

ECCLESHALL PARISH COUNCIL

January 18th, 2017

A meeting of Eccleshall Parish Council was held on January 18th, 2017, at Eccleshall Community Centre at 7.30pm. This meeting was followed by a meeting of the Planning Committee following the Council meeting at 9.45pm.

1/17).	Present were:-	Councillor G. Garner (Chairman)	Councillor P. Jones
		Councillor B. Delanchy	Councillor P. Mullee
		Councillor P. Baskerville	Councillor J. Leather
		Councillor T. Price	Councillor D Jacques
		Councillor P. Alcock	Councillor M. Starkey
		Councillor E. Amos	Councillor R. Langford
		Councillor A. Le Monnier	Councillor C. Marshall
		Mrs J. Jones	County Councillor Chapman
		Borough Councillor J. Pert	1 member of the press
		3 residents	Mrs C. Heelis (Clerk)

There were no apologies to receive.

The meeting opened with prayers

2/17). **To consider Councillor requests for dispensations:-** There were no requests to receive.

3/17 **Vacancy – Horsley Ward:-** There was only 1 candidate for the vacancy and Mrs J. Jones was co-opted onto the Council. The Declaration of Acceptance of Office was duly signed.

4/17). **Public Participation:-** Mr M. Cheadle, 3, Oak Road spoke about problems with the Taylor Wimpey development and non-compliance with conditions of the Planning Permission. Mr Cheadle indicated that he hoped the Council would discuss the following issues later in the meeting.

- Poor communication with local residents.
- At a Public Meeting held on January 5th, 2017 residents of St Chads Road had been assured they would be consulted about work involving the installation of cables and drainage, which would cause enormous disruption.
- Lack of clarification regarding the drainage proposals
- Increased levels of land at the rear of Trinity Road, which appeared to be contradictory to the Plans.

Ms Lynch, 4, Trinity Road indicated that the Borough Council had advised that further details of compliance with the Conditions of approval had been published on the Borough Council website.

- The Construction Management Plan was incomplete and did not appear to contain details expected of a Construction Method Statement.
- Mr Perrins of Taylor Wimpey had confirmed that the boundary drain would go all around the site. However, plans recently added on the SBC website did not verify this.
- Ms Lynch also referred to the amount of soil on site and the levels of the land and queried if this was in accordance with the approved plans.
- Tree protection remained a concern and confirmation was sought of whether the Arboricultural Officer had visited the site?

Mr Clark, 9, Trinity Road also referred to the height and levels of the land at the rear of Trinity Road and the distribution of soil on site. From the condition of Shaws Lane it appeared that no wheel wash facilities had been installed on site and the road had been narrowed whilst services were being installed.

The Chairman thanked the residents for raising these concerns and confirmed that the matters raised would be discussed later in the meeting.

5/17). **To confirm the minutes of the Parish Council Meeting held on November 16th, 2016:-** The minutes, which had been previously circulated, were agreed and signed.

6/17). **Reports from Borough and County Councillors:-**
Councillor Chapman referred to the following:-

- An increase of 4% to the County Council precept was proposed to cover the increase to the National Living Wage and costs of Social Care. Small increases were also proposed by the Fire Service and Police and Crime Panel.
- The proposed Railhead and Maintenance Facility at Stone was causing concern to Yarnfield residents, as amongst other disruption, it would involve the closure of Yarnfield Lane.
- Proposals to reduce the speed limit through Slindon to 40mph with a 50mph buffer. There was also a desire for a general speed reduction on the A519 from Eccleshall through to Clifford's Wood, but such a measure would have significant cost implications.
- Councillor Chapman apologised that he would be unable to attend the meeting with Mr Rayson on January 26th, 2017 but asked that the re-painting of the mini roundabouts and pedestrian crossing were raised as well as the growth of vegetation on the pavement on Newport Road from Cross Butts to Wincote Lane.
- The power point installed outside the Public Conveniences was not useable for the connection of a lawn mower or Christmas Tree lights, without some adaptation. Mrs Heelis was following the matter up with Streetscene at Stafford Borough.

Councillor Pert reported the following:-

- He had attended a positive meeting with representatives of Bovis together with the Chairman and Clerk about the proliferation of street signs and the temporary speed limit at the site entrance due to poor visibility. The Eagle Sculpture had also been discussed and site drainage.
- He had been unable to attend the public meeting with Taylor Wimpey but was concerned to hear that the meeting had been unproductive due to the lack of Technical knowledge of the representatives present. Discussions with Taylor Wimpey regarding the height of the road and mud on Shaws Lane were ongoing.
- Councillor Pert had attended a meeting with the Prisons Minister at Drake Hall and welcomed the opening of a Halfords Academy at the Prison to give the inmates a skill base and opportunities to return to work after release.
- The Borough Council had been awarded a grant from DCLG to help with the support and resolution of issues concerning people sleeping rough in the Borough.
- Members were encouraged to peruse reports on Sustainable Transformation Plans for the Heath Service.

Members expressed concern that whilst numerous emails had been sent to the Borough Council during December about developments at the Taylor Wimpey Site and failure to discharge the conditions of the planning permission before commencing work, very little response had been received either by Mrs Heelis or residents. Councillor Pert stated that the Enforcement Officer had visited the site on several occasions and work had been stopped a number of times due to Health and Safety violations. Discussions were ongoing to solve the problems and Councillor Pert was trying to arrange a further meeting with people present who could address the technical issues.

Councillor Jones reported that as a member of the Public Appeals Committee he had considered an appeal from a Taxi Driver who had been suspended. Councillor Jones was also a member of the Resources Scrutiny committee and 'had called' in the application for a new house at Church View Farm, Slindon to support the church and local residents.

7/17). **Committee Reports:-**

Traffic Management:- Councillor Jones reported that a meeting was to be held with Mr R. Rayson (Staffordshire Highways) on January 26th, 2017. Mr Rayson had been asked to accompany Councillors on an inspection of entrances into Croxton and Eccleshall suitable for gateway features. Any Councillor wishing to attend should congregate at Eccleshall Community Centre at 2.30pm. The usual meeting would commence at 4pm and Mr Ratcliffe had been invited to attend to discuss the proposals for the Eagle sculpture on the Stafford Road and enable Mr Rayson to comment. Any highway matters for discussion at the meeting should be forwarded to Mrs Heelis.

Enhancements Committee:- Councillor Baskerville presented a report from a meeting of the committee held on January 11th, 2017, the minutes of which had been circulated.

- It was resolved that Councillor P. Alcock would be co-opted onto the Enhancements Committee.

- The Committee had discussed the progress of the Eagle sculpture.
- **Risk Assessments and Assets survey:-** spreadsheets showing the updated schedule of works and items for monitoring were reallocated. Members were asked to review the condition of items allocated to them prior to the next meeting.
- **Croxton Play Area - Seat:-** It was agreed that a 6' Oak Bench was purchased from Ingestre Sawmill at a cost of £240.00 and placed outside the play area fence facing the wooded area. Mr Sheard was to be asked to quote for installing the seat, securing with postcrete, and laying some paving slabs to the front when the weather improved. The grant available from The Broughton and Croxton Jubilee Committee had to be claimed by the end of July 2017 and amounted to £240 against a total project cost of £480.
- **Wicksteed Risk Assessment:-** The inspection showed that 2 posts in the log walk were rotten and quoted £73 for the purchase and delivery of replacement posts from Fawns and a further £360 to install the posts. The Council agreed that the posts should be ordered directly from Fawns Recreational Services and Councillors Baskerville and Le Monnier offered to install them and secure with Postcrete.
- **Grass Cutting Tenders:-** The tenders had been opened by Councillor Baskerville and the Clerk and spreadsheets were circulated showing the quotations received. The Council agreed to allocate the works as follows:-
 1. Elford Heath, Triangle, Kerry Lane and Offley Hay Village Hall - £87 x 10 – Jacksons of Eccleshall -
 2. Washpits, Pump Site, Picnic Site - £40 x monthly Eyeswells Footpath, Croxton Playing Field and Bishops Court - £87.50 fortnightly – Trent Grounds Maintenance
- Pillar Clock – It was agreed to order repairs to the clock to reinstate the chimes and reset the face opposite the Library at a cost of approximately £1300.00.
- **Eyeswells Footpath:-** It was reported that a contractor building a conservatory at 8, Churchfield Road had accessed the site from the open space on The Eyeswells making huge ruts in the grass and leaving mud on the path. The Council resolved that a letter should be sent a letter to the property owner advising that unless the area was satisfactorily reinstated the Parish Council would seek reimbursement.
- **Bus Shelter – Stafford Road:-** Graffiti had been sprayed on the new bus shelter. Mrs Heelis had contacted the manufacturer (Littlethorpe) who had provided some graffiti removal spray and stain.
- **Railings – Stone Road / Castle Street:-** The scaffolding outside The George was being removed and it seemed that it may soon be possible to install the new railings.

The next meeting was arranged for May 3rd, 2017, following the meeting of the Planning Committee.

The minutes of the Enhancements Committee were adopted by the Council.

Footpaths Committee:- There was no report to receive. The next meeting was to be held on March 1st, 2017 at 6.30pm.

Policy and Resources Committee:- Councillor Garner presented a report from a meeting of the committee held on January 4th, 2017. The minutes had been circulated to members together with accompanying documentation.

- **Advertisement for Clerk's post, salary and post grading history, job application form and job description:-** Councillor Garner reported that the sub-committee had met on two occasions, November 15th and December 6th, to discuss the responsibilities of the Council together with details of appropriate hours of work and salary scales.
- **Post grading history:-** the committee considered the document detailing the grading of the post and job evaluation criteria. In 2004 the Council had determined that the post should cover SCP 20 – 25 inclusive of a qualification bar at LCP 22. It was noted that the 'Green Book' referred to in the documentation was the National Agreement on Pay and Conditions prepared by the National Joint Council for Local Government Services,

It had been determined that no progression could be made beyond SCP 25 unless the Council agreed to take on devolved functions or employ additional members of staff. The post would be advertised at 25 hours per week reflecting the decrease in projects and workload, but could be reviewed at any time, at the request of either the Clerk or the Council.

The council unanimously accepted the paper on the post grading history and the recommended working hours to be advertised, the Job Advertisement, Job Description and Application Form. It was resolved to advertise the Job immediately in Newspapers, on the Parish Council website, through the SPCA and on Council noticeboards with a closing date of February 28th, 2017.

- **Precept 2017/18:-** Spreadsheets were circulated detailing the proposed precept for 2017/18. Mrs Heelis advised that the Concurrent Functions Allowance from the Borough Council was to remain unchanged at £3733. Due to an increase in the Tax Base, if the Parish set an unchanged precept of £51160 for 2017/18 a reduction of 1.3% in the charge for a Band D property would occur.

Mrs Heelis referred to the fact that this could be the last year that Parish Councils would be able to request an increased precept without holding a referendum.

Mrs Heelis explained the proposed budget and the allocation of finance. Funding had been included for traffic calming measures and devolved highway works as well as training for the new clerk if necessary, together with computer / office equipment. It was proposed to include sums of £500 for repairs to the Pillar Clock and £660 to accumulate a fund for the elections in 2019. The sum for audit had been increased to £450 to allow for the appointment of an internal Auditor, following the resignation of Mrs J. Hill.

The Council unanimously resolved that a precept of £52440.00 should be levied for 2017/18 as per the attached spreadsheet – due to the increase in the tax base this would be an increase of 1.2% for a Band D property.

Date of next meeting:- The next meeting was arranged for March 1st, 2017 following the Planning Committee Meeting to enable the Committee to discuss candidates and interview procedures/panel.

The minutes of the Policy and Resources Committee were adopted by the Council.

8/17). Liaison Representatives;- There were no reports to receive from the Slindon residents or Visit Stafford.

Allotments Association:- Councillor Starkey reported on the AGM of the Association held on December 3rd, 2017. The Officers had been re-elected. Funds were healthy with no major expenditure planned. There were 7 plots available and 5 people on the waiting list. It was noted that repairs were need to the road. The new gate had improved the entrance to the site and Committee members were to plant flowers by the gate. Dogs on site remained an issue and posed a health and safety risk.

Ecclian Society:- Councillor Baskerville reported that over 200 people had been served with mulled wine by the Society at the carols round the Christmas Tree event. Thanks were expressed to the 45 volunteers who had turned out to remove and recycle the Christmas Trees.

Community Centre Association:- Councillor Amos reported that the flat roof had been repaired and coping stones repainted. It was necessary to let the roof dry out before replacing the panels. A new pump had been installed in the basement and 6 broken windows replaced. The New Year's Eve Dance had been attended by 107 people and the programmes were now available for entertainment booked in 2017/18.

Offley Hay Village Hall:- Councillor Le Monnier indicated that a Charity Auction to raise funds for the hall had been a success and redecoration of the hall was planned. Someone had requested the cleaning of the former BT kiosk on The Star car park and it was noted that this had been purchased by the Landlord of The Star.

Young People:- Councillor Marshall reported that several trouble makers had been banned from the Youth Club. The club had a membership of 65 with 30 members attending on a regular basis.

Croxton News:- Councillor Langford reported that the Information Board was in production. The Speedwatch Group was now in action. The well dressing would be held on July 1st, 2017 with a theme of Community / emergency services. High Speed Broadband was now available in Croxton. Councillor Langford enquired about progress with the adoption of the Telephone Kiosks at Croxton and Fair oak, Mrs Heelis indicated that she was waiting for information from the Borough Council.

View Farm, Main Road, Croxton - Mrs Langford reported that following the approval of an application to vary conditions of application 12/17574, mud and rubble encroaching onto the B50126 were making the surface hazardous. The Parish Council had been strongly opposed to the

amended application owing to concerns about the effect on the highway. It was agreed to bring the matter to the attention of the Enforcement Officer and the Highways.

9/17). **New Developments**

- **Taylor Wimpey site:-** Councillor Garner thanked the Borough Councillors for their continued efforts to liaise with representatives of Taylor Wimpey. The public meeting held on January 5th, 2017 had proved far from satisfactory and left the residents angry and frustrated that no-one present had been equipped to answer their numerous questions. The meeting had given the residents an opportunity to state their grievances and they had been promised a further meeting with technical staff present. Mr Ian Wood had agreed to send a copy of the Construction Method Statement to the Clerk, but Mrs Heelis but not received this. There had been no notes taken at the meeting or any record of what actions had been agreed.
- Councillor Garner asked if the Council wished to have a further meeting with the developer and if so what form such a meeting should take? The Council resolved to delay arranging a meeting for the time being but also agreed that any meeting should have an agenda and be appropriately Chaired, with details of items for discussion being circulated in advance of the meeting.
- Councillor Baskerville stated that according to Standing Order 22(d) it was improper for individual members to liaise with the developer and that all contact should take place through the Clerk. At any meetings with developers which may affect the Parish the Clerk or another Councillor must be present.

Councillors expressed concern that all work on site had not been stopped before Christmas when numerous emails had been sent to the Planning Department detailing a number of Planning Conditions, which had not been discharged prior to work commencing. Mrs Heelis and residents had emailed on numerous occasions and received no response, which had led to increasing frustration and anxiety regarding the works. The lack of information was exacerbating what was already an unacceptable situation.

Mrs Heelis was asked to write to Mr T. Clegg, Chief Executive of the Borough Council, Mr T. Clegg CEO SBC, Mr R. Lawrence – Head of Economic Development & Planning, Mr J. Holmes Development Control and Mr E. Owen (Enforcement) indicating concern at the lack of response to emails and detailing the following:-

The Parish Council requested a response to all of the issues detailed below, indicating whether they had been and were being addressed and clarification of which approved planning application was being implemented.

- The Borough Council had been emailed regarding concerns about the levels of the land and requested that checks were undertaken to ensure that the height of the works under construction were accurate and in accordance with the application as this would enable Councillors to offer some reassurance to the local residents.
- On several occasions the Parish Council had requested sight of the Construction Method Statement. A resident reported recently that the Borough Council had indicated that the document was available on the Borough Council website. However, the Construction Management Plan referred to, dated October 16th, 2016 appeared to be incomplete.
- Condition 5 of the Planning Approval required the submission and prior approval of a Construction Method Statement to include:-
 - a) A site compound with associated temporary buildings
 - b) The parking of vehicles of site operatives and vehicles
 - c) Loading and unloading of plant and materials
 - d) Storage of plant and materials used in constructing the development
 - e) Wheel wash facilities
 - f) The routing of all site traffic

Clearly these conditions had not been discharged in a satisfactory manner before work commenced on site.

- Conditions 14 and 15 of the Planning Approval refer to deliveries outside specified times and the stipulation that delivery vehicles should not park on access highways to the site. **Again these conditions were not adhered to.**

- Confirmation was to be requested that wheelwash facilities were now available on site as this did not appear to be the case and mud was being deposited on Shaws Lane.
- Clarification was required as to whether the design of the boundary ditch was as detailed in Outline Permission 10/14168/OUT and inclusive of Oak Road.
- Tree damage had been reported by local residents, the Borough Council was to be asked if Mr Pearce the Arboricultural Officer had visited the site.

Copies of the letter were to be sent to Borough Councillors Jones and Pert asking them to press the Officers for resolutions to these concerns and requesting improved communications with the Clerk to enable the council to assure residents that their concerns were being addressed.

Letters were also to be sent to the Regional Director of Taylor Wimpey regarding the poor communication with local residents together with the resulting distress caused and the Health and Safety Executive in Newcastle.

In accordance with Standing Order 1(a) a vote was taken and Councillors unanimously agreed to continue with the meeting after 9.30pm.

Preferred Route to access the development:- Mr Wood had emailed the Clerk with details of routes to be used to access the site. The Primary route had been identified as Stafford Road, Green Lane, Cross Butts, with a secondary route being Stafford Road, Newport Road, Cross Butts. Mrs Heelis had responded that use of Green Lane was unsuitable and unacceptable, with the junction with Newport Road / Cross Butts being hazardous. Mr Wood had agreed to amend the routes to omit use of Green Lane and forward signage details for approval.

Roundabout Feature:- Mrs Heelis referred to drawings prepared Mr Ratcliffe that were available for inspection and the Council was asked to consider whether it was desirable to have the stand resemble the trunk of a tree. It was agreed that this would be acceptable providing the stand was tall enough for the Eagle to be out of reach and the branches of the tree would not enable anyone to climb up the stand.

10/17). Eccleshall War Memorial:- Councillor Garner reported on a meeting of the Eccleshall War Memorial Community Representative Panel held on November 30th, 2016. Councillor Garner and Mrs Heelis had attended the meeting together with members representing local organisations in the Parish.

The Panel had considered the selection criteria for names of men who had died as a result of their participation in the Great War and which names should be added to the memorial. Extensive Research had been undertaken by members of the Group and between 60 and 80 names had been considered initially. The agreed criteria were:-

- Born in, or have a strong direct family connection with Eccleshall.
- Listed on the War Graves Commission website as having died as a consequence of World War 1
- Not recorded on other memorials within 10 miles of the Parish or in adjacent Parishes.

Lists of the 17 lost names were circulated to members and would be widely advertised before the inscriptions were made. The Panel would now seek a faculty to undertake the work and secure funding. The application for grant assistance from the War Memorials Trust would be submitted by the Parish Council to enable VAT charged for the inscription work to be reclaimed.

It was proposed that the new names would be blessed by the Bishop of Lichfield and unveiled by the Lord Lieutenant of Staffordshire at a special service on Sunday June 24th, 2018 at the end of the Festival Week. The Parish Council would arrange invitations for the Lord Lieutenant of Staffordshire and other dignitaries and the Vicar would invite the Bishop of Lichfield.

Thanks were recorded for the extensive work and research undertaken by members of the Panel.

11/17). Clerk's Report and correspondence:-

Local Councillor Training Course:- The Parish Councils' Association was holding a training course for new Councillors on February 21st, 2017 at Staffordshire Place One. It was resolved that Councillors Alcock and J. Jones would attend for a total cost of £35.00.

Severn Trent Update:- Mr A. Jones had indicated that the order for the CCTV to be conducted had been raised and details of the TW development requested. Mr Jones would contact the Clerk when the CCTV was completed. Thomasin Sayers from the National Flood Forum had contacted Mr Archer and would assist with the formation of a Flood Forum in Eccleshall. A date towards the

end of March was proposed for an initial meeting with residents and representatives from the authorities involved.

Civil War Re-enactment:- Mr R. Egan had contacted the Parish Council almost twelve months ago about a re-enactment in Eccleshall. Due to unforeseen circumstances a meeting had never been arranged and Mrs Heelis had requested details of similar events that had taken place and financial implications. It was agreed not to pursue the matter at this time.

Diary of Events:- The Community Council of Staffordshire were requesting details of events for inclusion in the diary, Mrs Heelis had forwarded the form to Councillors Jones, Baskerville and Langford.

Civic Amenity Visits:- From April 1st, 2017 the Borough Council would no longer be able to provide a third visit free, therefore the usual bi-monthly visits for two hours would cost £750.00. It was resolved to continue with the service as previously as it was well used.

Carols around the Christmas Tree:- The event in December 2016 had been attended by a record number of people and had been very enjoyable. Mrs Heelis was asked to send a letter of thanks to Mr and Mrs Dale for organising the event.

Best Kept Village Competition:- Mrs Heelis reported receipt of a letter from The Community Council of Staffordshire concerning entry into the Competition for 2017. Notes were included on how the competition was marked.

12/17). Chairman's Report:- Councillor Garner indicated that he had attended The Carol Service in Stone on December 11th, 2016 and the public Meeting organised by Taylor Wimpey on January 5th, 2017.

13/17). Accounts:- Mrs Heelis reported that Mrs J. Hill had announced her retirement from the role of Independent Internal Auditor with immediate effect. The Clerk had been searching for a replacement and had received a quotation from Mr A. Toplis with an undertaking that the fee would not exceed £100.00 plus travel, out of pocket expenses and VAT. It was resolved to appoint Mr Toplis as the Independent Internal Auditor for 2016/17.

Retrospective Authorisation was granted for payment of the following accounts:-

Woods Christmas Trees – Concurrent Allowance	1394.00
TGM - <i>Open Spaces Act 1906 s.</i>	516.00
Wicksteed Playground Inspections - <i>Public Health Act 1875 s.164</i>	54.00
AS Electrical Services install tree lights - <i>Concurrent Allowance</i>	312.00
Data Protection - <i>LGA 1972 s.111</i>	35.00
Stafford Brigade Youth Marching Band -- <i>Chairman's Allowance</i>	150.00
Rod Sheard refurbish seats & notice boards - <i>Parish Councils Act 1957 s.2</i>	185.00

Authorisation was requested for payment of the following accounts:-

Salaries and associated costs - <i>LGA 1972 s. 112</i>	2426.80
Expenses - <i>Local Government (Financial Provisions) Act 1963</i>	67.10
AS Electrical Services remove tree lights - <i>Concurrent Allowance</i>	126.00
Zurich Municipal - Council Insurance - <i>LGA 1972 s.111</i>	2177.03
Re-issue chq 004075 - SPCA Good Councillor Guides <i>LGA 1972 s.111</i>	18.00
SLCC Membership - <i>LGA 1972 s.143</i>	177.00
Jacksons of Eccleshall - grasscutting - <i>Open Spaces Act 1906 s10</i>	1170.00
All were in favour and the cheques were signed	

14/17). Date and venue for next meeting:- February 15th, 2017, Eccleshall Community Centre 7.30pm. There being no further business, the Chairman declared the meeting closed at 9.45pm