**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

Website address: www.diddleburyparish.co.uk

**MINUTES**

**Of the Parish Council Meeting**

**held on Wednesday 22nd February 2017, 7.30pm at Westhope Village Hall**

**013/17: Present and apologies for absence**

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

**Apologies**

Apologies were received from Unitary Cllr. C Motley, Cllr. S Thomas, Cllr. S Povall and Cllr. M Fowler

**In attendance**:

 The Clerk Mrs J de Rusett, Mr Chris Searle, representative from Everything Everywhere Limited and five members of the public.

**014/17: 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.

Councillors T. O'Boyle and A Watson, as committee members of Diddlebury Village Hall Committee, made a pecuniary declaration of interest in connection planning application 17/00561/TCA and took no part in the consideration of this application.

**015/17: Public involvement session:**

No matters were raised at this juncture. Some members of the public were present in respect of the planning applications and raised their views or gave assistance under planning.

**016/17: Approval the Minutes of the Parish Council Meeting of 25th January 2017**

The Minutes of the Parish Council Meeting held on 25th January 2017 had been circulated prior to the meeting: an amendment was made to item, 007/17/2 - the 16 leaky dams referred were in Westhope and Culmington. Cllr. K Worthington **proposed** that the Minutes be approved as a correct record, Cllr. R Povall **seconded** the proposal: the members **voted unanimously to approve** the Minutes and they were duly signed by the Chairman.

**017/17: Matters arising from the Minutes of the Parish Council Meeting of 25th January 2017 not dealt with elsewhere on the Agenda**

127/16: The Chairman has now obtained the name of the relevant health and safety person at the Diocese and will pass it on to Cllr. O'Boyle.

008/17/2: The Clerk confirmed a notification about the EMO's availability to do works around the Parish had been sent to the Corvedale News and they had kindly agreed to publish it.

010/17/4: In response to a query from Cllr. O'Boyle, the Clerk confirmed a cheque for £600 had been received from MFG solicitors. She had not be able to send it directly to the Village Hall Committee's treasurer as, contrary to her request, the cheque had been made payable to DPC - it has been paid in and a cheque drawn in favour of DVHC will be signed tonight.

The Chairman confirmed that the planning department had confirmed it now had all the information it needed about the proposed development at the old poultry farm in Lower Corfton, and it is probable the planning committee will consider it on 7th March 2017.

**018/17 - Planning matters and applications**

**018/17/1 - 17/00561/TCA.** Application by Diddlebury Village Hall Committee for the felling of one fir tree and various topping and branch removal works on land adjacent to the village hall, part of the Diddlebury Conservation Area.

Cllr. R Povall, in his capacity as tree warden, had visited the site and considered the works sought. He reported the fir tree was of no amenity value and the topping/branch removal works were necessary. However, he felt a cherry tree in the same area is unsafe and ought to be removed.

**Proposal:** Cllr. R Povall proposed that the application be supported, with no objections.

**Seconder:** Cllr. Mervyn Thomas supported the proposal.

**Vote:** The proposal was carried by those members present and entitled to vote (two had

 declared interests).

**018/17/2 - 16/04746/FUL**. Amended application by Mr P Gravestock of Corfton Barn, Corfton SY7 9TF for the erection of a two-bedroomed detached open market house on land adjacent to Corfton Barn.

Mr Gravestock attended the meeting to assist the councillors.

The Chairman advised that a written objection had been received by DPC from neighbours and there was a further objection on the planning portal. He read them out in full. Mr Andrew Kirk of Lower Corfton was also in attendance to voice his objections. Shropshire Council no longer provide parish councils with copies of planning application paperwork aso now the Clerk prints off the documents on the planning portal for consideration at meetings. It became evident that an important plan, showing roof heights and other information, had not been on the planning portal and thus could not be considered at the meeting. Mr Gravestock summarised the missing information, stating the house was lower than Sun Cottage and would not be visible from the road, which addressed some of the objections to the new house.

The remaining objections were primarily the design if the house was out of step with the vernacular prevailing in Lower Corfton.

The Parish Council noted that in the amended application the house had been realigned on the plot, which met one of the previous objections, and it was likely only the ridge line could be seen from the road. As the house was essentially screened, the design would not impact aesthetically on the settlement. After further discussion the following proposal was considered:

P**roposal:** Cllr. R Povallproposed that the Parish Council should support this application

 on the basis it is an acceptable in-fill and is of a passive eco-friendlydesign.

**Seconder:**  Cllr. K Worthington seconded the proposal.

**Vote:**  Of the six members present, three voted for and three against the proposal: the

 Chairman exercised his casting vote in favour of the application and it was duly passed.

**018/17/3 - 17/00380/TEL.**  **-** application by Everything Everywhere Limited for the installation of a 20 metre high lattice telecommunications tower, cabinets and associated ancillary development on land at Middle Westhope Farm, Westhope SY7 9JL.

Mr Chris Searle of the applicant company was in attendance to answer questions.

Following the Parish Council having considered this application at the pre-application stage in January, further research had been conducted; further information had been obtained from the applicants and they had provided a photo-montage to show the visual impact of the mast on this AONB. It had also been established that the Town & Country Planning General Permitted Development Order (as varied in November 2016) applies to this application, thus limiting the grounds of objecting to it.

By questioning the applicant's agent it was established that the mast is constructed of galvanised metal: he advised against painting it brown or green, as the paint would in due course deteriorate: if left, in time it would become naturally green with algae. No other design of mast was suitable for this site. It is not planned to have lights visible on it and the mast will be powered by mains electricity, so there should be no light pollution or noise pollution. The agent confirmed mobile telephone signal would be improved for those who subscribe to Orange and that all mobile phones will be able to access the emergency services.

Councillors were aware of the strength of feeling in Westhope for the improvement of mobile phone coverage. Given the assurances about the issues of visibility, noise and light pollution, they considered the following proposal.

**Proposal:** Cllr. T. O'Boyle proposed that the parish council should support this application on the grounds of the assurances given to the improvements to local telecommunication signals.

**Seconded:** The proposal was seconded by Cllr. R Povall

**Vote:** The proposal was carried by an unanimous vote.

**019/17 - Consideration of proposed changes to SAMDEv and its effect on Diddlebury Parish's Place Plan**

The Chairman and Cllr. Selina Thomas had attended a meeting on these proposed changes and following the meeting had discussed the matter with Mr Eddie West who is part of the review of SAMDev and it planning methodology and screening criteria. The chairman at the meeting had highlighted how there may be confusion over the Community Hub criteria also covering Community Clusters. Eddie West has now sent out an email stating that the Community Hub criteria did not cover Community Clusters. Existing Community Clusters can reinstate their position and others can join. Following that it was felt that there needs to be clear criteria for use in screening Community Cluster applications just as in Community Hubs. The mantra of "sustainability" remains key in planning strategy, but no one could give a definition of what its criteria was in regards to rural areas. The way the issue is headed means planners may not refer to current parish place plans when determining planning applications as the plans could include what may well be out-dated terminology and concepts. Examples cited include confusion and a lack of consistency in planning development in the wider countryside.

The Chairman suggested that a group from DPC meets with the PPSG to consider the way forward, bearing in mind that the SAMDev Review consultation documents have to be submitted by mid-March. In submitting a response we need a clear understanding of what we would like the following to mean:

* Sustainability-how it is applied in rural areas
* Open countryside exceptional sites criteria
* Community Clusters planning criteria

Rushbury PC has already drafted their response: the Chairman’s meeting arranged by Cllr Motley suggested seeing their response so parishes could use it to ensure that all parishes present a unified front when submitting their responses.

**020/17 - Reports**

020/17/1 - Chairman's Report

The Chairman reported on his recent parish council activities, which included discussions with the Clerk on the proposed Reserves Policy and the mast application at Middle Westhope. He attended the LJC meeting at Acton Scott when the agenda for the March meeting was set. He had a meeting with the EMO and discussed his work schedule, plus he had discussions with Chris Jackson and a local JCB driver about ditch clearance etc around the parish. He had attended a meeting with Cllr. S Thomas about the proposed changes to SAMDev and Place Plans and had read up on the voluminous documentation surrounding the issue. He held discussions with the planner Luke Ashley about the old poultry farm proposed development in Lower Corfton. He had also attended a meeting of Corvedale PC Chairmen held by Unitary Cllr. Motley. The Chairman also gave a round-up on local library news and Rural Services Network news.

021/17/2 - Flood Action Group Report

Cllr. O'Boyle reported the FAG had not held any meetings since his last report, but had toured the leaky dams in Culmington, Middlehope and beyond: it is hoped work might start soon on some along the Diddlebrook.

021/17/3 - Diddlebury Village Hall

Cllr. O'Boyle reported that work on the village hall is continuing on schedule and it is hoped there will be a grand re-opening on 16th September. The funding-raising Open Gardens event has had to be postponed as it clashed with those in Tugford and Millichope. However, a Classic Car event is planned and full details will be released shortly.

021/17/4 - Report by the Clerk on the forthcoming elections

The Clerk had recently attended a training course on the forthcoming parish council elections. She circulated a written report to all councillors on the time scale for obtaining and logistics for submitting nomination forms. She confirmed details had been placed on the parish notice boards and website to inform parishioners of the election process and how to apply to stand in as a councillor in the elections, which are being held on 4th May 2017. Completed nomination forms have to be hand delivered to the Shirehall in Shrewsbury by 4pm on the 4th April at the latest. No applications or withdrawal of applications will be accepted beyond that date and time.

**022/17 - Highways & Environmental matters**

022/17/1 - Highways & Environmental Grant matters: The Chairman reported on his recent meeting with the EMO, Mr. Ulyatt. The EMO has suffered the loss of two co-workers so has been unable to devote much time to DPC, but is hoping to recruit additional help. The Chairman went through a list of jobs with the EMO, which included replacing metal railings on bridges with plastic pipes which will not need repainting.

 Chris Jackson advised his budget has been slashed again and he can no longer guarantee that drains and ditches around the parish will be cleared. It was agreed that DPC will instead engage the JCB driver used by Highways - and is thus familiar with what work needs doing around the parish. He could be engaged by DPC to carry out this work, financed by the Environmental Grant: he charges £25 per hour plus VAT. The Chairman is to interview the JCB driver tomorrow: the councillors agreed this was a good and suitable use of the funds and supported the scheme.

022/17/2: Cllr. M Thomas stated that people are parking all over the "boxed" section in the village hall car park, causing chaos to traffic and to parking. He wanted "No Parking" signs put up indicating no parking in that "boxed" area. The Chairman agreed to raise the issue of inconsiderate parking again at the next school governor's meeting.

022/17/3: Cllr. O'Boyle spoke of the proliferation of temporary non-statutory signs appearing on verges, especially at Pedlar's Rest, where they are hazard to traffic as they create a blind spot. Current signs advertise an event at Millichope Park and a point to point. It was agreed the Chairman will raise the issue with Chris Jackson to seek clarification on their placement on verges.

**023/17 - Correspondence and Communications**

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

 1. Notification from SALC re next Town & Parish Council Forum Meeting - to be held on Monday 27th February 2017, 10am - 12 noon in the Oswestry/Shrewsbury Room at Shirehall, Shrewsbury.

2. Notification of the Shropshire Hills Upland Forum - speakers and discussions on post-Brexit policy and programmes for land management in the uplands,. 7.00pm - 9.30pm on Monday 27th February 2017 at the Shropshire Hills Discovery Centre, Craven Arms.

3. Email - 10.02.17 Clerk to Ms Fiona Leighton, Shropshire Council Highways Dept. asking for 2017/2018 application form for Highways and Environmental Maintenance Contract.

 13.02.17 - response received "The Parish Grants are currently being reviewed, once the application and agreement has been sent to me for distribution I will send a copy to you".

5. Notification of Volunteering Drop In sessions at the Discovery Centre, Craven Arms on 28/2, 28/3, 25/4, 30/5, 27/6 and 25/7 - all at 10am until noon

6. 09.02.17 - letter Clerk to MFG solicitors accepting their offer of settlement

 re fees;

 14.02.17 - letter MFG solicitors to Clerk, enclosing cheque for £600 and a revised invoice - receipt acknowledged by Clerk 20.02.17

7. Notification of events re Armed Forces Day - 24th June 2017

8. email 05.02.17 Chairman to Chris Jackson re JCB, replacement bollards etc.

9. Notification re availability of EMO's services sent to Corvedale News and placed on website.

10. 20.02.17 - email from Edward West, Shropshire Council's Principal Policy Officer re hubs and clusters on Local Plan Review Consultation.

11. Notification of Local Support Swap launch - Thursday 2nd March 2017, 10.15am - 1.00pm at the Mascall Centre, Ludlow.

12. 15.02.17 email from Sara Thompson, website administrator to Chairman about advertising policy re Corvedale News and a free listing for advertisers on the DPC website.

Item 12: to be dealt with under Any Other Business

**024/17 - Consideration of Financial matters**

024/17/1 - February Finance Report and cheques to be authorised for payment.

Balance of **Precept Funds** brought forward from 25th January 2017 **£6,936.56**

**Less: cheques to be authorised for payment on 22.02.17**

1. Clerk's net salary for February 2017 £143.60

2. HMRC - PAYE on Clerk's February salary £ 35.80

1. SALC: fee for Clerk's Training Course on 27.01.17 and

 3 copies of the Good Councillor's Guide £ 28.60

2. Clerk’s expenses for February 2017 as itemised

* February. 2017 contributions towards

telephone and Internet expenses £10.00

* 1 x book of 12 x 2nd class stamps £ 6.60
* 1 x HP364 black ink cartridge £ 8.20
* 1 pkt file dividers & 1 ream A4 copy paper £ 4.99
* Travelling expenses claimed @ 30p per mile

 27.01.17 - travelling to Shirehall, Shrewsbury

 for training course - 72 miles

 22.02.17 - travelling expenses to Westhope

 for PC Meeting - 44 miles

 Total mileage - 116 @ 30p £34.80

 Total expenses claimed £64.59 £ 64.59

Total deductions from Precept Funds for February 2017 £272.59 £ 272.59

**Balance of Precept Funds carried forward to March 2017 £6,663.97**

**2.** **Highways & Environment Grant funds b/fwd from Jan. 2017** **£4,105.53**

 **Less cheque drawn** **to be drawn on Highways & Env. Grant**

 K U Gardens (EMO) - Inv. 47 dated 15.02.17 £ 40.00

 Balance of Highways & Environmental Grant c/fwd  **£4,065.53**

**3. A Cheque for £600 was received on 16.02.17 from MFG**

 **solicitors of Ludlow being a refund of part of DPC's legal fees**

 **relating to the transfer of its Custodian Trusteeship of**

 **Diddlebury Village Hall. As DPC's legal fees were in fact paid**

 **by Diddlebury Village Hall Committee, a cheque for £600 has**

 **been drawn in favour of DVHC, refunding part of those fees.**

**Authorisation of cheques drawn on Precept funds, Highways & Environmental Grant**

**fund and the cheque drawn in favour of DVHC:**

Proposed by: Cllr. R Povall

Seconded by: Cllr. D. Hedgley

Vote: Unanimous

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

**1.** Balance of Precept Funds c/fwd to March 2017 **£6,663.97**

**2.** Highways & Environment Grant funds c/fwd to March 2017 **£4,065.53**

**3.**  Other ring-fenced sums held in Diddlebury PC’s Account

* **Corvedale Youth Club** **£ 650.39**
* **Diddlebury Flood Action Group** **- bal. b/fwd £ 9.57**
* **Balance of Donations for** **War Memorial** **b/fwd £ 85.13**
* **Balance of Transparency Code Funding Grant** c/fwd **£ 1,371.40**

 **Total of DPC funds c/fwd to March 2017 £12,845.99**

024/17/2: Verification of Cash Book/Bank Statement reconciliation prepared by the Clerk

Cllr. Robert Povall inspected the bank statement and Cash Book presented and verified the reconciliation.

024/17/3: Consideration and adoption of a reviewed and updated Strategic Risk Assessment

The Clerk had drawn up and circulated prior to the meeting a revised and up-dated Strategic Risk Assessment. The document was considered by the members and accepted as drawn and without amendment.

Proposal: Cllr. D Hedgley proposed that the Strategic Risk Assessment be adopted by the Parish Council as drawn.

Seconded: Proposal seconded by Cllr. R Povall

Vote: Unanimous

024/17/4: Consideration and adoption of a Reserves Policy

At the January meeting Cllr. M Fowler had proposed that DPC should adopt a Reserves Policy to show clearly what funds were being earmarked for the car park resurfacing, etc. The Clerk had drafted and circulated a Reserves Policy to the members prior to the meeting. The document laid out how reserves should be categorized, namely either as General Reserves or Earmarked Reserves, and dealt with thereafter. The actual sums to be designated as General or Earmarked will be debated at the May or June meetings, following the financial year-end figures becoming available.

Proposal: Cllr. Hedgley proposed that DPC adopted the Reserves Policy as drafted, and that the sums to be identified as General Reserves and Earmarked Reserves be debated

 at the May or June meetings, when the financial year-end reserves will be known.

Seconded: Cllr. Watson seconded the proposal.

Vote: Unanimous

**025/17 - Any Other Business (for dissemination of information only)**

The Chairman advised item 12 in the correspondence list was an email from Sara Thompson, seeking clarification of a matter. It had been agreed at the July 2016 meeting - ref. 092/16 - that anyone advertising in the Corvedale News would also be offered a free listing on the DPC website, from January 2017 onwards provided Sara Thompson considered it was appropriate. The Corvedale News team were seeking DPC's confirmation that this agreement still stood. The Chairman confirmed that the arrangement was as agreed in July 2016 and could be implemented.

There being no further business, the meeting closed at 9.35pm

Date and venue of next meeting:

 7.30pm on Wednesday 22nd March 2017 at Westhope Village Hall.

**MINUTES SIGNED BY David Hedgley**

**DATED 22nd March 2017**