



Croxden Parish Council Meeting Minutes  
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Minutes of a meeting held on Wednesday 13<sup>th</sup> November 2024, at the Abbey Room, St Giles Church, Croxden ST14 5JG. The meeting commenced at 7.04pm.

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

24.11.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Brandrick - Approved.

24.11.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. Cllr James item JCB Liv Event– Approved.

24.11.003 TO RESOLVE THE MINUTES OF PARISH MEETING HELD ON 11<sup>th</sup> September 2024 ARE A CORRECT RECORD. RESOLVED

24.11.004 TO CONSIDER AND APPROVE THE GRASS CUTTING TENDER FOR A THREE-YEAR CONTRACT - 2025-2028  
Councillors considered two quotations and RESOLVED to award 3yr contract to DTE Eco Ltd. Councillors discussed requesting a cut prior to winter, as a one off. RESOLVED to request DTE Eco Ltd to carry out this cut. RESOLVED for Clerk to make request and issue contract.

24.11.005 TO CONSIDER AND APPROVE MEMBERSHIP OF RURAL SERVICES NETWORK (Rural Village Services)  
Councillors reviewed details of the Rural Village Services at a cost of £50 per year. RESOLVED to join.  
Councillors discussed ESBC membership and RESOLVED to write to ESBC to request they join as a higher authority.  
Councillors discussed the Council Motion to reduce to request national speed limit on rural roads to be reduced from 60mph to 40mph and RESOLVED to request Rural Services to submit to Government.

24.11.006 TO CONSIDER AND APPROVE COUNCIL BUDGET FOR 2025-2026  
Councillors reviewed the revised budget and RESOLVED to accept figures for 2025-2026. Clerk to add to website.  
Councillors reviewed asset maintenance and RESOLVED to include a fund for repairs.

24.11.007 TO CONSIDER AND APPROVE PRECEPT REQUEST TO ESBC FOR 2025-2026  
Councillors RESOLVED to request £8,500 from East Staffordshire Borough Council, based on Budget.

24.11.008 TO CONSIDER AND APPROVE THE STAFFING COMMITTEE FRAME OF REFERENCE 2024  
Councillors RESOLVED to adopt the Frame of Reference.  
Councillors RESOLVED to update committee members, Cllr Bean, Cllr James, Cllr Hemingway. Clerk to update website.



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24.11.009 TO CONSIDER AND APPROVE THE UPDATED DIGNITY AT WORK POLICY  
Councillors reviewed updated policy, which will include prevention of Sexual Harassment in the workplace. RESOLVED to adopt revised policy.  
Clerk to create a risk assessment template for annual review.

24.11.0010 PUBLIC PARTICIPATION - NONE

24.11.0011 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

**NALC MOTION – UPDATE**

Council wrote to SPCA on 27<sup>th</sup> September 2024 outlining minutes of Executive Meeting (March 2024) which indicated vote of support for motion. SPCA responded by letter on 8<sup>th</sup> October 2024 confirming they will not support the motion.

Councillors reviewed SPCA letter and RESOLVED to reply, expressing disappointment that the reply did not address the issues raised by Council and to confirm to SPCA that the Parish Council will continue to pursue acceptance of this motion to NALC, but through different channels.

Council notes that SPCA have no complaints policy.

**LITTER PICKING EQUIPMENT GRANT – UPDATE**

TopCashback Sustainability Fund, part of the Community Foundation for Staffordshire and Shropshire awarded the Parish Council £100 for purchase litter picking equipment. Council RESOLVED that once grant received, Clerk to purchase equipment.

**ALTON TOWERS WORKING GROUP MEETING – UPDATE**

Alton Towers and parish councils met on Wednesday 25<sup>th</sup> September 2024.

Outcome, the no access change to Farley has worked and Sat Nav does not direct traffic through Farley during mornings and afternoons. Several PC asked for lanes to be included in the scheme, Croxden requested, Nabb Lane, Combridge Lane, Alton Road. Alton Towers will liaise with Staffordshire County Council. Alton Towers confirmed the Working Group meetings will take place quarterly.

Clerk noted that Nabb Lane, at the Alton end, does not have a sign saying, Do Not Follow Sat Nav. Councillors discussed signage and RESOLVED for Clerk to write to Alton Towers asking them to approach SCC to have sign installed.

Clerk asked Alton Parish Council asked to support this request.

**JCB LIV EVENT – POST EVENT TRAFFIC MANAGEMENT MEETING REQUEST– UPDATE**

Clerk wrote to JCB requesting a post event meeting to discuss traffic management. JCB advised to liaise with SCC Highways Team, who organised traffic management.

Councillors RESOLVED to write to SCC Highways to request a review of traffic management, before next event. Parish Council are keen to ensure this event is a success and believe



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improved traffic management will add to success. Councillors RESOLVED to reply to JCB to thank them for their suggestion.

**BLEED KITS FOR DEFIBRILLATOR CABINETS – UPDATE**

AEDdonate installed Bleed Kits into Beamhurst and Croxden Defibrillator cabinets.  
AEDdonate will register on the national database. Asset Register updated  
NOTED

24.11.0012 TO CONSIDER AND APPROVE DEFIBRILLATOR TRAINING X2

Councillors noted that training budget for this year would allow for two community Defib training courses to be held. RESOLVED to book two course with AEDdonate and request that bleed kit training be included. Clerk to research room availability within Parish.  
Clerk to advertise course dates, once confirmed in newsletter, posters and website.

24.11.0013 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

**Council discussed receiving automated updates from ESBC if any aspect of the planning applications are changed – Clerk to contact ESBC to request.**

**NEW**

**ESBC Separation Distances and Amenity (SPD)** – has been adopted -

<https://www.eaststaffsbc.gov.uk/planning/planning-policy/supplementary-planning-documents-and-other-policy-guidance>

**P/2024/01023** - Jeffrey Meadows Farm Nabb Lane Alton Staffordshire ST10 4AY - Prior Approval for the conversion of agricultural building to form two dwellings.

Comments are: Croxden Parish Council would like to note that recent applications for steel buildings have not been part of permitted development and would request that ESBC review this application to ensure this application meets the criteria.

**P/2024/01050** - Woodhouse Farm Nabb Lane Rocester Staffordshire ST14 5JB - Erection of a detached double garage with plant room, first floor storage and external staircase – no comment.

**DECISIONS**

**P/2024/00781 – (P/2023/01284)** - 3 Croxden Cottages, Croxden Lane, Croxden, Staffordshire, ST14 5FE – PERMITS

**P/2024/00779** - The Homestead Farm Hollington Road Croxden Uttoxeter ST14 5JD - Erection of an agricultural building for the storage eggs - PERMITS

24.11.0014 TO RECEIVE ORAL/WRITTEN REPORT FROM BOROUGH/COUNTY COUNCILLOR – NONE

24.11.0015 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW and RECEIVE FINANCE UPDATES:



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All September payments made 12.09.2024

**General Reserves** - Transfer of funds to savings account - £1,000 – 27.09.2024.

**Bleed kits** paid for by Debit card – 14.10.2024

**VAT 126** reclaim for £101.70 submitted 01.11.2024

**Lloyds Bank** – letter advising that Bank is changing account from Treasurer Account to Community account. New account incurs charges. Councillors discussed charges and RESOLVED for Clerk to make a complaint to Lloyds and if no free account offered by Lloyds to then use the 14 day switch service to move banks.

**Asset Register** – updated to include Bleed Kits – new total - £10,633.98 –Chair and Clerk signed.

**Confidential Waste** – Greenpak collecting 10 bags on 20.11.2024

**Google back up** – changed payment to PC Debit Card – 13.11.2024

Ref/Cheque	Item	Amount
39/DD	NALC Course – Navigating Rural Realities	£39.22 (inc £6.54 VAT)
40/so	Council Administration - Sept	£257.43
41/so	Staffordshire County Council Pension	£79.29
41a/SO	Homeworking allowance	£7
42/SO	HP Printer Ink - September	£5.49 (inc £0.92 VAT)
43/DC	AEDdonate – Bleed Kits for Defib boxes	£203.99 (inc £34 VAT)
43a/SO	Council Administration – October	£257.43
43b/SO	Staffordshire County Council Pension	£79.29
43C/SO	Homeworking allowance	£7
44/314	RBL Poppy Appeal – Poppy Wreath donation	£60
45/315	Council Administration – NALC back pay	£85.96
46/316	Plants for Stone Trough	£35
47/so	HP Instant Ink – October	£5.49 (inc £0.92 VAT)
48/317	Google back up – refund clerk	£15.98
49/SO	Homeworking allowance	£7
RECEIVED		
8	Lloyds Interest – Sept	£0.86
9	ESBC – Precept	£4,257
10	VAT	£101.70
11 &12	Lloyds Interest – Oct & Nov	£3.02



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<b>Reconciliation at 01.11.2024</b>	
<b>Receipts and payments</b>	
a. Opening balance 1st April 2024	930.47
b. Total receipts	8,676.01
c. Total payments	4,390.22
d. Surplus/(Deficit) in the year (b-c)	4,285.79
e. Closing balance (a+d)	5,216.26

24.11.0016      CORRESPONDENCE

Council RESOLVED to only include correspondence that required a VOTE into minutes.

**Staffordshire Parish Councils' Association: Eighty-Fifth Annual General Meeting** - Monday 16th December 2024 at 7pm, in the Trentham Suite at Staffordshire Place, Tipping Street, Stafford, Staffordshire, ST16 2LP. Invitation received. RESOLVED not to attend.

**Citizens Advice** – SLCC provided information about Citizens Advice requirements for funding, in order that service hubs can be provided locally. Councillors noted the Local councils are empowered under s.142(2A) of the Local Government Act 1972 to assist voluntary organisations (such as Citizens' Advice) to provide individuals with information and advice about their rights and obligations, and to provide certain assistance in asserting those rights or fulfilling those obligations. RESOLVED to donate £50. Clerk to send

**Sakura Cherry Tree Project** – details sent to Council regarding this project. RESOLVED to forward details to St Giles Church, as have land to plant a tree.

24.11.0017      CLERK REPORT

**Highways log** updated and put on website 16.09.2024

**Navigating Rural Realities** – NALC Course - Cllr Bean booked

**Old laptop** – update on recycling in January meeting.

**NALC Micro Councils** meeting 04.10.2024 – attended and received presentation from Rural Services Network and made a request for future meeting to discuss rural roads speed limits. Update email sent from NALC and forwarded to Councillors 14.10.2024.

**SCC Local Transport Plan** – clerk requested minutes from SPCA of meeting held on 20<sup>th</sup> September 2024 – 14.10.2024

**AEDdonate Bleed Kits** – paid by Debit Card 14.10.2024 –AEDdonate confirmed installation.

**Mr Hawksworth** – Thank you letter re: flagpole maintenance – 14.10.2024

**Trees – Greatgate Village Green** – risk assessed by Clerk – requested quote from Jonty Johnson to uplift the branches, to remove risk of eye level branches and gain access to BT cable– RESOLVED to accept quote for work to be carried out.



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**Poppy Wreath** laid by Cllr Brandrick at St Giles Church for Parish Council.

24.11.0018 COUNCILLORS REPORTS (information only)

Cllr James and Cllr Hall advised two stiles in need of repair, one wood and one stone. Clerk to obtain a quote from Lengthsman to be considered in January meeting.

Councillors discussed newsletter content, Cllr Hemingway to create and Clerk to send to newsletter distribution list.

24.11.0019 TO CONSIDER AND APPROVE STAFFING COMMITTEE RECOMMENDATION RE:

ANNUAL COUNCIL ADMINISTRATION COSTS - PUBLIC EXCLUDED (Public Bodies(Admissions to meetings)Act 1960)

Council considered the Staffing Committee recommendations and RESOLVED to accept all recommendations regarding staffing costs.

Clerk new working days will be Monday and Wednesday mornings.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 8<sup>th</sup> January 2025 at 7pm. The meeting was formally closed at 20.40

Signed.....