**DIDDLEBURY PARISH COUNCIL**

**Chairman: Cllr D Hedgley**

Clerk: Mrs Jean de Rusett, 1 Pipe Aston Barns, Pipe Aston, Ludlow SY8 2HG

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**MINUTES**

**Of the meeting of Diddlebury Parish Council**

**Held on Wednesday 22nd January 2020, 7.30pm in Diddlebury Village Hall**

**The Parish Council meeting was preceded at 7.00pm by a presentation by Mr Tim Williams of West Mercia Police on the SmartWater crime prevention kit.**

**001/20: Present**

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

**Apologies**

Apologies were received and accepted from Cllr. S Povall, Cllr. R Povall, Cllr. S Thomas and Cllr. M Woodhouse,

**In attendance**:

The Clerk, Mrs J de Rusett, Unitary Cllr. Cecilia Motley,16 members of the public and Mr B Embrey

**002/20: 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.

**003/20: Public involvement session:**

No matters were raised.

**004/20: Approval of the Minutes of the Meeting held on 27th November 2019**

The Minutes of the meeting on 27th November 2019 had been circulated to all members: no amendments were raised.

Cllr. Worthington **proposed** that the Minutes be accepted as a correct record of the meeting.

**Proposal seconded** by Cllr. Watson

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

**005/20: Matters arising from the Minutes of the Parish Council Meeting held on 27th November 2019 not dealt with elsewhere on the Agenda**

All matters arising from the Minutes of 27th November 2019 are dealt with on this meeting’s Agenda.

**006/20 – Reports**

006/20/1 – Chairman’s Report

The Chairman has in the past month had telephone discussions with a parishioner in Corfton Bache about flooding issues caused by a blocked gulley, which he took up with Highways.

He has had discussions with the Planning Officer about the proposed variations to the conditions imposed upon planning application 16/03628/FUL. He met Cllr. Woodhouse and Mr Neden for a meeting with Andy Keyland of Highways, who failed to attend the meeting. He read and circulated quotations for work to provide railings to the steps from the highway up to the lychgate in Diddlebury. He dealt with tree works application 19/05157/TCA. He had a meeting and discussions about the state of the DVH car park and DPC’s CIL entitlement with Cllr. Motley, Ms V Turner of SC, Cllr. Woodhouse and Mr S Ross

006/20/2 – Unitary Cllr. Motley’s Report

Cllr. Motley spoke of many matters including the continuing efforts of RSN to achieve more generous government funding for rural areas. There are concerns that the government spending might now focus on the north rather than on rural issues.

She reported on a meeting with Cllr. David Evans and Andy Keyland of Highways to discuss county-wide highways issues. She asked the Clerk to send her a list of all outstanding issues DPC has raised with Highways.

The SC Cabinet has approved funding for youth workers to tackle the rising level of youth crime and the involvement of vulnerable youths with county-lines drugs gangs.

She will be arranging a meeting shortly in Culmington Village Hall for Chairs and Clerks to discuss various Corvedale issues, including possible boundary changes.

006/20/3 – Flood Action Group Report

Cllr. O’Boyle reported that the continuing heavy rain has not caused flooding problems in Diddlebury, presumably due to the works up-stream to slow the water flow.

**007/20 – Planning applications**

**7.1 - 19/05153/FUL** – application for conversion of detached outbuilding to form self-contained annexe ancillary to main dwelling, including an extension linking the house and outbuilding, at Bache Mill House, Bache Mill, Diddlebury SY7 9LA

The applicants attended to assist the councillors. They confirmed that pre-planning advice had been obtained and they had amended their application to address all points raised by the planners. No members of the public has raised any objections to this application. After due consideration of the application:-

Cllr. Watson **Proposed** that DPC support this application and raise no objections to it.

Proposal **seconded** by Cllr. Worthington

**Vote**. The members voted unanimously to support the proposal.

**7.2 - 19/05154/LBC** – application for listed building consent for the above works at Bache Mill House, a Grade II listed building.

Having had confirmation that the applicants had amended their application so as to accommodate all conditions related to the Grade II Listed status of the property,

the Chairman **proposed** that DPC support this application and raise no objections to it.

Proposal **seconded** by Cllr. O’Boyle

**Vote**. The members voted unanimously to support the proposal

**7.3 - 19/05583/VAR** – application for variation of conditions 4,6,7 and 12 attached to planning permission ref. 16/03628/FUL dated 04.08.17 to allow demolition works to be undertaken prior to the pre-commencement conditions being discharged, at former poultry units site, Corfton, SY7 9LD

Mr B Embrey, agent for the applicant, attended to assist the councillors. The Chairman outlined the history to this application, which seeks to vary Conditions 4, 6,7 and 12 to the planning consent of 04.08.17 and he explained why the variations are being sought. Mr Embrey dealt with questions raised by DPC members and also members of the public. After detailed discussions, the Chairman **proposed** the following resolution:

“That the parish council support the application but requests that the Planning Officers take the following recommendations into consideration:

Pest control. The site harbours a significant population of rats. The community asks that extermination measures be taken prior to commencement of these works to prevent the rat population migrating to elsewhere in this parish.

That the existing trees and shrubs be protected from accidental damage by being placed in a taped off exclusion zone and the trees will be protected with TPOs.

That the access to the site remains as agreed and will not be varied.”

Proposal **seconded** by Cllr. Worthington

**Vote:** 4 in favour, 1 abstention – proposal carried.

**7.4** - **20/04524/NEWNUM** – invitation to comment on the proposed street name – Hillside Coppice – for the development of five new houses in Westhope.

“Hillside Coppice” was considered by the members.

Cllr. Watson **proposed** that DPC supports the name Hillside Coppice for this development.

Proposal **seconded** by the Chairman

**Vote:** 4 in favour, 1 abstention – proposal carried.

**Tree Works applications**

**7.5 - 20/00020/TCA**  - application for works to nine trees in the Diddlebury Conservation area at The Old Vicarage, Diddlebury, SY7 9DH

A letter received from the Applicant was duly noted.

As it was believed none of the nine trees involved warranted a TPO, the Chairman **proposed** that DPC makes no adverse comment on the application.

Proposal **seconded** by Cllr. O’Boyle

**Vote:**  3 in favour, 2 abstentions – proposal carried.

**7.6 - 19/05157/TCA**: - report from Chairman on action taken re application in Diddlebury Conservation area to fell 1 x cedar and 1 x spruce and replace with shrubs at Willowbrook House, Diddlebury, SY7 9DJ.

The Chairman advised that this tree works application in a conservation area had been received too late for the November meeting and an extension of time was not granted. The matter was dealt with by a Group convened by the Chairman pursuant Standing Order No. 27 The Group made no adverse comment the proposed works.

**008/20 – Consideration of Correspondence and Communications received since last meeting and to deal with any issues arising therefrom as appropriate.**

The following items were considered:

1. 22.12.19 – email from S & J Thomas advising DPC they have received Arts Council funding for “Where Dragons Lead” and thanking DPC for their support.
2. Email from SALC advising 13.03.20 is the cut off date for EMO grant applications.
3. 10.12.19 – email from neighbours raising objections to planning application at Honeydene Farm, and Clerk’s response of 17.12.19
4. 17.01.20 – notification from Planning Officers re 19/05060/FUL for proposed development of holiday pods at Honeydene Farm, Diddlebury.

Planning permission granted.

1. 17.01.20 – notification from Shropshire Hills AONB organisation of an Environmental & Climate Emergency meeting on Thursday 27th February, 7 – 9pm at Craven Arms Community Centre. Local groups are invited to make presentations. Tel 01743 254740 or visit [www.eventbrite.co.uk/e/90159727171](http://www.eventbrite.co.uk/e/90159727171)
2. 17.01.20 – email and Invoice from Clerk to West Mercia Police re the grant awarded of £1637.50 for the mobile speed monitoring unit DPC will be purchasing.
3. 17.01.20 – emails between Clerk and Lois Dale of Shropshire Council about DPC possibly adopting the BT kiosks in Mill Lane and Bouldon if and when BT close them.
4. Emails between Clerk and a Middlehope resident re Highways providing piles of salt along the Bache Mill to Burwood lane and a salt/grit bin in Middlehope. Issue then taken up by Clerk with Highways Dept.
5. 13.01.20 Email to Clerk from EMO, Gary Trim, reporting that he has toured the parish and cleared a couple of drains, but reports on a large amount of water on the road from Peaton to Bouldon: he is of the view nothing can be done about it as the ditches are full and there is nowhere for the water to run off to.

15.01.20 response from Geoff Neden, Flood Action Group that he and Andy Keyland of Highways and Luke from Shropshire Wildlife Trust have viewed the area and concluded that anything that worked would be very expensive: they concluded it is best to spend the money on more useful schemes as normally the flooding clears quite quickly.

15.01.20 – response from Chairman advising the Bouldon/Peaton road flooding needs action. Additionally he has been approached twice by residents of Corfton Bache about a blocked drain: Highways Dept. have refused to add it to their schedule so he proposes asking DPC to fund a private JCB contractor to carry out the work.

1. 10.01.20 - Letter from Shropshire Council – Cllr. Gwilym Butler, Portfolio Holder for Communities, Place Planning and Regulatory Services, advising that Shropshire Council’s latest version of its Place Plan is available to view on line : [www.shropshire.gov.uk/place-plans](http://www.shropshire.gov.uk/place-plans). Diddlebury Parish is within the Craven Arms Place Plan.
2. Emails between the Chairman and others concerning the erection of railings to the steps from Mill Lane by the lychgate at St. Peter’s Church, Diddlebury. Shropshire Highways have agreed they are required but state they have no funds available and suggest DPC uses its EMO funds. DPC has two quotations, one for £320 and another for £185. Matter to be decided by DPC.

1. Fact Sheet entitled “Trees for the Corvedale”, produced by the Friends of the Corve and Teme and Shropshire Wildlife Trust.

Responses:

Item 7 The Clerk was asked to continue to seek information about DPC adopting or buying the two BT kiosks in Mill Lane and Bouldon.

Item 9 – dealt with under Highway & Environmental matters

Item 11 - dealt with under Highway & Environmental matters

**009/20 – Minor Highways and Environmental matters**

009/20/1 Cllr. Watson asked if Mr Trim (EMO) could be asked to put either stones or chipped bark around all the kissing gates along FP20 from the school to The Moors as they have all become mud baths. The Clerk was asked to contact Mr Trim.

009/20/2 An email from Mr Neden on behalf of the FAG concerning flooding on the road between Bouldon and Peaton was considered. As residents of Bouldon and Peaton neither the Chairman nor Cllr. M Thomas believe that the flooding clears quickly. Cllr. Thomas advised there is a pipe in his field adjacent to where the flooding occurs: maybe it is blocked or broken. Highways have indicated they will not deal with the matter. The councillors therefore agreed that Mr Lionel Lewis be asked to assess the problem and give DPC a quote if he thinks he can resolve or alleviate the problem.

009/20/3 The Chairman advised a blocked gulley in Corfton Bache is causing flooding problems which residents have raised with him. Highways have indicated they will not take action. Mr Lionel Lewis has given a quotation of £120 (3 – 4 hours of work with a JCB) to resolve the problem. Members agreed that the Chairman should instruct Mr Lewis to carry out the work which will paid from EMO Funds.

009/20/4 The steep and often slippery steps from Mill Lane up towards the church lychgate have no handrails and therefore pose a health and safety hazard. Highways have agreed that handrails can be placed there, but have no funds available for the work. DPC has received two quotations for the work. Members agreed that the quotation from Mr Trim for £185 be approved and Mr Trim asked to carry out the work which will be funded by the EMO funds.

009/20/5 In the November Minutes it was reported that on health and safety grounds temporary works need to be carried out to the pot holes in the DVH car park, the work to be carried out by the EMO and paid by DPC but the materials would be paid by DVH committee. This was a misunderstanding as currently only DPC has funds with which to pay for the work which Mr Trim has carried out: his interim bill sent to DPC amounts to £345.45 but more materials and work are needed to finish the task. After discussion it was agreed that £345.45 should be paid from the Reserve fund of £5,412.29 DPC has built up for resurfacing the DVH car park.

The Chairman then reported at length on a meeting he had on 20.01.20 with Ms Vicky Turner of SC, Cllr. Motley, Cllr. Woodhouse and Stephen Ross of DVH committee about DPC’s CIL entitlement and how the car park refurbishment is to be funded.

Cllr. Woodhouse had drawn up a Car Park Refurbishment Report which proposed

a) a pedestrian access pathway - £6,000

b) repair works to the surface dressing – estimated at £6,000 to £7,000, or

c) Full re-surfacing which will cost in the region of £30,000 - £40,000.

Chris Jackson has been asked to advise on specifications for the work and to obtain quotations. Until these figures are available the CIL application cannot be progressed.

Ms Turner is going to approach a number of bodies to see if community funding can be obtained.

**010/20 - Finance Report**

1. **Precept balance b/fwd from November 2019 £3,865.27**

**Less:**  Cheques authorised to be drawn on Precept Funds on

 22.01.20

1. Clerk’s net salary for Dec. 2019/January 2020 £428.34
2. PAYE on Clerk’s Dec. 2019/Jan. 2020 salary £ 12.00
3. Communicorp: annual subscription to “Clerks Direct” £ 12.00
4. SALC: fee – Website Accessibility Regs. training course £ 27.00
5. Administrative expenses incurred by the Clerk in

Dec. 2019/Jan. 2020 on behalf of DPC

* Dec. 2019/Jan. 2020 contribution to

telephone & Broadband @ £20 per month £40.00

* Stationery items: file dividers, A4 copy

Paper, £ 5.50

* Ink cartridges £ 8.48
* 1st and 2nd class stamps £ 4.36
* Travelling expenses claimed at 45p

22.01.20 To DVH for meeting -

36 miles @ 45p per mile £16.20

 £74.54 £ 74.54

Total claim on Precept funds in January 2020 £553.88 **£ 553.88**

 **Balance of Precept Funds c/fwd £3,311.39**

**2 Ring-fenced, reserves & third-party funds held by Diddlebury Parish Council**

* **Community Infrastructure Levy** (rec’d 25.04.18) **£2,440.29**
* **Environmental Grant** – balance b/fwd from Nov. £1,894.76

Less: Claim from Mr G Trim

for drain clearance in Diddlebury dated 3.12.19 £ 6.25

 £1,888.51 **£1,888.51**

* **Transparency Code Grant fund – bal. b/fwd** £419.49

**Less:** Mr A Holmes – IT assistance: 15.01.20

Installation of Kaspersky Internet Security 2020 £ 20.00

(Paid by Clerk & reclaimed by her) £399.49 **£ 399.49**

* **War Memorial Fund** – balance b/fwd from November 2019 **£ 25.13**
* **Funds held for Diddlebury Flood Action Group** bal. b/fwd **£ 130 09**
* Ear-marked reserves for village hall car park

 resurfacing £5,412.29

Less: Labour, mileage charge and materials provided by

 Mr Gary Trim for temporary repairs to Diddlebury

Village Hall car park in December 2019. Further work

to complete the job to be billed later. £ 345.45

 £5,066.84 **£5,066.84**

The Chairman **Proposed** that the chequeslisted above be authorised for payment.

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

**Vote:** Councillors voted unanimously in favour of the proposal and the cheques were duly signed

**3. HSBC Bank balance held by DPC following authorisation**

 **of the above listed cheques on 22.01.20 £13,261.74**

1. **Bank statement and cash book reconciliation**

Cllrs. O’Boyle and Watson verified the Clerk’s reconciliation between HSBC bank statements numbered 328 and 329 and DPC’s Cash Book.

**011/20 – Consideration and adoption of the Precept Budget for financial year 2020/2021**

Following consideration of an initial draft Budget at the November meeting, a further draft had been circulated to all members, which contained some new items including the purchase of defibrillators for the parish and the possible purchase of SmartWater kits.

Following the presentation by Mr Tim Williams of West Mercia Police at the commencement of this meeting, both councillors and the members of the public present had concluded, on Mr Williams’ statistics and evidence, that SmartWater kits had led to a very substantial reduction in crime in those parishes which had employed it. Domestic kits are £8.90 each. If DPC purchased 160 kits to be distributed to houses in the parish, it would cost around £1500.

A discount towards this cost may be obtainable from the Police & Crime Commissioner’s Department.

The Precept Budget was considered at length. It was agreed that the purchase of defibrillators should not be included in the 2020/2021 budget: maybe during the 2020/2021 financial year grants can be investigated or public fund-raising events may enable defibrillators to be purchased. It was however agreed, bearing in mind the recent spate of burglaries, that the parish council should purchase 160 SmartWater kits at a cost of £1500. This would produce a Precept for 2020/2021 of £6,952.00. A copy of the Precept Budget agreed is annexed to these Minutes.

The Chairman **proposed** that DPC sets its Precept Requirement for 2020/2021 in the sum of £6,952.00

Cllr. Worthington **seconded** the proposal

**Vote:** members voted unanimously in support of the proposal.

**012/20 – Consideration of Points of Order Procedures and the use of email addresses**

The Chairman advised concerns had been raised with him about procedural and conduct issues arising in recent meetings. As a result the Clerk had produced a note which had been circulated to all members outlining the nature, ambit and proper use of Points of Order. Points of Order are not designed to deal with code of conduct matters. Any member who believes another has breached any codes of conduct or protocols should not voice their concerns during the meeting but rather should draw their concerns to the attention of Clerk or the Chairman following the meeting so the matter could be investigated.

The use of email addresses issue could not be progressed as insufficient details had been provided.

**013/20 Any Other Business (for dissemination of information only)**

The Clerk asked that Laurie Robinson of Middlehope and Stuart Manley of Westhope be thanked for assisting her by posting DPC notices on their local notice boards.

There being no further business, the Chairman closed the meeting at 9.45pm

**Date and venue of the next Diddlebury Parish Council meeting**

 **Wednesday 26th February 2020, 7.30pm at Diddlebury Village Hall**

**MINUTES SIGNED BY David Hedgley**

 26th February 2020

**DATED**