

# LOWER PENN PARISH COUNCIL

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## PARISH COUNCIL MEETING held remotely via Zoom on THURSDAY 3 SEPTEMBER 2020

### PRESENT:

Cllr N Cox - Chairman  
Cllr Mrs B Southall – Vice-Chair  
Cllr Mrs K Brazenell  
Cllr Ms N Davies  
Cllr R Manoharan  
Cllr R Reade  
Cllr Mrs C Taylor  
Cllr D Williams

County Cllr Mrs V Wilson  
District Cllr D Kinsey  
3 Members of the public

		Action
35/20	<b>APOLOGIES</b> Received from Cllr R Waltho	
36/20	<b>VIRTUAL MEETING</b> The Meeting approved the substitution of a standard Council Meeting for a remote meeting due to the current Covid-19 restrictions.	
37/20	<b>MINUTES</b> Proposed by Cllr Mrs Brazenell and seconded by Cllr Mrs Taylor and carried that the minutes of the remote Council Meeting held on 16 July 2020 be approved as a true and correct record.	
38/20	<b>DECLARATION OF INTERESTS</b> Cllr Reade declared an interest in the Springhill Farm Land	
39/20	<b>PARISH COUNCIL VACANCY: CO-OPTION</b> Following confirmation from the District Council that no election had been requested, the Chairman advised that the Parish Council had agreed to the co-option of a new councillor and had recently interviewed (remotely) 3 candidates for the position. It was unanimously agreed that Mr David Williams be elected as Parish Councillor on Lower Penn Parish Council and Mr Williams had accepted the position. Cllr Williams had signed his Declaration of Acceptance of Office as councillor on Lower Penn Parish Council and undertook to observe the Code of Conduct in the presence of Cllr Ms Davies and the Clerk. Cllr Williams had also been asked to complete the Register of Interest forms and return them to the Clerk for submission to the District Council. The Chairman congratulated Cllr Williams on his election and welcomed him to the Parish Council.	DW/ Clerk
40/20	<b>COUNTY FARMS REPORT</b>	

<p>41/20</p>	<p>The Chairman advised that the Parish Council had met with two officers from the County Council prior to this evening's meeting - Mr Anthony Hodge, Assistant Director for Business &amp; Enterprise and Mr James Chadwick, Planning Policy Officer and that a report would be given within the Public Participation section of the meeting.</p> <p><b>PUBLIC PARTICIPATION</b></p> <p>The Council welcomed 3 members of the public to the meeting and a report was given on the County Farms meeting as follows:</p> <ul style="list-style-type: none"> <li>▪ The County Farms Officers confirmed that there is no agreement, either formal or informal, in place with any developer to develop the site in question</li> <li>▪ County Farms have submitted all their available land as part of the Local Plan, and those not acceptable for consideration will be filtered out by the District Council</li> <li>▪ No approval has been sought or given by the County Council to any organisation or body to permit access onto the land in question for any purpose</li> <li>▪ County Farms are very willing to continue an open dialogue with the Parish Council as the Local Plan progresses over the next year.</li> <li>▪ County Farms are committed to work with the parish and its residents for the benefit of the Parish.</li> </ul>	<p>NC/ Clerk</p>
<p>42/20</p>	<p>The Chairman agreed to draft a letter to Mr Hodge confirming the above comments.</p> <p><b>COUNTY COUNCIL REPORT</b></p> <p>County Cllr Mrs Wilson presented her report as follows:</p> <ul style="list-style-type: none"> <li>▪ <b>Covid-19 Update:</b> The County Council has provided large amounts of funding to Support Staffordshire, the Voluntary Sector and Volunteer Groups, plus many thousands of food parcels during the pandemic, and has worked closely with the District Council to provide an excellent service. County Cllr Mrs Wilson said that she would also like to thank all those people on the ground who had worked tirelessly to help others during these difficult times and encouraged people to complete the Covid-19 survey which is available on the Staffordshire County Council website.</li> <li>▪ <b>Leak outside 108 Springhill Lane:</b> CCTV cameras will be used to access the pipes to ascertain the problem this week</li> <li>▪ <b>Springhill Park:</b> re-surfacing work to take place later this year</li> <li>▪ <b>Flooding Areas:</b> a complete list of areas in the Division prone to flooding has been sent to the new Cabinet Member for Highways, David Williams.</li> <li>▪ <b>Climate Change:</b> a new member has been elected to deal with this important issue</li> <li>▪ <b>Seisdon Quarry:</b> restoration work is almost complete and the site is looking very good. Several reports of lorries travelling along Langley Road/Ebstree Road and County Cllr Mrs Wilson encouraged residents to obtain the name of the firm/business so that she can follow this matter up.</li> </ul>	
<p>43/20</p>	<p><b>PLANNING</b></p> <p><b>Applications Refused</b></p> <p>20/00430/FUL Extensions – Brooklands, Penstone Lane 20/00459/FUL Double Garage – 65 Springhill Lane</p> <p><b>APPLICATIONS PENDING</b></p> <p>App No: 19/00986/AGRRES – Barn Conversion – Robins Nest Farm</p>	
<p>44/20</p>	<p><b>LOCAL PLAN</b></p> <p>As discussed in Public Participation</p> <p><b>MATTERS ARISING</b></p>	
<p>45/20</p>	<p><b>Community Speedwatch/Speeding Issues</b></p> <ul style="list-style-type: none"> <li>▪ Cllr Mr Williams has volunteered to help with the co-ordination of the Speedwatch project.</li> </ul>	<p>DW/BS</p>

46/20	<ul style="list-style-type: none"> <li>▪ Cllr Mrs Southall advised that CSW has offered 30mph wheelie bin stickers which she has applied for</li> <li>▪ There are 2 dates fixed for CSW – Operation Lightning</li> </ul> <p><b>9 Springhill Park</b> Cllr Ms Davies advised that work is spasmodic and the property’s external appearance has not improved and she will continue to monitor the situation.</p>	ND
47/20	<p><b>Land adjacent Springhill Cottage Site (No 58)</b> Cllr Ms Davies reported the area in general remains very untidy and Cllr Reade agreed to follow this up with the District Council.</p>	RR
48/20	<p><b>62 Springhill Lane (Jays Farm)– Septic Tanks</b> Cllr Ms Davies reported that she had received no update from the District Council and Cllr Reade agreed to follow this up.</p>	RR
49/20	<p><b>Springhill Cottage – 58 Springhill Lane</b> Cllr Mrs Brazenell said that a structure is currently being built as an attachment to the property and that she has reported this to the District Council. Cllr Reade agreed to follow this up with Catherine Gutteridge.</p>	RR
50/20	<p><b>Grass Cutting</b> Cllr Reade advised that full grass cutting services will be carried out within the next week.</p>	
51/20	<p><b>Flooding Market Lane</b> Cllr Mrs Taylor reported that recent flooding issues were being made worse by overgrown verges, gutters and weeds and Cllr Reade agreed to ascertain whether it was the District or County Council’s responsibility for these areas.</p>	RR
52/20	<p><b>Fly Tipping</b> Incident reported at The Roughs – permission given to District Council to investigate further as it is on private land. Fly Tipping of 3 chairs in Langley Road bus shelter – Cllr Reade to report.</p>	RR
53/20	<p><b>Victory Hall</b> <b>Land Registration</b> – Cllr Ms Davies advised that the first registration with HM Land Registry of the land underneath the Victory Hall will have no bearing on the constitution or its contents as it is only the land that is registered and not any building on it, or for what purpose the land is used for. <b>Constitution</b> Cllr Ms Davies said that this was now complete subject to the signature of all trustees and then approval by the Charity Commission.</p>	
54/20	<p><b>Log Reports - August 2020</b></p> <ul style="list-style-type: none"> <li>▪ Castlecroft Playing Field – mole infestation</li> <li>▪ Village Green – parking issues – to be monitored</li> <li>▪ The Roughs/Bus Shelters – fly tipping – incidents reported</li> </ul> <p>The following issues will be temporarily suspended due to Covid-19</p> <ul style="list-style-type: none"> <li>▪ Horse Rider Warning Signs</li> <li>▪ BT Red Telephone Box</li> <li>▪ Notice Board – Radford Lane</li> <li>▪ Crash Barrier – Dimmingsdale Bridge</li> <li>▪ Defibrillator</li> </ul>	
55/20	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Proposed Disposal of 2 bungalows 83/85 Springhill Lane</b></p>	NC/ Clerk

56/20	<p>The Chairman agreed to respond to the Housing Associations recommendations regarding the disposal of the two properties.</p>																
	<p><b>Market Lane – Caravan/Radio Masts</b> Cllr Mrs Taylor reported the caravan remained parked on the slip road and that she would monitor this and advise the Clerk accordingly. She would also ascertain whether the numerous radio masts are free standing or attached to the property.</p>	CT/ Clerk															
57/20	<p><b>Covid-19 Volunteer/Community Assistance Programme</b> Councillors said that they were extremely grateful to all volunteers and it was agreed that a formal letter of thanks from the Parish Council would be sent to them, along with a copy of the Lord Lieutenant’s letter of thanks recently received.</p>	NC/ Clerk															
58/20	<p><b>Active Travel</b> Letter received from a resident regarding consideration for improved walking and cycling travel throughout the village and surrounding areas. The Meeting discussed this at length and the Chairman agreed to respond to the resident accordingly.</p>	NC/ Clerk															
59/20	<p><b>Overhanging Oak Trees – Penstone Lane</b> Report received from a resident that tree branches were overhanging the road, residents’ driveways and gardens and causing a considerable amount of debris. This had been reported to the Council but no action had been taken to prune the trees. Cllr Reade queried which Council had been approached as he had spoken to the Arboreal Officer at the District Council, who had no knowledge of any contact with this resident. Cllr Mrs Taylor agreed to make further enquiries and report back.</p>	CT															
60/20	<p><b>Web Site</b> Cllr Mrs Southall suggested that a new tab be added to the website to list useful contact numbers for reporting of incidents and also any relevant news items. It was proposed by Cllr Cox and seconded by Cllr Reade and unanimously carried that this be arranged, at an approximate cost of £40.00</p>	BS															
61/20	<p><b>ACCOUNTS</b> The Clerk reported the refund of VAT in the sum of £47.00</p> <p>It was proposed by Cllr Reade and seconded by Cllr Mrs Taylor and carried that the following accounts be authorised for payment and cheques would be circulated for signature:</p> <table data-bbox="209 1469 1302 1675"> <tr> <td>BG Ground Maintenance</td> <td>August Payment</td> <td>£270.00</td> </tr> <tr> <td>Mrs J Footman</td> <td>Clerk’s Qtrly Salary</td> <td>£1488.40</td> </tr> <tr> <td>Mrs J Footman</td> <td>Office Accommodation (June, July, August)</td> <td>£105.00</td> </tr> <tr> <td>DBS (for HMRC)</td> <td>PAYE/Employers NIC</td> <td>£117.86</td> </tr> <tr> <td>Mrs J Footman</td> <td>Petty Cash</td> <td>£250.00</td> </tr> </table> <p><b>Discretionary Small Business Grant</b> It was reported that the Parish Council had been unsuccessful in obtaining a grant for the purchase of the Zoom licence but the Victory Hall had received a £10,000 grant.</p>	BG Ground Maintenance	August Payment	£270.00	Mrs J Footman	Clerk’s Qtrly Salary	£1488.40	Mrs J Footman	Office Accommodation (June, July, August)	£105.00	DBS (for HMRC)	PAYE/Employers NIC	£117.86	Mrs J Footman	Petty Cash	£250.00	Clerk  Clerk
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62/20	<p><b>ANY ISSUES ARISING FROM DISTRICT COUNCIL BUSINESS</b> District Cllr Reade advised that some staff were now working at the Council offices but that the whole situation of remote working was being considered for the future.</p>																
63/20	<p><b>FINANCIAL RISK ASSESSMENT</b> In place and up to date</p>																
64/20																	

65/20

**SECTION 17**

Nothing to report

**DATE OF NEXT MEETING**

The Meeting will be held via Zoom unless otherwise stated on:

**Thursday 1 October 2020 commencing at 7.15pm**

**Signed: ..... Chairman**

**Date: .....**

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