**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 meeting of Diddlebury Parish Council**

**Held on Wednesday 26th June 2019, 7.30pm in Westhope Village Hall**

**066/19: Present**

Cllr. Robert Povall - Acting Chairman, Cllr. A Watson, Cllr. T O'Boyle, Cllr. K Worthington, Cllr. S Povall, Cllr. M Woodhouse and Cllr. M Thomas

**Apologies**

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

**In attendance**:

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

**067/19: 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.

**068/19: Public involvement session:**

No matters were raised.

**069/19: Approval the three sets of Minutes of the Meetings held on 22nd May 2019**

The Minutes of the three Parish Council Meetings, namely the Annual Parish Meeting, the Annual General Meeting and an ordinary business meeting all .held on 22nd May 2019 had been circulated prior to the meeting.

**Annual Parish Meeting**: Cllr. Watson **proposed** that the Minutes were an accurate reflection of the business of that meeting and should be signed as a correct record.

**Seconded by:** Cllr. Worthington

**Vote:** The proposal was approved by a majority vote, there being four votes in favour and three abstentions. The Chairman thereafter signed the Minutes.

**Annual General Meeting:** Cllr. S Povall **proposed** that the Minutes were an accurate reflection of the business of that meeting and should be signed as a correct record.

**Seconded by:** Cllr. Watson

**Vote:** The proposal was approved by a majority vote, there being four votes in favour and three abstentions. The Chairman thereafter signed the Minutes.

**Ordinary business meeting:** Cllr. S Povall **proposed** that the Minutes were an accurate reflection of the business of the meeting and should be signed as a correct record.

**Seconded by:** Cllr. Watson

**Vote:** The proposal was approved by a majority vote, there being four votes in favour and three abstentions. The Chairman thereafter signed the Minutes

**070/19: Matters arising from the three sets of Minutes of the Parish Council Meetings held on 22nd May 2019 not dealt with elsewhere on the Agenda**

057/19: Cllr. Woodhouse to deal with this under his DVH report.

057/19 – Item 2: Cllr. Watson pointed to the advice given by Ms McFarlane about reporting of incidents on FP20. Her son had taken the family’s dog on a walk along FP20 and had been chased and terrified by two of the seven cows in the field. Cllr. Watson reported this incident to Ms Macfarlane in line with the advice given and had been told it was nothing to do with her. Cllr. R Povall agreed to investigate further.

**071/19 – Reports**

071/19/1 – Chairman’s Report .

The Chairman is away but had sent the following report detailing his parish council activities in June: He had promoted the Housing Needs Survey at the school and in the newsletter as requested by Vicky Turner. He has considered and responded to Chris Thomas re the amended parking layout for the DVH car park and had thanked him for all his work on the plan. He had responded to a CIL query from Ian Davies asking if CIL funds could go towards Flood Action Group anti-flooding projects. He had liaised with the Morgans re the refusal of their planning application and advised them to consult Unitary Cllr. Cecilia Motley for advice. He has passed on the latest CIL update to the clerk and councillors and will take advice from Cecilia Motley on his return.

071/19/2 – Diddlebury Village Hall Report

Cllr. Woodhouse detailed the number and variety of groups and individuals currently booking the village hall. Notable forthcoming events are the Autumn Show on 7th September and the Harvest Supper on 19th October.

CIL and the DVH carpark resurfacing work. SC has only committed to making the £11,713 current CIL fund available if DVHC’s bid for £40,000 Lottery funds is successful. This is a very disappointing response. Cllr. Woodhouse has spoken to the Lottery Fund administrators and thinks funding may be possible if the works envisaged are scaled back to £30,000. So,

 work on the bid continues.

On general issues, he has had discussions with the Waites: they have asked for changes to the Parking Plan and this is under discussion with the Village Hall Committee. Outside school hours the gates leading onto the Hall’s car park area that is licensed to the school as its playground will be left open, so that all the Hall’s parking areas are available to Diddlebury Village Hall patrons and other users: suitable signage indicating this is under consideration.

071/19/3 – Flood Action Group

Cllr. O’Boyle reported that a stream-cleaning evening has been held in Diddlebury and he thanked everyone who had helped. The FAG are shortly having a meeting with the NFU.

071/19/4 – Westhope Village Hall

Cllr. Watson reported all was going well at Westhope, although they would appreciate more support for the bingo evenings.

**072/19 – Planning and tree work applications**

072/19/1 – **19/02356/REM** – application for Reserved Matters pursuant to Outline Permission ref. 17/05915/OUT for the erection of five open market houses, to include access, appearance, landscaping, layout and scale relating to proposed residential development land north of Garage Cottage, Westhope.

Councillors studied the detailed plans and noted the efforts the applicant had taken to make the five houses look very rural and individual in style creating a pleasing and harmonious development.

The applicant attended to assist the councillors: he confirmed he had worked hard with the community, taking their comments and wishes on board and had moved one house in response to such wishes. Border Oak designed the houses. One has been reduced to an affordable home size and two are of a barn design as requested by SC. Much work has been done on landscaping: he is going to enlarge the entrance splay so bin lorries will not block the lane. All the soak-away and flood calculations have been done and approved.

After consideration of the application:

Cllr. S Povall **proposed** that the parish council supports the reserved matters application and seeks no conditions or reservation.

**Proposal seconded** by Cllr. Worthington

**Vote:** the proposal was passed by a majority vote: 5 members voted in support and 2 abstained.

072/19/2 - **19/02539/TCA.** Application for works one copper beech within Diddlebury Conservation area, namely to remove 5 lowest branches of tree, raising crown by approximately 1.5 metres at Delbury Farm House, Mill Lane, Diddlebury.

The members considered the application and the photographs supporting it and concluded the application amounts to removing 5 small branches of the lower reaches of the copper beech, which would have very little visual impact.

Cllr. S Povall **proposed** that the parish council supports the application.

**Proposal seconded** by Cllr. M Thomas

**Vote:** the proposal was passed by a majority vote: 5 members voted in support and 2 abstained.

**073/19 – Consideration of Correspondence and Communications received since last meeting.**

The following items were considered:

1. 24.5.19 – email from Vicky Turner, Place Plan Officer, explaining why some of the Diddlebury Housing Needs Survey forms refer to Bitterly Parish. The letter goes on to state that “responses (to the Survey) from where ever in the county, all go into one survey and then the results/data that we share with the parishes are all gathered based on the address of the person that completes it and also which area they wish to live in, so will not affect the results achieved”.
2. 04.06.19 email from Cllr. Gwilym Butler advising of a further delay to the outcomes of CIL applications made by parish and town councils.
3. Planning decisions:

19/00144/FUL – proposed barn conversion south east of Lodge Farm, Broncroft. Conversion of traditional agricultural buildings into residential dwelling & new access road. Planning Permission granted 05.06.19

18/05601/OUT – Erection of three holiday lodges, formation of vehicular access and car park, and erection of plant and storage compound (outline application to include access, layout and scale, but with matters of appearance and landscaping reserved) at land south of Honeydene, Diddlebury. Planning permission refused on 18.06.19

1. 05.06.2019 – letter Clerk to PKF Littlejohn LLP, external auditors, submitting Certificate of Exemption and related papers re 2018/2019 audit.
2. Emails from a parishioner asking that DPC takes whatever steps it can to discourage the use of weedkillers on roadside verges, including those maintained by farmers and householders, as it is not only unsightly but also affects the biodiversity of the area.
3. 11.06.19 email from Mr M Waite commenting on DPC’s response to his and his wife’s recent emails.
4. Copy of DPC’s published Notice of Public Rights and Publication of Annual Return Governance & Accountability Return (Exempt Authority) dated 17th June 2019
5. 06.06.19 – Response from SC to DPC’s application for access to its CIL entitlement of £11,713. In brief, the response is the £11,713 will be made available to DPC if DVHC’s application to the Lottery for £40,000 is successful.
6. 20.06.19 – Details of briefing note from SC re Highways & Transport’s restructuring, effective on 01.06.19
7. Notification from SALC about new website regulations – the Public Sector Bodies (Websites & Mobile Applications) (no. 2) Accessibility Regulations 2018. Training course on the new regulations available on Wednesday 30th October 2019, 2pm at Shirehall, Shrewsbury.

Responses:

Item 1: Cllr. Watson was of the view that the current Housing Needs Survey should be scrapped as in parts it referred to Bitterly Parish rather than Diddlebury which was both confusing and misleading and undermined the integrity of the survey. Cllr. O’Boyle advised that no Survey had been sent to his house: the councillors wondered how many other properties had been omitted from the Survey. The councillors were not enlightened by the garbled explanation given for this error and were concerned by the surprising news that all responses from wherever in the county are apparently going to be amalgamated. No member present had any clear idea how the results of Diddlebury’s surveys are to be analysed for the benefit of the parish if they have been amalgamated into one pile. Cllr. O’Boyle raised the number of misleading questions contained in the Survey and doubted its value as an analytical tool.

After discussion the Clerk was asked to write to Cllr. Motley to request that she asks Ms Turner for a full, concise and coherent explanation of how data is to be analysed and to explore whether she believes DPC’s responses were undermined by the erroneous references to Bitterly Parish.

Item 5 The Clerk advised she had responded that the EMO had confirmed he did not use weed killers on parish verges. Cllr. O’Boyle referred to an initiative by Lincolnshire Wildlife Trust which has encouraged Lincolnshire County Council to allow verge side vegetation to grow in an effort to encourage pollinating insects and biodiversity. At the end of the summer the country council cuts the verges and sells the shorn vegetation for biofuel. Power will be created by anaerobic digestion which produces biogases such as methane. Cllr. O’Boyle asked that the parish council should encourage Shropshire Council to adopt a similar policy in order to promote biodiversity and to eliminate weed killer on verges, which is an eyesore and does nothing to promote wildlife. It was agreed a letter be sent by the Parish Council to Cllr. Motley asking her to take the matter up with Shropshire Council.

**074/19 – Minor Highways and Environmental matters**

074/19/1 - Cllr. R Povall advised that there is about to be another spate of closures on the A49, from 1st July to 14th July, from Craven Arms right up to Dobbies by Meole Brace.

074/19/2 - Cllr. Worthington advised the Perspex front to the notice board in Corfton is now so opaque nothing inside can be read. The Clerk to raise it with the EMO.

074/19/3 – Cllr. O’Boyle suggested that if nothing is heard about the possible grant from the Police Commissioner for the portable speed indicator in the next four months (ie by 28.10.19), its purchase from available funds should be reviewed.

**075/19 - Finance Report**

1. **Finance Report for June 2019**

Precept balance carried forward from May 2019 **£5,733.61**

**Less:** Cheques authorised to be drawn on precept funds on 26.06.19

1. Clerk’s net salary for June 2019 £214.17
2. HMRC – PAYE on Clerk’s June 2019 salary £ 6.00
3. Administrative expenses paid by Clerk in

June 2019 on behalf of DPC and reclaimed

* June Contribution towards telephone

and Broadband cost @ £20 per month £20.00

* 12 x 2nd class stamps & 1st class postage to

Auditor & certificate of posting £ 8.02

* Cash payment to Mr Andy Holmes to fix DPC

Computer problems on 3.6.19 £30.00

* Travelling expenses claimed on behalf of

Diddlebury Parish Council at 45p per mile

17.06.19 – touring parish to put up end-of-audit

statutory public notices – 15 miles

To Westhope Village Hall for DPC meeting

on 26.06.19 – 45 miles

Total mileage: 60 @ 45p £27.00

Total of Admin expenses paid by Clerk £85.02 £ 85.02

 £305.19 £ 305.19

 **Balance of Precept funds c/fwd £5,428.42**

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 May - no claims made in June **£2,252.66**
* Transparency Code Grant funds. balance b/fwd – no claims in June **£ 484.49**
* War Memorial Fund balance b/fwd from May 2019 **£ 45.13**
* Funds held for Diddlebury Flood Action Group

Balance b/fwd from May 2019 – no claims in June **£ 156.57**

* Ear-marked Reserves for Village Hall car park resurfacing **£5,412.29**

The Clerk advised there was an error on Item 2 of the Finance Report (the payment to the HMRC was stated to be £12 when in fact is was £6). She agreed to correct this error and on that basis Cllr. O’Boyle **proposed** that the Finance Report be agreed and the cheques approved.

**Proposal seconded** by Cllr. Watson

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

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1. **Balances held by DPC following authorisation of cheques on 26.06.19**

**Precept Funds £5,428.42**

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

 **Environmental Grant Funds £2,252.66**

 **Transparency Code Funds £ 484.49**

 **War Memorial Funds £ 45.13**

 **Funds held for Flood Action Group £ 156.57**

 **Earmarked Reserves Fund £5,412.29**

 **Total Funds c/fwd £16,219.85**

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

The Clerk sought verification by the councillors of her reconciliation between HSBC statement numbered 322 and DPC’s Cash Book. Cllrs. O’Boyle and Watson duly verified the reconciliation.

**076/19- Any Other Business (for dissemination of information only)**

Cllr. Watson advised that for several nights residents of The Moors had been awoken at 3.30am due to an alarm sounding at the Severn Trent pumping station – and continuing to sound until contractors arrived to deal with it, which was generally at least two hours later. Calls by her to Severn Trent and 5am discussions with workmen had failed to resolve the problem. It was agreed that the Clerk will contact Severn Trent immediately and request that the alarm be permanently disconnected as it serves no useful purpose and is a serious nuisance to the residents. Cllr. R Povall provided the Clerk with contact details for Severn Trent Water

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There being no further business, the Chairman closed the meeting at 8.35pm

Date and venue of the next Diddlebury Parish Council meeting

Wednesday 22nd July 2019 – 7.30pm at Diddlebury Village Hall

**MINUTES SIGNED BY David Hedgley**

**DATED 24th July 2019**