

Madeley Parish Council

MINUTES OF Madeley Parish COUNCIL Meeting held on Thursday 7th September 2023 commencing 7.00pm at The Madeley Centre, New Road, Madeley

Present: Councillors J. Stephenson (JS) (Chair), C. Hopkin (CH), M.B. Ruscoe (MBR), J. Whitmore (JW), D. Whitmore (DW), T. Morgan (TM), P. Carnall (PC) C. Cahill (CC), T. Nicoll (TN), G. White (GW)

In attendance: Natalie Lovell (Clerk), 1 Member of the Public (MOP), Mike Brereton – Madeley Centre (MB).

87.9/1 Apologies for Absence in accordance with Standing Orders
Council received apologies from Cllr S. White, Cllr. K. Walley, Cllr A. Collins and County Councillor P. Northcott.

88.9/2 Councillors' Declarations of Pecuniary Interest in item on the Agenda
To be disclosed as matters arise.

89.9/3 Disclosures of Personal and Prejudicial Interests from Councillors on matters to be considered at the meeting: To be disclosed as matters arise.

90.9/4 Public Participation

Parish Councillor Peter Carnall arrived.

MOP thanked the Parish Council for the grant funding provided to the Madeley Darby & Joan Club and advised the planned visit to Llandudno would take place on 12th September. Approximately 50 Parish residents would be in attendance.

MOP also advised that DW and JW had attended the most recent Darby and Joan Club meeting, taking part and winning 'Bingo'. MOP stated that the Councillor's 'winnings' were returned to the club with an additional donation. Councillors were all invited to attend the Club, which meets fortnightly on Tuesday afternoons.

91.9/5 Confirmation of Minutes

CH proposed, TM seconded, Council **resolved** unanimous to **approve** and for the Chair to sign as a factual record the Minutes of the last **Council Meeting** held on **Thursday 3rd August 2023**.

92.9/6 Matters Arising none.

93.9/7 Police Update

No report received.

94.9/8 Financial Update

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- a) Council noted no new grant applications received under the grants programme (balance : £1,945.00):
- i) Council noted receipt of financial information from Lea Court Residents Association. The Parish Council previously approved in principle, grant funding of £500, subject to receipt of satisfactory financial information (minute ref 45.7/8). CC proposed, TM seconded, Council **resolved** unanimous to approve grant application at £500.
- ii) Council noted no further documentation received for the Just 3 Mums grant application. Council **resolved** to consider any further update via email should further documentation be received, due to the time constraints relating to the application. JS advised that all proceeds from the raffle at the Madeley Centre Beer Festival are to be donated to the Just 3 Mums organisation.
- b) Council **noted** the completion of the External Audit of the Accountability and Governance Annual Return for year ending March 2023 and noted the following minor improvements for 23/24:
'The 2021/22 figures in the accounting statement were correctly restated and a reason provided but the column was not headed 'restated' to confirm the differences from the previous year's annual return. In future if prior year figures are restated the Council should head the column 'restated'.'
- c) Council considered the date for publication of the audited Accountability and Governance Annual Return for year ending March 2023 and the charge to be made for copies to be provided upon request. CH proposed, GW seconded, Council **resolved** unanimous that the publication of the audited Accountability and Governance Annual Return be made on 8th September 2023 and charges of £2 per copy be applied.
- d) Council considered the training requirements of newly appointed Councillors. The Clerk advised the remaining budget for staff and Councillor training of £220. Further training costs for the Clerk in obtaining the CiLCA qualification would be in excess of this amount, however, the Clerk would not be eligible to commence CiLCA training until February 2024, at the earliest, therefore, these costs may be incurred during the next financial year. JS stated these costs should be considered when setting the 24/25 financial year budget. JS proposed, TM seconded, Council **resolved** unanimous to approve the attendance of Councillors C. Cahill and A. Collins on the SPCA online training course 'Councillor Fundamentals' at a cost of £30 per Councillor to be held on 23rd November 2023.
- e) Council considered quotes received for the removal of self-seeded trees on the island at Madeley Pool. CH proposed, JS seconded, Council **resolved** unanimous to approve the quote received from The Tree Brothers of £580 + VAT, subject to receipt of confirmation that all waste would be removed from site and clarification of the means of access and egress from the island.
- f) Council considered the quote received from Steve Hough to repair the potholes at the allotment entrance of £230 to repair the large hole and £430 to repair all 4 holes. PC stated repairs need to be carried out correctly to ensure potholes do not re-appear. DW advised of an issue with a local farmer turning/parking a tractor at the entrance. JS advised he would write to the farmer concerned to highlight the issues with the entrance track. TN stated that the costs and income levels of the allotments needed to be considered. CH stated a sustainable budget needed to be set and a 3 to 5 year plan for the allotments be made. Councillors agreed for these issues to be considered by the Allotment Committee, which would then make recommendations to full Council. CH proposed, TM seconded, JS and JW abstained, Council **resolved** 6 for and 2 against to approve the quote received from Steve Hough to repair all 4 potholes at a cost of £430.
- g) Council considered the funding request received from The Madeley Centre of £4,000 for financial year 23/24. JS declared an interest in this matter and did not take part in discussions or vote. Council **resolved** Councillor G White to chair the meeting for this



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item. MB advised Council had previously considered an increase to the annual payment in line with inflation. Advising that the main contractor employed by the Madeley Centre had not received a pay increase for many years. MB further advised that the Madeley Centre had spent in excess of £4,000 on Parish services during the previous financial year and provided copies of invoices for expenses incurred. TN proposed, CH seconded, JS abstained, council **resolved** 7 for 2 against to approve payment of £4,400, representing the annual payment plus a 10% increase.

- h) Council **noted** the funding request received regarding the maintenance of the defibrillator at Onneley Village Hall. CH advised that a grant application would be submitted by Onneley Village Hall for the funding required.
- i) Council considered the budget update provided by the Clerk and **noted** current spending was within allotted budget margins, with the exception of the allotment budget and professional fees (locum). Council **noted** the increase in interest payments received in to the Parish Council bank accounts. The Clerk advised the current interest rate payable on the balance in the reserves account of 2.75%. PC advised he would forward details of higher interest bank accounts to the Clerk for further review. TM proposed, JW seconded, the council **resolved** unanimous to approve the payments/orders, receipts and transfers, budget update and bank reconciliation.

95.9/9 Reports from Borough and County Councillors

GW reported there had not been a Borough Council meeting since the last Parish Council meeting. GW advised he was responding to residents of Greyhound Court regarding ongoing works to drainage requiring barriers to be erected, which had been in place for some time and assisting residents of Morningside regarding issues with Aspire Housing. GW advised he had 'called in' 3 planning applications; the additional houses proposed at Honeywall Lane; the development at Leycett Lane junction and Mill Lane.

GW also advised he would be meeting with Borough Council planning officers tomorrow and was dealing with the possible implications of the Planning Inspectorate decision regarding Baldwins Gate and was also in conversation with Madeley Heath Developments regarding their submission to the draft Local Plan.

GW had also attended 2 meetings with Staffordshire Police since the last Parish Council meeting.

96.9/10 Planning Matters

Council considered the following planning applications:

a) Applications:

- **23/00645/FUL:** Peaks Farm, Station Road. Change of use from agricultural land to a covered slurry lagoon to comply with NVZ regulations. Submission deadline of 29th August, therefore, Council circulated comments via email prior to the meeting and **resolved** no response be submitted.
- **23/00658/OUT:** Court View, Newcastle Road. Proposed 2 storey dwelling land off Mill Lane. CH stated that the Council had opposed similar development at the site. Council **resolved** JS draft the Council objection, to be circulated via email prior to submission.



- **23/00419/FUL:** Land near Rowley House, Moss Lane. Amended plans for 4 bed detached house and garage. Submission deadline of 7th September, therefore, Council circulated comments via email prior to meeting and **resolved** no objection be submitted.
- **23/00394/FUL:** The Cottage, Moss Lane. Single storey and 2 storey side and rear extensions (updated plans). Council **resolved** no objection be submitted.
- **23/00677/FUL:** Barhill Farm House, Bar Hill. Change of Use and Extension of an Agricultural Building to Provide 4no. Dwellings (Units 1- 4 - Building A), Subdivision of Farmhouse to Provide 3no. Dwellings (Units 8-10 - Building D), Alteration to Existing Southwestern Access, Closure of Existing Northeastern Access and Associated Works including Landscaping and Flood Attenuation Pond. Council **resolved** no objection be submitted.
- **23/00673/COUNOT:** Bar Hill House Farm, Bar Hill. Change of use of Buildings B, C and E to provide 5no. dwellings (Units 5, 6, 7, 11 & 12). Council **resolved** no objection be submitted.
- **23/00712/FUL:** 28 Newcastle Road. Extension of dropped kerb and relocation of lamppost. Council **resolved** no objection be submitted.

b) Council noted the following decisions:

- **23/00438/FUL:** Emmerdale, Crewe Road. Three storey side extension: **PERMIT.**
- **23/00456/FUL:** 1 Newcastle Road. Alterations and extension to form additional two bedroom dwelling: **REFUSED.**
- **23/00124/ PLD:** Land at corner of New Road and Newcastle Road. Erection of CCTV pole: **PERMIT.**
- **23/00399/FUL:** Moss House Moss Lane. Erection of detached dwelling and detached garage with living accommodation at first floor level. **PERMIT.**


97.9/11 Madeley Heath Developments Response to NULBC Draft Local Plan

Council considered the response of Madeley Heath Developments to NULBC Draft Local Plan. GW advised that Borough Council have requested Madeley Heath Developments provide details of how funding would be provided for the sports facilities, replacement school and road infrastructure proposed as part of the plan, in addition to Madeley Heath Developments receiving the support of The Shaw Education Trust, before Borough Council consider the submission. In addition the Local plan should only support one development in Madeley, this cannot be in addition to the proposed development at Bar Hill.

TN suggested that the Parish Council requests Madeley Heath Developments attend a Parish Council meeting. JS advised that he was attending the meeting with the developer and the Borough Council and would make the request to Madeley Heath Developments.

98.9/12 Committees and Working Groups

Council considered the report of the Clerk regarding terms of reference for Parish Council committees and working groups. TN proposed, PC seconded, Council **resolved** unanimous that the Clerk and JS arrange initial meetings of groups in order for each group to determine powers needed and report back to full Council for consideration.


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99.9/13 Events

Council considered the arrangements and budget requirements for:

- a) Remembrance Day; The Clerk advised that all 3 schools had been advised of arrangements and that the service would commence at 10.45am at the Madeley Centre on Saturday 11th November. 5 wreaths had been ordered from the Royal British Legion. JW advised that in addition to the website and social media information notices a notice should be displayed at the war memorial advising that the service would be taking place in the memorial garden at the Madeley Centre. Warm drinks would also be provided at the Madeley Centre. JS proposed, GW seconded, Council **resolved** unanimous to agree the arrangements as stated and set the budget at £200.
- b) Halloween; DW advised he would organise activities and treats as in the previous year and recommended a minimum budget of £300 for the event. GW proposed, TM seconded, JW abstained, Council **resolved** unanimous to approve a budget of £350 for Halloween expenditure.

100.9/14 HS2

GW reported he had engaged with HS2 representatives regarding empty properties on Bar Hill. 6 properties were currently empty, 3 of which were in the direct line of building works and would not be offered for rental. Of the remaining 3 properties, 1 had been let and the other 2 required works to be completed in order to be of the required standard for rental. Of the 39 properties at Whitmore Heath, 19 had been let and 20 remained vacant.

HS2 had advised that they were increasing the due diligence conducted regarding potential tenants and committed to spending the necessary funds required to bring empty properties up to the required standard. Properties would be offered for rental in batches of 3 to prevent saturation of the local housing market.

101.9/15 Parish Appearance

Council considered the following items:

- a) Issues arising from a complaint received from a member of the public regarding repairs undertaken to a memorial bench at Heathrow Playing Fields. DW enquired whether the bench had been placed at the site by a member of the public. JS stated that the bench was secured on a concrete base and at some point a memorial plaque had been added. TN stated the need for the Parish Council to establish the organisation responsible for land and property within the Parish between the Parish, Borough and County Councils. PC stated the need to survey all current benches and consider new acquisitions to achieve a uniformed style of bench throughout the Parish. JS proposed, GW seconded, Council **resolved** unanimous in favour to carry out a survey of benches within the Parish, to establish maintenance requirements, location and responsibility. Once completed a bench/memorial policy would be drafted. Council further **resolved** that the Clerk contact the MOP who raised concerns and advise that the Parish Council were investigating.
- b) Council **noted** completion of works regarding nettles & weeds on New Road opposite the Duchy Homes development.
- c) Councillors considered the request received from Onneley Village Hall Committee for the bench adjacent to the bus stop to be considered as to condition and if appropriate, replaced by MPC. Council **noted** that this request would be encompassed by the previous resolution regarding a bench survey and policy.


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- d) Council confirmed permission given for banner to be displayed within the village, advertising the opening of refurbished facilities at Onneley Village Hall. CH advised that the banner would be displayed shortly.
- e) JW enquired whether the grass cutting contract around Greyhound Court and the Swan included removal of cuttings. Recent grass cuttings had not been removed by contractors.
- f) DW advised the River Lea was overgrown from Offley to the weir and the wall at the Old Cheese mill was covered in weeds. Council **resolved** for the village lengthsman to be requested to carry out works.
- g) DW stated that the play area at College Gardens had been vandalised and was therefore closed. DW requested that the Parish Council take on responsibility for the park. TN advised that any additional Parish Council responsibility needs to be considered in relation to existing responsibilities and play area assets already held by the Parish Council. Council **resolved** for this item to be added to the agenda of a future meeting.
- h) CH advised that grass cutting is required around the bus stop at Onneley. Council **resolved** for the village lengthsman to be requested to carry out works.

102.9/16 Development at Baldwins Gate

- a) Council considered the implications and impact to the Parish NHD Plan of the Planning Inspectorate decision regarding the development at Baldwins Gate and in particular the implications which arise upon the 2 year anniversary of the NHD Plan. GW advised that he was due to meet with Borough Council officers tomorrow to consider the implications and would report back to the Parish Council.
- b) Council considered submitting a letter to Sir William Cash (MP) highlighting concerns with the Planning Inspectorate decision. Council **resolved** not to submit a letter in this instance.

Councillor G White left the meeting.

103.9/17 Parish Council Website and Email

Council considered arrangements for the provision of the Parish Council website and Councillor's email. Council **resolved** for the social media and communications Committee to meet to consider the issues and report back to full Council.

104.9/18 Allotments

- a) Council considered action regarding the 'potholes' at the entrance to the allotment site. This item was resolved at minute ref 94.9/8.
- b) Council considered any possible action regarding the condition of vacated and unused plots; and
- c) possible changes to the commencement of yearly rental periods. PC volunteered to trim plot 2. TN proposed, PC seconded, Council **resolved** unanimous that the allotment Committee meet to consider these items and report to full Council.

105.9/19 Madeley White Star Lease

- a) Council considered the lease amendments requested by the Football Association to the Manor Road Playing Fields lease with Madeley White Star. JS stated that the amendments were generally acceptable except the requested changes to the bankruptcy clause. JS stated the Parish Council should resist the requested change or find a way of mitigating the effect of the requested change. CH proposed, TN seconded, Council **resolved** unanimous that JS draft a response to the Parish Council solicitor.

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- b) Council considered authorising the Clerk to sign Nowell Mellor's Client engagement letter and business terms and conditions on behalf of the Parish Council. JS proposed, JW seconded, Council **resolved** unanimous that the Clerk sign Nowell Mellor's Client engagement letter and business terms and conditions on behalf of the Parish Council.

The Chair amended the order of items to be considered to allow Councillor G White to provide an update for item 20.

106.9/20 Property Issues

- a) Council noted the update provided by GW regarding the progress of the potential lease of land at Bower End Lane and;
- b) Madeley Pool. GW advised that both projects were currently in the process of public consultation. GW would report to Council upon completion of the public consultation period.
- c) Council noted the update provided by JS regarding the lease of the Furnace Lane Allotments. JS advised that he would contact the Madeley Centre.

107.9/21 Clerk's Update

Council **received** the report of the Clerk providing updated information regarding ongoing matters. The Clerk also reported that Eon had advised that the CCTV pole works would be completed during week commencing 18th September.

108.9/22 Equality & Diversity

Councillors are asked to be mindful of the Equality & Diversity Policy and their crime prevention powers for the Meeting.

109.9/23 Councillors' planned absence

None received.

110.9/24 To **note** the date of the next regular Council meeting is currently scheduled as **Thursday 5th October 2023 to commence at 7pm at Madeley Centre.**

Item 25 was considered during the Public Meeting, since no confidential items were to be considered.

111.9/25 Madeley Heath Park

Council considered actions regarding the 'swing security' service at Madeley Heath Park. JS proposed, CC seconded, Council **resolved** unanimous for a weekly visual inspection of the park and litter picking to be undertaken by JS.

Meeting closed at 9pm. Chair thanked Councillors and members of the public for their attendance.



5/10/23

Madeley Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

| Voucher | Code | Date | Minute | Bank | Cheque Description | Supplier | VAT Type | Net | VAT | Total |
|---------|-------------------------|------------|--------|--------------------------|----------------------------|--------------------------|----------|----------|--------|----------|
| 138 | MPC Grants Programme | 06/07/2023 | | Bank of Scotland Current | Grant Award - Garden Wc | Lea Court Residents Assi | X | 500.00 | | 500.00 |
| 139 | MPC Grants Programme | 03/08/2023 | | Bank of Scotland Current | Grant award - fundraising | Just 3 Mums | X | 500.00 | | 500.00 |
| 140 | Village Lengthsman 2 de | 07/09/2023 | | Bank of Scotland Current | 65 Hours - timesheet - Jul | David Moreton | Z | 1,300.00 | | 1,300.00 |
| 141 | MPC Events, Xmas/Coro | 07/09/2023 | | Bank of Scotland Current | 2 days erecting bunting & | The Tree Brothers | S | 1,350.00 | | 1,350.00 |
| 142 | Play areas maint | 07/09/2023 | | Bank of Scotland Current | Playground inspections Ju | Steve Hough | Z | 80.00 | | 80.00 |
| 143 | Grass Cutting Highways | 07/09/2023 | | Bank of Scotland Current | Grass Cutting - Grounds H | Country Grounds Ltd | S | 557.00 | 111.40 | 668.40 |
| 144 | Grass Cutting Highways | 07/09/2023 | | Bank of Scotland Current | Grass Cutting - Madeley P | Country Grounds Ltd | S | 183.70 | 36.74 | 220.44 |
| 145 | Grass Cutting Highways | 07/09/2023 | | Bank of Scotland Current | Grass Cutting - Madeley P | Country Grounds Ltd | S | 220.00 | 44.00 | 264.00 |
| 146 | Grass Cutting Highways | 07/09/2023 | | Bank of Scotland Current | Grass Cutting - Recreation | Country Grounds Ltd | S | 50.00 | 10.00 | 60.00 |
| 147 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 8.80 | | 8.80 |
| 148 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 149 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 150 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 151 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 152 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 153 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 154 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 155 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 156 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 157 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 158 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 159 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| 160 | Grass Cutting | 07/09/2023 | | Bank of Scotland Current | Grass | Post Office via N Lovell | Z | 2.49 | | 2.49 |
| Total | | | | | | | | 7,351.53 | 572.81 | 7,924.34 |

We the undersigned, being three members of Madeley Parish Council (the Council) and duly authorised signatories for cheques drawn on the Council's Business Current Account No. 06059595 held at Bank of Scotland (the bank) hereby authorise and request the Clerk to make payment directly to the bank accounts of the persons above mentioned of the amounts specified by transfer from the Council's account by means of the Bank's Internet and Telephone Banking Service, in accordance with Financial Regulations adopted March 2023 (S White, G White, J Whitmore, J Stephenson, T Morgan).

Signed

Signed

Signed

Dated 7th September 2023

Madeley Parish Council
RECEIPTS LIST

| Voucher Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|------------------|------------|--------|-----------------------|------------|------------------------|------------------------|----------|----------|-----|----------|
| 30 Allotments | 18/08/2023 | | Bank of Scotland Curr | | Allotment Plots 9 & 10 | S Davies Plot 9 and 10 | Z | 36.00 | | 36.00 |
| 31 Allotments | 25/08/2023 | | Bank of Scotland Curr | | Allotment Plot 7 | Plot 7 White | Z | 18.00 | | 18.00 |
| 32 Bank Interest | 09/08/2023 | | Bank of Scotland Depo | | Bank Interest | Bank of Scotland | X | 28.38 | | 28.38 |
| 33 VAT | 15/08/2023 | | Bank of Scotland Depo | | VAT Refund | HMRC | X | 5,291.01 | | 5,291.01 |
| Total | | | | | | | | 5,373.39 | | 5,373.39 |

1.1

SAV

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AccountScribe

5/10/23

P58