**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 22nd March 2017, 7.30pm at Westhope Village Hall**

**026/17: 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 Cllr. S Thomas, Cllr. S. Povall and Cllr. M Fowler

**In attendance**:

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

**027/17: 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.

The Chairman declared an interest in Item 6 on the Agenda (review of issues relating to Footpath No. 20 and entrance to the school premises) on the basis he is a governor of the school.

**028/17: Public involvement session:**

No matters were raised.

**029/17: Approval the Minutes of the Parish Council Meeting of 22nd February 2017**

The Minutes of the Parish Council Meeting held on 22nd February 2017 had been circulated prior to the meeting: an amendment was made to item 025/17 - July 2017 should have read July 2016 . Cllr. O'Boyle **proposed** that the amended Minutes be approved as a correct record, Cllr. Watson **seconded** the proposal: the members **voted unanimously to approve** the Minutes and they were duly signed by the Chairman.

**030/17: Matters arising from the Minutes of the Parish Council Meeting of 22nd March 2017 not dealt with elsewhere on the Agenda**

022/17/3: Cllr. O'Boyle advised he had moved an offending sign advertising a point-to-point which was obstructing the view along the highway at Pedlar's Rest - and the next day it was back again. Cllr. R Povall agreed to speak to the organiser of the point-to-point asking them to desist.

**031/17 - Review of the issues relating to Footpath No. 20 and its entrance onto the school premises.**

Since the last meeting Cllr. O'Boyle had emailed the consultant involved with installing the school fence and the parish council had received a letter from the Headmaster. Cllr. Watson had a meeting with the Headmaster to discuss the contents of his letter. The result was there is no prospect of a back gate being opened on security grounds. However the Headmaster would agree to a new opening at the side of the school adjacent to the village hall, once the village hall renovations have been completed. The pupils would still have to walk through the car park but need some designated route.

Cllr. O'Boyle pointed out there are two stiles between The Moors and the school which need replacing with gates and that a further gate would be needed if a side entrance is to be created, as the existing five-bar gate is difficult to open. He also felt that the muddy areas of the footpath needed filling with stones or perhaps bark chippings. The Clerk advised it had been stated at an earlier meeting that the landowners were not prepared to allow stones to be put on the paths. Cllr. R Povall stated that if the landowners agreed to stones being put on the footpath, they may jeopardise their Single Farm Payments. The Clerk advised that Mr. Farley had agreed to obtain gates from Shropshire Council but needed a working party to help him remove the old stiles and hang the gates.

After further discussion, Cllr. O'Boyle stated that in his view the issue of children getting to and from school safely is a stakeholder involvement issue, as is the need for a parking plan and traffic/pedestrian movement around the car park stakeholders issue. In his view the stakeholders are:

* The School
* The Village Hall Committee
* The Parish Council
* The Church
* The local community

After further discussion, Cllr. O'Boyle **proposed:**

That in order to reduce the physical danger of children getting to school along the main road and through the car park the Parish Council should:

* write to the landowners seeking their permission to lay bark in the muddiest areas of Footpath No. 20.
* to contact Shropshire Council to obtain three gates to replace the existing two stiles and to provide a new gate alongside the five-bar gate.
* to organise a working party to help hang the new gates, if provided.

The proposal was **seconded** by Cllr. Watson.

**Vote:** four members voted to support the proposal, two abstained - **proposal carried**.

**032/17 - Further consideration of proposed changes to SAMDEv and its effect on Diddlebury Parish's Place Plan**

The Chairman reported on the actions he had taken since the last meeting. He had held a meeting with Mr Ian Davies and they had formulated PPSDG and DPC answers to the SAMDev Review Consultation document and had submitted the response prior to the closing date.

The document and the responses formulated has been posted on the Diddlebury Parish Council website, for public information.

**033/17 - Reports**

033/17/1 - Chairman's Report

The Chairman reported on his recent parish council activities, which included meetings with the EMO, Mr Ulyatt to review his performance and to discuss works needed around the parish, and also with Mr Lionel Lewis of Ditton Priors who is to be contracted to carry out JCB work around the parish which Highways can no longer carry out.

He had discussions with the Clerk about a councillor's concerns about the use of a casting vote, and about Mr Dobson of Burwood's concerns about the installation of the mast in Westhope and on issues surrounding the forthcoming elections.

He had attended a meeting of residents of Bouldon about the appalling Broadband coverage and had discussed the issue with Ben Walker of Connecting Shropshire, who indicated various schemes to reach areas without Broadband are currently being proposed.

He had held discussions about the Footpath No. 20 issue and had been involved in discussions about the progress on the proposed Lower Corfton poultry farm development. He has heard that there are now ground water environmental problems which need to be resolved before a decision can be reached by the planners. Balfours had indicated they may wish to submit a revised scheme for consideration by the parish council.

033/17/2 - Unitary Councillor's Report

Cllr. Motley reported on various meetings she has attended, which included a meeting of the LJC where a neighbourhood care development scheme was discussed, which aims to keep people out of hospital, to be treated in the community instead: she commented on the good work being done by the new facility at the Mayfair Centre in Church Stretton to further this aim. The Flood Management Team had also given an up-date on their work: Cllr. Motley had heard further funding may available to assist local flood action groups.

She spoke of a meeting with the NFU to discuss the effects of Brexit on the farming community: she had picked up no local as opposed to national concerns at this meeting and would welcome input from any local farmers who wish to raise issues with her. She also hopes for a broader view when she meets with the CLA next week.

She spoke about EU funding for projects such as regional development funds: funds are still available but no one knows what the future holds. There was little news from Shirehall as everyone was in elections mode.

033/17/3 - Flood Action Group Report

Cllr. O'Boyle reported briefly on bridge works which are being carried out. He asked Cllr. Motley to provide him with details of the FAG funding she had mentioned.

033/17/4 - Diddlebury Village Hall

Cllr. O'Boyle reported that work on the village hall is currently running two weeks behind schedule but the re-opening is still planned for 16th September. The DVHC will be holding its AGM on the 24th April 2017.

033/17/5 - Elections procedure and Annual Parish Meeting.

The Clerk reported that all existing members of DPC formally retire on the 8th May and are replaced by the new councillors elected on 4th May. The first meeting of the newly constituted parish council is on the 17th May 2017; three meetings occur on that night, first the Annual Parish Meeting followed by the Annual General Meeting at which a Chairman and Vice-Chairman will be appointed, then the ordinary business meeting. This means there will be no serving Chairman for the Annual Parish Meeting, so Cllr. Hedgley will present the Chairman's Report for the year 2016/2017.

After the appointment of a Chairman and Vice-Chairman, all members will be required to complete an Acceptance of Office form, and any new councillors will need to complete a Declaration of Pecuniary Interests form. She advised there is a new pecuniary interest which members have to declare at the start of any meeting, namely whether they are in arrears with their council tax: if they are, they are barred from voting on any subjects involving expenditure of council precept funds or annual returns etc

It is advised that all members also bring to the meeting their yellow Expenses Form which will be in their nominations pack, as it is essential these are returned to the Elections Office.

**034/17 - Highways & Environmental matters**

The Chairman confirmed his recent meeting with the EMO and the list of works which remained outstanding, but confirmed that three items of street furniture which had been damaged have been repaired by the EMO. He reported that the EMO is covering some distance travelling around the parish to carry out work, and it was felt right he should be allowed to claim a mileage allowance. It was agreed that he should be entitled to claim 45p per mile.

The Highways Department had sent a new and enlarged application form for this year's Environmental Grant Claim, which had to be submitted a month earlier than usual. He and the Clerk had drafted the form, seeking a grant of £3,000 for 2017/2018. As the scheme has been widened to include more councils it remains to be seen what grant DPC will be awarded.

Mr Lionel Lewis has started carrying out his JCB works around the parish, and has a few more days of work to carry out.

**035/17 - Correspondence and Communications**

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

1. 23.02.17 - telephone call from Cllr. M Thomas to Clerk querying a procedural matter at the meeting on 22.02.17 (use by Chairman of casting vote). Clerk responding to Cllr. Thomas by email and post enclosing extract from Arnold Barker's "Local Council Administration" confirming the Chairman may use a casting vote in situations where there is an equal number of votes for and against a resolution.

2. 25.02.17 email from Mr G Neden asking if the EMO could do anything about the handrail on the footbridge over the Diddle Brook at the bottom of Mill Lane as the stanchion is worn and very thin. Also for the whole fence to be cleaned and re-painted. Email passed by Clerk to Chairman for inclusion in list of jobs for the EMO.

3. Poster from Dial-a-Ride seeking new Trustees.

4. 13.03.17 - letter from Clerk to Mr Jeremy Taylor, solicitor to Mr A C Dobson of Burwood, enclosing documents requested about the planning application for the telecommunications mast in Westhope.

5. 28.02.17 - Notification from Shropshire Council Planning Dept. re application 16/04746/FUL - proposed erection of a new dwelling adjacent to Corfton Barn.

 Permission granted.

6. 20.03.17 - Notification from Shropshire Council re application 17/00561/TCA re various proposed tree works at Diddlebury Village Hall.

 Permission granted.

7. 27.02.17 - notification enclosing application forms and specifications re Highways & Environmental Grants Programme for 2017/2018 - closing date 24.03.17

 Application compiled by Clerk and Chairman and on Agenda at item 9.

8. 17.03.17 - notification of a Draft Strategy for Economic Growth. Consultation period closes on 28th April 2017. It can be viewed at http://new.shropshire.gov.uk/get-involved/economic-growth-strategy/.

The Chairman noted that documentation received from Shropshire Council concerning CIL payments had not been included in the list. The Clerk advised she had not included it as Diddlebury currently has no CIL entitlement. The Chairman had noted that the CIL "wish list" had disappeared and there was much emphasis on Neighbourhood Plans. Cllr. Motley advised that Neighbourhood Plans are simply not suitable for small parish councils. She did feel however that the Parish Plan would need to be updated. The Chairman advised Mr Davies of the PPSG felt such a revision was not appropriate at the present time.

**036/17 - Consideration of Financial matters**

036/17/1 - Consideration of applications for S.137 Donations

Applications for donations had been received from the Flood Action Group

and the Clover Club in Westhope.

The Chairman **proposed**, in view of the good works they do across the parish, that the Flood Action Group be awarded £200 and the Clover Club £50.

**Seconded by:**  Cllr. R Povall

**Vote:** Unanimous

036/17/2 - Finance Report for meeting on 22nd March 2017

Balance of **Precept Funds** brought forward from 22nd February 2017 **£6,663.97**

**Less: cheques to be authorised for payment from Precept**

 **Funds on 22.03.17**

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

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

3. Cllr. D Hedgley - Chairman's expenses for 2016/

 2017 inc. A4 paper and ink cartridges £ 78.40

4. Westhope Village Hall: hall hire from

 23.3.16 to 22.3.17 £170.00

5. Donation for Flood Action Group £200.00

6. Donation for Clover Club £ 50.00

7. Clerk’s expenses for March 2017 as itemised

* March 2017 contribution towards

telephone and Internet expenses £10.00

* Postage: 8 x election nomination packs

 to councillors + 1 book 2nd class stamps £16.76

* 1 pack x HP364 ink cartridges, black, red

blue and yellow £ 25.00

* 2 pkts file dividers, 50 x A4 envelopes,

roll of sellotape £ 4.26

* Travelling expenses claimed @ 30p per mile

 22.03.17 - travelling expenses to Westhope

 for PC Meeting - 44 miles

 Total mileage - 44 @ 30p £13.20

 Total expenses claimed £69.22 £ 69.22

Total deductions from Precept Funds for March 2017 £747.02 £ 747.02

**Balance of Precept Funds carried forward to May 2017 £5,916.95**

**2.** **Highways & Environment Grant funds b/fwd from Feb. 2017** **£ 4,065.53**

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

* Lionel K Lewis: Inv. 1125 for JCB work around

the parish in March 2017 £1,200.00

* K U Gardens (EMO) - Inv. 52 dated 19.03.17 £ 102.70

 £1,302.70 £1,302.70

Balance of Highways & Environmental Grant c/fwd **£2,762.83**

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

**1.** Balance of Precept Funds c/fwd to May 2017 **£5,916.95**

**2.** Highways & Environment Grant funds c/fwd to May 2017 **£2,762.83**

**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

Add: Donation awarded 22.03.17 £200.00

Balance carried forward £209.57 **£ 209.57**

* 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 May 2017 £10,996.27**

Authorisation of cheques drawn on Precept funds and Highways & Environmental Grant

**Proposed** by: Cllr. M Thomas

**Seconded** by: Cllr. R Povall

**Vote**: Carried by a majority vote (one member abstaining)

037/17/3 **-** Clerk's reconciliation of Cash Book with HSBC Bank Statement No. 293/4 to be verified by councillors.

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

036/17/4: Consideration and adoption of the Pay Roll Administrator's terms and conditions

The Pay Roll Administrator, Mrs D Malley, seeks an increase in her fee for operating DPC's pay roll from £59 per annum to £73, with additional extra items if claimed as per a schedule of charges. The revised fee includes the work she has to do in connection with the government's Workplace Pension Scheme which has recently come into force and which, like PAYE, carries financial penalties for non-compliance.

Cllr. R Povall **proposed** that the revised terms be agreed.

**Seconded** by Cllr. Watson

**Vote -** unanimous

**037/17 - Any Other Business (for dissemination of information only)**

037/17/1

Cllr. Worthington asked for confirmation that if the DPC website carries advertisements for Corvedale News advertisers, there will be a disclaimer confirming that DPC does not endorse the products or services advertised. The Chairman confirmed such a disclaimer will be put in place.

037/17/2

The Chairman enquired whether there was any obligation placed on farmers or contractors cutting hedges alongside highways to sweep up the cuttings: he posed the question as he had just suffered yet another puncture from such cuttings. Cllrs. R Povall and M Thomas were unaware of any such obligation. Cllr. O'Boyle felt it was a reasonable expectation that such debris should be cleared from the highway: cyclists too were affected. The Chairman will raise the issue with Chris Jackson for guidance.

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

Date and venue of Annual Parish Meeting, the Annual General Meeting and the ordinary business meeting:

 7.30pm on Wednesday 17th May 2017 at Westhope Village Hall.

**MINUTES SIGNED BY** David Hedgley

**DATED 17th May 2017**