

# HOPTON AND COTON PARISH COUNCIL

## NOTICE OF MEETING

WEDNESDAY 13<sup>TH</sup> SEPTEMBER 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 13<sup>th</sup> September 2023** 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: 1<sup>st</sup> September 2023

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## AGENDA

### PUBLIC PARTICIPATION TIME

- 05.1 Welcome and introduction by the Chairman
- 05.2 Introduction of Borough Cllr K Aspin
- 05.3 Cllr K Aspin to deliver an update on solar farm application within the Parish and discuss the proposed Serco Liaison Group ( Asylum Seeker Accommodation at Stafford Court)
- 05.4 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
- 05.5 Close of Public Participation Time

### PARISH COUNCIL MEETING

- 05.6 To receive and approve apologies
- 05.7 Record declarations of interest from Councillors
- 05.8 To discuss and follow up on the co-option for a new Councillor to join the Parish Council
- 05.9 To consider the minutes from the Parish Council Meeting held on Wednesday 2<sup>nd</sup> August 2023
- 05.10 To follow up on the Data Protection Officer and SLA service supplied by Staffordshire County Council and to receive an update on the records storage
- 05.11 To receive an update on the progress of the HS2 Application
- 05.12 To discuss the use of an online diary and its implementation
- 05.13 To discuss the use of a tracker for Parish Council lead projects
- 05.14 To discuss the Parish Council communication- to include branding, virtual post box, standardised email footers
- 05.15 To discuss the bank account update and change of service
- 05.16 To receive a further update on the parish board to be situated at Redrow
- 05.17 To receive a further update on the installation of the Defibrillator and training within this area
- 05.18 To discuss the play areas across the Parish to include the Parish Council responsibility in this area at Redrow and St Mary's Gate
- 05.19 To consider any planning matters
- 05.20 Financial Matters
  - 05.20.1 To consider the schedule of payments
  - 05.20.2 To agree on the resolution of Trent GM invoices for payment
- 05.21 To confirm the date of the next planned meeting

### CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

- 05.22 To consider and authorise the asset register and various council policies and to receive an update from the last meeting
- 05.23 To receive an update of bank reconciliation to 31<sup>st</sup> August 2023
- 05.24 Discussion of confidential salary considerations and employment matters

**END**

# HOPTON AND COTON PARISH COUNCIL

## MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 13<sup>TH</sup> SEPTEMBER 2023 at 7:00PM HELD AT HOPTON VILLAGE HALL

Present : Councillors Cllr S Spennwyn  
Cllr A Elkin  
Cllr C Rider  
Cllr P Cunningham  
Cllr S Mead

Parish Clerk A Mclean

Also in Attendance: Borough Councillors Cllr K Aspin

Members of the Public Several members of the public present

### PUBLIC PARTICIPATION TIME

#### 05.1 WELCOME AND INTRODUCTION BY THE CHAIRMAN

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

#### 05.2 INTRODUCTION OF BOROUGH CLLR K ASPIN

The representative of the Borough, Cllr K Aspin was introduced by the Chairman, Cllr S Spennwyn.

#### 05.3 CLLR K ASPIN TO DELIVER AN UPDATE ON SOLAR FARM APPLICATION WITHIN THE PARISH AND DISCUSS THE PROPOSED SERCO LIAISON GROUP (ASYLUM SEEKER ACCOMODATION AT STAFFORD COURT Solar Farm Application

Cllr K Aspin opened the discussion on the proposed Solar Farm application within the Parish for Ingestre and Tixall.

It was stated that a meeting was held with the planning officer to discuss the planning objectives in which there are currently two applications in the ward, one for Drayton and the other for Tixall.

Cllr K Aspin discussed the development at Tixall being located south of the parish on existing farmland. Cllr Aspin stated that the planning officer had confirmed that there are no specific policies in relation to these applications, as they are assessed applications on a case by case basis.

It was further stated that the solar farms create a renewable energy net-benefit which could be considered more important than any possible objections, however, matters to consider would include any existing public rights of way, for example and this would influence the consultation and the resultant outcome.

The members of the public present were then invited to discuss their queries or concerns on this matter.

Several members of the public spoke in relation to this matter.

One member of the public spoke to voice their concern over the visual effect of the proposed solar farm and how the connection to the grid would be made. Cllr Aspin deferred such an answer to the Planning Officer who would be able to assist with this question.

Another member of the public spoke to ask what type of agricultural land would this be sited on?

Cllr A Aspin responded to this question stating it is as grazing land .

Another member of the public spoke to ask if the National Grid has capability to connect, and where this connection would be made?

Cllr K Aspin stated that the developers website would be able to offer further information in relation to this matter.

### **Serco Liaison Group**

Cllr S Spennewyn stated that a meeting was held on Friday 8<sup>th</sup> September 2023 with the SERCO representatives.

Cllr C Aspin stated that there was no further update at this stage, as nothing has started. SERCO are in the early stages and are not aware of long it will take to put the building in order. They are conducting their first survey, and the next meeting with SERCO would provide a further update . It is also noticed that Stafford Borough Council are working with SERCO and the Integrated Care Board to incorporate MPFT, Healthcare, SBC and Staffordshire Police.

Cllr C Rider asked if any asylum seekers have arrived?

Cllr K Aspin responded to this as no, but has requested a visit to the site before they arrive in April 2024, this being the current date noted for accommodation. Cllr Aspin also stated that the liaison meeting had asked questions in relation to GP surgery's and schools.

Cllr A Elkin asked if local schools had been contacted for comments or objections?

Cllr K Aspin responded that the Integrated Care Board would be collating this information.

Residents present raised matters to relating to Healthcare, Police checking of asylum seekers, compensation received to SBC, short term and long term stay of asylum seekers at the proposed location. Other areas of concern raised were crime in general and child safety in the local area .

Cllr K Aspin confirmed that SERCO would be providing the access to healthcare on-site for a number of the asylum seekers Other groups of the asylum seekers would be required to make use of locally sourced healthcare.

Cllr K Aspin confirmed that SBC would obtain £3,500.00 for each bed per immigrant.

Cllr S Spennewyn confirmed that if any crime was to occur that this should be dealt with on an individual basis in the usual manner by the local police.

## **05.4 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. 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 were present at the meeting.

One resident asked about the location of the proposed MoD Housing?

Cllrs S Spennewyn confirmed that Homes England had secured the site off Sandon Road, and also stated that the developer is now known . The parish council will continue to maintain contact with Homes England and

bring updated information to the parish meetings. Details reading the proposed development can be found on the SBC planning portal and any interested resident can leave a comment relating to the development on the planning portal .

Cllr S Spennewyn also confirmed that this development is part of the SBC Local Plan which sets development until 2039. Access for the local plan can be found on the SBC website.

#### **05.5 CLOSE OF PUBLIC PARTICIPATION TIME**

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

### **PARISH COUNCIL MEETING**

#### **05.6 TO RECEIVED AND APPROVE APOLOGIES**

Apologies were received for Cllr M Notman and also Borough Cllr F Beatty.

#### **05.7 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.

#### **05.8 TO DISCUSS AND FOLLOW UP ON THE CO-OPTION FOR A NEW COUNCILLOR TO JOIN THE PARISH COUNCIL**

Cllr S Spennewyn discussed the appointment of a new Councillor via co-option and the one application received from the advertisement of vacancy from J Watkins.

Cllr S Spennewyn confirmed that all Councillors had viewed J Watkins application for the post prior to the Parish Council meeting and it was confirmed and agreed by a show of hands to vote that all Councillors present agreed to appoint J Watkins as a new Councillor of HCPC.

A Mclean presented J Wakins with an Acceptance of Office form to complete at the meeting and duly sign to confirm acceptance of the position.

A Mclean would then ensure all necessary forms were complete with SBC to formally register J Watkins as a Councillor of the Parish and also ensure all relevant details on the website are updated to reflect this change in office.

A Mclean agreed to send a Councillor welcome pack to J Watkins.

Cllr S Spennewyn and all members of the Council welcomed Cllr J Watkins onto the Council.

#### **05.9 TO CONSIDER THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 2<sup>nd</sup> August 2023**

The minutes of the Parish Meeting on 2<sup>nd</sup> August 2023 were considered, approved and duly signed as a correct record of the meeting.

#### **05.10 TO FOLLOW UP ON THE DATA PROTECTION OFFICER AND SLA SERVICE SUPPLIED BY STAFFORDSHIRE COUNTY COUNCIL AND TO RECEIVE AN UPDATE ON THE RECORDS STORAGE**

A Mclean provided an update on the signed agreement between HCPC and SCC and confirmed the next step was to have an initial review meeting with A Mclean, on behalf of the Council with SCC.

Cllr S Spennewyn also stated that the electronic records would be stored on the HCPC laptop and also on two separate external hard drives that the HCPC are in possession of to ensure that the data is safe and also available to Council at any given time.

Cllr S Spennewyn also stated that the GDPR policy would be updated in relation to the relationship with SCC under the SLA agreement in place.

Cllr A Elkin also discussed the possibility of SCC being able to provide assistance in obtaining .gov.uk email addresses for all Councillors and the Parish Clerk.

Cllr S Spennewyn also stated that Netwise, who look after the Council website are also able to assist with providing .gov.uk email addresses for the Council.

It was agreed that A Mclean would look into the cost associated with this and the best action required to get this implemented.

**05.11 TO RECEIVE AN UPDATE ON THE PROGRESS OF THE HS2 FUNDING APPLICATION**

Cllr P Cunningham and Cllr M Notman will provide a further update at the next Parish Council meeting, as this item was to be referred back to.

**05.12 TO DISCUSS THE USE OF AN ONLINE DIARY AND ITS IMPLEMENTATION**

A Mclean discussed that the online diary has been set up on Outlook to ensure that key deadlines, dates and Cllr holidays can be logged into one Calendar to then be shared amongst Council to aid the effective running of the Council year.

**05.13 TO DISCUSS THE USE OF A TRACKER FOR PARISH COUNCIL LEAD PROJECTS**

A Mclean discussed that the tracker had been initiated and it was agreed by Council that this would be used moving forward to monitor any projects that are undertaken to ensure that a clear time line and progress update is visible at all times.

**05.14 TO DISCUSS THE PARISH COUNCIL COMMUNICATION- TO INCLUDE BRANDING, VIRTUAL POST BOX, STANDARDISED EMAIL FOOTERS**

Cllr C Rider provided two designs to Council; a letterhead and compliment slip for each of the two designs. It was put to vote and agreed by Council that Design B had the majority vote of Council and would be the chosen design for the rebranding.

Cllr S Spennewyn followed up on the rebranding that was co-ordinated by Cllr C Rider and confirmed all Parish Council stationary, website, social media and communication were to include this where possible.

It was agreed that Cllr C Rider would send editable documents of the new rebranding to A Mclean.

A Mclean discussed the findings of the Virtual Post Box with the Council and it was agreed that this was a requirement to ensure that the Council did not use an individual's address, such as the Parish Clerk's residential address for postal documentation. The options discussed a virtual box post operated by Postbox UK and also the Royal Mail. The Council agreed at this action to undertake this service, further details would be presented at the next Parish Council Meeting to support the process and final agreed costs.

**05.15 TO DISCUSS THE BANK ACCOUNT UPDATE AND CHANGE OF SERVICE**

A Mclean proposed moving to the Unity Trust Bank in which following up from the existing matter of the access to the Natwest accounts for the Parish Council and the limited access available for the accounts.

A Mclean presented the details of Unity Trust Bank, the charges associated with this and also the process of switching and banking with them from Natwest. The authorisation process of payments was also discussed with Council.

A Mclean stated that investigation work had been carried on Barclays in comparison to the Unity Trust Bank and it was felt that along with the service, access of the system and charges that Unity Trust Bank would be a more suitable option.

It was put to vote to the Councillors present who agreed that the switch to Unity Trust Bank should be carried out.

A Mclean to follow this up and obtain details of the Councillors to add onto the banking system.

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

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

A Mclean confirmed an update to the Council to inform that that Signs 2000 have now agreed to replace the board with the original design quoted, without any additional cost as opposed to a small credit amount due to board posing a Health and Safety issue with only one user, due to the doors opening upwards.

A Mclean confirmed artwork had been agreed and was awaiting an installation date for the new board and removal of the incorrect board at Redrow.

A Mclean to provide a further update on this at the next meeting.

**05.17 TO RECEIVE A FURTHER UPDATE ON THE INSTALLATION OF THE DEFIBRILLATOR AND TRAINING WITHIN THIS AREA**

Cllr S Mead confirmed that the defibrillator was ready for use on a unmetered supply currently.

Cllr S Mead passed details to A Mclean to set up a electricity supply to ensure that the heater on the defibrillator stays above 50C. It was stated that this is a minimal annual cost, approximately £15.00 per year.

Cllr S Mead followed up on the defibrillator training available and it was agreed that a date and suitable party size to include Councillors and where possible, a selected amount of members of the Parish to join for a training session for the use of the defibrillator.

This point is to be decided and agreed at the next Parish Council Meeting.

**05.18 TO DISCUSS THE PLAY AREAS ACROSS THE PARISH TO INCLUDE THE PARISH COUNCIL RESPONSIBILITY IN THIS AREA AT REDROW AND ST MARY'S GATE**

Cllr S Spennewyn discussed the play areas at St Marys Gate and Redrow and the current safety of these areas and that Redrow currently have a management company in charge of the maintenance of the playground and safety levels and suggested contact should be made with them in the first instance.

Cllr S Spennewyn stated that each playground within the Parish required an up to date ROSPA inspection. It was agreed that A Mclean would follow up on the Hopton Village play area ROSPA and get this initiated and further information would follow to ensure that St Marys Gate and Redrow have safe equipment within the playing areas of the Parish.

This matter is to be followed up at the next Parish Council Meeting.

**05.19 TO CONSIDER ANY PLANNING MATTERS**

The Planning Application Reference 23/37982/POTH at Temeraire House, Nelson Court, Staffordshire Technology Park was considered.

The planning application for the above address, the proposed development described as The PV system comprises of 179 x415 W panels with a total output of 74.29 kW. Panel dimensions: 1722 x 1134 x 30 mm.

No objections were passed at the meeting and all Councillors were in agreeance.

**05.20 FINANCIAL MATTERS**

**05.20.1 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.

**05.20.2 TO AGREE ON THE RESOLUTION OF TRENT GM INVOICES FOR PAYMENT**

It was agreed by the Councillors present that Trent GM invoices would be reviewed further against the contractual amounts and reviewed for payment after the close of meeting considering the correspondence and detail received by letter from Cllr M Notman, as she was not present.

**05.21 TO CONFIRM THE DATE OF THE NEXT MEETING**

The next meeting of the Parish Council will be held on Wednesday 18<sup>th</sup> October 2023; 7:00pm at Hopton Village Hall.

**CLOSE OF PARISH COUNCIL MEETING TO PUBLIC**

**05.22 TO CONSIDER AND AUTHORISE THE ASSET REGISTER AND VARIOUS COUNCIL POLICIES AND TO RECEIVE AN UPDATE FROM THE LAST MEETING**

The council agreed that the policies need to be a priority and would be reviewed at the meeting in October 2023, as work had been carried out on of the asset register to verify and update this document.

Other policies to take priority would include the standing orders and other key policies for consideration in which these would be updated on the system and also on the website by the Council and A Mclean to include the new rebranding.

Cllr S Spennwyn noted that the GDPR policy will coincide with the outsourcing of this area to Staffordshire County Council.

**05.23 TO RECEIVE AN UPDATE OF THE BANK RECONCILLATION TO 31<sup>ST</sup> AUGUST 2023**

A Mclean presented the updated bank reconciliation to 31<sup>st</sup> August 2023.

**05.24 DISCUSSION OF CONFIDENTIAL SALARY CONSIDERATIONS**

Cllr S Spennwyn briefly covered the above 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 currently.

**CLOSE OF PARISH COUNCIL MEETING**

The Parish Council meeting was closed.

END

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

**Angela Mclean**  
**Parish Clerk**  
**October 2023**

**ADDENDUM 1**

<b>Date</b>	<b>Beneficiary</b>	<b>Detail</b>	<b>Amount</b>
31.05.2023	Trent GM	Grass Cutting- April / May 2023	£798.00
30.06.2023	Trent GM	Grass Cutting- June 2023	£456.00
15.08.2023	Trent GM	Grass Cutting- July 2023	£456.00
31.08.2023	Trent GM	Grass Cutting- August 2023	£456.00
08.08.2023	SPCA	Training Course- Clerks the Knowledge	£90.00
16.08.2023	AS Electrical	To Install Defibrillator	£150.00
30.08.2023	Staffordshire County Council	SLA and DPO	£585.00
12.09.2023	A Mclean- Parish Clerk	Black Ink Cartridge	£12.27
31.07.2023	S Spennewyn- Chairman	Ink Expenses	£74.78
03.08.2023	S Spennewyn- Chairman	Hard Drive	£66.99
31.08.2023	M Ali- Caretaker	Cleaning Expenses	£13.06
28.09.2023	Parish Clerk and Caretaker	Salaries- September 2023	£382.45