

ECCLESHALL PARISH COUNCIL

June 20th, 2018

A meeting of Eccleshall Parish Council was held on June 20th, 2018, at Offley Hay Village Hall, at 7.30pm. This meeting was followed by a meeting of the Planning Committee at 9.30pm.

75/18). Present were:-

Councillor G. Garner (Chairman)	Councillor P. Jones
Councillor A. Le Monnier	Councillor J. Leather
Councillor R. Langford	Councillor P. Alcock
Councillor J. Jones	Councillor B. Delanchy
Councillor L. Dale	Councillor P. Mullee
Councillor P. Baskerville	
Mrs S.J. Worden (Clerk)	

Apologies were received and accepted from Councillors Marshall, Amos, Jacques, Price and Borough and County Councillor Pert.

The meeting opened with prayers

76/18). To consider Councillor requests for dispensations:- There were no requests to receive.

77/18). Public Participation:- There were three members of the public present. Mr. Chris Archer spoke on behalf of the Flood Action Group, who had received a grant for the provision and installation of ten flood barriers and Anti-Flood Air bricks for local businesses based in the High Street. Mr. Archer advised that a grant of £5000 had been awarded and the cheque was in the process of being issued to the Parish Council, who had previously agreed to administer the grant on behalf of the Flood Group. Mr. Archer outlined the details of the 3 quotes received, and recommended that the quotation representing best value and meeting the required specification would be the quotation received by The Flood Company, for £3,535.00 plus VAT. A 50% deposit would be required prior to commencement of the work. Fitting would be undertaken by A.G. Jones at a cost of £1060 plus VAT. The Council thanked Mr. Archer and the Flood Action Group for all their hard work on the project.

78/18). To confirm the minutes of the Annual Meeting of the Parish Council held on May 16th, 2018:- The minutes, which had been previously circulated were agreed and signed.

79/18). Reports from Borough and County Councillors:-

Cllr P. Jones provided a report on the following:-

- The monthly Borough Councillor surgery was held on 19th June.
- Cllr. P. Jones had attended 22 events and meetings since the last meeting, some of which were in his capacity as Deputy Mayor.
- There was a meeting to plan the Litter Campaign for Eccleshall which will be held on Friday 6th July.
- A meeting was held on June 12th with a local business to discuss the current situation with trader parking in town.
- Cllrs P. and J. Jones attended the Visit Stafford meeting on June 19th.
- Plans for the Eccleshall Festival were going well.

80/18). Committee Reports:-

Traffic Management Committee:- Cllr P. Jones provided the following update from the meeting held on June 6th:-

- The Committee discussed the proposal to invest in portable Vehicle Activated Signage, which would be moved to various identified locations around the Parish to encourage reductions in speed. The Clerk had provided quotations from 5 different companies to allow for comparison between specifications and cost. There would be an opportunity to apply for a grant through the Safer Roads Partnership Scheme, and the next round of applications will start on the 1st August. There were some costs yet to be identified with regards to the moving of the signage and the optimum number of signs to purchase, but the Committee

wished to recommend that the Council agree to proceed in principle with the proposal. The Council **resolved to agree** with this course of action. The Clerk was thanked for her work in researching the signage.

- Provision of additional parking spaces was ongoing – there had been a meeting with a local trader to establish requirements. The Co-op had identified 10 spaces that could be allocated to traders, however they are in the process of installing parking cameras, which may cause some issues.
- There is a meeting with Richard Rayson scheduled for June 26th, and any agenda items can be sent to the Clerk.

The minutes of the Traffic Management Committee were adopted by the Council.

Enhancements Committee:- The next meeting of the Enhancements Committee will be held on 4th July 2018. Cllr. Baskerville provided the following updates:-

- Grass around the town has now been mown and the High Street has been swept.
- The Washpits have now been cut by TGM.
- Bev Thompson has been working hard on the toilet area. The Council resolved to write to Mr. Thompson to thank him for his work.
- Streetscene are doing an excellent job of watering the baskets.

Policy and Resources Committee:- The next meeting will be held after the planning meeting.

Footpaths Committee:- A meeting was held on June 6th. Cllr Alcock provided a report on the following:

- The Governor at Drake Hall has expressed an interest in supporting local community activities, and 2 people recently helped with the erection of the hanging baskets. The committee recommended that the Council requested support for the maintenance of the footpaths. It was **resolved** that the Clerk write to the Governor to see if he would be interested in providing support for footpaths maintenance.
- Correspondence was received complaining about an overgrown footpath between The Crescent and Gaol Butts. The Council **resolved** for the Clerk to write to Highways to log a report and request enforcement action on local householders to cut back their hedges.
- The review of all Footpaths leaflets was nearing completion, and some routes were just waiting final cheques. Reprinting 400 copies of all 12 leaflets will cost £576. The Council **resolved to approve** the cost of reprinting, as each leaflet was signed off.
- Discussions were ongoing regarding support for Mr. Smith, to deal with the heavier aspects of footpaths maintenance work such as stile and post replacements. Mr. Smith is happy to support ongoing footpaths work in an advisory capacity, and handle any light work. At present there are no suggestions for a replacement. The Council were asked to consider any people that may be interested and to notify the Clerk. It was also noted that any support from Drake Hall may help to cover some of the activities.

Cllr. Mullee noted that the scout leaders had been in contact to advise the scouts were starting to trim around stiles and would send in photos once completed.

Footpath 13 between the washpits and Shaw's Lane has been trimmed but it is unclear by whom.

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

81/18). Liaison Representatives:- There were no reports to receive from Young People and Slindon Residents.

Allotments Association:- The following report was provided:

- A meeting held 23rd April, 2018 but no financial report was available as the Treasurer wasn't present.
- Mr B Lynch was elected as Vice- Chair
- There are currently 3 Empty Plots with no waiting list.
- Presidents Cup - judging of the allotments will take place by Mr Frank James when a suitable date is arranged
- A combination lock and chain is to be purchased to secure the main gate.

- A skip is in place for allotment holders use
- A new constitution is being written.
- The summer BBQ has been arranged for Saturday 7th July, Cllr Garner and Cllr Price and partners have been invited, tickets are £6 each. They are also holding a raffle to raise funds.
- The next meeting is to be held on 16th July, 2018

Ecclian Society:- The following report was provided, listing recent activities:

- A joint Ecclian/Bloom committee meeting was held on 7th April to plan final details for street planting, Open Gardens and tool stall for Victorian Market.
- Eccleshall leaflets have been updated and printed.
- Chairman and committee member Barbara Bradley visited HMP Drake Hall on the 26th May. They are interested again in community involvement
- Street planting was undertaken on the 3rd June. There was a very good turnout of volunteers with support from Young Farmers and 2 volunteers from Drake Hall. 65 hanging baskets and 48 mangers were planted.
- The 8th June was the 25th anniversary of the founding of the Ecclian Society, and marked by a celebration with present and former committee members attending
- Open Gardens were held on the 16th and 17th Jun. It was very successful despite the cool weather. Eleven gardens open and provisional figures indicate 366 tickets sold.
- Monthly Lunch Club was very well attended and continues to be a successful Ecclian social event.
- Preparations are ongoing for the tool stall this Saturday and preparation of Ecclian floral display in Holy Trinity.

Community Centre:- The Main Hall & Annexe will be closed from 6th August for 2 weeks for decorating. The entrance hall/corridor roof has been repaired to rectify leaks, and the green room has had more remedial work and plastered in places where a damp issue occurred.

Offley Hay Village Hall:- A meeting was held on 24th May. A fundraiser is being planned for November, date to be confirmed. Funds are for installation of Solar Panels, which will reduce ongoing costs. The website is being updated and a Facebook page is in development. Bookings are healthy.

Croxton News:- The road and hedges are improved and the hedge has been recently cut. The BT box in Croxton is now completely covered by the landowners hedge in which it is sited. Cllr. Langford is visiting Drake Hall on the 22nd June with the W.I.

Tourism:- A meeting was held at Aston Marina on June 19th 2018, and the next meeting will be held in Eccleshall.

- 82/18). Eccleshall Community Transport scheme update:-** There has been an increase in shorter journeys, with Cllr. J. Jones as the main driver. A leaflet was distributed with the Festival Guide. The Council expressed their thanks to Cllrs P. and J. Jones for their efforts in establishing this service.
- 83/18). Discussion regarding the adoption of Neighbourhood Highways Works:-** Following up from the original request for items for consideration, it was noted that the current list is small and there needs to be further thought given to consider the undertaking of activities previously completed by the Neighbourhood Highways team. Activities no longer covered include sign cleaning, vegetation trimming, straightening bollards and painting Cheshire railings. It was **resolved** for Councillors to supply the Clerk with detailed information regarding items to be considered. It was noted that care needs to be taken to ensure no overlap with County and Borough responsibilities, and also that costs and implications need to be discussed.
- 84/18). Update regarding Copmere Picnic Site tree works and consideration of next steps:-** Cllr. Garner met with Mr. Stevenson of Balfours, to establish with trees were on the Sugnell estate and which were sited on the Common Land. 6 trees were identified of concern that were located on the picnic site. Cllr. Garner suggested a new survey of these trees would help to identify the work that was needed to make them safe. Concerns were noted with regards to taking on responsibility for an area that does not belong to the Parish. It was **resolved** that Cllr. Le Monnier be provided with all the historical information regarding the Picnic site to provide a legal perspective on the situation.

85/18). Consideration of options to improve community connections to fast broadband:- Cllr. Le Monnier proposed the formation of a Working Party to look at potential options for provision of broadband in rural areas of the Parish. Cllr Alcock volunteered to join the group and suggested that the remit be extended to include poor mobile signal quality. The Council **resolved** to accept this proposal and Cllr. Le Monnier would feed back the findings of the group in due course.

86/18). To consider and adopt the documentation relating to the General Data Protection Regulations:- The following documents were circulated to all members for review:

- Information and Data Protection overview
- General Privacy Notice
- Email Privacy notice
- New Councillor Contact Privacy Notice
- Removable Media Policy
- Document Retention and Disposal Policy with appendix of documents for retention and disposal.
- Neighbourhood Plan Consultation Contact Privacy Notice
- GDPR Consent to hold contact information form
- Data Breach Reporting Form
- Subject Access Request Form

The Council resolved to accept all documentation and the Clerk would publish all documents on the website. It was noted that the Information and Data Protection overview was pending confirmation of any Data Protection Officer details.

87/18). To confirm the decision to appoint an external Data Protection Officer:-

Following on from the previous decision to appoint a Data Protection Officer, it was now noted that this was an optional rather than a mandatory requirement. However, the appointment of a Data Protection Officer was considered good practise. The Council **resolved** to continue with the appointment of Staffordshire County Councils Data Protection offering.

88/18). To discuss and approve the quotations for flood prevention work to the High Street:-

The Council considered the information provided by Mr. Archer and **resolved** to accept the quotation by The Flood Company and administer the placing of the order subject to:

- Receipt of the grant cheque
- Confirmation in writing of landlord approval for the work to be completed
- A copy of the written agreement from the Conservation Officer at the Borough Council.

The Clerk will contact Mr. Archer to obtain these documents.

89/18). To consider any New Development updates:-

Taylor Wimpey site:- It was noted that there are ongoing complaints from local residents regarding the road reshaping work at Gaol Butts/Cross Butts, who have been referred to the County Council. The Council have expressed their concerns.

Bovis:- The complaint is ongoing with regards to the maintenance of the area at Badgers Croft. The Clerk is still looking to obtain commitment from Bovis to address the issue.

Roundabout Feature:- All licence applications have been submitted and the artist has advised that work is commencing on the sculpture. It was noted that the County Council have waived all application fees.

Cross Butts:- It was **resolved** for the Clerk to contact the Clerk of Works to obtain an update on the planned repair date for the road surface damage to The Crescent.

90/18). To receive the Clerk's report and correspondence:-

The Council **resolved** to accept the Clerk's report.

The report had been previously circulated and included:

- Response from RBS regarding the condition of the old Nat West Building. The letter advised that the relevant team would be contacted to commence a clean-up of the building, and that the

property will be put on the market in July, with a view to sell by the end of the year. The Council **resolved** to respond to RBS to request the date by when the clean-up will commence, and also what their plans were regarding the relocation of the cashpoint machine.

- Response from resident complaint regarding plans to run a weekly market at Sturbridge, where the bank holiday markets are held. Following correspondence with the Borough Council licensing department and planning enforcement, enforcement have advised:
 - The markets can be held a maximum of 14 days in a calendar year.
 - No application has been made to extend that.
 - The Farmer who has leased the field has placed sheep and electrified fencing on the land and is not aware of any additional car boots taking place.
 - The Borough Council will write to the market company reminding them of the legislation.
- It was noted that the market that was held on the 17th June had only a handful of cars in attendance and it was ended by 1pm. The Council **resolved** to contact the resident to advise of the actions taken and to continue to observe the situation.
- Resident complaint regarding the hedge on the corner of Badgers Croft, which is obstructing the view for cars to pull out onto the Stone Road:- The Council resolved to contact the County Council to report the issue and to contact Mr. Latham to advise of the problem.
 - An email was circulated from Staffordshire County Council, regarding the proposal to transfer Eccleshall Library to a Community Managed Library from April 2019. The correspondence was noted, pending final decision of the County Council at its Select Committee meeting on the 20th June.
 - Richard Upton had requested information on local walking groups in order to contact them for involvement in Walkwise Stafford. The Council suggested contacting the Trinity Men's Fellowship group, who held regular walks.
 - An email was received from Forest of Mercia CIC, working with DEFRA to offer trees free of charge to local groups. Members were asked to contact the Clerk if there was any interest in the offer.

91/18). Chairman's Report:-

There was no report to receive.

92/18). Accounts:-

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

TGM Grass and hedge cutting - Open Space Act 1906 s10	503.40
Creative Copy 'n' Colour – Newsletters & Walks Leaflets – LGA 1972 s.142	276.00

Authorisation was requested for payment of the following:-

S. Worden - Salary - LGA 1972 s. 112	1062.39
Expenses - Local Government (Financial Provisions) Act 1963	128.51
PAYE - LGA (Financial Provisions) 1963	34.40
NHI - LGA (Financial Provisions)1963	136.67
Pension LG Pensions Scheme Regs. 1995	359.61
Chairman's Allowance 2018/19 - LGA 1972 ss. 15 (5)	37.00

All were in favour and the cheques were signed.

93/18). Items / Date and Venue for next meeting:- The next Meeting of the Parish Council will be held on July 18th, 2018, Eccleshall Community Centre, 7.30pm.

There being no further business, the Chairman declared the meeting closed at 9.30pm.