

STONE TOWN COUNCIL

Town Clerk

Les Trigg

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STONE
ST15 8JR

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29th April, 2016

You are hereby summoned to attend a meeting of the **ANNUAL MEETING** of the **TOWN COUNCIL** to be held in the **Council Chamber, 15 Station Road, Stone**, on **TUESDAY 10TH MAY, 2016** at **7.00pm** when the following business will be transacted.

Les Trigg
Town Clerk

1. Apologies for Absence
2. Declarations of Interest
3. To appoint the Town Mayor for the ensuing year

After the election the Town Mayor will:

- a) Receive the Chain of Office from the retiring Town Mayor
- b) Sign the Declaration of Acceptance of Office
- c) Announce the name of the person who will act as Consort and bestow the Badge of Office
- d) Announce the name of the person who will act as Town Mayor's Chaplain
- e) Address the Council

4. To appoint the Deputy Town Mayor for the ensuing year

The Town Mayor will bestow the Deputy Town Mayor's Medallion on the newly elected Deputy Town Mayor and the newly elected Deputy Town Mayor will address the Council and announce the name of the person who will act as the Deputy Town Consort

5. To record the Town Council's appreciation of the services of:
 - i) The retiring Town Mayor, who will receive a Past Town Mayor's Badge from the Town Mayor and address the Council
 - ii) The retiring Deputy Town Mayor, who will receive a Past Deputy Town Mayor's Badge from the retiring Town Mayor.
 - iii) The retiring Town Mayor's Consort
 - iv) The retiring Deputy Town Mayor's Consort

6. To note the receipt by the Town Clerk of declarations of acceptance of office from all Town Councillors.
7. To confirm as a correct record the minutes of the Town Council held on the 5th April, 2016, Minute Numbers C16/078 – C16/084 (copy attached)
8. To consider the Minutes and recommendations of the undermentioned Committees:
 - a) General Purposes Committee held on the 5th April, 2016, Minute Numbers GP16/155 – GP16/173 (copy attached)
 - b) Planning Meeting held on the 5th April, 2016, Minute Numbers P16/111 – P16/116 (copy attached)
 - c) Planning Meeting held on the 19th April, 2016, Minute Numbers P16/117 – P16/121 (copy attached)
9. To determine the membership and elect the Chairman and Vice Chairman of the General Purposes Committee and the Planning Committee for 2016-17
10. To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee.

Stone Town Council

Minutes of the meeting held in the Council Chamber on Tuesday 5 April, 2016

PRESENT: Councillor J Davies in the Chair, and
Councillors Mrs C Collier, G Collier, Mrs J Farnham, Mrs K Green, M Green,
Mrs J Hood, T Jackson, R Kenney, Mrs E Mowatt, G Neagus, A Osgathorpe,
Mrs J Piggott and M Shaw

ABSENT: Councillors Ms L Bakker-Collier, Mrs M Goodall, P Leason and M Williamson

C16/078 Apologies

Apologies were received from Councillors Ms L Bakker-Collier, Mrs M Goodall,
P Leason and M Williamson

C16/079 Declarations of Interest and Requests for Dispensations

None received

C16/080 Representations from Members of the Public

Mr Matt Williams, a local independent trader in Stone addressed the Council
regarding the decline in footfall in the Town, particularly over the last 18 months.

He would like to arrange a Christmas Market on Wednesday 7th November and
asked that the marquees be donated for free, and the necessary road closure. The
stalls will be for the use of independent traders in the Town. He would like to
arrange for a choir and local organisations to do a performance in the Market
Square.

RESOLVED: to take to the appropriate Sub-Committee

C16/081 Minutes

RESOLVED

- a) That the minutes of the Town Council Meeting held on the 1st March, 2016,
copies having been circulated to Members, be signed by the Chairman as a
correct record

RESOLVED: to accept the Minutes with the amendment that Councillor Mrs E
Mowatt had tended her apologies

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting.
They are attached as an appendix to the signed copy of the Council minutes.

C16/082 **Committee Minutes**

RESOLVED

- a) That the minutes of the General Purposes Committee Meeting held on the 1st March, 2016, copies having been circulated to Members, be signed by the Chairman as a correct record, subject to the following amendment

RESOLVED: to accept the Minutes with the amendment that Councillor Mrs E Mowatt had tendered her apologies

- b) That the minutes of the Planning Committee Meeting held on the 1st March, 2016, copies having been circulated to Members, be signed by the Chairman as a correct record

RESOLVED: to accept the Minutes with the amendment that Councillor Mrs E Mowatt had tendered her apologies

- c) That the minutes of the Planning Committee Meeting held on the 17th March, 2016, copies having been circulated to Members, be signed by the Chairman as a correct record

C16/083 **Civic Announcements**

The Civic Announcements, which were previously circulated, were noted.

C16/084 **Town Mayor's and Deputy Town Mayor's Announcements**

The Town Mayor's Announcements were circulated and noted.

TOWN MAYOR

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

Stone Town Council – General Purposes Committee

Minutes of the meeting held in the Council Chamber on Tuesday 5 April, 2016

PRESENT: Councillor R Kenney in the Chair and
Councillors Mrs C Collier, G Collier, J Davies, Mrs J Farnham, Mrs K Green, M Green,
Mrs J Hood, T Jackson, Mrs E Mowatt, G Neagus, A Osgathorpe, Mrs J Piggott and
M Shaw

ABSENT: Councillors Ms L Bakker-Collier, Mrs M Goodall, P Leason and M Williamson

GP16/155 Apologies

Apologies were received from Councillors Ms L Bakker-Collier, Mrs M Goodall,
P Leason and M Williamson

GP16/156 Declarations of Interest and Requests for Dispensations

None received

GP16/157 To receive the reports of the County Councillors

County Councillor P Jones commented that the extension works to Mansion House Surgery have started. Ten staff members have voluntarily given up their parking spaces while the works take place to allow patients to access the surgery. These staff are now paying to park on the long-stay car park on Westbridge Park. Stafford Borough Council have declined to allow discounted parking for the three-month period. County Councillor Jones asked that Stone Town Councillors support the surgery by asking people who are doing their shopping not to park at the surgery, and to write to Stafford Borough Council to ask for a temporary reduction in costs for the ten members of staff.

County Councillor Jones' attention was drawn to item 12 on the agenda. Councillor Mrs J Hood suggested that reduced parking should be available to traders as well as ten staff from the surgery.

County Councillor Jones also stated that a new Director of Health and Social Care has been appointed, and his main objective is to reduce the amount of prescriptions that are given each year by Doctors.

Councillor M Green asked the County Councillor to look at the junction outside of the fire station which still has no sign. Drivers are still making U-turns.

It had been noted that potholes are now being filled in. This does remain a problem in some areas of the town. It is apparent that road sweeping does not happen regularly in the Town.

County Councillor I Parry was absent.

GP16/158 **Representations from Members of the Public**

Mrs Gill Stanford spoke on behalf of the Nicholl's Lane Field Action Group regarding the Moddershall Valley Conservation Area and Nicholls Lane Field. The group wish for the field to be designated a "Local Green Space" within the Town's Neighbourhood Plan and urged Stone Town Council to support them as they have done in the past.

Notes from her talk are attached to the minutes.

GP16/159 **Minutes**

RESOLVED

- a) that the minutes of the Estates Sub-Committee held on the 17th March, 2016, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee at Minutes EST16/030 and EST16/033 be adopted.
- b) that the minutes of the Management Sub-Committee held on the 17th March, 2016, copies having been circulated to Members, be signed by the Chairman as a correct record

GP16/160 **Appointment of Town Mayor and Deputy Town Mayor Elect**

Councillor Mrs J Hood proposed Councillor J Davies to be Mayor for the 2016-17 municipal year. This was seconded by Councillor M Green. There were no further nominations.

Councillor G Collier proposed Councillor T Jackson to be Deputy Mayor for the 2016-17 municipal year. This was seconded by Councillor M Green. There were no further nominations.

RESOLVED: To appoint Councillor J Davies as Mayor Elect and Councillor T Jackson as Deputy Mayor Elect for the 2016-17 municipal year.

GP16/161 **Meeting Dates 2016-17**

The meeting dates* were agreed with the amendment that meetings should continue through August.

RESOLVED: To agree the dates as set out with the inclusion of meetings in August, dates to be arranged by the Clerk

GP16/162 **Policies and Procedures**

The Complaints Procedure and Freedom of Information Publication Scheme were circulated to Members.

RESOLVED: to accept the policies as set out

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

GP16/163 **Financial Regulations**

The Clerk circulated the Financial Regulations at the previous meeting.

RESOLVED: to accept the Financial Regulations as set out

GP16/164 **Canoe Club**

The Canoe Club requested Stone Town Council purchase a replacement cup.

RESOLVED: to purchase a replacement cup at a cost of £73 (plus engraving of "Stone Town Cup")

GP16/165 **To Appoint a Council Representative**

Members were asked to consider appointing a Council representative in respect of hearings and other issues for the following planning application:

Application Number – 15/23178/FUL

Applicant – McCarthy & Stone Retirement Lifestyles Ltd & Canal & River Trust

Location – Crown Wharf, Off Crown Street, Stone

Development – Erection of retirement Living Housing for the elderly (category 11 type accommodation), including communal facilities, landscaping and car park

RESOLVED: to appoint Councillor R Kenney as Council representative.

GP16/166 **To Consider a Letter from Stafford Borough Council**

A letter has been received from Stafford Borough Council in response to Stone Town Council's request for a parking permit scheme for Stone traders.

RESOLVED: to invite Mr Manders and Stone Traders to a meeting to discuss his proposals.

GP16/167 **Member's Motions under Standing Order 4**

Councillor G Collier

"The car park off Northesk Street has a terrible litter problem. Could Stone Town Council address the problem as it is becoming a health hazard with glass and half eaten takeaways being discarded on the car park area."

It was noted that the Payback Team have cleared the site of litter.

RESOLVED: to ensure there is a regular litter-pick on the site

GP16/168 **Member's Motions under Standing Order 4**

Councillor R Kenney

"I propose that Stone Town Council provides a data base, online and offline, for land for new homes and all permitted development of new homes within the Stone parish. Doing so would make it easier for people to access information about new dwellings specifically within the Stone area. It would also be useful to Stone Town Council to monitor what monies it should be receiving when the new Community Infrastructure Levy is introduced."

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RESOLVED: to create a database to be updated by members of the office staff

GP16/169 **Update from Working Groups**

a) Neighbourhood Plan Steering Group

Councillor Mrs J Hood reported that the Steering Group is meeting fortnightly and joined by Urban Vision on a monthly basis.

“Stone the Place” is the theme. There were many comments from the town tour resulting in headings including traffic, infrastructure, sports and recreation, tourism, culture, markets and well-being.

The Nicholls Lane item (Minute Number GP16/158) will be discussed at the Steering Group as an agenda item in the future.

GP16/170 **To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Councillor M Shaw reported on a meeting of the Common Plott Trustees. He reported that a new woodland path has been created and there is new fencing. The Plott is for cattle grazing and dog walkers are reminded to keep control of their dogs.

Councillor Mrs J Hood attended the opening of the Stafford and Rural Homes allotment site. Councillor Mrs C Collier stated that the Rainbows designed the sign for the site.

GP16/171 It was agreed to adjourn the following items of business until after the Planning Meeting, to allow members of the public access to that meeting.

GP16/172 **To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate**

GP16/173 **Crown Wharf Car Park**

The Clerk reported that the Crown Wharf car park requires maintenance work to be carried out.

RESOLVED: to carry out the works as soon as possible.

Town Mayor

Stone Town Council – Planning Committee

Minutes of the meeting held in the Council Chamber on Tuesday 5 April, 2016

PRESENT: Councillor Mrs J Piggott in the Chair and
Councillors Mrs C Collier, G Collier, J Davies, Mrs J Farnham, Mrs K Green,
M Green, Mrs J Hood, T Jackson, R Kenney, Mrs E Mowatt, G Neagus,
A Osgathorpe and M Shaw

ABSENT: Councillors Ms L Bakker-Collier, Mrs M Goodall, P Leason and M Williamson

P16/111 **Apologies**

Apologies were received from Councillors Ms L Bakker-Collier, Mrs M Goodall,
P Leason and M Williamson

P16/112 **Declarations of Interest and Requests for Dispensations**

None received

P16/113 **Representations from Members of the Public**

None received

P16/114 **Planning Applications**

RESOLVED that the following observations be made on the Applications as listed:

Application Number – 16/23849/HOU

Location – 5 Harrow Place, Stone

Development – Single storey rear extension

Observation – No objections

Application Number – 16/23794/ADV

Location – St Dominic’s Parish Social Hall, Station Road, Stone

Development – External lighting to illuminate front of building and to illuminate existing signage

Observation – Members object as it is in the Conservation Area and there would be light pollution to neighbours. Members are aware of neighbours’ objections.

Application Number – 16/23830/FUL

Location – 11 Flax Croft, Stone

Development – Variation of conditions 2,3,4,5,7,8,9 and 10, and the removal of condition 11 on approved consent 14/20832/FUL

Observation – Members wish to reiterate their previous comments – Members objected to the over intensive development of the site and the overshadowing of the neighbouring property

Application Number – 16/23882/HOU

Location – 5 Cedars Drive, Stone

Development – Proposed two-storey side extension, replacement roof and alterations to existing sunroom at rear

Observation – No objections

Application Number – 16/23873/HOU

Location – 2 Stuart Close, Stone

Development – Kitchen and bathroom extension and new boundary fence

Observation – No objections

Application Number – 16/23913/FUL

Location – Residential plot rear 211 Newcastle Road, Stone

Development – Regularise deviation from approved consents 13/19529/OUT and 14/20497/REM for a one and a half storey dwelling and associated car parking

Observation – Members object to deviations from approved consents.

Members have also been made aware that the footprint of the property is now closer to the neighbours than originally proposed.

P16/115

Planning Applications

RESOLVED that the following observations be made on the Application as listed:

Location – CTIL 129321, VF 62636, TEF 040687, Douglas Park, Opal Way, Stone

Development – Upgrade of existing site

Observation – No objections

P16/116

To note the following items considered under delegated powers where no objections were forwarded to Stafford Borough Council due to no Member asking for the item to be considered by a special meeting of the Committee.

None

Town Mayor

Stone Town Council – Planning Committee

Minutes of the meeting held in the Council Chamber on Tuesday 19 April, 2016

PRESENT: Councillor Mrs J Piggott in the Chair and
Councillors Mrs C Collier, G Collier, J Davies, Mrs J Farnham, Mrs M Goodall,
Mrs K Green, M Green, Mrs J Hood, P Leason, Mrs E Mowatt, G Neagus, M Shaw
and M Williamson

ABSENT: Councillors Ms L Bakker-Collier, T Jackson, R Kenney and A Osgathorpe

P16/117 **Apologies**

Apologies were received from Councillors T Jackson and R Kenney

P16/118 **Declarations of Interest and Requests for Dispensations**

None received

P16/119 **Representations from Members of the Public**

None received

P16/120 **Planning Applications**

RESOLVED that the following observations be made on the Applications as listed:

Application Number – 16/23671/FUL

Location – Land at St Johns Church, Granville Terrace, Stone

Development – Conversion of Church and erection of rear two-storey extension (following demolition of existing single-storey extension) to provide five residential units and the erection of a 2.5 storey building fronting ‘The Avenue’ to provide four apartments on the former Church car park (see also 16/23672/LBC) – Amendment pavement width/Highway boundary

Observation – Members reiterate their previous comments – no objection providing the four foundation stones are retained.

P16/121 **To note the following items considered under delegated powers where no objections were forwarded to Stafford Borough Council due to no Member asking for the item to be considered by a special meeting of the Committee.**

None

Town Mayor