINUTES for meeting held on Wednesday 11th September 2024, at the Abbey Room, St Giles Church, Croxden ST14 5JG. The meeting commenced at 7.00pm.

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

24.09.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Brandrick – APPROVED, Cllr Sankey (ESBC)

24.09.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS - NONE

24.09.003 TO RESOLVE THE MINUTES OF THE PARISH MEETING HELD ON 10th July 2024 ARE A CORRECT RECORD - RESOLVED

24.09.004 TO CONSIDER AND APPROVE ANNUAL GRASS CUTTING CONTRACT FOR 2025-2028
Clerk tried to obtain 2 quotes by contacting 4 contractors. Councillors discussed the one quote received. RESOLVED for Clerk to contact another contractor for a quote to be consider in November Meeting, prior to Budget being set.

24.09.005 TO CONSIDER AND APPROVE DRAFT BUDGET 2025-2026

Councillors received the draft Budget on 22.07.2024.

Councillors RESOLVED to accept the figures presented and to add the following items.

Wildflower Seed for dog walkers project - £60

Grab Lorry Hire for SCC Chippings/scalping to fill laybys - £350

Clerk to add to Budget for further consideration in November meeting.

Clerk advised Grass Cutting contract amount would be added in November meeting, once vote in November meeting taken.

24.09.006 PUBLIC PARTICIPATION* - NONE

24.09.007 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

ALTON TOWERS COMMUNITY WORKING GROUP – UPDATE

Alton Towers has invited all neighbouring Parish Councils to a meeting on Wednesday 25th September 2024 at Noon in Alton Towers Resort.

RESOLVED for Cllr Hall and Clerk to attend.

Councillors discussed items for the Agenda and RESOLVED for Clerk to contact neighbouring Councils to gain a list for the Agenda to present to Alton Towers, prior to the meeting.

NABB LANE – REQUEST TO ALTON TOWERS RE: SAT NAV AND MAPPING SYSTEMS TO AVOID AREA. – UPDATE

Clerk wrote to Alton Towers, asking them to investigate adding Nabb Lane to the mapping system, so that traffic is not directed, by Sat Nav, to Nabb Lane during peak Alton Towers traffic times in mornings and afternoons – 09.08.2024



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Alton Towers responded 12.08.2024

Thank you for sharing this information. I am more than happy to work with you and look into this. Other parish councils have also raised several roads with similar challenges to the ones you have shared about Nabb Lane. Not sure how much you know of the work we recently achieved with Farley and gaining new road restrictions with them. They are going to share their experience at the next meeting. Following the success of this I believe we should also look at these other roads and take them to the county council for consideration, which I / Alton Towers am happy to do. We can discuss more when we next meet in September.

RESOLVED for Croxden PC to request this item be on the Alton Towers Meeting Agenda.

COMMUNITY WALK – 17TH JULY 2024 – UPDATE

Councillors reviewed the walk and confirmed residents who attended enjoyed exploring Footpath 1 of the Parish. **RESOLVED** to include length of walk when inviting residents to next walk and to include an event after walk, similar to the History talk previously arranged. Discussed the broken stile on the junction of Footpath 1 with Footpath 3. **RESOLVED** to report to Rights of Way, as Lengthsman advised repair would be cost prohibitive for Council. **RESOLVED** to set 2025 walk schedule in the March 2025 meeting.

LITTER PICKING EVENT – 8TH SEPTEMBER 2024 – UPDATE

Councillors discussed the event and despite the rain, felt it was a successful event. Eco Centre equipment was provided to those who attended and a number of bags of litter were collected and ESBC confirmed they would collect from Abbey litter area. Councillors discussed next event and **RESOLVED** to hold in Spring, when grass verges short. Clerk to write a Thank you letter to Eco Centre for the loan of their equipment.

NALC MOTION – UPDATE

Drafted a short version of motion, at the request of NALC – sent to Councillors 29.07.2024
Sent to NALC and SPCA on 06.08.2024

NALC requested SPCA to send confirmation by 6th September 2024, of motion so that it would be considered in the next NALC Policy meeting.

Clerk advised by SPCA that a second vote taken on 3rd September by SPCA Executive, reversing their support of the motion. Original vote of support in March 2024. Clerk unaware a second vote was planned and was not invited to SPCA Executive meeting, as per their guidelines. Clerk informed Cllr Sandra Peck, Checkley Parish Council of SPCA decision (Checkley seconded the motion). 09.09.2024

Councillors discussed the SPCA decision not to reverse original decision to support the motion and **RESOLVED** for Clerk to contact Cheshire Parish Council Association and send Motion to them.

LOCAL HERO AWARD – CONSIDER AND APPROVE 2025 CERTIFICATE DESIGN

Clerk designed certificate and sent to Councillors 22.07.2024. Councillors **RESOLVED** to adopt the simple design.



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FOOTPATH LEAFLETS – CONSIDER AND APPROVE DESIGN

Clerk designed a bi fold leaflet and sent to Councillors for consideration.

RESOLVED to create a leaflet for a route rather than a footpath, RESOLVED to put length of walk on leaflet. RESOLVED to create 4 leaflets outlining the 4 Community Walks routes that took place in 2024. Cllr Bean to produce one route for November meeting

COUNCIL INFORMATION LEAFLET – CONSIDER AND APPROVE DESIGN

Clerk designed a bi fold leaflet and sent to Councillors for consideration.

RESOLVED to include wording, including Greatgate, Beamhurst and Fole on front cover, RESOLVED to include a photograph on front cover.

Clerk to update leaflet for consideration in November Meeting.

RESOLVED for final leaflet to be included on website and for Cllr Hall to print off leaflet before each Community Event.

24.09.008 TO DISCUSS REQUEST FOR STILE CLEARING AT JUNCTION OF CROXDEN FOOTPATH 42/43

Cllr Bean updated Council on the site visit with Lengthsman for repairs/clearing of Footpath 42/43 junction. RESOLVED to report to Rights of Way Team as work required prohibitive of Council Budget. Clerk to report.

24.09.009 TO CONSIDER SPCA ADVICE NOTICE AND CREATE A STAFFING COMMITTEE AND APPOINT 3 COUNCILLORS TO COMMITTEE - THE LOCAL GOVERNMENT ACT 1972 (S101).

SPCA guidance notes received and advised Council to set up a staffing committee. The Committee made up of 2/3 members, takes on management responsibility, who are available to provide day-to-day support for the Clerk and conduct management activities such as appraisals, discipline or grievance investigations, sickness reviews and holiday requests.

RESOLVED for Cllr Bean, Cllr James and Cllr Hall to form the Staffing Committee.

RESOLVED for Clerk to prepare the Frame of Reference for consideration in November meeting. Clerk to update website.

24.09.0010 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

ESBC Separation Distance and Amenity Supplementary Planning Document – Consultation – the revised Separation Distance and Amenity SPD can be viewed online at:

<https://www.eaststaffsbc.gov.uk/planning/planning-policy/planning-policy-consultations>

Croxden Parish Council made the following comments: Croxden Parish Council cannot see reference in the new policy to sunlight / daylight assessments which can often demonstrate that there is no significant loss of sunlight / daylight contrary to the standards imposed. If we are correct, then Croxden Parish Council suggest this be incorporated. Sent 19.07.2024
Government Proposed reforms to the National Planning Policy Framework and other changes to the planning system – survey closes 24th September 2024 – **NOTED**



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<https://consult.levellingup.gov.uk/planning/planning-reform/> full details on Council website

NEW

P/2024/00779 - The Homestead Farm Hollington Road Croxden Uttoxeter ST14 5JD -
 Erection of an agricultural building for the storage eggs – comments added on 28.08.2024:
 The Parish Council are keen to support local business and recognise that the proposed building material is in green to help it blend in to the Countryside, which could be a planning stipulation for the application. The Council notes that to minimise the visual impact of the building, it is located as far from the road as possible in the planning drawings and we would suggest this also be a planning stipulation.

24.09.0011 TO RECEIVE ORAL/WRITTEN REPORT FROM BOROUGH/COUNTY COUNCILLOR - NONE

24.09.0012 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW

All July payments made 12.07.2024

Payment 25 made in between meetings.

RESOLVED all payments correct and payments signed.

Ref/Cheque	Item	Amount
25/311	SJL Landscapes	£61.62 (inc £10.27 VAT)
26/DC	Waterhaul - Litter picking kit x2	£56.99 (inc £9.50 VAT)
27/SO	Council Administration – July	£257.43
28/SO	Staffordshire Pension Fund	£79.20
29/SO	Homeworking Allowance	£7
30/DC	HP Printer Ink	£5.49 (inc £0.92 VAT)
31/dc	Argos – A1 Cork Board	£18
32/312	SJL Landscapes – Grass cutting	£61.62 (inc £10.27 VAT)
33/dc	Cumbria Wildflowers – 40 woodland plant plugs	£60.94 (inc 8.67 VAT)
34/SO	Council Administration	£257.43
35/SO	Staffordshire Pension Fund	£79.29
36/SO	Homeworking Allowance	£7
37/DD	HP Printer Ink	£5.49 (inc £0.92 VAT)
38/313	SJL Landscapes – Grass cutting	£61.62 (inc £10.27 VAT)
RECEIVED		
Lloyds	09.07.2024	£1.05
Lloyds	09.08.2024	£1.01
BANK ACCOUNTS		
Lloyds Current Account	27.08.2024	£1,511.05
Lloyds Deposit Account	09.08.2024	£1,017.72



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24.09.0013 CORRESPONDENCE

Planning – NALC issued an updated Legal Note on Planning - sent to Councillors 26.07.2024

Bee Needs Week – NALC provided an update that The Department of Environment, Food and Rural Affairs (DEFRA) has recognised Sherburn in Elmet Town Council in Yorkshire as a national champion in the Bees' Needs campaign for its commitment to sustainable stewardship and pollinator protection. <https://www.gov.uk/government/publications/bees-needs/bees-needs-campaign> - a local initiative is Derby City Council Bee Bus Stops - [Derby buzzing about new Bee Bus Stops - Derby City Council](#) to find out more and get involved contact DEFRA by email beesneeds@defra.gov.uk

NALC Community Safety Survey – NALC is developing a new community safety webpage which will include case studies setting out what local (parish and town) councils can do and are currently doing to make their places feel safer. Submitted answers about our rural speed limit motion on 06.08.2024

Healthy Living information from SCC - [https://www.staffordshire.gov.uk/Health-wellbeing-and-leisure/Keeping-well-and-staying-healthy/Start-your-journey-to-better-health/Healthy-](https://www.staffordshire.gov.uk/Health-wellbeing-and-leisure/Keeping-well-and-staying-healthy/Start-your-journey-to-better-health/Healthy-Archives)

Archives – Staffordshire County Council – new archives and history centre due to open in Eastgate Street, Stafford, later in 2024 - <https://staffordshirehistorycentre.blog/>

NHS strategy for urgent and emergency care survey – put onto website 02.08.2024

For the survey go to NHS Staffordshire and Stoke-on-Trent ICB webpage:

<https://staffsstoke.icb.nhs.uk/uec-get-involved>

Government Proposed reforms to the National Planning Policy Framework and other changes to the planning system – survey closes 24th September 2024 -

<https://consult.levellingup.gov.uk/planning/planning-reform/> on website

Staffordshire County Council Local Transport Plan meeting - 20th September at 13:00 to approximately 15:00 . Conversations with local highway officers will take place between 15:00 and 16.00 at Staffordshire Place 1, Stafford, ST16 2LP.

Big Cat Talk will be conducted by Big Cat sightings expert Rick Minter on both local and countrywide sightings. Join the talk for free on Wednesday 25th September at 7.30pm in the barn at Wood Farm, Alton Lane, Great Gate. Rick Minter podcast is available on

<https://bigcatconversations.com/>

Staffordshire County Council Climate Action Fund – application process details on Parish Council website in news area

ESBC Road Closure procedure for Events – new website link provided

www.eaststaffsbc.gov.uk/parking-and-roads/temporary-road-closures

Staffordshire Warmer Homes scheme – details on website in news – 19.08.2024

Fly tipping at the end of Keeling Lane Croxden reported by a resident and a Councillor via the ESBC website CAS 237874 WOK0C0 – 16.08.2024 – cleared the same day.

NALC Micro Council Network - 25 July 2024 – update provided to Councillors and joined the network WhatsApp Group 19.08.2024

NALC Training Course - Navigating rural realities - 29 January 2025 — 12.00 – 13.15
While approximately 70% of local (parish and town) councils thrive in rural areas with populations under 10,000, the national spotlight often leans towards urban agendas,



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assuming that the most deprived areas are urban. Gain a competitive edge in addressing the intricate challenges that rural councils face, and leave with valuable, practical advice and tips to steer your local council confidently into the future.

RESOLVED for Cllr Bean to attend.

VE DAY 80 - BEACONS & LAMP LIGHTS OF PEACE - 9.30PM - 8TH MAY 2025 – Councillors discussed event and RESOLVED not to take part.

24.09.0014 CLERK REPORT

Litter Picking equipment x2 – ordered from Waterhaul, one set delivered to Beamhurst resident and one to Croxden resident. <https://waterhaul.co/collections/litter-picking-equipment>

Lloyds Bank – sent letter and Parkinson Report to bank, advising that small parish councils are covered by FSCS and requested a letter to confirm Lloyds position.

Lloyds have confirmed we are covered by the FSCS and that the Lloyds letter was incorrect.

Wildflower plugs for Greatgate for shade.

<https://www.cumbriawildflowers.co.uk/habitats/shadearea40plugplantsmix> – Clerk ordered, as per this year's budget and Cllr Bean planted on Greatgate Village Green

Dog walking Wildflower back packs – details of Lewis Railway project sent to Councillors 29.07.2024

Defibrillator pads – expire Feb 2025 and April 2025, requested AEDdonate to book into their maintenance schedule, added cost to Draft Budget. Updated The Circuit website with Defib details – 29.07.2024

Pension Regulator – next update due January 2025.

VAT Return – started.

Councillor contact details for noticeboards – laminated cards put into all noticeboards 18.08.2024

Croxden Abbey rubbish bin, annually painting completed 18.08.2024

Footpath – Croxden 1 junction with Croxden 2 – stile collapsed and reported to SCC Rights of Way Team - web reference number is: 240861273. Rights of Way confirmed the enquiry has been assessed as: C3. problem will be addressed as and when resources allow.

Bridleway on Footpath Croxden 36 – Rights of Way Team confirmed bridle gate fitted in April 2024.

Bleed Kits – Clerk obtained two quotes, as per July Minutes. Councillors RESOLVED to order 2 kits that fit inside the Defib cabinets from AEDdonate. cost- £203.99 (inc £34 VAT).

Sexual Harassment Law change – October 2024 – Clerk contacted SLCC for a policy template – SPCA provided HR Guidance – 09.09.2024 – Clerk sent Dignity at Work policy to SLCC and asked if we could amend that policy. 09.09.2024

Old Laptop – Clerk to contact Laptop service to get files removed.

Overtime – Litter Picking Event – 3.5hrs. Councillors voted to award time off in lieu.



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24.09.0015 COUNCILLORS REPORTS (information only)

Councillors discussed wildflower plugs and RESOLVED for Cllr Bean to plant on Greatgate Village Green, under the trees.

RESOLVED to extend the meeting by 15 mins. (Standing Orders)

Councillors discussed JCB Golf Event and the traffic impact on local residents over the weekend event. RESOLVED for Clerk to write to JCB to ask if there is going to be an opportunity for a meeting between local Councils/Groups and JCB to discuss lessons learned post event.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 13th November 2024 at 7pm. The meeting was formally closed at 9.14pm

Signed.....