

HOPTON AND COTON PARISH COUNCIL

NOTICE OF MEETING

WEDNESDAY 2ND AUGUST 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 2nd August 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: 23rd July 2023

AGENDA

PUBLIC PARTICIPATION TIME

- 04.1 Welcome and introduction by the Chairman
- 04.2 Introduction of representatives from Homes England / Atkins
- 04.3 Review of the proposed development at Sandon Road/Mod4, Stafford
To include questions from members of the public in relation to the Sandon Road/Mod 4 site to a maximum of 30 minutes in duration
- 04.4 To close the meeting for a period of 5 minutes in duration to allow the representatives from Homes England/Atkins to leave if they so wish
- 04.5 To reopen the meeting and commence the Public Participation Time
- 04.6 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. Members of the public are encouraged to email their questions to the Parish Clerk by 12:00pm, the day before the scheduled meeting
- 04.7 Close of Public Participation Time

PARISH COUNCIL MEETING

- 04.8 To receive and approve apologies
- 04.9 Record declarations of interest from Councillors
- 04.10 To consider the minutes from the Parish Council Meeting held on Wednesday 12th July 2023
- 04.11 To discuss and approve the Data Protection Officer and SLA service supplied by Staffordshire County Council
- 04.12 To discuss the rebranding of the Parish Council documentation and website/social media
- 04.13 To consider and agree upon the appointment of the Internal Auditor for 2023-2024
- 04.14 To discuss the Notice of Councillor Vacancy
- 04.15 To discuss funding for the Parish Council to include; HS2 Funding, Climate Change Action Fund, Rural Grants, St Mary's Gate
- 04.16 To receive a further update on the parish board to be situated at Redrow
- 04.17 To receive a further update on the installation of the Defibrillator
- 04.18 To discuss and action a mobile telephone for the Parish Clerk
- 04.19 To consider any planning matters
- 04.20 Financial Matters
- 04.21 To consider the schedule of payments
- 04.22 To confirm the date of the next planned parish meeting

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

- 04.23 To consider and authorise various council policies and to receive an update from the last meeting
- 04.24 To receive an update of bank reconciliation to 31st July 2023
- 04.25 Discussion of confidential salary considerations

END

HOPTON AND COTON PARISH COUNCIL

**MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 2ND AUGUST 2023 at 7:00PM
HELD AT HOPTON VILLAGE HALL**

Present :	Councillors	Cllr S Spennewyn Cllr A Elkin Cllr C Rider Cllr P Cunningham
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Parish Clerk A Mclean

Also in Attendance: Borough Councillor N/A

Homes England
Representatives

Atkins Representative Sean Costillo- Consultant

Members of the Public Several members of the public present

PUBLIC PARTICIPATION TIME

04.1 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.

04.2 INTRODUCTION OF REPRESENTATIVES FROM HOMES ENGLAND / ATKINS

The representatives from Homes England, Laura Tilstone and Holly Froggatt and from Atkins, Sean Costillo were introduced to the meeting by Cllr S Spennewyn.

**04.3 REVIEW OF THE PROPOSED DEVELOPMENT OF SANDON ROAD / MoD4, STAFFORD
TO INCLUDE QUESTIONS FROM THE MEMBERS OF PUBLIC IN RELATION TO SANDON ROAD/MoD4 SITE
TO A MAXIMUM OF 30 MINUTES IN DURATION**

Laura Tilstone of Homes England opened up the discussion of the proposed development of 420 dwellings.

It was discussed that their role was to obtain land and capital and gain investment into the community to provide affordable homes and better lives.

Homes England worked with the MoD and purchased the land and explained it was their role to seek planning permission and then instruct the consultants, Atkins.

Sam Costello of Atkins, shared the location of the site shown with a red boundary and stated Homes England had bought of another developer. The proposed site would hold 420 dwellings in line with the Stafford Borough Council policy in which 30% would be affordable. The site would house green areas over 4 hectares in size and blue pond areas to deal with drainage and flooding concerns. It was stated that they would be two access points into the site with the first access being off Beaconside and the second being off Sandon Road.

It was stated that this location was part of the proposed Staffordshire Development Plan, in which the proposed design links in with and the design was created as a master plan in 2022. The application has been

with Stafford County Council and Stafford Borough Council in which they are negotiating with Atkins over the determination period.

Sam Costello of Atkins, discussed Section 106 in which this would contribute to areas to form part of the determination process such as education, healthcare, affordability.

Holly Froggatt of Homes England, stated the next step is to detail the design with the developer, sort bid suggestions and ensure that the design matches the expectation of the proposed site. It was stated that they have a Compliance Manager to ensure high standards and it is a quality scheme.

Once the representatives had spoken several members of the public voiced their opinions on the proposed development.

One resident suggested that 420 dwellings would create at least 800 additional people with vehicles at each dwelling causing more congestion within the area in which they would also need access to doctors, dentists, schools and facilities and asked if these additional facilities would be built at the same time.

Laura Tilstone of Homes England, responded confirming under Section 106, that permission for these amenities are common key issues. It was confirmed that they are in contact with Staffordshire County Council Highways and improvements would be made to the roads, concentrating on Beaconside to improve the junctions.

A further resident spoke to state that the application should be refused as they have failed to demonstrate a good strategy against pedestrian vehicle conflict as it is a dangerous road and there would be no opportunity for a roundabout. They discussed the Stafford Road North planning permission and the A34 water at Marston/ Sandon Brook and the flooding created onto Sandon Brook. It was suggested that if they had new building at the MoD site rather than housing this would create job opportunities and new business and also the question in relation to social housing was asked as the housing was referred to as affordable.

Cllr S Spennwyn intervened and stated that Staffordshire County Council said that there was no joined up access or transport plan, no social housing and no groundwork for flooding to prevent flooding onto Sandon Road. Staffordshire County Council have employed a representative for the proposed development.

A further resident stated that the original plan was to make Beaconside into a dual carriage way on one side towards Stone Road and that this development would be obstructing this to happen.

A further resident followed up on the lack of amenities for this development as the current residents are unable to get a dentist in which they are required to travel of 30 miles to access a dentist as the area is already exceeding capacity so it would not be able to cope with the proposed dwellings and the residents that it would bring.

A further resident discussed the current Staffordshire Housing project in which aims to attract people to Stafford in which there are two sets of plans a local plan and commercial plan within this project.

Cllr C Rider discussed the difference between affordable and social housing and the development was not specific to social housing and recited 30% of the dwellings would be affordable in which would possibly be shared ownership.

A further resident questioned the high quality, more expensive houses and asked if the affordable would be less expensive and the profit margin associated with this and also what type of houses and how many would be 4-5 bedrooms.

Sam Costello of Atkins, replied to confirm that the final mix would not be decided at this stage but planned for 2-4 bedroom properties, until a detailed application is made and then decided. It was suggested that the number of single household dwellings is unknown.

A further resident questioned the HS2 and the concern over increased traffic levels and Staffordshire County Council Highways upon what their intended action was to be in relation to this and the proposed new site.

A further resident discussed the possibility for a Roundabout at Sandon Road.

A further resident discussed if there would be any bungalow developments.

Sam Costello of Atkins, replied to confirm that there were no plans for these dwellings within the development.

A further resident discussed around 20 years ago, three storey buildings were erected onto Marshland on concrete/metal stilts in which caused a flooding aspect. From 2020 pockets of Sandon Road now flood.

Sam Costello of Atkins, replied to confirm that there was a drainage strategy in place and it has been reviewed how this would impact the wider area.

Cllr S Spennewyn spoke to conclude the representatives speaking time and suggested a planned meeting with Cllr F Beatty would be beneficial. He spoke to confirm the next steps to encourage residents to respond formally via the Staffordshire County Council planning portal.

It was agreed that the Parish Council would follow this up at a further date.

04.4 TO CLOSE THE MEETING FOR A PERIOD OF 5 MINUTES IN DURATION TO ALLOW THE REPRESENTATIVES TO FROM HOMES ENGLAND / ATKINS TO LEAVE IF THEY SO WISH

Cllr S Spennewyn temporarily closed the meeting for a period of 5 minutes to allow the representatives to leave.

The representatives from Homes England, Laura Tilstone and Holly Froggatt and from Atkins, Sean Costillo left the meeting.

04.5 TO REOPEN THE MEETING AND COMMENCE THE PUBLIC PARTICIPATION TIME

Cllr S Spennewyn reopened the meeting to commence the public participation time.

04.6 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. MEMBERS OF THE PUBLIC ARE ENCOURAGED TO EMAIL THEIR QUESTIONS TO THE PARISH CLERK BY 12:00PM, THE DAY BEFORE THE SCHEDULED MEETING

Several members of the public spoke with regard to the matters in which they aired for discussion.

A member of the public asked in which what does the Parish Council do for the Redrow area within the Parish?

Cllr S Spennewyn asked if the resident had any ideas or thoughts on what can be done. It would be required to look into the management of the Redrow site .

Cllr C Rider stated that this was managed land. Cllr S Spennewyn suggested that having a representative from Staffordshire Highways to discuss the crossing at Tixall Road would be a good idea. It was agreed that this would be followed up.

A further member of the public asked for an update on the position with the CIO.

Cllr S Spennewyn gave a recap of the CIO position and Hopton and Coton Parish Council meeting request with the Chair in September 2023.

A further member of the public asked who would responsible for cutting a grass verge in the Village?

The response to this was unknown and not the responsibility of the parish council .

A further member of the public asked for an update on the asylum seekers and the SERCO appeal bid.

Cllr S Spennewyn stated that the Council have made an appropriate response and the contingency plan was to be accepted in September 2023. The Cllrs and residents are to establish an integration plan.

A further member of the public asked who was responsible for the trimming of Hedges in a particular location.

Cllr S Spennewyn responded that this is not the responsibility of the parish council .

04.7 CLOSE OF PUBLIC PARTICIPATION TIME

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

PARISH COUNCIL MEETING

04.8 TO RECEIVED AND APPROVE APOLOGIES

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

04.9 RECORD DELCARATIONS 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.

04.10 TO CONSIDER THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 12TH JULY 2023

The minutes of the Parish Meeting on 12th July 2023 were considered, approved and duly signed as a correct record of the meeting.

04.11 TO DISCUSS AND APPROVE THE DATA PROTECTION OFFICER AND SLA SERVICE SUPPLIED BY STAFFORDSHIRE COUNTY COUNCIL

Cllr A Elkin confirmed that she has been liaising with Staffordshire Council County to provide details within this area.

The council reviewed the options for the Tiers of the services provided in relation to this matter and the decision to opt for Tier 3 service at a cost of £585.00 (£175.00 GAP and £410.00 Pro-Rota'd amount) from Staffordshire County Council in relation to the data protection officer and SLA service was voted for and approved by all members of council present. This will run from 10.08.2023 to 06.06.2024.

It was agreed that A Mclean, Parish Clerk, would communicate this to the Council and complete all required documents and proceed with implementing this project.

04.12 TO DISCUSS THE REBRANDING OF THE PARISH COUNCIL DOCUMENTATION AND WEBSITE / SOCIAL MEDIA

Cllr C Rider provided an update on the rebranding she has been co-ordinating with the support of software.

Once an agreed design has been approved for the Council the anticipation to re-brand the Parish Council to include website, social media, letterhead, footers and all other outgoing communication.

It was agreed that Cllr C Rider would provide some designs ahead of the next Parish Council meeting for review, discussion and approval.

04.13 TO CONSIDER AND AGREE UPON THE APPOINTMENT OF THE INTERNAL AUDITOR FOR 2023-2024

It was discussed and agreed by Council that the appointment of the Internal Auditor for 2023-2024 would be Toplis Associates, as completed in 2022-2023.

A Mclean to notify Toplis Associates of this action and request of services.

04.14 TO DISCUSS THE NOTICE OF COUNCILLOR VACANCY

Cllr S Spennewyn discussed the notice of Councillor Vacancy within the Parish Council.

It was agreed that we would undertake the co-option process and advertise for a Councillor Vacancy on the Parish Notice Boards and social media under the 14 day notice period.

All applications received would be reviewed after the 14 day notice period, due to end on 22nd August 2023.

All Councillors to be notified after 22nd August 2023 of any applications received and the end of the 14 day notice period.

Cllr S Spennewyn discussed it would be beneficial to obtain a border line of the Parish, in which would establish the clear area of the Parish and allow to reach out to other parts of the Parish.

It was discussed the possibility of obtaining information the from the Elections office to plot the Parish on a map, or the use of the HS2 notification sent to residents to view the Parish Boundary.

This was agreed to be followed up.

04.15 TO DISCUSS FUNDING FOR THE PARISH COUNCIL TO INCLUDE HS2 FUNDING, CLIMATE CHANGE ACTION FUND, RURAL GRANTS, ST MARY'S GATE

Cllr S Spennewyn 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 discussed that a letter of engagement was sent, in which Cllr S Spennewyn stated that this had been sent to an existing Parish Clerk's address and expressed the importance of having a virtual postbox address for all mail, rather than a residential address attached the Parish Clerk.

Cllr P Cunningham stated he was unsure of the current solicitors that are in use and Cllr S Spennewyn suggested a meeting may be beneficial.

Cllr S Spennewyn discussed the Climate Change in Action Fund offered by Staffordshire County Council and planned to ask Cllr J Francis for support within this area and the progress of this funding pot.

A Mclean to look into the Rural Grants available for the Parish Council and report back to the Council.

Cllr S Spennewyn discussed the St Mary's Gate funding that was secured by Paul Lamond historically, in which Cllr S Spennewyn would like to invite him to the meeting to discuss this funding obtained, in which it was agreed written communication would be made, as this could not be discussed further without any existing information from Paul Lamond.

04.16 TO RECEIVE A FURTHER UPDATE ON THE PARISH BOARD TO BE SITUATED AT REDROW

A Mclean provided an update to state that the Parish Board was in production and would be due to be installed, week commencing 21st August 2023 by Signs 2000.

Cllr S Spennewyn agreed to be present at the installation of the Board as a Parish Council Representative.

04.17 TO RECEIVE A FURTHER UPDATE ON THE INSTALLATION OF THE DEBRILLATOR

Cllr S Spennewyn stated on behalf of Cllr S Mead that the safe installation was due to take place on 14th August 2023 at 10:00am in which an electrician has been booked to wire it in and ensure it has a supply.

The cost of the electrical supply for the device is a small value per annum, as it is only required to charge the battery.

Cllr S Mead to provide a further update on the next meeting to update on the final progress of the installation.

It was reviewed that Cllr M Notman could possibly look into securing funding for the Defibrillator to be situated with Hopton Village due to the Footballers using the Football Pitch at the Village Hall site.

04.18 TO DISCUSS AND ACTION A MOBILE TELEPHONE FOR THE PARISH CLERK

Cllr S Spennewyn discussed the mobile telephone for the Parish Clerk and due to the existing Clerk's phone being locked a new device would be required.

It was agreed that the distribution of the number would be discussed further in which A Mclean is in possession of the current SIM.

04.19 TO CONSIDER ANY PLANNING MATTERS

There were no planning applications for consideration at this time.

04.20 FINANCIAL MATTERS

A Mclean raised the discussion in relation to the existing matter of the access to the Natwest accounts for the Parish Council and the limited access available for the accounts.

It was agreed by Council that research would be made into other banking options available and presented at the next meeting for review and consideration.

It was discussed that the bank provider should be suitable for the organisation of a Parish Council and also allow procedures to be implemented with dual authorisation of payments.

A further update is to follow at the next Parish Council meeting.

04.21 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.

It was agreed by the Councillors present that Trent GM invoices would be reviewed further against the contractual amounts and reviewed for payment at a further meeting until the queries had been resolved as to what had been agreed initially when the contract was agreed in April 2023.

04.22 TO CONFIRM THE DATE OF THE NEXT MEETING

The next meeting of the Parish Council will be held on Wednesday 13th September 2023; 7:00pm at Hopton Village Hall.

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

04.23 TO CONSIDER AND AUTHORISE VARIOUS COUNCIL POLICIES AND TO RECEIVE AN UPDATE FROM THE LAST MEETING

The council policies discussed would be the priorities the asset register, standing orders and other policies over the next few meetings in which these can be updated on the system and also on the website by the Council and A Mclean.

It was agreed that the next meeting to be held would be a closed meeting to the public and an open meeting in October 2023.

04.24 TO RECEIVE AN UPDATE OF THE BANK RECONCILLATION TO 31ST JULY 2023

A Mclean presented the updated bank reconciliation to 30th June 2023, as the July 2023 statements were unable from Cllr S Spennewyn in advance of the meeting.

04.25 DISCUSSION OF CONFIDENTIAL SALARY CONSIDERATIONS

Cllr S Spennewyn discussed the position of the employee of Hopton and Coton Parish Council and it was agreed that a follow up was required in relation to this for the work carried out within their role due to the position with the CIO.

CLOSE OF PARISH COUNCIL MEETING

The Parish Council meeting was closed.

END

Signed: **Dated:**
Chairman

Angela Mclean
Parish Clerk
September 2023