

DIDDLEBURY PARISH COUNCIL

Chairman: Cllr D Hedgley

Clerk: Mrs Jean de Rusett, 1 Pipe Aston Barns, Pipe Aston, Ludlow SY8 2HG

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MINUTES

**Of the meeting of Diddlebury Parish Council
held on Wednesday 25th May 2022 at 8.00pm at Diddlebury Village Hall.**

067/22 – Present

Cllr. D Hedgley - Chairman, Cllr. R Povall, Cllr. T O'Boyle, Cllr. A Watson, Cllr. A. Rattu, Cllr. R Morgan, Cllr. S Povall and Cllr. T Pardoe

Apologies for absence were received and accepted from Unitary Cllr. Cecilia Motley

In attendance - the Clerk and four members of the public

068/22 – Declarations of Interest.

Members were 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 were made.

069/22 – Public involvement session.

No members of the public raised any questions.

070/22 – Approval of the Minutes of the meeting on 27th April 2022

The Minutes of the above meeting had been circulated to councillors prior to this meeting and publicised on the website. No amendments were requested.

Cllr. Rattu **Proposed** that the Minutes of the 27th April 2022 be adopted as a correct record of the meeting's business.

Proposal **Seconded** by Cllr. Watson

Vote on Proposal: Seven members voted in support and one abstained. Proposal carried by a majority.

The Chairman duly signed the Minutes.

071/22: Matters arising from the Minutes of the 27th April 2022 not dealt with elsewhere on the Agenda.

022/22/2: The Chairman thanked Cllr. Pardoe for installing the pedestrian warning signs in Mill Lane and for applying dog waste notices to DPC's rubbish bins. Cllr. Pardoe advised the

Westhope Notice Board is on its last legs – he will report at the next meeting if it can be fixed. He has carried out repairs to the Westhope Tourist Information Board and will invoice DPC for the materials in due course.

033/22/2 – WebOrchard website hosting Cllr. Motley will raise the issue again with the IT Team as the problem appears to come from them rather than WebOrchard.

047/22/3 – Flood Action Group The Chairman thanked Mr Clive Martyn for taking on the running of the Flood Action Group following Geoff Neden's resignation due to ill health.

047/22/5 Cllr. Rattu confirmed he will apply SmartWater to the defibrillator. The Clerk was asked to add the defibrillator affixed to the DV Hall to DPC's register of assets at a value of £1200.

049/22/2: The Clerk has reported the pot hole by Lane House, Mill Lane: action is awaited. The Chairman advised no action has been taken yet to deal with the hole in the bridge opposite the Tally Ho in Bouldon.

072/22 – Reports

072/22/1 – Chairman's Report:

The Chairman reported on further discussions held with Mr Eddie West and Cllr. Motley re DPC's outstanding CIL payment.

He spoke with Geoff Neden about his resignation from the council and thanked him for his service.

He was contacted by a Peaton resident complaining about green bins full of noxious waste which had been dumped in the Peaton bus shelter: he reported the matter to SC and both bins were removed later that day. The resident was grateful.

He liaised with the Clerk about the vacancy created by Geoff Neden's resignation.

The Chairman thanked Cllr. Rattu for all the work he has done recently at Diddlebury Village Hall in connection with the Jubilee celebrations.

072/22/2 – Unitary Cllr. Motley's report

Cllr. Motley was unable to attend the meeting. She had sent in a full report for the Annual Parish Meeting. The Chairman noted Cllr. Motley was concerned at the number of thefts of trailers, diggers and other machinery which is being stolen from the Corvedale, She had raised it at Cabinet level with the Chief Constable and the Police & Crime Commissioner as victims were just being given a crime reference with no other action seemingly occurring. On behalf of the very frustrated applicant seeking planning permission at Great Sutton Farm, she had raised the matter with Mark Barrow and the Head of Planning, Tracey Darke. The eventual planning permission came so late that the intended project had to be abandoned for a variety of delay-related reasons.

072/22/3 – Flood Action Group

In Geoff Neden's absence Cllr. O'Boyle gave the FAG report.

John Bellis wants an agreement with DPC for the supply and storage of water sacks.

They have had a meeting with Andy Keyland who advised SC are bringing a lot of Highways and flooding issues in-house rather than sub-contracting to Kier, who have no local knowledge.

Drainage/flooding issues remain unresolved at the Old Poultry Shed development and at Karray Cottage in Lower Corfton.

The development in Bache Mill is causing concern: it is felt once the work starts, rain run-off from the hills will be diverted down the road and has nowhere to drain into, as the land it

previously drained into will be built on. The planning permission stipulated a proper flood scheme must be in place before development work starts. The Clerk was asked to write to SUDS to make sure that road water is catered for in the flood scheme.

The two water gauges on the Diddlebrook and one in Bouldon can issue flood alerts. Contact Clive Martyn for more information if you would like to receive alerts –

happy4clive@gmail.com

Surface water running off fields in Middlehope causes flooding: a regular maintenance schedule is being put in place to clear drains and gullies.

Funding for leaky dams has now ceased but Cardiff University is compiling data to show how well they work.

073/22 – Planning matters

The Chairman reported that the tree works application 22/02187/TCA – to remove 20% from the crown of a walnut tree at The Tithe Barn, Mill Lane - had been considered by DPC and no objections were raised.

074/22 – Highways and Environmental matters

Cllr. Watson reported on the traffic chaos caused by recent road works on the B4368. A toddlers group at WVH was disrupted: one mother had driven around for the best part of an hour due to the lack of useful diversion signs and the workforce having no local knowledge. The garage in Aston Munslow lost a lot of business. At Shipton, however, a much better system had been put in place. Cllr. Motley said she would look into the matter.

075/22 – To consider the following communications and correspondence received and to deal with any issues arising therefrom as appropriate.

1. Road closure notifications:
Temeside, Ludlow – 6th June 2022 to 26th June: Severn Trent Water
B4368 – Diddlebury to Aston Munslow: intermittently between 27th May 2022 and 12th July 2022 between 9.30am – 4pm
B4368 – Clunsford Bridge to Pedlar's Rest: intermittently between 25th May and 8th July between 9.30am to 4pm.
B4368 – Pedlar's Rest to Diddlebury: intermittently between 26th May and 11th July 2022 between 9.30am – 4pm
2. Confirmation from SC that DPC's casual vacancy for a councillor following the resignation of Cllr. Geoff Neden has been duly advertised in accordance with statute.
3. Email from West Mids. Community Flood Resilience advising of free training opportunities and events: contact <https://www.communitiesprepared.org.uk/on-line-events> for full details.
4. Email from Melanie Holland, Housing Strategy & Development Manager inviting DPC's comments on SC's draft housing allocations policy and scheme. Consultation ends 3rd July 2022. Contact: melanie.holland@sropshire.gov.uk and to make responses go to: HousingStrategy@shropshire.gov.uk
5. Emails from Mr C Martyn raising various matters following the DPC Meeting on 27th April 2022. Responded to by the Clerk.
6. Emails passing between Chairman and Mr Eddie West of SC concerning DPC's long delayed CIL payment.

7. Response by Clerk to West Mercia Police, updating DPC's response to its current priorities in the Local Policing Community Charter.
8. Response by DPC to Connexus-Group concerning their list of empty social housing.
9. Invitation from the Lord Lieutenant to attend the unveiling of the Covid 19 commemorative sculpture at Shrewsbury Abbey on Sunday 29th May 2022. (No time given)
- 10/11 Details of SALC training course – Fundamentals for Councillors: 16th June 2022 6 – 8.30pm (on line) £30 fee.
Details of SALC on-line training course – Introduction to Town Planning from a Local Council Perspective. 8th, 22nd and 29th June. £95 fee.
- 12/13 Email Clerk to Highways asking for pothole by Lane House, Mill Lane to be filled. Response 3/5/22 saying request has been logged.
14. Request from Mr Braker for assistance from DPC to slow the traffic on the B4368 by Corfton: he regularly clocks motorcycles and vehicles doing in excess of 90mph.
15. Request by Chairman to Highways to have green wheelie bins in Peaton bus shelter removed as they are causing a health hazard. Bins removed within 24 hours.
16. Request via SALC for comments/views on Shropshire Council's library strategy public consultation. Link: Shropshire Library Strategy 2022 to 2027 Shropshire Council
17. Request from Power for People asking for support for a Private Members' Ballot to back a Local Electricity Bill by contacting local MP's to back the ballot. Further details from powerforpeople.org.uk
18. Letter DPC to SC Planning re 22/01745/DIS relating to 20/02197/VAR – residential development at the Old Poultry Sheds, Corfton.
19. Planning decisions:
22/01216/OUT – proposed residential development at The Moors View, Diddlebury. Application refused by SC.
20. 21/05500/VAR – variation of conditions to allow for changes to overall design and removal of condition on operating hours re 21/01606/FUL at Great Sutton Farm, Permission granted.
21. Notification from Planning Dept. of 22/02269/AGR – sent for information only, not for consultation - re proposed steel frame agricultural building at Upper House Farm, Middlehope, SY7 9JT

Additionally, the Chairman had written to the Shropshire Planning Committee giving DPC's support to application 22/00279/FUL – conversion of Dutch barn at the Hales Barns complex into three residential units.

076/22 – Finance

076/22/1: Review of DPC's insurance cover for 2022/2023 and to approve payment of the premium - £520.80. Councillors were satisfied with the cover provided by the insurance cover offered and approved payment of the premium.

076/22/2 – Finance Report for May 2022

Precept balance b/fwd from April 2022 **£8,746.34**

Less: Cheques/debits authorised to be drawn on Precept Funds in May 2022

1. HSBC – bank charges for May 2022	£ 7.40	
2. Clerk's net salary for May 2022	£250.00	
3. PAYE on Clerk's May 2022 salary	£ 15.00	
4. BHIB – insurance premium 2022/23	£520.80	
5. SDH Accounting – 2021/2022 audit fee	£145.00	
6. Information Solutions Ltd – website hosting fee	£228.00	
7. <u>Administrative expenses incurred by the Clerk in May 2022 on behalf of DPC</u>		
• May 2022 contribution to telephone & Broadband provision @ £20 per month	£20.00	
• Lever arch files etc for audit papers	£ 5.95	
• Badger Inks Ltd. Ink cartridges for new printer	£17.98	
• Postage stamps	£ 5.03	
• Travelling expenses claimed at 45p		
10.5.22 to Condoval to deliver audit files to the Auditor - 27 miles (cost shared with EHB PC)		
14.5.22 – Return journey Condoval to collect audit files – 54 miles		
25.05.22 – to Diddlebury VH for P.C meetings		
36 miles @ 45p		
Total mileage: 117 miles @ 45p per mile	<u>£52.65</u>	
Total of Clerk's May administrative expenses	£101.61	<u>£ 101.61</u>
Total of May 2022 admin. Expenses	£1,267.81	<u>£1,267.81</u>
Balance of Precept Funds c/fwd to June 2022		<u>£7,478.53</u>

Cllr. O'Boyle **proposed** that the cheques listed totalling £1,267.81 be approved for payment.

Proposal **seconded** by Cllr. Watson

Vote: Councillors voted unanimously to support the proposal.

Ring-fenced, reserves & third-party funds held by Diddlebury Parish Council

• Community Infrastructure Levy /Neighbourhood Fund	
Balance b/fwd from April 2022	£24,461.44
• Environmental works & asset management fund	
Balance b/fwd from April 2022	£ 1,799.18
• Flood Action Group funds - balance b/fwd from April 2022	£ 255.35
• Ear-marked reserves for DVH car park resurfacing	£4,723.39

Balance held by DPC following authorisation of the payments listed above

1. Precept	£ 7,478.53
2. Community Infrastructure Levy/Neighbourhood Fund	£24,461.44
3. Environmental works & asset maintenance fund	£ 1,799.18
4. FAG third party funds	£ 255.35
5. Reserve Fund - Ear marked for DVH car park repairs	£ 4,723.39
Total:	<u>£38,717.89</u>

Bank statement and cash book reconciliation

The verification by Councillors of the Clerk's reconciliation between HSBC bank statement 357 and DPC's Cash Book was conducted by Cllr. O'Boyle.

077/22/1 – 2021-2022 Audit

The Audit Report for 2021/2022 prepared by Mrs Hackett had been circulated to all members prior to the meeting for their information. The report was satisfactory in terms of the accuracy of the accounting procedures and adherence to the Transparency Code. The auditor noted:

- That HSBC is applying bank charges and recommended using internet banking. This was discussed and it was agreed that DPC will continue with its present banking arrangements.
- The Clerk appeared to have been underpaid. Clerk will investigate this.

Ms Sara Thompson was thanked by the Chairman and the Clerk for keeping the audit documents on the website in good order.

The end of year bank reconciliation and schedule of all receipts and payments were noted and agreed.

077/22/2 – 2020 – 2021 Annual Governance & Accountability Return (AGAR)

The AGAR form (formerly the Annual Return) had been prepared by the Clerk and approved by the Auditor: copies were circulated to all members at the meeting. Four sections of the six pages required formal approval by DPC.

077/22/3 – To resolve to request an exemption from a limited review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. DPC is entitled to request such exemption as its total annual income was under £25,000 and no public interest reports had been made against it.

Resolution Proposed by Cllr. R Povall

Seconded by Cllr. S. Povall

Vote: Unanimous

The Chairman and the Clerk then signed the Certificate of Exemption

077/22/4 – To resolve approval of and signing of Section 1 – Annual Governance Statement 2021 - 2022. The councillors were satisfied that they had complied with the nine items listed in Section 1

Approval proposed by: Cllr. Rattu

Seconded by: Cllr. Watson

Vote: Unanimous:

The Chairman and Clerk duly signed Section 1

077/22/5 – To resolve approval and signing of Section 2 – Accounting Statements for 2021 - 2022 and to consider the List of Variances. The councillors duly considered the documents and approved them.

Approval Proposed by: Cllr. R Povall

Seconded by: Cllr. Morgan

Vote: Unanimous:

The Chairman and the Clerk duly signed Section 2.

077/22/6 – to approve the Notice of Public Rights & Publication of unaudited AGAR return

Approval proposed by Cllr. Watson

Seconded by: Cllr. O'Boyle

Vote: Unanimous.

The Clerk will arrange for the display of the Notice on the website and notice boards from the 1st June 2022

078/22 – Any Other Business (for dissemination only).

There being no further business to conduct, the Chairman closed the meeting at 9.50pm and thanked everyone for their attendance.

The next meeting will be held on Wednesday 22nd June 2022 commencing at 7.30pm in Westhope Village Hall

Minutes signed by: David Hedgley

22nd June 2022

Dated: _____