

## HOPTON AND COTON PARISH COUNCIL

### MINUTES FROM THE ORDINARY COUNCIL MEETING (VIRTUAL) ON 3.3.21

**Present:** Cllr Gilbert (Chair), Cllr Rogers, Cllr Spennewyn, Cllr Wood and N.P. Consultant John Blount

**Public Participation:** Two members of the public were present

#### AGENDA

**21/60 To receive apologies:** apologies were received from Cllr Turner, Cllr Brown-Bullivant, Borough Cllrs Cllr Harp and Beatty and County Councillor Cllr Francis

**21/61 To receive Declarations of Interest:** There were no Declarations of Interest

**21/62 To consider Requests for Dispensations under the Localism Act 2011:** No requests

**21/63 To consider and agree the minutes of the ordinary meeting on 3.2.21:** it was RESOLVED to accept the minutes. PROPOSED by Cllr Gilbert. SECONDED by Cllr Rogers

**21/64 To consider the Clerk's report:** Clerk's report was considered following the agenda

**21/65 To consider an update by a Borough Councillor:** No Borough Councillor was present

**21/66 To consider an update by a County Councillor:** No County Councillor was present

**21/67 To consider an update on previous council decisions, resolutions or issues:**

**20/195 To consider an update on the progress of the Lease which the parish council is offering the village hall CIO committee:** the village hall CIO has offered its comments:

- a small addition to the phrase in the Forfeiture Section concerning the scenario if the CIO had not paid a bill within 90 days – addition of the phrase “provided the bill is not in dispute”
- the CIO expressed concern if predominantly religious or political groups wanted to hire the hall but it was agreed that that could be settled “in-house” by the CIO
- there was a desire for the CIO to obtain a Condition Report on the current vh

**21/43 To consider an update on community vouchers for Fibre To The Premises (FTTP):** the resident who has been helping with this said that Hopton's request for Vouchers has gone into a grade 3 category (which, apparently, is good) but that residents who have registered an interest need to get an update. The update is ready but, at the time of writing, we are just waiting for approval from Superfast Staffordshire. The parish council has been quoted a price of £349,000 to supply all interested residents and the RAF Base Camp with FTTP. We have had no replies from the Traveller Sites and it was agreed that we need to find different ways of communicating with this group. (not just concerning FTTP) The Chairman said that he would go and speak to this group but there is also a back-up plan in case this does not work and that is for the resident and the Clerk to jointly approach the Travellers. It was thought also to be a good idea to employ someone else to do this – a lady in the village

who has worked with some Travellers. It was also thought that it would be a good idea to include the FTTP initiative in the emerging Neighbourhood Plan

**21/44 To consider a five-year long term plan for the council:** The Clerk said that there had been very little response to her request for ideas of what to include in this plan and so it was agreed to hold a special meeting to discuss this and other issues on 24.3.21 at mid-day

**21/68 To consider a formal request from Hopton Village Hall CIO that the Parish Council should commission a Condition Report for the current village hall:** it was RESOLVED that the village hall CIO should commission the report but that the parish council will support the village hall by contributing £330 towards the cost of the report. PROPOSED by Cllr Gilbert. SECONDED by Cllr Wood

**21/69 To consider submitting the draft Lease to the parish council solicitor:** It was RESOLVED to submit the draft Lease to the parish council solicitor. PROPOSED by Cllr Gilbert. SECONDED by Cllr Spennewyn.

**21/70 To examine the grass cutting quotes and to choose a contractor:** It was RESOLVED to accept the quote from Trent Grounds Maintenance. PROPOSED by Cllr Gilbert. SECONDED by Cllr Rogers.

**21/71 To examine the insurance quotes for Hopton Parish Council and to choose an insurer:** it was RESOLVED to accept the Pen Underwriting Quote of £673.23 (plus an administrative charge of £50 for Came and Company). PROPOSED by Cllr Gilbert. SECONDED by Cllr Rogers.

**21/72 To set a date for the first Employment Committee:** Members of this committee reported that the first meeting had already taken place and it was ready to make its recommendations to Full Council on 7.4.21 under "Confidential". They had met to discuss the disparity between the Clerk's rate of pay and the Assistant Clerk's rate of pay.

**21/73 To set a date for the first Portacabin Project Meeting:** This was set for 5.3.21 at mid-day

**21/74 To check if all Councillors have made suggestions for the HPC 5-year strategic Plan:** This item had already been discussed under 21/44 above

**21/75 To set a date for the first New-Build Committee:** This was set for 31.3.21 but has since been changed to Thursday 1<sup>st</sup> April at 6.30 p.m. as a Health and Safety Specialist has expressed a wish to attend and he works during the day. This person works for Travis Perkins as a H&S specialist.

**21/76 To consider planning application 20/33588/FUL at land adjacent to Beacon Business Park, Weston Road. There is a proposed mixed-use B2 and B8 industrial unit with ancillary offices, vehicle and cycle parking:** there were no objections to this planning application. However, in HPC's response to the application, there should be a question as to what is going to happen to the Footpath which runs right along one border of the development. The Rights of Way Team has expressed concern about this. There was a feeling amongst Councillors that the footpath should be retained and kept in a good state of repair.

**21/77 To consider some recent Highways Issues:** Regarding the state of the grass verge outside the village hall, it was agreed to ask Highways to put some posts in. Regarding the periodic flooding of this area it was said that Highways has already agreed that this is their responsibility but the Clerk did point out that she has seen two communications about this now and they both refer to the

flooding at the front of the village green. She has asked for clarification on this but has not yet received a reply. However, it had been established that the flooding situation is due to be examined by Highways by the end of April and the Clerk was asked to remind Cllr Francis of this fact. A resident has asked the pc for a bollard to be fitted on a dangerous corner on the Bovis Homes Estate. This request was passed onto to SCC Highways who wrote back to say that the resident would have to contact Bovis Homes (which he has now done) When he gets a reply he is to forward it to Highways. The final issue was the rock falls onto the village green but this item was deferred

**21/78 To consider if HPC wishes to go ahead with acquiring a brown bin:** the Clerk explained the problem: the council has purchased the bin but did not realise that there was a £25 delivery and administration fee. The Chairman said that he would sort this problem out which he has now done.

**21/79 To consider and agree to transfer £4,000 to an earmarked reserve in the name of the Neighbourhood Plan:** this was never achieved because there was some discrepancy as to how much grant HPC was about to receive, thus affecting how much money HPC would be left with after the N.P. Consultant had been paid his latest bill. Thankfully this has now been sorted out and it has been realised that there will still be a sum of £4,000 for the NP which needs to go into an earmarked reserve. The resolution needed to achieve this will take place during the extraordinary meeting that has been planned for the 24<sup>th</sup> March, the main point of which is to discuss the 5-yr plan and survey

**21/80 To consider and confirm the earmarked reserves to be carried over from 2020/21 to 2021/22:** It was RESOLVED to carry over these reserves, namely: 3,871.97 elections, 100 playground maintenance and 9,380 for a new village hall. PROPOSED by Cllr Rogers, SECONDED by Cllr Gilbert

**21/81 To consider employing someone to do a door-to-door survey:** The Chairman explained why he wanted to do this. It would be a further refinement of our plans for a new village hall and for the NP. It was RESOLVED to accept the idea in principle, notwithstanding the fact that we are still in an epidemic situation. PROPOSED by Cllr Gilbert. SECONDED by Cllr Rogers.

**21/82 If there is a decision to employ someone for the task mentioned above, to consider where the money is coming from to fund this:** The Clerk had indicated already to the Chairman that there was due to be a surplus from 2020/21, of £4,500. It was agreed by everyone to devote this fund to “Community Engagement” and there is a likelihood that this fund will also be earmarked for that purpose during the extraordinary meeting on 24.3.21. There was a request that this decision be reviewed at a later date. The Clerk demonstrated what savings there had been to allow this surplus.

**21/83 To consider Police Incident 124 (22.2.21) on the village green and to consider if any further action is required:** The Chairman gave an account of what had happened. A tree surgeon had been instructed to pollard two willow trees as the willow boughs were getting very heavy. The surgeon’s work was interrupted by a local resident who is also an Eco-Warrior. Because she permeated the barriers that he had put up around the trees, HPC called the police and four police officers were in attendance. They said that they could not arrest the eco-warrior or remove her but she was persuaded to sit in a police car while the rest of the tree-cutting continued. The police had to send for a “special negotiator”. The police attended promptly but knew nothing about the trouble this person had caused in ~~the past~~. It was decided that HPC should ask the police to put this person onto a Stage 2 Social Protection Order. After that, HPC should take out an injunction against her.

**21/84 To consider an update from the Bovis Homes Estate:** One of the Councillors gave a full report of the latest information and this is enumerated at the end of these minutes. The Clerk asked the two Concillors who live on the estate to tell her if they had worked out which planning conditions that SBC put on the application, had been met. No answer was forthcoming but that is because there is a lot of activity going on on the estate at the moment and we need a little longer to assess which conditions have been met.

**21/85 To consider an update from the NP Committee:** The Working Group has made a good start and some elements of the Plan have already been agreed. JB reminded everyone that there is a Panning Validation Criteria Consultation in progress and he asked the parish council to answer certain questions, enabling him to submit the consultation which has to be returned before the next NPWG Meeting. The NP Consultant went on to describe a scenario where anyone could say that some land was being under-used and could therefore claim the land for “community use”. This scenario features in the consultation.

**21/86 To consider an update from the Chairman of the Village Hall:** He said that, from the point of view of the Trustees, the Lease has been agreed in principle. There is an initiative to get internet access into the village hall (not FTTP) so that various things can happen e.g. the Clerk can spend a day a week in the hall. The Clerk explained that before this can happen the hall needs to be fitted with a land line and that she was sorting this out. The new portacabin was mentioned and a reminder that the F.A. have committed to funding 75% of the total installation costs (up to £25,000) with the Trustees providing funds for the remaining 25%.

**21/87 To note the correspondence which has come in:** three items were worthy of note:

- HS2 is looking for Community Representatives and the Clerk said that she would like to be this person for Hopton. No-one disagreed
- The Chairman had asked recently if it was possible for some of the Travellers to register as Electors. The Clerk wrote to Elections and got the following information back – “you can direct them to [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)” or they can fill in a paper copy. They just need their d.o.b., NI no. and address in Hopton. However, the Clerk was doubtful that this information would be adequate and so the Chairman said that he would visit the Traveller sites and explain things to them.

There had been a communication after Royal Assent had been given for HS2 and that confirmed the Assurances that had been given to Hopton Parish Council and are, as follows:

- The government will require HS2 to restrict LGV’s from using Within Lane with 3 exceptions
- Subject to having the necessary rights and consents to erect such signage at the locations in question, the Promoter will require the nominated undertaker to use reasonable endeavours to provide appropriate signage stating “No HS2 HGV construction traffic” at the junction of Within Lane and the A518 Weston Road and the junction of Within Lane and the B5066 Sandon Road during the Construction Period.
- The Promoter will procure that an ecological survey of Hopton Pools is carried out by a suitably qualified ecological specialist subject to the landowner of Hopton Pools granting the necessary rights to access Hopton Pools and to carry out that ecological survey

- The Promoter will provide a contribution of up to £350,000 (three hundred and fifty thousand pounds) (“the contribution”) towards the improvement of community facilities or the local environment in the Parish of Hopton and Coton, subject to the following conditions:

1.1.1.the commencement of construction of the Proposed Scheme;

1.1.2.all required consents and approvals in relation to any community facility or environmental improvement works being obtained by Hopton and Coton Parish Council;

1.1.3.the nominated undertaker being provided with detailed estimates to evidence the costs that will be incurred;

1.1.4. a requirement that the contribution is applied only to community facility and local environment improvement works in the Parish of Hopton and Coton and that any proposals by Hopton and Coton Parish Council meet the appropriate standards for managing public money and that Hopton and Coton Parish Council provide the nominated undertaker with any evidence required to support this requirement on request

Items 21/88 and 21/89 were confidential and involved the authorisation of payments and the noting of Financial Statement 52. The payments were authorised (see below) and the Financial Statement was noted.

**21/90 To set a date and time for the next parish council meeting:** there will be an extraordinary meeting on 24.3.21 at mid-day to discuss the 5 year long term strategy and the door to door survey and there will be an ordinary council meeting on Wednesday 7<sup>th</sup> April at 6.30 p.m.

**21/91 To consider setting a date for Village Hall Meeting 16:** no date was set although it is likely that this meeting will take place before the end of the financial year.

N .B. The meeting finished at 9.02 p.m.

Payments:

£30.00	SPCA Training Webinar on Procurement
£31.44	one month’s internet
£3,641.99	NP Consultant’s fee for the Hopton Issues and Options Paper
£24.04	Stationery order from Viking
£723.23	one year’s insurance for the parish council through Came and Company
£1,044.52	February salaries for three employees

**NOTES FOR ITEM 21/84**To consider an update from the Bovis Homes Estate: Cllr Wood said that there was more positive news as follows:

<b>SDL Management Company's actions/commitments</b>	<b>Bovis Homes' actions / commitments</b>
The property manager will do a walkabout next week	The Teams Meeting that Joanne Morrisson held the previous evening seemed positive
She has written to all interested parties	The site was not handed over to SDL correctly
SDL is changing its name to WL Estate Management Ltd which is part of the Wise Estate Group	There are still lots of problems e.g. flooding in the children's play area
SDL had carried out some maintenance last week	There are still dead trees on the estate
	The area by the crematorium where waste has been deposited, will be sorted out
	She agreed to sort out the footpaths (dangerous or non-existent top dressing) but there is a dispute between Bovis and the drainage company
	She will deal with the breaking up of the pavements
	She will look at some traffic-calming measures e.g. persuasive signs to reduce speed
	There will be regular fortnightly meetings with Bovis Homes residents.

It was decided to ask the Clerk to write to SBC Planning Department to ask for the footpaths to be tarmacked because the top dressing has been washed away.

N.B. since the meeting it has been discovered that tarmac is not porous and so water will sit on top of it. It is possible to use porous tarmac - but this is very expensive. We need to revisit this topic.