**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 ordinary business Parish Council Meeting**

**held on Wednesday 17th May 2017, 8.10pm at Westhope Village Hall**

**051/17: Present and apologies for absence**

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

**Apologies**

Apologies were received from Cllr. S Thomas and Unitary Cllr. C Motley

**In attendance**:

 The Clerk Mrs J de Rusett and seven members of the public.

**052/17: 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.

Declarations of pecuniary interest were made by Cllr. Robert Povall and Cllr. Stephen Povall relating to planning application 17/01432/FUL.

**053/17: Public involvement session:**

No matters were raised at this juncture – most attendees wished to be heard on planning matters.

**054/17: Approval the Minutes of the Parish Council Meeting of 22nd March 2017**

The Minutes of the Parish Council Meeting held on 22nd March 2017 had been circulated prior to the meeting. Following minor amendments being made, Cllr. Worthington **proposed** that the amended Minutes be approved as a correct record, Cllr. M Thomas **seconded** the proposal: the members **voted to approve** **with two abstentions** and they were duly signed by the Chairman.

**055/17: Matters arising from the Minutes of the Parish Council Meeting of 22nd March 2017 not dealt with elsewhere on the Agenda**

031/17: The Chairman reported that following the March meeting the Clerk had a meeting with Mr John Farley, Footpath’s Officer for the parish, to discuss this matter (Footpath No. 20) plus a complaint from a member of the public about a footpath in Bouldon: the latter is being resolved by Mr Farley and Mr Hardwick of Shropshire Council. It was agreed that Mr Farley should attend the parish council meeting on 28th June 2017 to discuss Footpath No. 20 and no further action will be taken on the actual footpath until after that meeting. Cllr. O’Boyle felt strongly that children should not have to enter the village hall car park after they leave the footpath but should be able to access the school immediately and this should be organised before the onset of winter. He was frustrated that this matter has been discussed at three meetings and nothing has resulted. The Chairman agreed to call a meeting of all groups involved with the car park and he agreed that the parish council should take the initiative on this matter and drive it forward to a resolution.

**056/17 – Chairman’s Report**

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

* Reporting to Chris Jackson of Highways information from a local resident about a car accident resulting in damage to the bridge by Bache Mill.
* He also reported that the re-development of the poultry sheds in Lower Cofton has still not gone to the planning committee as drainage issues are still being debated: it is possible that one house has been deleted from the scheme but confirmation of this is awaited.
* He had completed the response to the Place Plan consultation and submitted it.

**057/17 – Planning applications**

057/17/1: **17/01586/FUL** – application by Mrs J Humphries for the erection of single storey and 1st floor extensions at Burwood Farm, Middlehope SY7 9JS.

The Chairman had checked the planning portal and found no objections to the application, only a recommendation that an ecology survey should be conducted, and that the wooden window frames were being replaced by UPVC. Members felt in view of the distance between this dwelling and any others meant the change in window frames would be undetectable and thus inoffensive.

Cllr. S Povall **proposed** that the parish council should support this application and raise no objections to it.

**Proposal seconded** by Cllr. Woodhouse

**Vote:** 7 in favour, 1 abstention – vote carried.

057/17/2 - **17/01721/FUL –** application by Mr & Mrs M Greene for the erection of a single storey side extension at Mole Hollow, Diddlebury, SY7 9DH

Mr & Mrs Greene attended to assist the councillors and explained that some small modifications had been made to the plans (the revised plans were not before the parish council) to accommodate the Conservation Officer’s concerns: they explained in detail what these modifications are. The Chairman had noted the Conservation officer’s concerns from the planning portal. The members were also aware that the application was supported by an access statement – the works were needed to accommodate a disability.

Cllr. O’Boyle **proposed** that the parish council should support the application and raise no objections to it provided the Conservation Officer’s concerns were met by the revised plans.

**Proposal seconded** by Cllr. S Povall

**Vote:** carried unanimously.

057/17/3 - **17/01432/FUL –** application by Corfton Farms Ltd for the erection of a single storey side extension to Corfton Farm Cottage, Corfton, SY7 9DD.

Cllr. S Povall explained that this application related to the enlargement of a redundant

cottage to create a holiday cottage. The materials to be used will complement the existing building: after this explanation he took no further part in the discussion.

The Chairman had checked the planning portal and found no objections. The members debated the application and found nothing objectionable about it.

Cllr. Watson **proposed** that the parish council support the application and raise no objections to it.

**Proposal seconded** by Cllr. Worthington

**Vote:** carried unanimously by those entitled to vote.

057/17/4 - **17/01757/TCA –** application by Mr C Pitcher to fell four trees (2 silver birch, 1 cherry, 1 alder) at Millfield, Mill Lane, Diddlebury – an area within the Diddlebury Conservation Area.

In his role as Tree Warden Cllr. R Povall had examined the trees included in this application. He reported that in his view they were of no consequence at all in conservation terms.

Cllr. R Povall therefore **proposed** that the application be supported with no objections to it.

**Proposal seconded** by Cllr. Watson

**Vote:** carried by a unanimous vote.

057/17/5 - **Pre-planning application –** by CTIL for the installation of 3 antennas, 2 dishes, 3 equipment cabinets & associated ancillary works within a 7m x 7m compound by the Severn Trent Pumping station at The Moors, Diddlebury SY7 9JZ (Grid Ref 350582E)

The plans and supporting documentation for this pre-planning application had been circulated to all members. The Clerk had sought the attendance at this meeting of a representative of the consultants making the application: they had declined on the basis they were based in Glasgow. She had established that the proposed development would be within 80 metres of the nearest dwelling house. It appeared the development was only for mobile telephone signal and not for any emergency services.

The Chairman noted that the application states it ticks all the boxes in terms of health and safety issues and protocols. A resident who lives adjacent to this proposed site, and who has young children, stated the evidence CTIL cite is inconclusive: there is plenty of evidence showing that radiation from these facilities drops dramatically at a distance of 300 metres. He questioned therefore how it could be considered appropriate to build this within 80 metres of dwelling houses – and not that far from a school.

Whilst Diddlebury Parish Council is committed to the improvement of Broadband and mobile telephone signal, it was agreed no one would want such improvements at the cost of having this unsightly and possibly dangerous development in the middle of Diddlebury village. This is a big parish with a lot of rural open spaces. CTIL’s own paperwork showed that they had not made strenuous efforts to find a rural site for this development, away from any dwelling houses and where it could be screened.

After much discussion, the Chairman **proposed the following Resolution:** That whilst the Parish Council supports the improvement of mobile telephone reception, they do not accept or support the proposed location of this scheme in view of its close proximity to dwellings and its unaesthetic impact on the village of Diddlebury. The Parish Council may well support an alternative scheme, based on a rural location, away from dwelling houses and where it can be screened.

**Proposal seconded by:** Cllr. R Povall

**Vote: Resolution unanimously carried.**

**058/17 – Annual Internal Audit and Annual Return for the year ended 31.03.17**

058/17/1 – Consideration of the Internal Auditor’s Report dated 27.04.17

The report had been circulated to all members and placed on the website. It was noted that only one small area was highlighted as needing attention, namely the publishing as part of the Minutes and on the website of the budget upon which the annual Precept it based.

058/17/2 – consideration and approval of the Annual Governance Statement in the Annual Return for 2016/2017.

In the light of the Internal Auditor’s report the Annual Governance Statement in the Annual Return was considered by the members.

Cllr. R Povall **proposed** that the statement be adopted and approved by the council.

**Proposal seconded by** Cllr. S Povall

**Vote**: Unanimous. The Chairman and the Clerk duly signed the governance statement.

058/17/3 – consideration and approval of the Accounting Statements in the Annual Return for 2016/2017

In the light of the Internal Auditor’s Report the Accounting Statement at Section 2 of the Annual Return was considered by the members.

Cllr. Watson **proposed** that the Accounting Statement be adopted and approved by the council.

**Proposal seconded by** Cllr. R Povall

**Vote**: Unanimous. The Chairman and the Clerk duly signed the accounting statement.

**059/17 – Highways and Environmental matters**

059/17/1 - The Chairman reported that the EMO, Mr K Ulyatt, had tendered his resignation from the role of EMO to Diddlebury, Munslow and Culmington Parish Councils. He had kindly agreed to remain in post until a successor could be appointed. As yet the Chairman had not been able to contact the Chairs of Culmington or Munslow to discuss advertising for a replacement. He has had one tentative approach from a potential candidate.

059/17/2 – Cllr. O’Boyle thanked Cllr. R Povall for arranging the removal of the point-to-point advertising signs at Pedlar’s Rest: unfortunately they have now been replaced by Millichope Park signs. Cllr. R Povall has contacted the Millichope estate about them.

059/17/3 – Cllr. Worthington asked whether, in the light of the accident on the bridge in Diddlebury, a VDA sign could be installed on the B4368. The Chairman advised that Mr. Shaw of Highways has had DPC on a waiting list for over three years for such a sign. If DPC ever gets any CIL funds, maybe it could purchase one.

059/17/4 – Cllr. Woodhouse advised that the passing places in the lane where he lives are a quagmire. The Chairman agreed to contact Highways and see if perhaps chippings could be laid in the passing places.

**060/17 - Correspondence and Communications**

The members considered the following items of correspondence, which had been emailed to them prior to the meeting:

1. 28.03.17 – Notification re planning application 16/03893/FUL – erection of single storey side extension to form annex ancillary to existing dwelling and internal alterations at Old Hen & Ferret Cottage. Stanton Lacy SY8 2AJ

Planning Permission granted

2. 30.4.17 email from Geoff Neden thanking DPC for the grant of £200 for the Flood Action Group

3. 04.05.17 Telephone call from parishioner complaining about tree debris on verge at Lower Corfton and resulting exchange of emails

4. Notification from Shropshire Council that for the time being payphones in the parish are to remain operational.

5. 09.15.17 – telephone and email notification from a resident concerning a vehicle which crashed into the bridge in Diddlebury by Bache Mill House. Highways notified and insurance details passed on to them.

6. 15.05.17 - Letter Clerk to Mr John Farley, Footpaths Officer, asking him to give a footpaths report at the meeting on 28th June 2017.

**061/17 - Consideration of Financial matters**

061/17/1 - Finance Report for meeting on 17th May 2017

**Precept Funds** brought forward from 2016/2017 financial year **£5,916.95**

**ADD: Precept for 2017/2018 rec’d 28.04.17 £5,128.00**

 **£11,044.95**

**LESS:** cheques to be authorised from Precept Funds on17.05.17

1. Clerk’s net salary for April & May 2017 £287.20

2. HMRC – PAYE on Clerk’s April/May salary £ 71.60

3. Mrs D Malley – annual fee for payroll administration £ 73.00

4. Came & Co. – insurance premium for 2017/2018 £282.20

5. SALC – affiliation fee for 2017/2018 £264.85

6. SDH Accounting – internal audit fee 2016/2017 £110.00

7. Clerk’s expenses for April/May 2017 as itemised

* Contribution towards April/May telephone

 & Broadband expenses £20.00

* Postage: 12 x 2nd class stamps, plus postage

to Chairman, Cllr. Worthington & Tom Hall £ 9.97

* 1 x HP364 black ink cartridge £10.00
* 1 pkt envelopes, 1 ream copier paper £ 5.00
* Travelling expenses claims at 45p per mile
	+ 1. – To Shirehall to deliver nomination

Forms: 72 miles but shared with Eaton & Hope

Bowdler so 36 miles claimed

* + 1. – to Condover to deliver Accounts to

Auditor: 08.5.17 - to collect audited books from

Condover: total mileage 100, but shared with

Eaton & Hope Bowdler = 50 miles claimed

* + 1. – Westhope V.H for meeting - 44 miles

Total mileage: 130 miles @ 45p £58.50

 £103.47 £103.47

 Total deductions from Precept Funds £1,192.32 £1,192.32

 **Balance of Precept Funds c/fwd to June £9,852.63**

1. **Highways & Environmental Grant b/fwd from**

**2016/2017 audit £2,762.83**

**Less**: K O Gardens Invoice No, 68 dated 12.05.17 £ 58.90

 **Balance of Highways** **& Environmental Grant c/fwd £2,703.93 £2,703.93**

1. **Transparency Code Grant – balance b/fwd £1,371.40**

**Less**:

* The Web Orchard **–** Inv. 5418 – hosting fee for

Website for 2017/2018 £228.00

* Andy Holmes – Inv 13.04.17 for installing new software

 (Windows 13) on Clerk’s computer: cost was £70 but was

 shared with Eaton & Hope Bowdler Parish Council, so

 total is £35. Made payable to the Clerk as she paid the

 Invoice from her resources. £ 35.00

 £ 263.00 £ 263.00

 **Balance c/fwd to June £1,108.40**

**Authorisation of cheques drawn on Precept funds, Highways & Environmental Grant and Transparency Code grant**

**Proposed by:** Cllr. S Povall

**Seconded by:** Cllr. M Thomas

**Vote: Unanimous**

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

Precept Funds c/fwd to June £9,852.63

Highways & Environmental Grant c/fwd to June £2,703.93

Transparency Code Grant c/fwd to June £1,108.40

Corvedale Youth Club funds £ 650.39

Diddlebury Flood Action Group £ 209.57

Balance of donations for War Memorial £ 85.13

 **Total of DPC funds c/fwd to June 2017 £14,610.05**

061/17/2 – The Clerk’s reconciliation of the Cash Book & HSBC Bank statement no.295 to 14.04.17 was duly checked and verified by Cllr. R Povall.

**062/17 - Any Other Business (for dissemination of information only)**

No matters were raised.

There being no further business, the meeting closed at 9.25pm

Date and venue of the next Diddlebury Parish Council meeting

7.30pm on Wednesday 28th June 2017 at Westhope Village Hall.

**MINUTES SIGNED BY David Hedgley**

**DATED 28th June 2017**