**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 25th January 2017, 7.30pm at Westhope Village Hall**

**001/17: Present and apologies for absence**

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

**Apologies**

Apologies were received from Unitary Cllr. C Motley

**In attendance**:

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

**002/17: 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.

Councillor S Povall made a pecuniary declaration of interest and Cllr. R Povall a personal declaration of interest in planning application 16/05543/FUL and took no part in the consideration of this application.

**003/17: 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.

**004/17: Approval the Minutes of the Parish Council Meeting on 23rd November 2016**

The Minutes of the Parish Council Meeting held on 23rd November 2016 had been circulated prior to the meeting. Cllr. R Povall **proposed** that the Minutes be approved as a correct record, Cllr. O'Boyle **seconded** the proposal: the members **voted unanimously to approve** the Minutes and they were duly signed by the Chairman.

**005/17: Matters arising from the Minutes of the Parish Council Meeting of 23rd November 2016 not dealt with elsewhere on the Agenda**

127/16. The Chairman has discussed with Mr Farley the laying of bark chippings around the stiles on Footpath No. 20. Mr Farley seeks volunteers to help with the project. Cllr. O'Boyle enquired whether the school was prepared yet to open the gate from footpath 20 into the school yard. The Chairman reported that a health and safety officer from Diocese had refused to re-open gate, this being the fourth refusal. Cllr. O'Boyle asked to be provided with the Diocesan official's name and address and the Chairman agreed to pass them on.

136/16/3. Planning app. 16/04749/FUL: The Chairman confirmed that all the issues raised by the Parish Council and Cllr. Motley re Corfton Manor concerning the tennis court, gates, fencing etc. are being considered by the planners. He thanked Mr. Andrew Kirk for all his help in the matter.

**006/17 - Planning matters and applications**

**6.1 - Chairman's actions in relation to :**

**16/05412/FUL** application by Mr Simms , Orchard House, Diddlebury SY7 9DH for the erection of a first floor side extension and replacement porch, and

**16/05029/FUL** - application by Mr C Morter, Brookfield House, Diddlebury under S.73A Town & Country Planning Act 1990 (a retrospective application) for the erection of a wooden gazebo and replacement polycarbonate roof, guttering and featherboard walls.

The Chairman reported that the above two applications had been dealt with pursuant to Standing Order 30 (g) to (k), by a delegated group of members comprising himself and Cllrs. R Povall and T O'Boyle, following a site visit to each property by them. The group found nothing objectionable about either application and consequently supported them unanimously.

**6.2 - 16/05779/CPL.** Application by Mr P Moran of Pedlar's Rest, Elsich Court, Seifton SY8 2DL for a Certificate of Lawful Development for the proposed replacement of wooden windows with oak effect UPVC windows.

The Applicant had provided photographs of the existing windows, but no information about the proposed replacement windows. The Chairman **proposed** that the Parish Council support the application in principle provided the new windows were sympathetic and aesthetically acceptable: **seconded by** Cllr. M Thomas, **carried** by a majority vote with 2 abstentions.

**6.3 - 16/05737/LBC**. Listed building consent application by Mrs H Horne, Corfton Manor, (Grade II listed), Corfton for alterations to windows, insertion of two roof lights and to increase width of opening between kitchen and dining room.

The application was considered by the members. Cllr. Fowler **proposed** that the Parish support the application and raise no objections to it: **seconded by** Cllr. S Povall and **carried** by a majority vote with 1 abstention.

**6.4 - 16/05543/FUL** Application by Corfton Farms Limited, Corfton Farm, for the erection of an agricultural building.

Cllr. S Povall, having made a declaration of pecuniary interest, took no part in the matter other than to answer members' queries; he explained that due to the acreage being farmed, an additional shed for the storage of straw and surplus grain in the summer and agricultural machinery in the winter was needed. It will be the same colour - slate grey- as the rest of the new buildings, and a down-shaded flood lights would only be used when activity was actually taking place involving the building. It is hoped the tree planting and bund building works currently being carried out will screen the new shed.

Members considered the application and Cllr. Worthington **proposed** that Parish Council support the application and raise no objections to it, other than a request that any lighting be shaded, directed downwards and be kept to a minimum. **Proposal seconded** by Cllr. Watson and **carried by a majority vote** with 2 abstentions.

**6.4 - consideration of a pre-planning application to be lodged by Everyone Everywhere Emergency Services for the erection of a 30 metre telecommunications mast and allied network base station service buildings at Middle Westhope Farm, Westhope.**

A Pre-Planning application had been submitted to the Parish Council with a request for their views by 7-Comm Surveying Limited. Unfortunately the applicants had declined to send a representative to the meeting to answer queries, although a number of the members of the public present had had discussions with a Mr Coleman. Mr Coleman had indicated the plant would be powered by mains electricity although the plans submitted suggested generators would be used: this could lead to the issue of noise pollution in a peaceful area. 7-Comm Surveying indicated there was no choice in the design of the mast - a lattice design with a basket structure at the top, and no information was forthcoming as to whether the mast could be disguised in any way. No plans had been submitted indicating what visual impact the mast would have on Wenlock Edge and the AONB area generally.

Whilst members of the parish council were concerned about the effect of the mast on the AONB, most members of the public representing Westhope were supportive of the mast as it would enable them to get mobile telephone signals which they cannot at present obtain.

The matter was debated at length. Cllr. S Thomas **proposed:**

That Diddlebury Parish Council does not feel able to support the application as presented to them without clarification of the following matters:

1 - Confirmation that the general mobile phone coverage in the Middlehope/Westhope areas

 will indeed be improved;

2 - Whether alternative designs for the mast are available and what colours are available;

3 - Whether the plant will be powered by generators or mains electricity;

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

**Carried by a majority vote** with two abstentions.

**007/17 - Reports**

007/17/1 - Chairman's Report

The Chairman reported on his parish council activities for the past month. He had followed up drainage issues raised by Cllr. S Thomas, instructing the EMO Mr Ulyatt on the necessary work. He had conducted correspondence/telephone calls with Cllr. Motley, Mr Andrew Kirk and Mr Trystan Williams on various Lower Corfton planning issues. He had also had discussions with Cllr. Motley about the proposed changes to SAMDev. which will require a lot of work and consideration by the Parish Council and the PPSG.

 He had raised highways issues, including the problems at Wheeler's Oak, with Chris Jackson of Highways. He had liaised with the Clerk on the Agenda items, on possible grants to local churchyards and on two planning applications which needed to be considered under the regime of Standing Order No, 30. He had arranged for Cllr. O'Boyle and Cllr. R Povall to accompany him on site visits to both planning applicants and had reported on their decisions to the Clerk. He had considered the new Planning Services memorandum and had considered

the consultation on Shropshire Bus Strategy. He gave a round up on news from Rural Services Network: UK Broadband is worse than in Albania; private landowners are being encouraged to build affordable homes; the proposed rise in business rates will have a huge impact on small rural businesses such as kennels, catteries and livery stables.

007/17/2 - Flood Action Group Report

Cllr. O'Boyle reported the FAG had met the previous evening to prepare for the 08.02.17 multi-agency meeting when it had been suggested Diddlebury join Culmington and Ludlow's groups as there is a water link between the groups and a joint approach may help with flash flood issues. The support given by Shropshire Council has been very good - they have adhered to their maintenance work rota. Concern has been raised about flood issues and the proposed Lower Corfton development and the effect it will have on the stream there. "Slow The Flow" was discussed and it was felt the recent heavy rains had not caused as much flooding as usual - maybe the regular maintenance works are helping. Cllr. Worthington mentioned there are 16 or so leaky dams in Westhope and Culmington which are helpful and asked whether Diddlebury will be getting any: it is hoped works will soon be carried out on them.

007/17/3 - 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 in September. Cllr. S Thomas asked it be noted that the builders were most considerate in their dealings with local residents and school traffic.

**008/17 - Highways & Environmental matters**

008/17/1: The Chairman reported on his recent meeting with the EMO Mr. Ulyatt.

He has done 20 hours of work around the parish, mostly unblocking drains. Chris Jackson has dropped off rods and other items for his use. The feasibility of hiring a JCB and driver to tour the parish clearing lay-bys etc is being considered. It was agreed a notice should be placed in the Corvedale News advising parishioners of the EMO's availability to carry out work and inviting parishioners to contact the parish council with details of any works which needed doing.

008/17/2: Cllr. M Fowler advised that the blocked ditch in Bache Mill has still not been cleared. The Chairman will raise it again when he meets the EMO next week.

008/17/3: Cllr. Worthington advised that a new permanent looking sign has appeared on the verge opposite Pinstones Lane and asked whether it needed Highways' permission. Cllr. S Povall advised it was to direct articulated lorries to a farm: if it wasn't there the result would be articulated lorries having to back up onto the road.

008/17/4: Cllr. S Thomas asked Cllr. S Povall what was preventing his old Corfton Farm driveway embankment from turning into a mud slide ending up on the main road. Cllr. Povall advised the embankment was laid on a stone base and had drains underneath it. In due course he will block off the old driveway by creating a barrier with trees on it.

**009/17 - Correspondence and Communications**

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

1. 06.12.16 to 19.01.17 - bundle of emails with relevant attachments sent via SALC concerning briefing on the **proposed review of SAMDev and Local Plans**.

 24.01.17 - email reminder from Clerk that there will be a South Shropshire meeting on the proposed changes to SAMDev and Local Plans at The Methodist Church, Craven Arms at **7.30pm on Thursday 2nd February 2017.**

2. 12.12.16 - email re Town & Parish Council Forum meeting on Thursday16th February 2017 at 9.30am in the Council Chamber at the Shirehall. Attachments included re Local Plan Briefing documents. **PLEASE NOTE - this meeting has been re-scheduled and will now take place in the Oswestry/Shrewsbury Room at the Shirehall at 10am on Monday 27th February 2017.**

3. 23.11.16 - Planning decision re 16/04173/REM - Mr R Burgoyne, application for approval of reserved matters on dwelling east of the Sun Inn.

 Planning permission granted 23.11.16.

4. 29.11.16 - email from Planning Services with a briefing note entitled "Managing Planning Enforcement Enquiries." Essentially parish councils are being asked to complete a form if they have an enforcement issue, and to email it to http://new.shropshire.gov.uk/planning/report-a-planning-problem

5. 15.12.16 - Planning decision re 16/04956/FUL - Mr F Povall, application for demolition of 3 & 4 Bouldon Farm Cottages and replacement with a single dwelling and new detached garage/office.

 Planning permission granted 15.12.16

6. 22.12.16 - email from SALC inviting the parish council to have its say about Shropshire Council's new Bus Strategy, which can be viewed at

 http://new.shropshire.gov.uk/get-involved/shropshire-bus-strategy-2017-2021.

7. 09.01.17 - email concerning funding available for voluntary and community sector research. Deadline for applications is Monday 13th February 2017. Details can be viewed at http://www.healthwatchshropshire.co.uk/research-grant

8. 09.01.17 - email notification from Lisa Bedford of next joint LJC meeting - **Wednesday 1st March 2017, 7pm at Acton Scott Village Hall**

9. 10.01.17 - email from Lisa Bedford re Shropshire Council Amenity Land.

 (NB - DPC holds no amenity land)

10. 12.01.17 - Planning decision re 16/03699/FUL - application by Mr P Wrigley for a single detached dwelling with separate triple garage/store and room above, amended access and installation of a septic tank, on land by Shepherd's Barn, Lower Corfton.

 Planning permission granted 12.01.17

 22.01.17 - email raising various queries with the grant of permission from Mr A Kirk.

11. 10.12.16 - Planning decision re 16/04749/FUL - application by Mrs H Horne re formation of a tennis court (revised scheme) at Corfton Manor, Corfton.

 Planning permission granted 19.12.16

12. 19.01.17 - email via SALC advising of the terms of a £60m fund announced in the budget to support community led housing projects.

13. 23.01.17 - email via Lisa Bedford from Shropshire Hills AONB Conservation Fund re their 2017-2018 Conservation Fund. Visit http://www.shropshirehillsaonb.co.uk

 for details.

14. 24.01.17 - Planning Decision re 16/04550/OUT - application by Mr N Pearce outline application including access for the erection of one dwelling in car park adjacent to The Sun Inn, Corfton.

 Planning permission granted 20.01.17

15. 17.01.17 - Planning decision re 16/05029/FUL - application Mr C Morter of Brookfield House, Mill Lane, Diddlebury under S.73A of the Town & Country Planning Act 1990 for the erection of a wooden gazebo and proposed replacement polycarbonate roof, guttering and featherboard walls.

 Planning permission granted 17.01.17

16. 18.01.17 - Planning Decision re 16/05412/FUL - application by Mr & Mrs Simms, Orchard House, Mill Lane, Diddlebury for the erection of a first floor side extension and replacement porch.

 Planning permission granted 18.01.17

Item 1: The Chairman advised he had studied the document containing the proposed changes to SAMDev in depth, discussed it with Cllr. Motley and emailed it to Ian Davies of the PPSG. It will be a February Agenda item. New issues have arisen concerning community clusters and isolated homes will only be allowed in future for agricultural workers. Sustainability is going to be a major issue. The Chairman will attend a meeting to discuss this policy document on the 2nd of February and will try to persuade PPSG members to attend too. The document is available on line and he asked all members to read it up in readiness for the February meeting. - it can be accessed on http://new.shropshire.gov.uk/get-involved/local-plan-partial-review-issues-and-strategic-options-consultation. The Clerk to print off one copy (47 pages).

Item 5: The Chairman asked Cllr. Worthington whether she would complete the Bus Survey Strategy consultation document. As it is on-line he will provide her with a copy.

Item 8: Cllr. O'Boyle agreed to attend as DPC's representative at the LJC meeting on 1st March, 7pm Acton Scott Village Hall.

**010/17 - Consideration of Financial matters**

**010/17/1 - January Finance Report and cheques to be authorised for payment**.

Balance of **Precept Funds** brought forward from 23rd November 2016 **£7,382.76**

**Less: cheques to be drawn on Precept Funds**

1. Clerk’s net salary for December 2016 and January 2017 £287.00

2. HMRC – PAYE on Clerk’s salary for December 2016 and

 January 2017 £ 71.80

3. Mrs D Malley - payroll administration - Inv. 272 16/17 £ 29.00

4. Clerk’s expenses for December 2016 and January

 2017 (itemized below) £ 58.40

Total deductions from Precept Funds for January 2017 £446.20 £ 446.20

**Balance of Precept Funds carried forward to February 2017 £6,936.56**

**Clerk's expenses for December 2016 and January 2017**

1. Dec. 2016 and Jan. 2017 contributions towards

 telephone and Internet expenses £20.00

2. 13.12.16 - 2 books of 2nd class stamps £13.20

3. 2 x HP364 black in ink cartridges £12.00

4. Travelling expenses claimed @ 30p per mile

 25.01.17 - travelling expenses to Westhope for PC Meeting

 - 44 miles

 Total mileage - 44 @ 30p £13.20

 Total expenses claimed £58.40

**2.** Highways & Environment Grant funds b/fwd from Nov. 2016 **£ 4,333.52**

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

 K U Gardens (EMO) - Inv. 42 dated 25.1.17 £ 227.99

 Balance of Highways & Environmental Grant c/fwd  **£4,105.53**

Authorisation of Precept and Highways & Environmental Grant cheque s

**Proposed by:** Cllr. R Povall

**Seconded by**: Chairman

**Vote: Carried unanimously**

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

**1.** Balance of Precept Funds c/fwd to January 2017 **£ 6,936.56**

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

**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 February 2017 £13,158.58**

**010/17/2: Reconciliation of Cash Book/HSBC bank statements no. 290 dated 14th December 2016 and 291 dated 14.01 2017:**

 The reconciliation was verified by Councillor R Povall.

**010/17/3 - Finalization of 2017/2018 Precept Budget**

A draft 2017/2018 Precept Budget had been considered at the November 2016 meeting and following further discussion was finalised at this meeting. It was agreed that the sum of £4,128 was needed for the administrative expenses of the Parish Council in 2017/2018 and that an additional £1,000 should be claimed on account of the election expenses which were likely to be incurred by the forthcoming May 2017 elections.

Cllr. R Povall **proposed** that Diddlebury Parish Council set its 2017/2018 Precept at £5,128.00

**Proposal seconded by** Cllr. S Povall

Proposal **carried** by a majority vote.

Cllr. M Fowler asked that the Parish Council adopts a Reserves Policy. It was agreed to have this as an item on the February 2017 Agenda.

**010/17/4 - Consideration of the fees charged by MFG solicitors.**

The Clerk had raised with MFG solicitors,(who acted for DPC in connection with the transfer of their custodian trusteeship in the village hall to the Official Custodian on Trustees and related matters) the issue of the fees they had charged. The fees were challenged on the basis that the firm had provided ambiguous legal advice which had led to an unnecessary increase in the fees charged to both DPC and DVHC. Whilst not admitting the ambiguous nature of the advice given, the solicitors had agreed to make a reduction in their fees from £1500 plus VAT and expenses to £1,000 plus VAT and expenses.

This offer was debated by the members. Whilst adamant that the legal advice given was ambiguous, nonetheless it was agreed to accept the offer and close this matter.

The Chairman therefore **proposed** that Diddlebury Parish Council accepts theproposed reduction in the fees charges by MFG solicitors in full and final settlement of their claims against that firm. **Proposal seconded** by Cllr. K Worthington and **Carried** by a majority vote.

**010/17/5 - Bank Mandate**

The Clerk advised that at present only three councillors are authorised to sign DPC cheques - the Chairman, Cllr. Mervyn Thomas and Cllr. M Fowler. Cllr. Fowler has indicated she will not stand for re-election in May, which will leave only two cheque signatories - and each cheque has to be signed by two councillors. Given the convoluted process involved in getting additional signatories authorised by the HSBC bank, it was agreed that the process should be started tonight: the Clerk had obtained the necessary forms from the Bank. The Chairman pointed out that the Ludlow Branch of HSBC is to close in May, so any new proposed signatories will need to attend at the bank as soon as possible with the necessary identification documents.

It was **proposed** by the Chairman that future signatories of the bank mandate

 should be himself, Cllr. Mervyn Thomas, Cllr. Tom O'Boyle, Cllr. Robert Povall and Cllr. Watson. **Proposal seconded** by Cllr. Worthington and **carried by an unanimous vote.**

The above mentioned councillors duly signed the relevant bank mandates. Once the approved Minutes are available and signed the Clerk will lodge the necessary paperwork with HSBC Bank in Ludlow and the councillors are asked to attend and produce identification documentation.

**012/17 - Any Other Business (for dissemination of information only)**

The May 2017 elections were discussed. Cllr. Fowler advised she will be standing down, so there will be at least one vacancy on the council. No other councillors indicated that they will not be standing for re-election. It was agreed the elections will be an item on the February Agenda.

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

Date and venue of next meeting:

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

**MINUTES SIGNED BY David Hedgley**

**DATED 22nd February 2017**