

HOPTON AND COTON PARISH COUNCIL

NOTICE OF MEETING

WEDNESDAY 12TH JULY 2023

Email: hoptonandcotonparishclerk@gmail.com
Website: 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 12th July 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: 3rd July 2023

AGENDA

PUBLIC PARTICIPATION TIME

- 03.1 Welcome and introduction by the Chairman
- 03.2 Matters raised by the members of the public; up to a collective maximum of 15 minutes in duration; a member of the public may only speak for a maximum of 3 minutes
- 03.3 Close of Public Participation Time

PARISH COUNCIL MEETING

- 03.4 To receive and approve apologies
- 03.5 Record declarations of interest from Councillors
- 03.6 To consider the minutes from the Parish Council Meeting held on Wednesday 14th June 2023
- 03.7 To receive a statement from the Chairman in relation to the CIO
- 03.8 To receive an update on the HS2 Funding Agreement
- 03.9 To receive an update on the Defibrillator procurement
- 03.10 Further update on the parish board to be situated at Redrow and approve final design artwork
- 03.11 To consider any planning matters
- 03.12 Financial Matters
 - 03.12.1 To consider the schedule of payments
 - 03.12.2 To consider the proposed legal fees
- 03.13 To confirm the date of the next planned meeting

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

- 03.14 To consider and authorise various council policies

END

HOPTON AND COTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 12TH JULY 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
	Internal Auditor	K Squires- Toplis Associates
Also in Attendance:	Borough Councillor	N/A
	Members of the Public	Several members of the public present

PUBLIC PARTICIPATION TIME

03.1 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.

03.2 MATTERS RAISED BY THE MEMBERS OF THE PUBLIC; TO A COLLECTIVE MAXIMUM OF 15 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 which they aired for discussion.

A member of the public confirmed that following on from the previous meeting, as agreed, they had completed the fitting for the gate at the Village Hall, producing a small invoice for the parts purchased but stated a donation of £5.00 from each Councillor would be preferred to donate to the Village Church.

All Councillors agreed to this and pledged to donate the amount of £5.00 on behalf of the work of the member of the public, to pass on the Village Church, collating the monies at the next planned Parish Council Meeting.

A further member of the public in attendance spoke to discuss the position of Hopton and Coton Parish Council and the CIO and to request who will be responsible for paying the legal fees to the solicitors.

Cllr S Spennewyn responded by saying that Hopton and Coton Parish Council will pay the fees in order to make progress, however, stated that it should be a joint cost shared between the CIO.

A further member of the public stated that in relation to the lease, the CIO had encountered issues such as Covid-19 which played a part in the delay in resolving the matter in 2020.

03.3 CLOSE OF PUBLIC PARTICIPATION TIME

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

PARISH COUNCIL MEETING

03.4 TO RECEIVE AND APPROVE APOLOGIES

Apologies were received for Cllr M Notman and also Borough Cllrs; Cllr K Aspin and Cllr F Beattie.

03.5 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.

03.6 TO CONSIDER THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 14TH JUNE 2023

The minutes of the Parish Meeting on 14th June 2023 were considered, approved and duly signed as a correct record of the meeting.

03.7 TO RECEIVE A STATEMENT FROM THE CHAIRMAN IN RELATION TO THE CIO

A statement was received by Cllr S Spennwyn in relation to the CIO.

Cllr S Spennwyn stated that in 2020 the CIO was incorporated as a registered Charity. The level of control should have been agreed between the two parties; underpinned by a lease.

An update was provided by Cllr S Spennwyn that he has been in discussions with the solicitors, Wellers Hedleys, and they had informed him that a Tenancy at Will, a short term lease, should be issued as the lease is not agreed and also the potential issue over Hopton and Coton Parish Council being liable if an accident was to occur at the Village Hall premises and it would also hope to resolve the situation and benefit each party involved.

Cllr S Spennwyn stated that the lease was discussed in 2021 and no action was taken by the Councillors in post at the time.

It was stated that the cost of the Tenancy at Will is within the schedule of payments to be authorised by Council, as it was acknowledged that this was needed by Cllr S Spennwyn and other Councillors present.

Cllr S Spennwyn advised that Alan Toplis, of Toplis Associates, would be appointed as an Arbiter between the two parties.

Cllr C Rider stated that this is a priority to resolve.

03.8 TO RECEIVE AN UPDATE ON THE HS2 FUNDING AGREEMENT

Cllr S Spennwyn requested an update from Cllr P Cunningham as a follow up from the previous meeting in relation to the position of the HS2 Funding Agreement.

Cllr P Cunningham advised Cllr M Notman made contact with the solicitor and had left a message that she had called but there had not been any contact made or returned by the solicitor to Cllr M Notman in relation to this matter and subsequently being unable to obtain an update.

It was agreed at Cllr P Cunningham and Cllr S Spennwyn would follow this up and obtain more information to provide an update for the next Parish Council Meeting.

03.9 TO RECEIVE AN UPDATE ON THE DEFIBRILLATOR PROCUREMENT

Cllr S Mead provided an update on the Defibrillator to be situated at St Mary's Gate in which he is hoping the machine will be fitted before the next Parish Council Meeting however, the machine will required to be wired in when it is in place by an Electrician.

Cllr M Notman was not present at the meeting but it was discussed that the Defibrillator procurement for the Village Hall will be reviewed as she has knowledge of the site and the users of the Village Hall and Football Pitch.

Cllr S Mead stated that there would possibly be funding available for a Defibrillator to be installed at this location due to the use of the Football Pitch.

Cllr S Spennewyn stated that due to the position of the Parish Council and CIO, this will need to be reviewed and an element of work carried out before any development is made on the installation of the Defibrillator at Hopton Village Hall.

03.10 FURTHER UPDATE ON THE PARISH BOARD TO BE SITUATED AT REDROW AND APPROVE FINAL DESIGN ARTWORK

A Mclean provided an update to confirm that the artwork had been confirmed to Signs 2000 to be a double board, dark green in colour with white standard writing "HOPTON AND COTON PARISH COUNCIL."

It was discussed and agreed that the Board should hold four A4 Posters on Each side, to make a total of eight A4 Posters to be displayed and the Board should be a pin board rather than magnetic, to run in line with the other boards and also Cllr A Elkin commented that this would be a better option than magnetic to increase the lifespan of the board.

M Ali, Caretaker, provided an update on the refurbishment of the other Parish Notice Boards and stated that the replacement of the back boards will be started as he is now in possession of the materials required. He also discussed possible issues with the replacement of the back board of the Notice Board situated at the Village Hall.

03.11 TO CONSIDER ANY PLANNING MATTERS

The Planning Application 23/37511/ANX located at Hopton Pools Farm, Willmore Hill Lane, Hopton, Stafford for a proposed Garage with Annex over, demolishing the existing garage was discussed.

Members of the Council stated that this was a site that had previous planning applications made on this.

No objection was made by the Councillors or members of the public present at the meeting.

03.12 FINANCIAL MATTERS

03.12.1 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.

03.13.2 TO CONSIDER THE PROPOSED LEGAL FEES

Cllr S Spennewyn gave further information on the legal fees entered onto the schedule of payments in which relate to the position of the Parish Council and the CIO.

The payments for the services rendered by Wellers Hedleys are in relation to the CIO lease and also the work in respect to drafting up a Tenancy at Will, both costs relative to the position of the Parish Council and the CIO.

03.13 TO CONSIDER THE DATE OF THE NEXT PLANNED MEETING

The next meeting of the Parish Council will be held on Wednesday 2nd August 2023; 7:00pm at Hopton Village Hall.

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

03.14 TO CONSIDER AND AUTHORISE VARIOUS COUNCIL POLICIES

The Councillors present reviewed, considered and authorised the update of Parish Council policies.

CLOSE OF PARISH COUNCIL MEETING

The Parish Council meeting was closed.

Signed: Dated:
Chairman

Angela Mclean
Parish Clerk
July 2023