



SEIGHFORD PARISH COUNCIL

*Minutes of the meeting of
Seighford Parish Council held
at Seighford Village Hall on
Monday 18 March 2024
Starting at 7.30pm*

Kelly Day & RFO: Tel: 07931 167 081 E-mail: clerk@seighford-pc.org.uk

Present

Councillor J Busby (Chairman)
Councillor M Hayward (Vice Chairman)
Councillor D Price
Councillor R Wilkes
Councillor N Brown
Councillor M Turnbull
SCC Mark Winnington
SBC Councillor Jack Rose

Members of the Public –11

Kelly Day – Clerk

	<p>A minute's silence was held to remember Gillian Cox who sadly passed away on the 5th March. Gill was a Seighford Parish Councillor between 1993-2017. It was agreed the council would send a wreath for her funeral on the 26th March to show their respects.</p>
1	<p>18/03/24/1 Public Open Forum:</p> <p>MOP Ken Anderson complimented Cllr Mark Hodgkins on his work planting all the daffodils around Seighford and commented on how pretty they look. MOP Robert Eld said around 200 nitrus oxide cans had been collected in the layby on the way to Doxey during the recent litter pick and asked if the Parish Council can raise it with the relevant authority. He also asked why there is a dead oak tree on the village green. Cllr Price said it is owned by James Eld and wasn't planted by the Parish Council. Cllr Price continued by saying that, in agreement with James Eld, the Parish Council commissioned a plaque for the tree but this has not been erected yet and is with Cllr Hodgkins. Mr Eld asked why the roads in Seighford were suddenly closed with no notice and asked if the council can find out. He also stated that the water coming out of the sewage station has been reported. A MOP said they had recently written to Cllr Wilkes and Cllr Hayward re their neighbour's fence which is 9 foot high and is unsightly. They have reported it to Stafford BC who have told the neighbour to remove it, but won't enforce it. SBC Jack Rose commented that he had also spoken with enforcement and said he will look into it further and open up a formal investigation.</p>
2	<p>18/03/24/2 To receive apologies and accept and record any reasons for absence: Cllr Mark Hodgkins SCC Jeremy Pert</p>

3	<p>18/03/24/3</p> <p>Declaration of interests:</p> <p>None declared</p>
4	<p>18/03/24/4</p> <p>Updates from Borough/ County Councillors:</p> <p>Cllr Jack Rose proposed a motion to SBC on cleaner rivers and the impact of sewer discharges. Cllr Rose said they want the water companies to be more involved in the planning process when houses are built and to ensure SBC are doing everything it can to minimise the impact on our rivers. Although the motion isn't legislation, it commits the council to provide information in the planning process about sewage disposal and the impact new housing will have on rivers and biodiversity.</p> <p>Stafford Town is applying for Be Friendly Town Award via SBC in partnership with Street Scene. New mowing and sewing policy will encourage wild flowers and wildlife.</p> <p>Cllr Winnington had a look round at the poor state of the roads and pavements in Seighford. There is an embargo on resurfacing pavements whilst work going on in case they need to be dug up again for underground works. The road near the airfield is incredibly poor with temporary patching, but needs to be properly surfaced. Work needs to been done to tidy up the pavements.</p> <p>Cllr Turnbull to speak to County Councillor Pert re pavements in Great Bridgeford</p>
5	<p>18/03/24/5</p> <p>Meeting of the Parish Council held on 15th January 2024</p> <p>a) The minutes of the meeting were approved as a correct record and were signed subject to the below amends. Proposed by Cllr Hayward. Seconded by Cllr Turnbull. Unanimous.</p> <p>b) Matters arising not covered elsewhere on the agenda</p> <p>c) To discuss actions and outcomes from previous meeting</p> <p>Item 3</p> <ul style="list-style-type: none"> ➤ Seighford Airfield – Clerk chased Environmental Health and they are taking it forward and monitoring it. ➤ Displaced signs on Blackhole Lane – Clerk needs pictures to raise with highways. Action: Derrington Cllr to take photo if sign is still displaced. <p>Item 7</p> <p>Cllr Price met County Councillor Pert on 31st January 2024 and the cause of the flooding is because the outfall drain discharges over the gully and not into the gully.</p> <p>Item 8</p> <p>Cllr Winnington re: horse riding signs on the bridge –Cllr Winnington has asked highways to look into it, but stated that there is already a lot of signs on the bridge.</p>

	<p><u>Item 12</u> Parish Online – clerk to continue to chase for password so Cllr Price can update assets.</p> <p><u>Item 13</u> Cllr Price confirmed that the bank card readers had been given out to the relevant councillors</p> <p><u>Item 14</u> Civic Amenity Sites – A MOP asked if there is any support available to help people get their unwanted goods to the collection sites in Derrington. Cllr Busby said he was happy to help residents with this.</p>
6	<p>18/03/24/6 Planning matters: Nothing to report</p>
7	<p>18/03/24/7 Parish Councillors Report:</p> <p>Derrington</p> <p><u>Cllr Hayward</u></p> <ul style="list-style-type: none"> • There are no signs on the Newport Road turning into Derrington and from Haughton into Stafford. Action: Clerk to write to SCC and inform them that the signs need replacing • The dog fouling seems to have increased since the signs were put up. Cllr Hayward is going to speak to Saul Hocking at SBC to see what else can be done. • Goal net needs replacing at Derrington playground as does the netting at the bottom of the climbing frame. <p><u>Cllr Wilkes</u></p> <ul style="list-style-type: none"> • Has the ‘no horses’ signs which Cllrs can put in themselves. Cllrs just need to send a picture of their location to SBC. • Asked if we had had a recent playground report from Alan Dymond. Action: Clerk to chase Alan Dymond for latest report • Acknowledged the Warm Spaces Initiative in Derrington had been a success. MOP said they had been going on for past 4 months and was being well utilised. <p>Great Bridgeford</p> <p><u>Cllr Turnbull</u></p> <ul style="list-style-type: none"> • Reported that the digital skills team had visited Great Bridgeford village hall to support local residents. They would like to come back in a few months’ time to teach residents about cyber security. • The Staying Well team also visited, which was successful and led to referrals for bereavement and other health matters, as well as signposting. • Litter pick in March was successful. Around 13 bags were filled. Others are arranged for July and October. Over ten people helped with this.

- The graffiti on the Gt Bridgeford railway bridge has now been removed.

Cllr Price

- There is a problem with fly tipping on the bend out of the Newport Road which has been reported but hasn't been acknowledged.
- There is bad flooding on the Eccleshall Road between Ryecroft and Cresswell Farm cottages, which is dangerous for cars passing through. It has been reported to Cllr Pert who was going to investigate.
- Also raised the issue of flooding on Whitgreave Lane. It has been reported to highways who state that it is low risk.

Seighford

- Cllr Price has spoken to Cllr Hodgkins (Ward Councillor) re speeding limit on Seighford Lane. Cllr Price has been approached by a resident complaining about problems getting out of her drive because of the speed of traffic on Seighford Lane. Cllr Winnington responded and said he has visited many times with officers who have said that the speed limit can't be reduced because it isn't classed as a residential area, with very few houses on that road. Cllr Winnington agreed to attend a site meeting to review the matter.

8 18/03/24/8

Chairman's report:

- The Parish Council has put a form up at Derrington bus stop for people to highlight issues with local bus service so Clerk can send specific details to the council's transport department.
- There has been positive progress with the play field in Seighford
- A recent Millennium Green meeting was held
- There have been improvements on Derrington Lane, which is due to be resurfaced soon.
- Seighford and Great Bridgeford Speed Watch signs are now up
- Chair is going to attend the Airfield of Britain Conservation Trust's memorial at Seighford Airfield.
- The pot holes on Butterbank Lane have been reported.

9 18/03/24/9

Highways, Footpath and Playing Field matters:

• **To provide an update on the proposed playing field in Seighford**

The Steering Group held a recent meeting with Mr Michael Eld, landlord of the estate, who has granted Seighford PC to take an extra .6 acres of land and agreed a 10-year lease. A new heads of terms contract has been drawn up which will cost £1,250. It has to be a commercial tenancy so it will fall under the 54 act which will need to be paid by the Parish Council. The change of use and certificate will cost £540.

Cllr Price drew attention to the fact that Parish Councils have the benefit of a 50% discount on planning fees but in addition there will be a service charge to be paid to Planning Portal. There is also a Lift and Shift clause and 12 month notice will need to be given by both parties.

It was suggested to have a fence put up to protect the playground which can be erected by the councillors.

The Clerk reported on the current playground quotes received. The Chair proposed an extraordinary meeting to discuss this further. Michael Eld confirmed that Smithy Lane is still owned by the estate which will need to be highlighted and rights of access will need to be included. Estate still has clause to say it is owned by the estate, but to be maintained by SBC. M Eld to send to Clerk to clarify who is responsible for on-going maintenance. It was agreed by councillors to take out the ten year lease on the playground. Proposed by Cllr Price. Seconded by Cllr Turnbull. Unanimous. Planning application to be agreed at an extraordinary meeting. Proposed by Cllr Price. Seconded by Cllr Brown. **Action: Clerk to arrange an imminent extraordinary meeting to discuss.**

A MOP asked who will be maintaining the playfield. Cllr Price said Seighford Parish Council will maintain it like they do the other playing fields with regular inspections.

MOP said the grass will need to be kept short and maintained. There has been concerns over the current contractor (Streetscene at SBC) and whether the 15 cuts are being done as agreed. **Action: Clerk to check if they are doing the agreed number of cuts.**

- **To discuss the ongoing maintenance work required at the playing fields**
 - Cllrs said the grass regularly gets long at Derrington playfield and issue with contractors not going up to the edges
 - Cllr Price commented on Great Bridgeford playing field and said that Cllr Hodgkins has cut back trees and tidied it up. There is on-going work needed at the park, including safety tiles and work on the swing. Cllr Price asked for Cllr Brown and Cllr Turnbull to help with this
- **To discuss the proposed installation of an artificial cricket wicket for children at Great Bridgeford playing field.**
 - This was an enquiry from MOP. Councillors and public said there could be safety concerns if cricket balls are used. The ground is also very uneven so would cost to get it all evened out. Cllr Price has looked into costs which is around £1,500, not including base prep, which could be around £6,000. Cllr Price asked for a permission to research this further, including grant funding, which was agreed by The Chairman.

¹⁰ 18/03/24/10
To discuss and agree arrangements for the implementation of the Housing Needs Survey for the three wards this spring

Cllr Price sent an email with a draft survey (which will need to be adapted for each ward) and asked for Councillors' feedback. No responses from councillors.

Cllr Price proposed that they are hand delivered on a Friday night and collected a week later. By hand delivering them it also provides the opportunity to engage the with the community.

The Chairman read out the questions and it was suggested to add the question: 'Do you think your children will be able to afford to buy a house in the village in the future?' This was agreed by all Councillors. Cllr Wilkes said hand delivering and collecting them will be difficult, so Cllrs needed to explore the best way to do this to get the best response.

	It was agreed for this to be discussed further at an extraordinary meeting. Once agreed, the Clerk will need to source quotes to get them printed. Action: Clerk to adapt leaflets to each ward and get them printed					
11	18/03/24/11 To seek permission for Derrington Village Hall to use Derrington playfield for their summer village fete on the 6th July 2024 Agreed. Proposed by Cllr Price. Seconded by Cllr Brown. Unanimous.					
12	18/03/24/12 To seek approval for Mark Hodgkins to be contracted for his grass cutting services in Seighford throughout 2024 at a cost of £630 A councillor asked if the extension to the kick about field will affect Cllr Hodgkins quote? Councillors asked Clerk to send clarification of what the agreed contract currently is and whether the cost will change. MOP said the job should go to tender like any contract which was acknowledged by councillors. Action: Clerk to clarify contract with Cllr Hodgkins and to get a revised quote to include proposed extended playfield					
13	18/03/24/13 To consider whether to go ahead with August's civic amenity site visit at Great Bridgeford It was reported that 13 residents turned up to use the recent amenity visit at Great Bridgeford. Cllr Price and Cllr Turnbull were disappointed with turn-out. It was proposed to cancel August's visit in Great Bridgeford and review next year. Proposed Cllr Price. Seconded by Cllr Brown. Action: Clerk to cancel August's visit and send thank you to Angie Williams for distributing leaflets and her efforts with advertising the visit.					
14	18/03/24/14 To note the resignation of Councillor Carole Allen and discuss next steps The chair read out Cllr Allen's resignation letter which thanked and wished everyone all the best for the future. Action: Clerk to notify SBC of resignation and vacancy. It was agreed to hold an extraordinary meeting to discuss whether to do leaflet drop advertising the seat.					
15	18/03/24/15 Finance – Clerk a) Bank reconciliation approved. Proposed by Cllr Turnbull. Seconded by Cllr Cllr Hayward. Unanimous b) The Clerk presented an update on expenditure against the budget for 2023/2024. c) The accounts were approved for payment following a proposal by Cllr Price. Seconded by Cllr Busby. Unanimous					
Payment list to be approved and signed						
18-Mar-24						
Chq number	Amount	VAT	TOTAL	Payee	Reason for payment	Meeting approved
1765	£ 81.00	£ -	£ 81.00	HMRC	Dec 2023/Jan 2024 payment	Via email/ statutory
1766	£ 410.00	£ -	£ 410.00	Mrs M Smith	Reimbursement of donation for Gr Bridgeford permanent speed signs	Via email
1767	£ 200.00	£ -	£ 200.00	Stan Robinson Ltd	Reimbursement of donation for Gr Bridgeford permanent speed signs	Via email
1768	£ 28.00	£ -	£ 28.00	Mr Print IT Ltd	Payment for civic amenity site leaflets for Feb 2024 visit	Jan 24 meeting and via email on 22 Jan 2024
			£ 719.00			
Above paid between Jan and March 2024 meeting						
1769	£ 79.52	£ -	£ 79.52	HMRC	April 2024 payment and £1.12 interest owed	March meeting/statutory payment
1770	£ 131.95	£ -	£ 131.95	Staffordshire County Council	Website domain payment	March meeting/statutory payment
1771	£ 29.40	£ 5.88	£ 35.28	Denise Perry Miller	reimbursement for road sign clips for Gr Bridgeford perm speed signs	November 2022
1772	£ 112.00	£ -	£ 112.00	SLCC	2024 membership fee	Annual payment
1773	£ 344.60	£ -	£ 344.60	Kelly Day	January's salary	Stat payment/March's meeting
1773	£ 344.80	£ -	£ 344.80	Kelly Day	February's salary	Stat payment/March's meeting
1774	£ 52.96	£ 4.80	£ 57.76	Kelly Day	Expenses, cartridges and stamps	Office expenses/March's meeting

- d) To give final approval for the 24/25 budget.
 e) To approve earmarked funds. d) and e) proposed by Cllr Price. Seconded by Cllr Brown. Unanimous.

Earmarked reserves	play ground maintenance	£	2,000
	Play equipment	£	2,000
	Roads inc traffic calming	£	2,000
	Repairs to assets	£	4,000
	IT and office equipment	£	1,000
	Elections	£	5,000
		£	16,000

16 18/03/24/16

Staffing Matters:

- a) Clerk, Kelly Day to move to from SCP10 to SCP11 in line with the NALC salary scale with effect from 1st April 2024.
 b) Approval for The Clerk, Kelly Day, to undertake ILCA during 2024 at a cost of £120+VAT

Agreed. Proposed Cllr Price Seconded Cllr Wilkes. Unanimous.

17 18/03/24/17

To provide an update on the outcome of an independent audit carried out on unpaid HMRC payments and to consider their recommendation to make payments by direct debit.

Due to time, it was agreed for this to be discussed at an extraordinary meeting.

18 18/03/24/18

To discuss and agree arrangements for the Annual Parish Meeting on 15th April 2024, including a leaflet drop and a budget for refreshments at the meeting.

Meeting starts at 7.30. Refreshments from 7pm. To be paid for by Chairman. Leaflet drop to be arranged by Cllr Hayward and Cllr Busby to adapt last year's letter.

19 18/03/24/19

To discuss and agree SPC news in the two church parish magazines

Copy date is the 15th of each month but maybe bought forward by a month. Members to email the Clerk their contributions to the publications.

Due to time, it was agreed for this to be discussed at an extraordinary meeting

Next meeting: The Annual Parish Meeting will be held at Derrington Village Hall on Monday 15th April 2024 at 7.30pm.

The Chairman thanked members for their attendance and closed the meeting at 21.50