**DIDDLEBURY PARISH COUNCIL**

**Chairman: Cllr D Hedgley**

Clerk: Mrs Jean de Rusett, The Grange, Leinthall Earls, Leominster, Herefordshire HR6 9TS Tel: 01568 770640 "e" mail address: diddleburypc@gmail.com

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**MINUTES**

**Of the Parish Council Meeting**

**held on Wednesday 28th February 2018 at 7.30pm at Diddlebury Village Hall**

**015/18: Present and apologies for absence**

 Cllr. D Hedgley - Chairman, Cllr. A Watson, Cllr. T O'Boyle, Cllr. K Worthington, Cllr. S Thomas, Cllr. M Thomas, Cllr. M Woodhouse and Cllr. S Povall

**Apologies**

Apologies were received and accepted from Cllr. R Povall

**In attendance**:

The Clerk, Mrs J de Rusett, Unitary Cllr. C Motley and five members of the public

**016/18: Declarations of Interest relating to this meeting.**

Members are requested to declare any Disclosable Personal or Pecuniary Interests they may have in matters to be considered at this meeting in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

No Declarations of interest were made.

**017/18: Public involvement session:**

The members of the public present were either observers or attending in connection with planning matters.

**018/18: Approval the Minutes of the Meeting held on 24th January 2018**

The Minutes of the Parish Council Meeting held on 24th January 2018 had been circulated prior to the meeting: no amendments were required.

Cllr. A Watson **proposed** that the Minutes be approved as a correct record,

Cllr. O’Boyle **seconded** the proposal:

**Vote:** The members voted unanimously to approve the Minutes and they were duly signed by the Chairman.

**019/18: Matters arising from the Minutes of the Parish Council Meeting on 24th January 2018 not dealt with elsewhere on the Agenda**

006/18/1: The Enforcement Complaint submitted to the Planning Department re business user at 1 Rock Cottage, Bache Mill had been acknowledged and initially investigated by the Enforcement Officer. The owners had contended the property had established business user; the Officer is investigating this. A long term neighbour had given the parish council a history of the property and that has been passed on to the Enforcement Officer.

006/18/2: The parish council had sent a letter to Philip Dunne MP supporting the FAG’s stance on the proposed increase in fees sought by the Environment Agency.

008/18/3: The Chairman advised he had not as yet had time to take up with Highways the issue of a mirror where Bache Mill lane joins the B4368.

012/18 – implementation of General Data Protection Regulations: The Chairman advised NALC have now produced a 63 page document called a GDPR toolkit: he had considered the toolkit and concluded that the council should do a data protection audit, although he understood the Clerk should not be doing it.

The Clerk advised only a suitably qualified Data Protection Officer should carry out the audit, however neither NALC, nor SALC nor Shropshire Council had indicated yet who might perform this role for parish councils. SALC had just today issued a bulletin saying that by now parish councils should been able to demonstrate that they have:-

1. Completed the audit and prepared the necessary GDPR documents adapted specifically to their council;
2. Must adopt those documents at either their April or May meetings
3. Must display the documents on their website prior to 25th May 2018.

What SALC had failed to do was to indicate whom the council should appoint as a Data Protection Officer in order to get the process rolling in order to comply with the above. It is the Clerk’s understanding that the councillors do not want to take any action until either Cllr. Motley or SALC have given specific advice on what the council needs to do.

Cllr. Motley advised that it is still hoped that the legislation will be modified, or Shropshire Council or NALC would come up with a solution. She advised the council to take no action until she has been able to clarify the matter.

The Clerk advised that the council has now lost the opportunity to receive the £50 discount offered had it signed up to the service offered by the Malley’s firm and joined at the same as Eaton Under Heywood & Hope Bowdler Parish Council.

Eaton had signed up after its January meeting. A four hour audit of the Clerk’s documents, systems and procedures had been carried out at her home by Mr B and Mr J Malley, and the documents referred to above are now in preparation; adjustments to Eaton’s IT system to comply with data protection has been installed and Eaton has been enrolled with the ICO. To date Diddlebury Parish Council has taken no action at all. At the time of the Eaton audit the Malleys had 115 other clients lined up and there is doubt about whether they will have the capacity to take on Diddlebury Parish Council, If they can’t, the Clerk has no idea where to go to find an alternative DPO.

Cllr. Motley agreed that she would make enquiries with SALC and Shropshire Council and discuss the matter further with the Chairman tomorrow (1st March).

After further discussion the Chairman **PROPOSED** that in principle Diddlebury Parish Council should engage the services of the Malley’s firm to provide DPO services to the Council, such appointment to await further advice from Cllr. Motley. Further that if an alternative scheme comes forward then the appointment of the Malley’s firm be reviewed next year.

The proposal was **SECONDED** by Cllr. S Thomas.

The members **VOTED** unanimously in favour of the Proposal.

 **020/18 – Reports**

020/18/1 – Chairman’s Report

The Chairman reported on his recent parish council activities, which included:

* Various discussion with Cllr. Motley
* Discussion with Mr Neal of Shropshire Wildlife Trust and he attended their public meeting on 15th February. Rivers are now to be fenced so livestock cannot pollute waterways or damage the banks. There are also new anti-pollution rules on the use of pesticides and manure. These measures have been imposed by the Environmental Agency and come into force on 1st April 2018. It is unclear who has to bear the expense of fencing off rivers.

Leaky dams and other flooding prevention schemes were discussed: the more leaky dams there are the better as they work in aggregation: also suggested was more trees and vegetation along the edges of the Diddle and water courses in Bouldon. Mr Neal from the Wildlife Trust had attended a meeting with some residents in Bouldon on this topic and his help and advice were much appreciated.

* He had held discussions with Andy Keyland of Highways about the loss of the EMO Grant and its impact on our EMO and JCB work. He also raised the issues of potholes in the parish and the empty salt bins. He had also spoken to Munslow Parish Council about the EMO’s role: they will continue to employ the EMO as long as their funds lasted.
* He had spoken to Cllr. O’Boyle about the damaged wall by the bridge in Mill Lane to try and ascertain who owns it and is therefore responsible for its maintenance: these efforts are on-going.
* He had spoken to neighbours and considered the Enforcement action concerning 1 Rock Cottage, Bache Mill.

020/18/2 – Unitary Cllr’s Report

Cllr. Motley gave an up-date on news from the Shirehall and Parliament. Budget negotiations continue. It was proposed to scrap the EMO Grants and the Community Enablement Team: these have now gone back to the Scrutiny and Review Committee for re-assessment. Cllr. Motley explained the role of latter team, which comprises 12 people including Lisa Bedford, and the importance of their work.

Shropshire Council has been offered a peer review by a local government group in April and she is confident this will be useful. She has been working hard with RSN to lobby both members of the House of Commons and the House of Lords to improve government funding for rural areas and for a review of the way social care is being provided and funded. Philip Dunne MP and Rebecca Powell, MP for rural Taunton Deane have joined an all-party rural services group.

The Chairman thanked Cllr. Motley for her work on behalf of rural communities.

020/18/2 – Diddlebury Village Hall Report

Cllr. O’Boyle advised that the number of bookings for the village hall are still increasing: there will be a new Pentabus production on the 8th March and the Village Hall Committee’s AGM will be held on the 23rd of April 2018. Cllr. Watson asked what was being done about the car park and environs of the village hall. Cllr. S. Thomas advised she and her husband have been working on marking out car parking spaces but the weather has been against them. Cllr. Woodhouse is looking at a landscaping scheme and looking for grant funding.

020/18/3 – Tree Warden’s Report

Cllr. R Povall was unable to attend the meeting, but had been delegated to consider an application for tree works in the churchyard – application 18/00937/TCA - involving removing an ash and two spruce trees and cutting back holly. Cllr. S Thomas said she supported the works proposed. The Clerk to liaise with the Tree Warden and respond to the application.

020/18/4 – Flood Action Group Report

Cllr. O’Boyle mentioned some issues which had already been raised – the meeting of 15th February and the ownership of the wall by the bridge. He thanked DPC for its letter of support for the FAG addressed to Philip Dunne MP. He asked whether CIL money could be used for flooding remedial works at the Lower Corfton poultry farm development. The Chairman advised we need to see what works the developers take on first. It is still unclear exactly how many houses are to be built and it seems likely a revised planning application will be issued in due course.

Cllr. O’Boyle advised that work on “slow the flow” and leaky dams in Diddlebury have now started.

**021/18 – Planning applications and matters.**

021/18/1 – **18/00037/FUL** – application by Mr J Glasson of Great Sutton Farm, Stanton Lacy SY8 2AJ for the erection of a general purpose agricultural building.

Mr Glasson and members of his family attended to assist the councillors.

The Chairman outlined the comments on the planning portal including matters dealing with lighting, drainage and flood alleviation measures. The building is needed to replace existing buildings which are now to be converted into residential dwellings.

There were no objections on the planning portal but the parish council had received one from the Flood Action Group who were concerned that additional water run-off would be created by this new building which had been necessitated by the conversion of existing agricultural buildings: they are concerned that the additional water run-off will go to the same pond. Cllr. O’Boyle agreed with this opinion and was concerned as this new building would not have been needed but for the residential conversions.

The Glassons explained that the old buildings were not suitable for housing modern machinery: also they are changing their farming from livestock to arable and so need modern space for vehicles and arable produce. The extra water run-off created by the new building would go into the lake on their property: they were confident there would be no flooding issues.

Cllr. S Povall said the conversion of redundant farm buildings to housing was to be commended as it would be good for the whole parish.

After further discussion:

Cllr. S Povall **PROPOSED** that the parish council should support this application.

Proposal **SECONDED** by Cllr. M. Thomas

**VOTE:** The Proposal was passed by a majority vote.

021/18/2 – **18/00261/LBC** – application by Mr R Budd of 16, Corfton, SY7 9LE for work in connection with the removal and re-building of an existing chimney stack affecting a Grade II listed building.

The councillors considered the photographs provided by the Applicant which demonstrated the need for work on the chimney. The Chairman noted that Historic England supported the application. Mr Kirk advised the application had the support of the Planning Officer. The Chairman noted there were no objections to the application and he therefore

**PROPOSED** that the council should support the application and raise no objections to it.

Proposa**l** **SECONDED** by Cllr. M Thomas

**VOTE:**  The proposal was carried by unanimous vote.

**022/18 – Minor Highways and Environmental matters**

20mph speed limit in Mill Lane and The Moors initiated by Cllr. O’Boyle

This issue had ben raised at the November 2017 meeting (Item 132/17/2) when Cllr. O’Boyle had outlined the reasons he felt such a speed limit was needed. He had proposed that he set up a Community Speed Watch Group and that Shropshire Council and the Police be contacted by DPC indicating the desire for such a speed limit. The proposal was defeated by a majority vote but the Chairman felt that residents of Mill Lane and The Moors should be canvassed for their opinions on the matter. Assisted by Cllr. Watson Cllr. O’Boyle had carried out such a survey and reported on the outcome of his canvas. 75% of the residents in Mill Lane and The Moors had responded to the survey. 84% of responders supported the 20mph speed limit, 16% opposed it. Cllr. O’Boyle felt this result warranted DPC voting again on the issue.

The Chairman advised of an email from a resident supporting the campaign which had been received today. Cllr. Mervyn Thomas stated he had lived here for 65 years and knew of no accidents caused by exceeding the 30mph limit and saw no need for the imposition of a 20mph limit. Cllr. S Povall questioned how a 20mph limit would be enforced. After further debate the Chairman stated that the way forward was to have a firm Proposal on the March Agenda and to invite all residents to come to the meeting to make their views known. Cllr. Povall agreed that as a result of Cllr. O’Boyle’s survey indicting an 84% positive response of the 75% who replied to the survey, a public airing of the matter was needed.

The Chairman thanked Cllrs O’Boyle and Watson for their efforts in conducting the survey.

**023/18 – Communications and correspondence to be considered**

The following correspondence was considered by the members. It was deemed no action was needed in respect of the i5tems.

1. Letter Chairman to Mr Philip Dunne MP in support of the Flood Action Group’s

concerns about the huge increase in fees being proposed by the Environment Agency for leaky dams etc.

1. Email 23.02.18 from Geoff Neden thanking DPC for its support re the Environment Agency.
2. Emails with complaint about possible breach of planning approval 16/04746/FUL:

Enforcement Complaint Form submitted to the planners – ref. 17/05702/EFN

1. Email via SALC containing NALC’s Chief Executive’s bulletin 8
2. Email from SALC advising of a briefing on General Data Protection Regulations on 15th March 2018, 5.30pm onwards at the Council Chamber, Shirehall, Shrewsbury.
3. Email from SALC attached NALC’s GDPR “Toolkit” – a 63 page document.
4. Email notification from Mr N Pearce, Sun Inn, that the Sun Inn will be participating in the Pub Aids World’s Biggest Pub Quiz on 10th March 2018 supporting prostate cancer and dementia charities.

**024/18 - Consideration of Financial matters**

024/18/1 – Finance Report for February 2018

**1. Precept Funds** brought forward from January 2018 **£2,195.50**

**LESS*:*** cheques to be authorised from Precept Funds on28.02.18

1. Clerk’s net salary for February 2018 £143.60

2. HMRC – PAYE on Clerk’s February 2018 salary £ 35.80

3. SALC: fee for training course 08.02.18 on new audit regime £ 25.00

4. Clerk’s expenses for February 2018 as itemised

* Contribution towards February 2018 telephone

 & Broadband expenses inc.contribution towards

 Broadband surcharge of £30.60 £20.00

* Postage: 12 x 2nd class stamps £ 6.72
* 1 x ream A4 copy paper £ 3.00
* 1 x HP364 black ink cartridge £10.00
* Travelling expenses claimed at 45p per mile

28.02.18 – to Diddlebury Village Hall for

Parish Council meeting – 45 miles

Total mileage – 45 @ 45p £20.25

 £59.97 £ 59.97

 Total deductions from Precept Funds £264.37 £ 264.37

 **Balance of Precept Funds c/fwd to March 2018 £1,931.13**

**2. Balance of Highways** **& Environmental Grant b/fwd £2,934.23**

 **from Jan 2018** No claimsfor payment submitted for Feb. 2018

**3. Transparency Code Grant b/fwd from Jan. 2018**  £1,108.40

LESS: Inv. from Andy Holmes for new IT equipment £ 610.00

 **Balance of Transparency Code Grant c/fwd** £ 498.40 **£ 498.40**

**4. Diddlebury Flood Action Group – Balance b/fwd from Jan. 2018 £ 126.57** No claims submittedin February 2018

**5. War Memorial Funds – balance b/fwd** **from Jan 2018**  **£ 65.13**

No claims submitted in February 2018.

Cllr. Worthington **PROPOSED** that the cheques from the above funds be approved

Cllr. O’Boyle **SECONDED** the proposal

**VOTE:** The proposal was carried unanimously

**Total funds held by Diddlebury Parish Council after this meeting:**

Precept Funds £1,931.13

Highways & Environmental Grant £2,934.23

Transparency Code Grant £ 498.40

Diddlebury Flood Action Group £ 126.57

Balance of donations for War Memorial £ 65.13

Ear-marked Reserve Fund for resurfacing DVH car park £5,412.29

 **Total of DPC funds c/fwd to March 2018 £10,967.75**

 **024/18/2- Bank statement/Cash Book Reconciliation:**

Cllr. Woodhouse verified the Clerk’s reconciliation of HSBC bank statement numbered 306 with DPC’S Cash Book.

NOTE: It is noted that cheque number 200212 dated 25th October 2017 for £200.00 in favour of the First Corvedale Brownies has not been submitted to HSBC for payment. Councillor Worthington advised the cheque had been mislaid. It was agreed the Clerk will cancel the cheque and it will be re-issued at the March meeting.

**024/18/3 -Briefing by the Clerk on the new audit/annual return arrangement and the Transparency Code Grant equipment purchased.**

The Clerk had circulated a detailed report to all members on these topics. The new IT equipment funded by the Transparency Code Grant has now been purchased and installed at a total cost of £610.00; has been added to DPC’s Register of Assets and declared to the insurers.

The Clerk has attended a training course on the new audit regime coming into force on 1st April 2018 and is working with the auditor, Mrs Hackett, on implementing the new requirements. DPC will no longer be liable for both an internal and an external audit, only an internal audit, but is liable to comply with stringent time limits for the publication of statutory notices.

**025/18- Any Other Business (for dissemination of information only)**

025/18/1 – Silent Soldier Campaign. The Chairman explained the Silent Soldier campaign being organised by the British Legion. Lifesize figures of a WWI soldier are available for £250. It could be erected alongside the war memorial. Whilst councillors supported the idea they felt it should be funded by public donations rather than by the parish council. The Chairman will look into setting up such a fund.

+025/18/2 – Defibrillator. The Chairman advised the school had been approached by an organising selling defibrillators to schools. If they purchase one it would have to be mounted on the school wall. They may need to ask the parish council for a donation towards its cost: it would be available for parish wide use.

025/18/3 – Cllr. Worthington advised the Perspex door on DPC’s notice board in Mill Lane is broken. The Chairman will arrange for Mr Trim the EMO to fix it.

There being no further business, the Chairman closed the meeting at 9.10pm

Date and venue of the next Diddlebury Parish Council meeting

7.30pm on Wednesday 28th March 2018 at Westhope Village Hall.

**MINUTES SIGNED BY**

**DATED**