**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 24th October 2018 at 7.30pm at Diddlebury Village Hall**

**114/18: Present and apologies for absence**

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

**Apologies**

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

**In attendance**:

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

**115/18: 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.

**116/18: Public involvement session:**

No matters were raised.

**117/18: Approval the Minutes of the Meeting held on 26th September 2018**

The Minutes of the meeting held on 26th September 2018 were considered by the councillors. An amendment was made to 106/18/3: the Buzzard have implemented an annual membership fee of £5. Following this amendment Cllr. Watson **proposed** that the Minutes be approved as a correct record of the meeting.

Proposal **seconded** by Cllr. M Thomas

**Vote:** with one abstention the Minutes were agreed and duly signed by the Chairman.

**118/18: Matters arising from the Minutes of 26th September 2018 not dealt with elsewhere on the Agenda**

No matters were raised.

**119/18: Reports**

119/18/1 – Chairman’s Report**.**

The Chairman reported on a busy month. He had investigated the building works the subject of an enforcement issue.

He had spent a lot of time dealing with DPC’s CIL application having discussed it at length with Nichola Fisher of SC. Parish Councils are prohibited from using CIL funds for any road safety issues, so cannot claim CIL funds for the mirror for Bache Mill/B4368, nor for any form of speed indicator signs. DPC will have to purchase its own speed sign indicator using the £2440 fund. Ms Fisher had been more helpful about resurfacing DVH car park so the Chairman drafted a CIL claim limited to that issue and it is currently with Cllr. Motley who is checking it. That said, there are still elements in SC’s cabinet who want all the CIL due to parish councils to be used instead for SC infrastructure projects, such as additional classrooms: thus urban areas will profit at the rural communities cost. The Chairman explained how CIL had come about and the promises made to rural parishes to encourage them to agree to housing development. DPC has written a strong letter of protest to the Cabinet and Leader of SC: it remains to be seen which faction in SC predominates in the Community Infrastructure Levy debate: Cllr. Motley is battling on behalf of parishes to secure their promised CIL payments.

The Chairman had spent time on the issue of Westhope Village Hall, which he will expand on at Agenda item 9.

He has been in discussions with the EMO about necessary works around the parish.

He has been involved in the planning application for 17 houses at The Moors/Moors View.

He attended a meeting with Cllr. Woodhouse when funding for the village hall car parking and landscaping were discussed with a representative from the Lottery fund.

119/18/2 – Flood Action Group

Cllr. O’Boyle reported that stream clearing operations have recently taken place in the centre of Diddlebury, carried out by a sturdy band of volunteers. The recent episodes of heavy rain have caused no flooding in the parish, so it appears the leaky dams are working.

119/18/3 – Diddlebury Village Hall Committee representative’s report

Cllr. Woodhouse reported that the DVHC have agreed that the notice board will be placed on the end wall of the hall, but conditions will be attached to it use (it is to be kept tidy etc) and an exchange of letters is taking place on this issue.

A further Lottery Fund application has been applied for, as a previous grant application had been turned down. By focussing on issues such as disabled access it looks hopeful that this application might be successful, especially as other local bodies will contribute to the cost.

96 people attended the Harvest Supper – the hall was packed to capacity: thanks to everyone who helped make it such a successful event.

Car parking: once the car park is resurfaced the committee will implement outlines and parking spaces pertaining to the village hall. It will be up to other owners to sort out their plans. It has been noted that users of the car park are more disciplined of late and are adhering to the parking plan. Cllr. Worthington pointed out that visitors will not be aware of the parking plan which is why notices would be useful.

The Chairman advised Andy Keyland of Highways has been asked if before the onset of winter any tarmac could be placed in the worst potholes in the car park: he has also been asked to clarify who will be clearing ditches around the parish this winter.

Cllr. Worthington has resigned from DVHC so is no longer DVHC’s representative on DPC: it was agreed Cllr. Woodhouse will give future reports.

**120/18 – Planning Applications**

120/18/1 – **18/04728/TPO.** Application for the reduction of crown areas in two black poplars in a conservation area, namely Corfton Manor, SY7 9LD.

Cllr. S Povall in his capacity as Tree Warden had visited the site and met the owner. He agreed that work is justified: there were three poplars: one poplar has already fallen and another is leaning over. He supported the work recommended in the report prepared by an arboricultural officer at SC’s Natural Environment department.

The Chairman **proposed** that DPC contact the Tree Team to advise we do not see any problems with this application and support the works suggested.

Proposal **seconded** by Cllr. Worthington

**Vote**: Unanimous

120/18/2:  **18/04273/FUL.** Application for the conversion of part of a building into two dwellings and part into an extension to the existing house at The Coach House, Corfton Hall, Corfton, SY7 9DD.

The Chairman explained the application was to convert an existing agricultural building into two separate dwellings, which would then be available to rent, and to use part to enlarge the existing Coach House, all using the existing footprint. The exterior fabric of the building would be retained. The planners had disliked some of the rooflights and these have been changed via superseded plans. It was noted no objections from residents had been placed on the Planning Portal. The councillors felt this was a good and sympathetic use of an existing

building and would provide much needed rental homes.

Cllr. R. Povall **proposed** that DPC support this application and raise no objections to it.

Cllr. M Woodhouse **seconded** the proposal.

**Vote: Seven in favour, 1 abstention, proposal adopted.**

**121/18 – Westhope Village Hall**

The Chairman reminded the members that at the September meeting it had been agreed DPC should help sort out the management of Westhope Village Hall following Tom’s death and an appeal for help from Mary Hall. It later transpired that DPC was named as Custodian Trustee of Westhope Village Hall in its trust deed. Our thanks to Mrs Sally Woodhouse who helped interpret the trust deed. With assistance from Cllr. Watson, Cllr. Worthington and the Chairman, the Clerk had organised an AGM on the 16th October 2018 with a view to appointing a new management committee to run the hall, as the existing Treasurer and Secretary had both resigned leaving the hall with no management committee and no functioning bank mandate. The Clerk had collected the hall’s records, chequebooks and cash funds from the retiring Treasurer, Mrs E Hall and liaised with her daughter, Mrs Ruth Whiting, who acts as auditor for the hall. The Clerk paid outstanding bills using cash.

The Chairman of DPC chaired the meeting on the 16th October. It was gratifying that a number of residents from Westhope and the surrounding area had attended and a new management committee was appointed namely: Cllr. Amie Watson as Chairman, Mr Stuart Manley as Vice-Chairman, Cllr. K Worthington as Treasurer, Mrs Betty Manley as Secretary, plus Mr Andrew Hall, Mr David Lewis and Mrs Moira Morris as committee members. Mrs Whiting agreed to continue as Auditor: she also completes the annual return for the Charity Commissioners and will advise them of the details of the new management committee.

Cllr. Worthington agreed to act as Westhope Village Hall’s representative at DPC meetings.

Cllr. Watson advised that a meeting of the new committee will shortly be held and a new bank mandate is being set up.

The Chairman thanked the Clerk, Cllrs. Watson and Worthington for their efforts in this matter.

**122/18 – Minor Highways and Environmental matters**

The Chairman advised that the future of the EMO Grant, normally paid in May, is still being debated by SC’s Cabinet. It is not clear therefore whether DPC can hire a JCB and operator this winter to clear drains and ditches around the parish.

Mr Trim will be asked to carry out further strimming work around the parish.

Cllr. M Thomas expressed his concern at the continuing appalling state of local roads, particularly around Peaton: he has suffered damaged tyres as a result of potholes, along with many other residents.

Cllr. O’Boyle reported that Highways had finally cleared broken glass from the layby by the bridge.

Cllr. Watson advised that every time it rains the bridge across the B4368 is flooded as all three drains which empty into the stream under it are blocked. She has emailed photographs to Highways but had no response. It was agreed the Clerk will pursue the matter.

**123/18 – Consideration of the Parish Plan Steering Group’s updated action list.**

Mr Ian Davies advised that following the AGM on 18th June he contacted DPC outlining what PPSG suggested still need to be carried out, namely:

1. Flashing speed awareness sign on B4368: Mr Davies advised he could organise a group to manage a portable speed awareness sign if it is confirmed DPC would fund the purchase of one. It was agreed that DPC will fund its purchase.
2. The survey list of identified safety and danger issues which DPC should review: It was agreed the main danger – flooding – appears to be under control thanks to the FAG.
3. Mobile signal strength: Anecdotal evidence suggested that this had improved. An update on the status of the Moors mast was awaited.
4. Local Plan Review: his communications with SC have resulted in little action or information but he will persist.
5. Design statement: Mr Davies is trying to set up a sub-committee to look into the viability of producing a design statement.
6. Directory service: this is now up and running on the website.
7. Village Hall car park: Mr Davies has heard what has been said on that matter tonight and will update the action plan report.

The Chairman thanked Mr Davies and the PPSG for all the work they put into up-dating the Parish Plan.

**124/18 – Communications and Correspondence to be considered**

1. Petition received by Chairman of Diddlebury Parish Council from Corfton residents entitled “Housing Development in Corfton”.
2. Request from Geoff Neden, Flood Action Group, to use DPC’s bank account to receive and hold as third party funds a donation they anticipate from Ludlow Rotary Club.
3. Telephone call to Clerk from Mr Burgoyne re DPC’s response on the planning portal to his application 18/03863/OUT. Response on Planning Portal duly corrected. Query raised by Corfton resident querying the correction also responded to.
4. Notification from Planning Dept. re 18/02934/FUL, proposed dwelling to the south of B4368, Corfton for the erection of a dwelling and detached garage, alteration to existing vehicular access, installation of septic stank or sewage treatment plant and temporary siting of caravan for residential occupation during construction.

Permission granted – 12.10.18

1. Email Clerk to BT asking for glass to be re-instated in telephone kiosk at top of Mill Lane.
2. Ongoing correspondence between Clerk and Planning Officers seeking attendance of a Planning Officer at the DPC meeting on 1st November 2018 to consider planning application 18/04563/OUT.

**Item 1** – The Chairman had received a Petition from Corfton residents: copies of it had been sent to Unitary Cllrs. Motley and David Evans and Mr I Kilby of the Planning Department.

The Chairman read the Petition’s contents out to the meeting. In essence, it says the residents of Corfton have had enough: they had supported development of 1 – 5 new houses in the Parish Plan up to 2026: this was incorporated in the Craven Arms Place Plan – but then unilaterally increased to 10 by Shropshire Council in the final SAMDEV. This has been challenged by the PPSG to no effect. To date thirteen houses have been given planning permission and more applications keep arriving. The residents of Corfton ask DPC to refuse to sanction any further development in Corfton before 2026.

Mr Andrew Kirk of Corfton advised 75% of residents in Corfton have signed the petition and had he had more time to get around the parish, he believes 100% could be achieved.

The Chairman advised he has discussed the Petition with Unitary Cllr. Motley. She has used Corfton as an example when arguing in Cabinet that the planners are getting it wrong: agreed clusters are being over-loaded. She reports that whilst once an area had agreed to be a cluster that status could not be changed, now it is possible to ask to be removed. It was agreed this must be looked into.

Cllr. O’Boyle felt DPC should write to SC supporting the petition. Cllr. R Povall pointed out that would be inconsistent as DPC had just agreed to two further developments. The Chairman stated DPC is sympathetic to Lower Corfton residents – they have had more than enough infill. After lengthy discussion it was agreed that a carefully worded letter from DPC will be sent to SC concerning the Petition.

**125/18 – Finance Report for October 2018**

1. Precept balance carried forward from September 2018 **£3,907.99**

**Less:** Cheques authorised to be drawn on precept funds on 24.10.18

1. Clerk’s net salary for October 2018 £162.82
2. HMRC – PAYE etc on Clerk’s October salary £ 40.60
3. Administrative expenses paid by Clerk in October

2018 on behalf of DPC and reclaimed

* Contribution towards October telephone

and Broadband cost: £15.00

* 12 x 2nd class stamps - 21.10.18 £ 6.96
* 1 ream A4 copy paper, 1 pkt file dividers and
1. x A5 envelopes £ 4.69
* 1/3rd share cost of Avast antivirus protection –

Cost of £39.99 shared with Clerk & Eaton & Hope

Bowdler Parish Council £13.33

* 2 Epson XP442 type ink cartridges from

BadgerInks. £ 9.49

* Travelling expenses claimed on behalf of

Diddlebury Parish Council at 45p per mile

* To Diddlebury Village Hall for DPC meeting

 on 24.10.18 - 45 miles @ 45p per mile £ 20.25

* Travelling Expenses claimed by the Clerk for

work done by DPC in the temporary

administration of Westhope Village Hall

11.10.18 - Mileage to Westhope to put up notices

of AGM and then on to Craven Arms to collect

cheque books, cash & accounts etc. from Mrs E Hall

retiring Treasurer of West Hope Village Hall

– 52 miles

16.10.18 – to Westhope Village Hall for AGM

- 45 miles: Total mileage – 97 miles £43.65

Total of Admin expenses paid by Clerk £113.37 £113.37

 £316.79 £ 316.79

 **Balance of Precept funds c/fwd £3,591.20**

1. **Ring fenced, Reserves and third party funds held by Diddlebury Parish Council**
* Community Infrastructure Levy – funds rec’d 25.04.18 **£2,440.29**
* Environmental Grant funds b/fwd from Sept. 2018 **£2,617.71**

Less: Time sheets, mileage and fuel receipt from

EMO for October 2018 totalling 115.10

 £2,502.61 **£2,502.61**

* Transparency Code funds b/fwd from September 2018 **£ 712.49**
* War Memorial Funds balance b/fwd from July 2018 **£ 65.13**
* “Silent Soldier” campaign donations (3 donations rec’d during August) **£ 105.00**
* Funds held for Diddlebury Flood Action Group

 b/fwd from July 2018 **£ 56.57**

* Ear-marked Reserves for car park resurfacing **£5,412.29**
1. **Balances held by DPC following authorisation of cheques on 24.10.18**

**Precept Funds £3,591.20**

**Community Infrastructure Levy funds £2,440.29**

 **Environmental Grant Funds £2,502.61**

 **Transparency Code Funds £ 712.49**

 **War Memorial Funds £ 65.13**

 **“Silent Soldier” donations £ 105.00**

 **Funds held for Flood Action Group £ 56.57**

 **Earmarked Reserves Funds £5,412.29**

 **Total Funds c/fwd £14,885.58**

Cllr. Watson **proposed** that the above listed cheques be authorised for payment

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

**Vote:** The members voted unanimously in favour of the proposal.

**4. Bank statement and Cash Book reconciliation ` `**

The Clerk’s reconciliation between HSBC statement numbered 314 and DPC’s Cash Book was checked and verified by Cllr. O’Boyle.

**126/18 – Any Other Business (for dissemination of information only)**

Cllr. Watson advised that in broad daylight a thief driving an Isuzu truck had stolen property from her home. The theft was caught on CCTV. Despite this evidence, the Police had declined to take any action, despite the fact they believe the theft is linked to a series of other crimes, citing lack of manpower for their inaction.

Other councillors cited example of other thefts which were not investigated by the Police.

Cllr. Woodhouse proposed that a representative from the Crime Prevention Team attends a meeting to advise how rural people are to protect their property in view of inability of the Police to protect them. The Clerk was instructed to investigate this possibility.

**127/18 - Exclusion of the Public**

Cllr. Watson **proposed** that the public should be excluded from the remainder of the meeting on the grounds that the consideration of the following items may involve the likely disclosure of confidential or sensitive information pursuant to (Section 1(2) Public Bodies (Admission of Meeting) Act 1960:

Item 1 – an Enforcement Notice relating to a property within Diddlebury parish

Item 2 – Consideration of the adoption of legal policies to protect DPC from possible future legal situation.

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

**Vote: proposal carried unanimously.**

The public were asked to leave the meeting and discussion on the two items then took place.

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

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

 **EGM on Thursday 1st November 2018 - 7.30pm at Diddlebury Village Hall.**

The next ordinary meeting will be on Wednesday 28th November 2018, 7.30pm in Diddlebury Village Hall

**MINUTES SIGNED BY Robert Povall**

**DATED: 28th November 2018**