

# HOPTON AND COTON PARISH COUNCIL

## NOTICE OF ANNUAL MEETING

WEDNESDAY 10<sup>TH</sup> MAY 2023

Email: [hoptonandcotonparishclerk@gmail.com](mailto:hoptonandcotonparishclerk@gmail.com)  
Website: [www.hoptonandcotonparishcouncil.org.uk](http://www.hoptonandcotonparishcouncil.org.uk)

To: **Members of Hopton and Coton Parish Council**

Dear Councillors,

You are summoned to attend a meeting of **Hopton and Coton Parish Council** which will be held on **Wednesday 10<sup>th</sup> May 2023 at 7:00pm** at **Hopton Village Hall, Wilmore Hill Lane, Hopton, Stafford ST18 0AW**.

Members are asked to inform the Clerk if they are unable to attend.

Yours sincerely

*A. Mclean*  
Angela Mclean  
Parish Clerk

Date of Notice: 2<sup>nd</sup> May 2023

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## AGENDA

### PUBLIC PARTICIPATION TIME

- 01.1 Welcome and introduction by the Chairman
- 01.2 Introduction of a HS2 Senior Community Engagement Manager and a Staffordshire County Council HS2 Liaison Team member
- 01.3 Update to be provided by the two representatives on HS2
- 01.4 Matters raised by the members of the public; up to a collective maximum of 20 minutes in duration; a member of the public may only speak for a maximum of 3 minutes
- 01.5 Close of Public Participation Time

### PARISH COUNCIL MEETING

- 01.6 To elect a Chairman
- 01.7 To elect a Vice Chairman
- 01.8 All Councillors to sign an acceptance of office form
- 01.9 To receive and approve apologies
- 01.10 Record declarations of interest from Councillors
- 01.11 To consider the minutes from the Parish Council Meeting held on Wednesday 12<sup>th</sup> April 2023
- 01.12 Discuss matters arising from the minutes not covered later in the Agenda:
  - 01.12.1 Update on the parish board to be situated at Redrow **and to agree a plan to review and update the current parish boards**
- 01.13 To consider planning matters
  - 01.13.1 Planning Reference 23/37339/HOU To consider the proposed development described as a single storage extension to rear of property at 31 Bayswater Square, Stafford, Staffordshire
- 01.14 To consider the dates and frequency of the Parish Council meetings for the next year
- 01.15 To consider constitution of any committees
- 01.16 To discuss and set up a working group in relation to the updating of the Parish Council policies
- 01.17 Financial Matters
  - 01.18.1 To consider the schedule of payments
  - 01.18.2 To receive an update on the status of the year end accounts for the year 2022-2023
- 01.19 Close of Parish Council meeting

**END**

# HOPTON AND COTON PARISH COUNCIL

## MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 10<sup>TH</sup> MAY 2023 at 7:00PM HELD AT HOPTON VILLAGE HALL

Present :	Councillors	Cllr S Spennewyn Cllr A Elkin Cllr S Mead Cllr C Rider Cllr P Cunningham
	Parish Clerk	A Mclean
Also in Attendance	Borough Councillor	Cllr K Aspin
	Members of the Public	Several members of the public present
Also Present:	HS2 Representative	V Roberts
	HS2 SCC Representative	S Phillips

### **PUBLIC PARTICIPATION TIME**

#### **01.1 WELCOME AND INTRODUCTION BY THE CHAIRMAN**

The meeting was opened by the Chairman, Cllr S Spennewyn, in which several members of the public were in attendance.

#### **01.2 WELCOME AND INTRODUCTION OF A HS2 SENIOR COMMUNITY ENGAGEMENT MANAGER AND A STAFFORDSHIRE COUNTY COUNCIL HS2 LIASION TEAM MEMBER**

Cllr S Spennewyn welcomed V Roberts, the HS2 Senior Community Engagement Manager and S Phillips, a Staffordshire County Council HS2 Liaison Team Member.

#### **01.3 UPDATE TO BE PROVIDED BY THE TWO REPRESENTATIVES ON HS2**

An update was provided by V Roberts of HS2 in relation to the Transport Capital Investment Programme.

V Roberts discussed the pressures of the Government's commitment to HS2. It was relayed that HS2 are pausing main works from the intended start on 2026 to now be 2028. However, it was reinforced that they are increasing habitat sites and reviewing and remobilising other sites which are yet to be confirmed. V Roberts also confirmed that HS2 are still possessing land and working with land owners case by case.

An update was given on the scheme design, from surveys collected and the design delivery partner will be updating further in October 2023.

S Phillips of Staffordshire County Council discussed the Road Safety Fund for HS2; in which Cllr S Spennewyn had placed a bid for the Road Safety Fund in relation to road safety, in which S Phillips informed that this would be equally distributed between Parish Council's and would provide a legacy of road safety and also relayed Staffordshire County Council were in discussions with their contractors, AMEY in relation to the works required within the Borough.

**01.4 MATTERS RAISED BY THE MEMBERS OF THE PUBLIC; TO A COLLECTIVE MAXIMUM OF 20 MINUTES IN DURATION; A MEMBER OF THE PUBLIC MAY ONLY SPEAK FOR A MAXIMUM OF 3 MINUTES**

Several members of the public spoke with regard to matters in relation to the update provided by the HS2 representatives.

Queries raised included the usage of the roads by HGVs and large machinery deployed by HS2 in which damage was caused as a result of this usage.

Subsequent resident queries raised included the cost of the project in its entirety, empty properties purchased by HS2 and dates for further construction with Hopton Parish.

All resident queries were responded to by the HS2 representatives present.

**01.5 CLOSE OF PUBLIC PARTICIPATION TIME**

Cllr S Spennewyn closed the Public Participation Time to enable the Parish Council Meeting to commence.

**PARISH COUNCIL MEETING**

**01.6 TO ELECT A CHAIRMAN**

Cllr S Spennewyn was voted in favour for the position of Chairman by the Cllrs present for the next year,

**01.7 TO ELECT A VICE CHAIRMAN**

Cllr C Rider was voted in favour for the position of Vice Chairman by the Cllrs present for the next year.

**01.8 ALL COUNCILLORS TO SIGN AN ACCEPTANCE OF OFFICE FORM**

The acceptance of office form was signed by all Cllrs present and dated to confirm the constitution of office.

**01.9 TO RECEIVE AND APPROVE APOLOGIES**

Apologies were received and accepted from Cllr M Notman.

**01.10 RECORD DECLARATIONS OF INTEREST FROM COUNCILLORS**

Cllr P Cunningham made a declaration of interest in relation to HS2 in which he disclosed he had received compensation from HS2.

**01.11 TO CONSIDER MINUTES FROM THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 12<sup>TH</sup> APRIL 2023**

The minutes of the Parish Meeting on 12<sup>th</sup> April 2023 were considered, approved and duly signed as a correct record of the meeting.

**01.12 DISCUSS MATTERS ARISING FROM THE MINUTES NOT COVERED LATER IN THE AGENDA:**

**0.12.1 UPDATE ON PARISH BOARD TO BE SITUATED AT REDROW**

An update was received with regard to the proposed Parish Board from Cllr S Spennewyn and action points were agreed for A Mclean to submit the risk assessment provided from Signs 2000 to Redrow and also establish the final invoice payment requirements and intended start date of works.

Cllr S Spennewyn confirmed that the caretaker, M Ali carried out a full inspection on the existing boards within the Parish and presented an audit of repair work required to replenish the boards.

It was agreed that M Ali would undertake the review and repair work discussed and the number of hours to complete this work would be agreed and paid in addition to his monthly salary at an agreed hourly rate.

#### **01.13 TO CONSIDER PLANNING MATTERS**

##### **01.13.1 PLANNING REFERENCE 23/37339/HOU TO CONSIDER THE PROPOSED DEVELOPMENT DESCRIBED AS A SINGLE STOREY EXTENSION TO REAR OF PROPERTY 31 BAYSWATER SQUARE, STAFFORD, STAFFORDSHIRE**

The planning application at 31 Bayswater Square, Stafford, Staffordshire was discussed and no objections were made apparent.

There were no further planning applications for consideration at this time.

#### **01.14 TO CONSIDER THE DATES AND FREQUENCY OF THE PARISH COUNCIL MEETINGS FOR THE NEXT YEAR**

It was agreed that the frequency of the Public Parish Council meetings would continue over the next year on every other month, with the next Parish Council meeting to be scheduled for Wednesday 14<sup>th</sup> June 2023, in which would be a Public meeting.

It was agreed that the month without a Public Parish Council meeting, a working party meeting would be held with the possibility of also bringing forward public ideas and also to review and update policies.

#### **01.15 TO CONSIDER CONSTITUTION OF ANY COMMITTEES**

Cllr S Spennewyn discussed the constitution of a committee, with the intention of setting up a Finance Committee, with Cllrs to be assigned to this role within the committee.

#### **01.16 TO DISCUSS AND SET UP A WORKING GROUP IN RELATION TO THE UPDATING OF THE PARISH COUNCIL POLICIES**

It was decided that a working group would be set up in order to progress with the updating of the Parish Council policies.

It was agreed that work is initially required to bring policies up to date, with the initial policies being that of GDPR and Employment, followed by other subsequent policies and the review of these.

All Cllrs present were in agreement with this and the first meeting is to be prioritised and scheduled.

#### **01.17 FINANCIAL MATTERS**

##### **01.18.1 TO CONSIDER THE SCHEDULE OF PAYMENTS**

The schedule of payments report, together with the supporting documents was reviewed and approved, please refer to the addendum 1.

Further to the schedule of payments Cllr S Spennewyn discussed the requirement to proceed with adding on the additional account signatories to the Parish Council bank account.

It was agreed that the process would be established by Cllr S Spennewyn and A Mclean and a plan would be created in order to update the mandate and access on the account.

**01.18.2 TO RECEIVE AN UPDATE ON THE STATUS OF THE YEAR END ACCOUNTS FOR THE YEAR ENDED 2022-2023**

A Mclean delivered an update on the status of the year end accounts 2022-2023 in which confirmed all records, now completed, were to be reviewed for internal audit by Toplis Associates ahead of the completion of the AGAR for 2022-2023 for final approval by the Parish Council and the external auditors, Mazars.

**01.19 CLOSE OF THE PARISH COUNCIL MEETING**

The next meeting of the Parish Council will be held on Wednesday 14<sup>th</sup> June 2023; 7:00pm at Hopton Village Hall.

Signed: ..... Dated: .....  
Chairman

Angela Mclean  
Parish Clerk

**June 2023**