**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 Extraordinary Parish Council Meeting**

**held on Tuesday 8th May 2018 in Diddlebury Village Hall**

**038/18: Present and apologies for absence**

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

**Apologies**

Apologies were received and accepted from Unitary Cllr. Motley and Cllr. Robert Povall

**In attendance**:

The Clerk, Mrs J de Rusett, six members of the public and Mr Stevenson of Balfours.

**039/18: 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.

Cllr. Selina Thomas made a declaration of interest in connection with planning application 18/01465/FUL and took no part in the consideration of that application.

**040/18: Public involvement session:**

No matters were raised.

**041/18: Approval the Minutes of the Meeting held on 28th March 2018**

The Minutes of the Parish Council Meeting held on 28th March 2018 had been circulated prior to the meeting. That they were an accurate reflection of the business of that meeting and should be signed as a correct record was **Proposed by:** Cllr. S Povall

**Seconded by:** Cllr. Worthington

**Vote:** Unanimous The Chairman thereafter signed the Minutes.

**042/18: Matters arising from the Minutes of the Parish Council Meeting on 28th March 2018 not dealt with elsewhere on the Agenda**

008/18/3: There has still been no response from Highways about a mirror at the end of Bache Mill where it adjoins the B4368.

028/18/1: No response yet from the Church Commissioner’s about the Silent Soldier campaign.

028/18/3: Mr Trim has fixed the notice board in Mill Lane.

031/18/1: Details of the charitable trust being set up by Henley Solar Farm at Acton Scott are now available from Lisa Bedford. It covers only Westhope and Middlehope in our parish.

034/18: Culmington Parish Council have confirmed they have not given anyone permission to erect notice boards on grass verges at Pedlanr’s Rest.

033/18: Cllr. Worthington passed on thanks from the Clover Club, Westhope for DPC’s donation to their funds.

 **043/18 – Chairman’s Report**

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

Considering at length emails concerning a complaint, liaising with the Clerk and councillors affected by the complaint and responding to the complainant.

Liaising with the EMO re handrails for the stairs by the church.

Discussions with Highways about potholes, salt bins and repairs to the bridge in Mill Lane.

Attending Cllr. Motley’s Corvedale Chair’s meeting.

Following up on difficulties of obstructions to traffic in Bache Mill.

Reviewing the CIL situation and the Place Plan review.

Considering and completing consultation survey concerning the Environmental Grant. At present the scheme being mooted is that parishes have to match fund any grant on a 50/50 basis. Parishes are also pushing for H & S training to be provided for EMO’s.

**044/18 – Planning applications**

**7**.1 **- 18/01465/FUL** – application for the erection of four dwellings and formation of vehicular access at Bache Mill, Diddlebury.

Mr Stevenson of Balfours, on behalf of the applicant, attended to assist councillors.

The Chairman noted that there were no public objections to the application per se but the Flood Action Group had put forward a detailed report on flooding impact and SUDS gave the opinion that a flood risk assessment was needed. The councillors voiced their significant concerns about flood risk. Mr Stevenson advised a flood risk assessment has been commissioned. Councillors felt this application was premature in its absence. Concerns were also expressed about the additional traffic this development would generate; the lack of the inclusion of any affordable housing in the scheme and the design and configuration of the scheme. Mr Stevenson advised the semi-detached houses would be rendered but the two detached ones would be red brick with clay tiled roofs: he was unable to give any indication as to the colour of the brick proposed. It was felt this development flouted the parish’s wishes outlined in the Parish Plan about location, style and materials of new houses in rural hamlets. Cllr. S Povall enquired whether it was planned to start building soon, or whether this was a land-banking scheme. Mr Stevenson was unable to advise.

After further discussion Cllr. Woodhouse **Proposed** that DPC supports the application.

Cllr. S Povall  **seconded** the Proposal.

**Vote:** The members voted by a majority against the proposal and thus it was defeated and DPC does not support the application but objects to it. At the request of the Planning Officer it was agreed that detailed reasons will be given for the objection.

**7.2 – 18/01785/FUL –** application for the erection of a single storey side extension to 14, Corfton, Craven Arms, SY7 9LE

The applicants attended to assist the councillors. They explained in detail how they are seeking to make the proposed extension blend with both the location and the remainder of the building, which is part c.1780 and part c.1930s. It will have a turf roof and the walls will be timber clad.

After consideration, Cllr. Watson **Proposed** that the parish council should strongly support the application.

The proposal was **Seconded** by Cllr. Worthington

**Vote:** Proposal unanimously carried and no objections raised to it.

**045/18 – Review of DPC’s 2018/2019 insurance cover**

The Clerk advised that as an audit matter the parish council is required to review its insurance cover and the renewal premium each year and to obtain three renewal quotations. By a very large margin DPC’s existing insurers (AXA/Inspire) gave the best quote - £294.11 as against £282.82 last year. An additional and unbudgeted extra this year is the brokers, Came & Company, are seeking in addition an administration fee of £50, making a total renewal of £344.11. If DPC was prepared to enter into a tie-in deal for three years, the premium for the next three years would be £330 plus any increases due to tax or loss of no-claims. It was unclear whether the sum of £330 included or excluded the £50 administration fee and the Clerk is checking this.

**It was Proposed** by the Chairman that the renewal of £344.11 be approved and if the three- year deal of £330 included the administrative fee, then DPC should agree to the tie-in.

**Seconded by:** Cllr. Woodhouse

**Vote:** Proposal adopted unanimously.

**046/18 – Minor Highways and Environmental matters**

046/18/1: At the previous meeting it had been agreed that the EMO funds could be used to carry out the necessary repairs to the bridge in Mill Lane. However, Mr Trim has come back with a quotation of between £1,000 and £1,500. £2,832 remains in the EMO fund, but it is unclear whether any further funds will be forthcoming from Shropshire Council. It was agreed that £1500 would leave too little in the fund. Mr Neden of the Flood Action Group had an alternative quote of around £300. It was agreed that if a quote of around £350 could be found, then the work can proceed utilizing the EMO grant funds.

046/18/2: Potholes. Cllr. Woodhouse suggested that DPC should approach Shropshire Council Highways Department with a request that Kier, the new Highways contractors, prioritize repairs to the B4368 given that it has become the main diversionary route for the A49 and the surface has suffered accordingly. He also felt Highways/Kier should be approached about the dangerous state of the parish’s lanes, the pot holes in which have become a health and safety hazard.

It was agreed the Clerk will take up the issue of the B4368 with Shropshire Council/Kier and the Chairman will concentrate on the lanes.

046/18/3: Signs at Pedlar’s Rest. Culmington PC have confirmed they have not given permission to anyone to erect notices on the verges at Pedlar’s Rest. Cllr. Woodhouse believes they are a two-fold danger, first by obstructing the forward view of the traffic on the B4368 and secondly by driver’s attention being diverted from driving whilst trying to read them. It was agreed that Cllr. O’Boyle will draft a letter to the known parties involved in the notice erection.

Cllr. O’Boyle asked if a reminder could be sent from DPC to Mr Wrigley about the section of hedge damaged and replaced by what was understood to be a temporary fence by the entrance to the wedding venue. It is hoped the gap could be planted with suitable hedging plants.

**047/18 – Communications and correspondence to be considered**

The following items of correspondence were considered:

1. 23.04.28 – email from SALC inviting councillors to complete a Councillor Census Survey.
2. 26.04.18 – email from SC with an up-date on the progress of Local Plan Review Timetable
3. 29.04.18 email from SALC and Clerk with latest details of the implementation of the General Data Protection Regulations
4. 19.04.18 – Notification from Planning Dept. re application 18/01254/TCA to fell one yew tree within the Diddlebury Conservation Area at The Old Vicarage, Diddlebury, SY7 9DH

Decision: No objection

1. Email from Culmington Parish Council confirming they have not given anyone permission to erect notices on the verges around Pedlar’s Corner or anywhere else.
2. 03.05.18 – Notification from the Planning Department re application 178/00777/FUL for the erection of an orangery at the rear elevation of Delbury Cottage, Diddlebury.

Decision: Grant Permission

**048/18 – Review and adoption of Complaints Policy**

A revised and updated version of DPC’s complaint’s policy had been circulated to all members and it was discussed. Cllr. O’Boyle was unclear how complaints against individual councillors by a member of the public were to be dealt with. The Chairman advised any complaint should in the first instance be sent to him or the Clerk: they would then respond by sending the complainant a copy of the Complaints Policy which sets out how they should proceed.

Reservations were expressed about the appeals procedure but it was not seen how it could be improved and therefore members agreed to approved the updated policy.

**Proposed by:** The Chairman

**Seconded by:** Cllr. Worthington

**Vote:** Proposal approved by unanimous vote

**049/18 – Review and adoption of Data Protection Privacy Policy and Data Protection Assessment Audit**

Working with the DPO the Clerk has produced a data Protection Privacy Policy which covers both correspondence and the website. The members considered the privacy policy and approved it as drafted.

**Proposed by:** The Chairman

**Seconded by:** Cllr. Watson

**Vote:** Privacy Policy adopted by an unanimous vote.

The Clerk had circulated to all members the Data Protetion Impact Assessment Audit on DPC’s files, website and systems prepared by the Data Protection Officer. It sets out what steps need to be taken by DPC to become compliant with the GDPR. The Clerk has indicated on the documents which matters have already been complied with and when any remaining required actions will be dealt with. The Clerk and the Chairman duly signed the audit document.

**050/18 – 2017/2018 Audit**

050/18/1 – To consider and note Auditor’s Report for 2017/2018 Audit.

The Audit report prepared by Mrs Hackett had been circulated to and studied by councillors. The only comment to be noted was the suggestion that the Precept Budget total expenditure figure should be embedded in the Minutes for the meeting at which the budget was agreed.

050/18/2 – To consider and approve the end-of-year bank reconciliation, schedule of receipts and payments and register of assets

The members approved the end of year bank reconciliation, schedule of all receipts and payments for 2017/2018 and the up-dated Register of Assets.

**Proposed by:** Cllr. Woodhouse

**Seconded by:** Cllr. S Povall

**Vote:** Unanimous

**051/18 – To consider, approve and adopt Annual Governance & Accountability Return for 2017/2018**

The new AGAR form (formerly the Annual Return) had been approved by the Auditor and circulated to all members. Four sections of the form required formal approval.

 051/18/1 – To resolve to request an exemption from a limited review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

**Proposed by** Cllr. S Thomas

**Seconded by** Cllr. M Woodhouse

**Vote:**  Unanimous

 051/18/2 – To approve and sign the Certificate of Exemption

 **Proposed by:** Cllr.Worthington

 **Seconded by:** Cllr. O’Boyle

 **Vote:** Unanimous

051/18/3 – To approve and sign Section 1 – Annual Governance Statement 2017/2018

**Proposed by:** Cllr. Watson

**Seconded by:** Cllr. S Povall

**Vote:** Unanimous

 051/18/4 – To approve and sign Section 2 – Accounting Statements for 2017/2018 and to consider the List of Variances and the statutory public notices.

 **Proposed by:**  Cllr. O’Boyle

 **Seconded by:** Cllr. Woodhouse

 **Vote:** Unanimous

**052/18 - Consideration of Financial matters**

052/18/1: 1. Precept balance carried forward from financial year 2017/2018 £1,195.31

**Add**: Precept rec’d 25.04.18 for 2018/2019 £5,128.00

 £6,323.31

**Less:** Cheques authorised to be drawn on precept funds on 08.05.18

1. Clerk’s salary for April 2018 £162.82
2. HMRC – PAYE etc on Clerk’s April salary £ 40.60
3. SALC – subscription for 2018/2019 £271.64
4. DM Payroll Services Ltd – fees for 2018/2019 £ 73.00
5. Mrs S Hackett – audit fee for 2017/2018 £115.00
6. Administrative expenses paid by Clerk in April 2018

on behalf of DPC and reclaimed

* Contribution towards April telephone

and Broadband cost £15.00

* 12 x 2nd class stamps £ 6.96
* 1 x Epson 29XL ink cartridge £22.99
* Notebook & ream A4 copy paper £ 4.25
* Envelopes £ 3.24
* Paid Andy Holmes, for IT assistance

(computer crashed due to Windows 10

Installing uploads) £20.00

* Travelling expenses claimed at 45p per mile
* 27.4.18 to Condover to deliver A/cs etc to

Auditor for annual audit – 56 miles return

04.05.18 to Condover to collect A/cs from

Auditor following completion of the audit.

Total mileage - 112 but shared with Eaton

& Hope Bowdler PC so half claimed

* To Diddlebury Village Hall for meeting

 on 08.05.18 - 44 miles @ 45p per mile

Total mileage claimed: 100 £45.00

 £117.44 £117.44

 Total deductions from Precept funds £780.50 £ 780.50

 **Balance of Precept funds c/fwd £5,542.81**

1. **Ring fenced, Reserves and third party funds held by Diddlebury Parish Council**
* Community Infrastructure Levy – funds rec’d 25.04.18 **£2,440.29**
* Environmental Grant funds b/fwd from 2017/2018 **£2,832.01**
* Transparency Code funds b/fwd from 2017/2018 **£ 636.49**
* War Memorial Funds balance b/fwd from 2017/2018 **£ 65.13**
* Funds held for Diddlebury Flood Action Group balance b/fwd **£ 156.57**
* Ear-marked Reserves for car park resurfacing & 2017 election **£5,512.29**

No claims received in respect of the above funds for this meeting.

Cllr. O’Boyle **Proposed** that the cheques from the above funds be approved for payment

 Cllr. S Thomas **seconded** the proposal

 **Vote:** The proposal was carried unanimously

1. **Balances held by DPC following authorisation of cheques on 08.05.18**

**Precept Funds £5,542.81**

**Community Infrastructure Levy £2,440.29**

**Environmental Grant £2,832.01**

**Transparency Code Funds £ 636.49**

**War Memorial Funds £ 65.13**

**Funds held for Diddlebury Flood Action Group £ 157.57**

**Ear-marked Reserves Fund £5,512.29**

**Total funds carried forward £17,186.59**

 052/18/2 **Bank statement and Cash Book reconciliation**

 Councillor S. Povall verified the Clerk’s reconciliation between HSBC statement number 308 and DPC’s Cash Book.

 **053/18- Any Other Business (for dissemination of information only)**

053/18/1

 The Chairman advised the meeting that the Closed Session mentioned at Item 17 on the Agenda would now be dealt with in open session as the party involved had that afternoon waived his right to confidentiality. The Chairman advised a complaint had been made about two individual councillors and DPC’s procedures and actions in connection with 18/01254/TCA, an application for the felling of one yew tree in the Diddlebury Conservation Area: he outlined the nature of the complaint against DPC, the full details of which had only reached him at 3.00pm this afternoon. Neither he nor the Clerk had had an opportunity to study or consider the specific complaints against DPC in detail. The complaint had involved a significant amount of time, emails and some letters. The complainant has been advised he must take up his complaints about individual councillors with the Monitoring Officer at Shropshire Council. It was agreed that the complainant will be invited to attend DPC’s meeting on 27th June 2018 if he wishes to pursue his complaints against any procedural aspects of DPC’s handling of 18/01254/TCA.

053/18/2

Cllr. Watson enquired whether there was any progress being on made on the provision of a defibrillator in the village. The Chairman had no further information on the subject.

There being no further business, the Chairman closed the meeting at 9.40pm

Date and venue of the next Diddlebury Parish Council meetings

Annual Parish Meeting

Annual General Meeting

And Ordinary Business Meeting

7.30pm on Wednesday 23rd May 2018 at Diddlebury Village Hall.

**MINUTES SIGNED BY David Hedgley**

 23rd May 2018

**DATED**