

**Loggerheads Parish Council**  
Loggerheads Community Fire Station  
Market Drayton Road  
Loggerheads  
Market Drayton  
Shropshire  
TF9 4EZ



Date: 12<sup>th</sup> May 2022

Dear Councillor,

You are summoned to attend the **Annual Parish Council Meeting** of **Loggerheads Parish Council** to be held at 7pm on Monday 16<sup>th</sup> May 2022 at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ

Yours Sincerely,

***B. Minshall***

Parish Clerk

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## AGENDA

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### **PUBLIC QUESTION TIME (MAXIMUM 15 MINUTES)**

1. **ELECTION OF CHAIR**  
To elect a Chair of the Parish Council for the year 2022-23
2. **ELECTION OF VICE CHAIR**  
To elect a Vice Chair of the Parish Council for the year 2022-23
3. **ACCEPTANCE OF OFFICE**  
To receive and sign the Acceptance of Office from the Chair of the Parish Council and all other Councillors

4. **APOLOGIES**  
To receive and consider apologies for absence

5. **DECLARATIONS OF INTERESTS**  
To note declarations of Members' interests

Councillors must declare non-pecuniary, pecuniary or prejudicial interests in items on the agenda, and must leave the room for those items

6. **APPOINTMENTS TO COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES**
  - a. To consider membership of the following Committees

Finance Committee  
Personnel and Standards Committee  
Planning Committee

- b. To consider membership of the following Working Groups

Commemorations Working Group

Communications Working Group  
Footpaths and Environment Working Group  
Highways Working Group  
LV1 Working Group  
Open Spaces Working Group  
Strategic Planning Working Group

- c. To consider representation on the following Outside Bodies

Ashley Memorial Hall  
Hales and District Club  
Helicopter Noise Liaison Group  
Knighton Village Hall  
Locality Action Partnership  
Loggerheads Allotments Association

7. **PLANNING**

- a. To consider the following Planning application

**Application No:** 22/00272/FUL  
**Proposal:** Application for variation of condition 1 of planning permission 16/00231/REM – Amended garage plans  
**Location:** Lee Croft, Pinetrees Lane, Ashley

**Application No:** 22/00369/FUL  
**Proposal:** The temporary installation of a Mobile Cabin for holiday let purposes  
**Location:** Peatswood Farm Berrisford Road Peatswood

**Application No:** 22/00413/FUL  
**Proposal:** Variation of condition 2 of planning permission 21/00736/FUL (Change of use of former veterinary surgery and first floor flat to fish and chips takeaway and flat) for the addition of a rear lobby extension, amended location of extract duct and alterations to the shop front.  
**Location:** 15 And 23 Eccleshall Road Loggerheads Market Drayton

**Application No:** 22/00377/FUL  
**Proposal:** Variation of condition 2 of planning permission 20/00083/FUL to incorporate revisions to design and siting of Plot 2  
**Location:** Green Bungalow & Acorns Bungalow Newcastle Road  
Loggerheads

- b. To note the following planning applications have been approved by NuLBC: **NONE**

8. **MINUTES OF PREVIOUS MEETING**

To approve and sign the minutes of the Loggerheads Parish Council meeting held on Monday 25<sup>th</sup> April 2022

9. **MATTERS ARISING**

- a. 164 Bus Service  
b. Knighton Village Hall Car Park  
c. Winter Gritting Service

10. **FINANCE**

- a. To note, consider and approve payments to the value of £2591.57 as shown in the attached report
- b. To note the date of the Internal Audit for 2021-22
- c. To consider granting a lease to Loggerheads Football Club for use of the Container
- d. To approve and sign the lease in relation to LV1
- e. To consider granting a license to Shropshire Homes in relation to LV1

11. **REPORTS**

To receive the followings reports

- a. Staffordshire County Council
- b. Newcastle-under-Lyme Borough Council
- c. Staffordshire Police

12. **CORRESPONDENCE**

To receive a summary of correspondence between 26<sup>th</sup> April 2022 – 15<sup>th</sup> May 2022

13. **MATTERS REQUIRING ATTENTION WITHIN THE PARISH**

14. **DATE OF NEXT MEETING**

To note the date of the next **Loggerheads Parish Council** meeting as being 7pm, Monday 20<sup>th</sup> June 2022 at Loggerheads Community Fire Station

NAME	FINANCE	FOOTPATHS	HIGHWAYS	Personnel	Strategic Plan	Communications	Commemoration	LV1	Open Space	HALES	KNIGHTON	LAP	Mucklestone School	NOISE LIAISON	Press	TOTAL
D Butterworth		x	x			x						x				4
D Coulson	x		x		x	x		x	x			x				7
S Fox	x	x		x				x	x			x	x			7
L Gibson	x			x	x											3
P Henshaw		x				x		x	x			x				4
J M Hodgkins	x			x												2
M Lee	x							x	x							3
K letts		x	x									x		x		4
H Roberts	x				x			x	x							4
G D Sedgley		x	x	x		x				x	x				x	8
D Swan	x		x		x	x										5
A Swetman	x			x	x		x	x	x					x		7
T Swinnerton		x					x	x	x	x				x		5
<b>Total</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>9</b>	<b>7</b>	<b>2</b>	<b>7</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>2</b>	

\*\*\*\*POSSIBILITY OF ESTABLISHING ANOTHER COMMITTEE, AND AMALGAMATING A NUMBER OF WORKING GROUPS INTO THE ACTUAL COMMITTEES\*\*\*\*

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In attendance: Cllrs Coulson, Butterworth, Fox, Vallings, Claydon, Roberts,  
Swinerton, Swan, Martin, Lee, Henshaw and Letts

Also in attendance: B. Minshall (Clerk)

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## MINUTES OF THE MEETING HELD ON MONDAY 25<sup>th</sup> April 2022

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### PUBLIC QUESTION TIME (MAXIMUM 15 MINUTES)

#### 25/04/1 ELECTION OF A CHAIR

**Resolved:** To elect Cllr Fox as the Chair for this meeting

#### 25/04/2 APOLOGIES

Apologies were received from Cllrs Gibson, Swetman, Hodgkins and Sedgley

#### 25/04/3 DECLARATIONS OF INTEREST

Cllr Martin declared an interest in items 9 and 12

#### 25/04/4 PLANNING

(i) To consider the following planning applications:<sup>1</sup>

**Application No:** 21/00677/FUL

**Application:** Re-Development of former Petrol Station to form 15 Apartments (Amended plans received)

**Location:** Land off Eccleshall Road Loggerheads Market Drayton

**Resolved:** To object to the above planning application on the grounds this development does not confirm to LNPP1 of the Loggerheads Neighbourhood Plan: -

- Designing buildings, streets, spaces, landscaping and planting to create attractive,

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<sup>1</sup> Cllr Roberts momentarily left the meeting at 19:07, and returned at 19:08

safe and well- functioning environments, with a sense of place.

- Comprising site-specific design solutions to complement, but not necessarily imitate, the surrounding context.
- Complementing the established character of the surrounding context in terms of scale, density, massing, height and degree of set-back from streets and spaces.
- Responding positively to local topography.
- Include high quality materials, to complement those used in the surrounding context.

**Application No:** 22/00214/FUL  
**Application:** change of use of field (shaded green) from agriculture to campsite associated toilet and shower facility, new treatment plant and associated drainage  
**Location:** Park Hill Farm, Park Lane, Blore  
**Resolved:** To submit no objection or comment on the above planning application

**Application No.:** 22/00309/FUL  
**Application:** Conversion of part of existing garage to ancillary accommodation  
**Location:** Bryn Teg, Jug Bank, Ashley  
**Resolved:** To make submit no objection or comment on the above planning application

**Application No:** 22/00272/FUL  
**Application:** Application for variation of condition 1 of planning permission 16/00231/REM - Amended garage plans  
**Location:** Lee Croft, Pinetrees Lane, Ashley  
**Resolved:** To submit no objection or comment on the above planning application

**Application No:** 19/00502/NMA2  
**Application:** Application for a non-material amendment relating to alterations to planning permission 19/00502/FUL: Extra dormer added to the bedroom, Eaves raised by 2 courses and ridge increase, Larger window in master bedroom (over garage) Centre panel feature (dining room doors etc) and Various window changes to living room (south-west elevation  
**Location:** Land Off Birks Drive, Ashley Heath  
**Resolved:** To submit no objection or comment on the above planning application

(ii) To note the following applications have been approved by NuLBC:

**Application No:** 21/00975/FUL  
**Application:** Application for variation of condition 2 of planning permission 20/00201/REM - Amended house types  
**Location:** Tagedale Quarry Mucklestone Road Loggerheads

**Noted**

**25/04/5 MINUTES OF THE PREVIOUS MEETING**

**Resolved:** That the minutes of the meeting held on Monday 21<sup>st</sup> March 2022 are signed as a true and accurate record

**25/04/6 MATTERS ARISING FROM THE MINUTES**

- The Parish Council wrote to the private owners of a disused building in Ashley with regard to the ongoing refugee crisis. No response was received by the date of the meeting.

**25/05/7 REPORTS**

**25/05/7.1 Staffordshire County Council**

Apologies were received from Cllr Northcott, who provided the following: -

The County Council is currently in a period of purdah due to the local government elections May 2022.

The potholes along Mucklestone Road have been repaired as a collective report, as opposed to individual reports with funding from DHP.

**25/05/7.2 Newcastle-under-Lyme Borough Council**

Apologies were received from Cllr Panter, who provided the following report: -

In response to an enquiry concerning the future of the 164 Bus Service – which operated from Newcastle to Market Drayton via Loggerheads – a representative of the service provider stated that what is currently a two hour service is likely to be cut short from this Saturday (23<sup>rd</sup> April 2022), but did not comment further.

The Mayor held a Charity Ball at Keel University on 25<sup>th</sup> March 2022.

The Army Benevolent Concert took place at Stoke Minster on April 2<sup>nd</sup> 2022.

**ACTION:** The Clerk will write to both the Borough Council, and service provider and request further information surrounding the overall service, the amount of provision and the future of the service.

**25/05/7.3 Staffordshire Police**

There was no report from Staffordshire Police.

25/04/8

### FINANCES

- (i) To consider, note and approve the list of payments to the value of £2,159.37 as set out in the table below:

Date	Details	Amount	Approved
25/04/2022	Clerk Salary	£1,321.00	BACS
04/04/22	BHIB Limited – Insurance	£1,047.57	CARD
17/04/2022	BT – Phone/Internet	£59.99	DD
15/04/2022	Carrera – Website Hosting	£52.00	BACS
03/04/2022	Eon – Burntwood Utilities	£30.38	DD
31/03/2022	P Martin – Play Area Inspection & Repairs	£200.00	BACS
31/03/2022	SCC – Legal Advice – February	£248.40	BACS
31/03/2022	SCC – Legal Advice – March	£248.40	BACS

It was also noted that the Parish Council in making arrangements for proper insurance had made a payment of £1,047.57 for insurance coverage up to 31<sup>st</sup> March 2023.

**Resolved:** To make the list of payments, subject to the addition of the payment for insurance at a cost of £1,047.57, and that the spend of £3,206.94 is approved.

- (ii) To consider an updated income and expenditure account for the months ending 31<sup>st</sup> March 2022.

### Noted

- (iii) To consider extending the current Grounds Maintenance Contract until March 2023

**Resolved:** To extend the current Grounds Maintenance Contract until March 2023; and to enter into a tendering process for 2023-24.

**Action:** Maintenance of the trees which are centrally located at Knighton Village Hall Car Park

- (iv) To consider matters relating to the Market Drayton Ramblers

The Clerk provided a verbal update in relation localised Ramblers Groups carrying out repair works to Public Rights of Way – which they are authorised to do having obtained the relevant permissions from either the National Ramblers Association or the County Council – however, it is still unclear what financial support the Market Drayton Ramblers would be seeking from the Parish Council.

It was noted that the group may require as little as £50.



- (v) To consider construction works at the entrance of Knighton Village Hall Car Park

The Clerk provided a verbal update concerning advice which sought from Staffordshire County Council in relation to construction works at the entrance of Knighton Village Hall Car Park. The advice was as follows:

- The works require consent from Staffordshire County Council
- The Parish would be completely liable for ensuring that works are carried out to the correct standard
- A planning application would need to be submitted to Newcastle-under-Lyme Borough Council
- The Parish Council would be completely liable for all costs on the basis that the land has been secured on a full repair lease

The Clerk will liaise with Newcastle-under-Lyme Borough Council regarding whether or not planning permission is required, and subject to this seek quotations for the works to be considered at a future Parish Council meeting

- (vi) To consider S137 Grant Applications

**Applicant:** Ashley & Loggerheads Community First Responders  
**Award:** £5,000

**Action:** To invitation to the First Responders to attend a future Parish Council meeting

**Applicant:** Loggerheads Craft & Chat Group  
**Award:** £150.00

**Resolved:** To make an award of £100.00

## **25/04/9 UPDATES FROM OUTSIDE BODIES, COMMITTEES AND WORKING GROUPS**

The Communications Working Group considered possible ways to distribute the next Parish Council Newsletter, which will be in hard copy, and discussed if it would be more prudent to deposit copies of the Newsletter in more prominent or convenient locations locally. The Clerk will look into associated costings for having the Newsletter delivered by Royal Mail.

## **25/04/10 CORRESPONDENCE**

The Parish Council received a letter from one of the contractors involved in winter gritting, and stores the reserves of grit; however, a request has been made for the Parish Council to relocate ten tonnes of grit in the next 28 days, or be subject to an amount of rent at £20 per week plus VAT.

The Clerk will explore alternative storage options, including confirming with the contractor responsible for supplying the grit if there can be access to storage with them.

**25/04/11      MATTERS REQUIRING ATTENTION WITHIN THE PARISH**

- To consider a replacement bench on the green outside The Peel Arms. The Clerk to source prices for this, and consult any remaining family members locally.
- To report a rattling grid in need of replacement at the Motor Shop in Ashley

**25/04/12      PART 2**

It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admissions to Meetings) Act 1069 to exclude the public and representatives of the press from the meeting during consideration of item 13 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

**Resolved:**      To remain in open session for the discussion of item 13.<sup>2</sup>

**25/04/13      WINTER GRITTING 2021-22**

In providing a winter gritting service, the Parish Council, as the Service Commissioner, engages the services of three contractors – one to procure and supply grit; one to check and restock the grit bins; and, one to carry out the gritting.

In April 2022, the Parish Council received an invoice from the contractor responsible for carrying out the gritting in the amount of £3,216.00, and this led to a discussion surrounding the overall quality and levels of service.

**Resolved:**      To make a payment to the contractor in the amount of £3,216.00.

**25/04/13**      To note the date of the next Loggerheads Parish Council Meeting – the **Annual Parish Council Meeting** – as 7pm on Monday 16<sup>th</sup> May 2022 at a Loggerheads Community Fire Station or Ashley Methodist Church

**Chair:**            Cllr Fox  
**Clerk:**            B. Minshall

**Meeting closed at 20:42pm**

**Signed.....**

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<sup>2</sup> Cllr Coulson left the meeting at 20:25pm

## AGENDA ITEM 10(a)

### REPORT STATEMENT

**Report Purpose:** To note, consider and approve payments to the value of £2591.57

**Version Control:** V1

**Author:** Parish Clerk

#### 1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of May 2022.

#### 2. Position

Date	Details	Amount (£)
25/05/2022	Autela Payroll Services – May Statement	£59.22
25/05/2022	Clerk Salary	£1,321.00
17/05/2022	BT – Phone and Internet	£59.99
15/05/2022	Carrera UK Ltd – Website Hosting	£52.00
03/05/2022	Eon – Burntwood Utilities	£75.08
07/02/2022	GB Recruitment (Staffs) Ltd – LVCS	£20.40
29/04/2022	GB Recruitment (Staffs) Ltd – LVCS	£20.40
20/05/2022	Information Commissioner’s Office – Data Protection Fee	£40.00
27/04/2022	Loggerheads Voluntary Car Scheme – Telephone Recharge	£80.05
31/04/2022	P. Martin – Play Area Inspections	£200.00
29/04/2022	Perennial Landscapes – Grounds Maintenance	£663.43
		<b>£2591.57</b>