**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 June 2016, 7.30pm at Westhope Village Hall**

**074/16: Present and apologies for absence**

 Cllr. T O'Boyle chaired the meeting. Also present were Cllr. M Thomas, Cllr. R Povall, Cllr. K Worthington, Cllr. A Watson, Cllr. S Povall, Cllr. M Fowler

**Apologies**

Apologies were accepted from Cllr. S Thomas, Cllr. D Hedgley and Unitary Cllr. C Motley

**In attendance**:

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

**075/16: Declarations of Interest relating to this meeting.**

Members are requested to declare any Disclosable 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 were made.

**076/16: Public involvement session:**

No matters were raised.

**077/16: Approval of the Minutes of the Annual Parish Meeting, the Annual General Meeting and the ordinary Parish Council Meeting on 18th May 2016.**

The Minutes of the Annual Parish Meeting, the Annual General Meeting and the ordinary business meeting all held on the 18th May 2016 had been circulated prior to the meeting.

Amendments were made to the Annual Parish Meeting Minutes - P.2 last sentence," parish" amended to the singular, and 055/16/2 "costs" changed to "cuts". Following the amendments

 Cllr. S Povall proposed the Minutes be approved, seconded by Cllr. Worthington and passed by a majority vote.

The Minutes of the Annual General Meeting were considered and Cllr. A Watson proposed they be approved as a correct record, seconded by Cllr. Worthington and passed by a majority vote.

The Minutes of the ordinary business meeting were considered: Cllr. S Povall proposed they be approved as a correct record, seconded by Cllr. Watson and passed by a majority vote.

The three sets of Minutes were duly signed by the Chairman of the meeting.

**078/16: Matters arising from the Minutes of the Parish Council Meetings of the 18th May 2016 not dealt with elsewhere on the Agenda**

071/16/2 - Footpath connecting The Moors and the Corvedale C of E School

Cllr. Watson had enquired whether the footpath linking The Moors to the school could have a hard surface as it is very muddy at times. The Clerk was instructed to make enquiries as to the number of the footpath and to ascertain who owned the land the footpath is on.

The Clerk had contacted Shona Butter, the Mapping & Enforcement Team Leader at Shropshire Outdoors Partnerships. Ms Butter responded with: a copy of the relevant footpath map, showing the footpath in question is No. 20: information that the land is owned by two people but she cannot reveal their names; the information that we need Shropshire Council's permission to alter the footpath in any way. She recommended we contact Mr David Hardwick who is the Footpaths Area Officer for Diddlebury as he could work with us and would approach the landowners on our behalf.

Another issue is that following the diversion of this footpath the school blocked off the entrance which had previously enabled children to pass from the footpath onto the school grounds, via the stile. Now the children have to continue on around the school's perimeter and into the village hall car park to gain access to the school. This involves them walking through the car park which is congested with cars and the school bus. This route will become even more dangerous for children once the refurbishment works start on the village hall, as they will have a building site to negotiate. Cllr. Watson reported she had discussed the re-opening of the gate with the Headmaster, Mr Jonathan Brough and got the impression that he might be persuaded to re-open the entrance. The stile is rotten, and it was agreed a kissing gate would be our preference. Cllr. Watson has collected the names of eight families who walk their children to school along this footpath: between them they have 21 children.

Cllr. Watson also asked if the new EMO, Mr Ulyatt, might mow the footpath in the summer months as the grass gets very long.

The Chairman felt it was dangerous for children to have to come to school via the bridge on the B4368 and along Mill Lane. It made more sense for them to come along the Footpath No. 20 and to be able to access the school premises without running the gauntlet of the car park and the building operations.

The members agreed unanimously that the Clerk should contact Mr Hardwick, and write to the Headmaster asking for the rear entrance to be re-instated on safety grounds. Cllr. Fowler said that John Farley and the Three Castles maintenance group might also be willing to help. The Clerk will contact Mr Farley.

**079/16 - Reports**

079/16/1 - Chairman's Report

The Chairman was unable to attend the meeting.

079/16/2 - Unitary Councillor's Report

Cllr. Motley was unable to attend the meeting.

079/16/3 - Diddlebury Village Hall Report

Cllr. O'Boyle reported that the tendering process was still proceeding: there have been unavoidable delays, but it is hoped work will start before long. In the meantime the Village Hall Committee are looking for some reasonably priced storage facilities for chairs, tables and other equipment. If anyone has storage, please contact any member of the Village Hall Committee.

079/16/4 - Flood Action Group

Cllr. O'Boyle reported that a routine maintenance session had been held recently in Mill Lane, and more are planned throughout the year.

079/16/6 - Local Joint Committee Report

Cllr. O'Boyle had attended the last LJC meeting, on the 9th June at Acton Scott. He reported that the meeting was addressed by Cllr. Clive Wright, CEO of Shropshire Council, who spoke at length about budget cuts and how Town and Parish Councils will have to fund local amenities such as libraries, leisure centres and swimming pools in future.

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**080/16 - Highways and Environmental matters**

The Chairman reported that Mr Keith Ulyatt of Beambridge, Munslow, has been appointed as Diddlebury's new Environmental Maintenance Officer (EMO). Some members know Mr Ulyatt and spoke highly of his work. He will also be working for Munslow and Culmington Parish Councils.

The Chairman suggested that members email Cllr. Hedgley if they are aware of jobs which Mr Ulyatt can perform.

**081/16 - Planning Applications**

No applications had been received but two planning issues were raised:

081/16/1

Several members had noted that further building works are in progress at Milford House. A "Border Oak" type building has reached roof height. No planning application has been received.

081/16/2

1, Seifton Bache, SY7 9LG. The Parish Council had filed a complaint about a large mobile home having been sited at 1 Seifton Bache without planning, permission in an AONB in November 2014. The Parish Council was told it was being used as a shed and was only there temporarily. However, several members and the Clerk have noted that the caravan is clearly being used as living accommodation.

The Clerk was instructed to raise these two matters with the planning department.

**082/16 - Correspondence and Communications**

Members considered the following items of correspondence

1. Legal advice from SALC in relation to how those parish councils which may wish to part-fund services previously carried out by the unitary council may do so legally, since many services (e.g. funding a library service) do not fall within the parish's boundaries or powers.

2. Email from SALC outlining matters raised at the meeting on 14th June 2016 - Options for Town and Parish Councils taking on local services from Shropshire Council - held by Councillors M Pate and C Wright. Contains details of further meetings on the topic - 30th June 7.30pm - Memorial Hall, Craven Arms. - plus

 Notes of agreed actions from Cllr. Clive Wright - Chief Executive, Shropshire Council - plus

 Notes of meeting prepared by Cllr. Bob Welch, Church Stretton Town Council - plus

 Notes of the meeting prepared by Cllr. Elaine Gardner of Munslow Parish Council

3. 14.6.16 Email from Shropshire Council re revised communication process for Highways works across Shropshire

4. 22.5.16 - Email Clerk to Diana Marten, solicitor MFG solicitors reporting on decision taken by DPC 18th May 2016 concerning responsibility for maintenance of various parts of the Diddlebury Village Hall Car Park.

5. Email 18.5.16 from Empty Homes Officer re empty houses in Bouldon

6. Notifications re planning applications:

* 14/05307/OUT - proposed dwelling east of the Sun Inn, Corfton. Outline permission granted 10.06.16 - matters of appearance, landscaping and layout reserved.
* 15/05099/REM relating to 15/00346/OUT - proposed affordable dwelling on land SW of Pinstones Farm, Corfton: Reserved matters approved 15.06.16
* 16/01054/FUL - application under S. 73A of the TCP Act 1990 to convert wood shed into building for dog grooming business at Karray Cottage, Lower Corfton. Permission granted 17.05.16
* 16/01558/FUL and 16/01559/LBC - application for alterations to Corfton Manor, Corfton and listed building consent. Permission granted 18.05.16

7. Letter - 8.6.16 - Chairman to Mr. J Farley thanking him for performing the internal audit of DPC's accounts for many years.

8. Letter - 7.6.16 - Clerk to Mr T Hall, Westhope re all meetings to May 2017 to be held at Westhope Village Hall whilst Diddlebury Village Hall is renovated.

9. 19.5.16 - Connecting Shropshire - Broadband update

10. Correspondence between Clerk and Mr Wrigley of Delbury Hall re damaged hedge.

It was also noted that SALC's South Shropshire Area Committee meeting is being held on Thursday 30th June, 7.30 in the Methodist Hall, Corvedale Road, Craven Arms.

 A letter had been received from the Clover Club, thanking the parish council for its recent donation.

The Clerk was instructed to write to Mr P Wrigley to advise him that the Parish Council gladly accepts his offer to re-plant the hedge, once the correct season arrives.

**083/16 - Finance**

083/16/1 - Finance Report

Balance of **Precept Funds** brought forward from May 2016 £8,832.33

**Less: cheques to be authorised for payment on 22.06.16**

1. Clerk’s net salary for June 2016 £143.40

2. HMRC – PAYE on Clerk’s salary for May 2016 £ 36.00

3. Clerk’s expenses for June 2016 (itemized below) £ 36.34

Total deductions from Precept Funds for June 2016 £215.74 £ 215.74

**Balance of Precept Funds carried forward to July 2016 £8,616.59**

Cllr.R Povall **proposed** that the Finance Report for June 2016 be approved and the cheques requested be duly authorised:

**Seconded by** Cllr.A Watson

**And agreed unanimously** by the members.

**Clerk's expenses for June 2016**

1. June 2016 contribution towards

 telephone and Internet expenses £ 5.00

2. Postage stamps: 6 x 2nd class & 6 x lst class £ 7.14

3 1 x HP364 XP black ink cartridge & 1 ream white copy paper £ 9.50

4. Travelling expenses claimed at 30p per mile

15.6.16 - to Diddlebury /Westhope/Corfton

Bouldon/Peaton to put agendas on notice boards-

5 miles

22.06.16 to Westhope for PC Meeting - 44 miles

Total mileage - 49 miles @ 30p £14.70

 Total expenses claimed £36.34

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

**1.** Balance of Precept Funds c/fwd to July 2016 **£8,616.59**

**2.** Highways & Environment Grant **£4,527.07**

**3.** Balance of Transparency Code Funding Grant **£ 840.20**

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

* **Corvedale Youth Club** **£ 650.39**
* **Diddlebury Stream Management Group**  **£128.75**

Less: Payment to G Neden 22.6.16 £ 51.19

Balance c/fwd £ 77.56 **£ 77.56**

* **Balance of Donations for** **War Memorial**  **£ 105.13**

 **Total of DPC funds c/fwd to July 2016 £14,816.94**

083/16/2 -Reconciliation of Cash Book/HSBC bank statement no. 283 dated 14th May 2016 :

The reconciliation prepared by the Clerk was verified by Cllr. R Povall

**084/16 - Consideration of the Internal Auditor’s Report on the Accounts for 2015/2016,**

**Consideration and approval of the Annual Governance Statement and the Accounting Statement in the Annual Return for the year ended 31.03.16**

Copies of the Annual Return for the year ended 31.03.2016 were circulated to the members. The Internal Auditor, Mr John Farley, had audited the accounts and signed the Internal Auditor's Report in the Annual Return.

 Cllr. R Povall **proposed** that the Governance Statement and the Accounting Statement in the Annual Return be approved; **seconded by** Cllr. M. Thomas and **unanimously carried** by the members.

The Clerk and the Chairman duly signed the Annual Return documentation as authorised, in readiness for forwarding to Mazars, the External Auditors.

**085/16 - Consideration of the issues raised in the PPSG's Report of 16th May 2016**

It was agreed that this matter be deferred to the next meeting attended by Cllr. Selina Thomas

**086/16 - Review of the 2016/2017 Insurance Cover**

The Clerk had circulated the details of the parish council's insurance cover, which was renewed in June 2016. Councillors agreed that the level of cover was adequate and acceptable.

**087/16 - Any Other Business (for dissemination of information only)**

No matters were raised.

There being no further business, the meeting closed at 8.15pm

Date and venue of next meeting:

7.30pm on Wednesday 27th July 2016 at Westhope Village Hall.

**MINUTES SIGNED BY**

**DATED**