**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 27th September, 7.30pm at Diddlebury Village Hall**

**098/17: Present and apologies for absence**

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

**Apologies**

Apologies were received from Unitary Cllr. C Motley

**In attendance**:

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

**099/17: 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.

No Declarations of interest were made.

**100/17: Public involvement session:**

No matters were raised at this juncture – Mr G Morgan attended to assist with his planning application.

**101/17: Approval the Minutes of the Meeting held on 10th August 2017**

The Minutes of the Parish Council Meeting held on 10th August 2017 had been circulated prior to the meeting. No amendments were raised.

Cllr. R Povall **proposed** that the Minutes be approved as a correct record,

Cllr. M Thomas **seconded** the proposal:

**Vote:** With two abstentions the remaining members **voted** to approve the Minutes and they were duly signed by the Chairman.

**102/17: Matters arising from the Minutes of the Parish Council Meeting of 10th August 2017 not dealt with elsewhere on the Agenda**

080/17/3: The Chairman advised a meeting has taken place concerning parking and access arrangements around the village hall. The meeting was constructive and a plan is currently being drawn up by Mr C Thomas and Mr J Brough. The matter will be given further consideration once the plan is available for discussion by all interested parties.

097/17/1: The Chairman advised that the Shropshire Local Plan Review will be on-line from the 23rd October 2017 and will be open for consultation from 23.10.17 to 08.12.17. He and Mr Ian Davies of the PPSG are attending a course tomorrow on Place Plan reviews and related topics.

**103/17 – Reports**

103/17/1 – Chairman’s Report

The Chairman reported on his recent parish council activities, which included:

* Discussions with Andy Keyland of Highways as a difficulty had arisen when Gary Trim (EMO) went to the Highways depot in Craven Arms for bollards, cones etc. and was sent away empty-handed: this issue has now been resolved.
* The Chairman and Cllr. R Povall reported on Broadband provision. Essentially BT are taking no further steps to improve Broadband coverage in this area.
* He has attended meetings re parking at the village hall/school
* He has considered the Place Plan Review
* He contacted Highways when the highway between Peaton and Stanton Lacy was closed without warning: Highways were unaware of the closure but established it was due to emergency repairs by the water authority, who were urged to get on with it.
* He had attended the Village Hall grand re-opening
* He had assisted at one of the three FP20 working parties
* He had attended a Chair’s Meeting called by Cllr. Motley and learnt that SC are considering restricting or possibly removing parish council’s right to the promised 15% of CIL (Community Infrastructure Levy) payments – just at a time when DPC will be in line for considerable sums. If CIL entitlement does continue SC propose putting restrictions on how it can be spent: at present resurfacing the car park and putting up a speed awareness warning on the highway may be prohibited schemes, despite forming part of DPC’s Place Plan wish list.
* The EMO grants were also discussed and they too may be under threat. Also by extending the scheme to town councils as well as parish council, the parishes have suffered with a reduction in the sums available to them.
* Libraries were discussed. At present Ludlow will remain a Tier 1 library and our local mobile library will be retained. SC are looking to enhance the services mobile libraries can provide.
* Defibrillators were discussed: many local parish councils have obtained them. The British Heart Foundation have a scheme for supplying the machines and West Midlands Ambulance Service run a training course on their use. Maybe DPC needs to re-visit this matter.

103/17/2 – Village Hall report

Cllr. O’Boyle commented on the excellent standard of the refurbishment to date: internal work is almost complete. Parking arrangements, hire charges, signs and a website are still under discussion.

103/17/3 – Flood Action Group

FAG are still awaiting the determination of their application to become a flood consultee within SC’s planning structure. The next MAM (Multi-Agency Meeting) meeting will be held in early October.

**104/17 – Planning matters**

104/17/1 – **17/04191/FUL** – application by Mr G Morgan for the erection of one free range egg laying unit to house an additional 16,000 hens plus feed bins & associated infrastructure at Little Sutton Farm, Little Sutton, SY8 2AJ

Mr Morgan attended to assist the councillors. He explained the application arose to maximise the efficient use of his land and this will be his final application. The additional housing will create a new part-time manual labour job and probably for administrative help too. He will be using local firms to carry out the work so the proposal will bring an economic benefit to the community.

 The Chairman noted there were no objections to the application on the planning portal and none had been received by DPC. The councillors considered and debated the following concerns: Contaminated water and air pollution; increased light pollution in a dark sky area; flood risk; additional vehicular activity on narrow roads and loss of visual amenity. It was noted the buildings will be adjacent to a footpath popular with tourist walkers – a group who deliver economic benefits to the community, and yet there are no screening provisions built into the plans submitted. An assurance was received from Mr Morgan that random tree planting is planned.

Cllr. S Povall **proposed** that DPC supports this application and raise no objections to it. However, they do ask that consideration be given to the following matters:

1. That the approval for the scheme prohibits any unnecessary outside lighting

2. That tree planting be included in the scheme to as far as possible to screen the development from the adjacent footpath.

3. That all necessary steps are taken to prevent pollution and flooding.

The proposal was **seconded by Cllr. R Povall**

**Vote**: With one abstention the members voted to adopt the proposal.

104/17/2– **17/04260/FUL** – application by Mr & Mrs Morgan, for the erection of a detached open-fronted double garage and entrance porch to front elevation of the main house at Honeydene, Diddlebury, SY7 9DH

The members considered the plans and application form. It was noted that the garage and porch are to be constructed in materials and design to match the house. The Planning Portal contained no objections. After due consideration it was:

**Proposed** by the Chairman that DPC supports the application and raises no objections to it.

Proposal **seconded by** Cllr. Worthington

**Vote:** With one abstention the members voted to adopt the proposal.

**105/17 – Consideration of Diddlebury footpath issues.**

105/17/1 – Footpath 0525/26/1

The Chairman advised he had met Mr Farley on site to discuss this matter and in particular Lucy McFarlane’s contentions in her letter of 1st August 2017. They established that all the physical evidence present supported the Parish Council’s view that the delineation of the footpath on SC’s definitive map was wrong: that the footpath is on the church side of the Diddle Brook and that the small footbridge is part of the correct footpath and thus it is SC’s responsibility to repair the bridge. The matter has been left with Mr Farley to draft a response to Ms McFarlane.

105/17/2 – Footpath No, 20

Thanks to the physical efforts of Mr Hardwick, SC’s Footpath Area Officer for the Corvedale and his staff, to DPC’s EMO Gary Trim and to Cllrs. O’Boyle and Hedgley all the stiles and gates have now been removed along this footpath from The Moors to the Primary School, and replaced with kissing gates. This means there is now safe and convenient access from the Moors to the school for families with young children and babies in buggies.

Additional thanks to the landowners for their co-operation, to Cllr. Stephen Povall for donating two of the new kissing gates, to Cllr. R Povall for donating and delivering bark chippings which he and Mr Trim have laid inside all the kissing gates to keep the mud down and to everyone else who helped with this project.

**106/17 – Highways and Environmental matters**

The Chairman reviewed the work done and the sums claimed by the EMO and Mr Lionel Lewis (JCB work). He is liaising with Andy Keyland at Highways about the JCB work and what Highways will do themselves as at present DPC will be paying out between £800 and £1000 per annum.

The Chairman and the Clerk are debating the ambit of the Environmental Grant. At a training course the Clerk had learnt that Shropshire Council are closely auditing the use parishes are putting the funds to and have identified areas of abuse, where councils have spent money on items outside the scope of the Grant. The Clerk believes that using the grant on wholly owned parish assets such as notice boards is ultra vires the Grant and has asked the EMO to separately invoice work on parish assets so they can be paid from precept funds. The Chairman noted the Grant scheme includes work on “street furniture”. Guidance is being sought from SC on its definition of “street furniture”.

The Chairman and all members are pleased with the work the new EMO Mr Trim has carried out.

**107/17 – Consideration of correspondence and communications**

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

1. 21.8.17 – letter Clerk to Mr David Hardwick, Footpaths Area Officer for the Corvedale, enclosing map and photographs seeing installation of three kissing gates along FP20 from The Moors to the Primary School.

 Mr Hardwick responded and acted promptly: with assistance from Gary Trim, Cllr. Tom O’Boyle and the Chairman by 22nd September Mr Hardwick and two of his staff two existing stiles had been removed and three new kissing gates were installed, plus the two existing kissing gates were adapted to accommodate buggies.

2. 24.08.17 – letters from Clerk to the following asking them to reconsider siting their mast at The Moors: -

 Mr Vittorio Colao, CEO of Vodafone Limited – see response below

 Mr Neil McCarry, Mono Consultants – no response received

 Mr Philip Dunne MP with dossier of relevant documents inviting his assistance – no response received

 12.09.17 - email received from Dr Rob Matthews, Senior Manager, Vodafone Limited responding to DPC’s letter to the CEO. In essence he replies that Vodafone are developing the Severn Trent mast site in Diddlebury for Telefonica 02 UK and he has asked them whether they wish to develop the planning consent that is in place. He is awaiting a response from them. He rejects all health concerns raised by objectors.

3. Notification via SALC re “Neighbourhood & Other Plans” training course at Shirehall, 5.30pm on Thursday 28th September 2017

 Places booked for Chairman and Mr Ian Davies

4. Notification via SALC re Town & Parish Council Forum Meeting at Shirehall

 10am on Friday 29th September 2017

5. Notification via SALC re Shropshire Council’s Community Tree Scheme – includes hedging plants as well as trees. Contact 01743 254752 for details.

6. Notification via SALC of Shropshire Council’s Five Year Housing Supply Statement 2017. It is available on the SC website to read or print.

7. Copy of the SC Local Plan Partial Review 2016 – 2036.

8. Invitation to councillors from Shropshire Hills AONB Partnership to join the Partnership. It meets three times a year and is for a two year term. Closing date for applications is 22nd October 2017. Call 01588 674088 for details.

9. Notifications from Planning Department

 17/02743/FUL – application by Mr Moran, Pedlar’s Rest, Elsich Court, Seifton for the installation of replacement doors and windows at Pedlar’s Rest.

 Planning permission granted 19th September 2017.

10. 01.09.17 – letter from S.C’s Community Enablement Team offering their services to support Town and Parish Councils with projects – on a commercial basis, i.e. the Team is required to become self-financing so offer their services for a variety of projects on a paid basis - £30 per hour.

It was deemed that no further action was needed in connection with these communications.

**108/17 - Consideration of Financial matters**

 108/17/1 – Finance Report for September 2017

**Precept Funds** brought forward from August 2017 **£3,794.44**

***LESS:*** cheques to be authorised from Precept Funds on27.09.17

1. Clerk’s net salary for September 2017 £143.60

2. HMRC – PAYE on Clerk’s September salary £ 35.80

3. Chairman’s expenses: Travelling expenses: -

 23 miles @ 45p per mile showing new EMO

 around the parish £ 10.35

4. Refreshment provided for Footpath 20 working parties

 on 14th, 20th and 22nd September. Cheque payable to

 Cllr. T O’Boyle who organised the provisioning. £ 29.45

5. Mr Gary Trim – total time and materials for repairs

 carried out on parish notice boards. £126.89

6. Clerk’s expenses for September 2017 as itemised

* Contribution towards September telephone

 & Broadband expenses £10.00

* Postage: 6 x 1st class stamps plus 12 x

2nd class stamps £10.62

* 1 x HP364 black ink cartridge £10.00
* Envelopes, file dividers, 1 ream A4 paper £ 4.70
* Travelling expenses claimed at 45p per mile

24.08.17 – to Diddlebury to meet David

Hardwick & Cllr. O’Boyle re FP20 – 45 miles

04.09.17 – to Clerk’s Training meeting at

Rushbury: 50 miles but cost shared with

Eaton/ Hope Bowdler PC so 25 miles claimed

27.09.17 - To Parish Council meeting at

Diddlebury – 45 miles

Total mileage: 115 miles @ 45p £51.75

 £87.07 £ 87.07

 Total deductions from Precept Funds £433.16 £ 433.16

 **Balance of Precept Funds c/fwd to October £3,361.28**

**2. Balance of Highways** **& Environmental Grant c/fwd**

 **From August 2017 £4,966.89**

Less: Invoice for time and materials from EMO,

 Mr Gary Trim up to 21.09.17 £ 433.46

 £4,533.43

 Less: Invoice No. 1165 from Lionel Lewis for JCB

 Ditch clearing Corfton Bache, Peaton – Little Sutton £ 480.00

 **Balance carried forward to October 2017 £4,053.43 £4,053.43**

**3. Transparency Code Grant c/fwd– no claims in September 2017 £1,108.40**

**4. Total funds held by Diddlebury Parish Council after this meeting:**

Precept Funds c/fwd to October £3,361.28

Highways & Environmental Grant c/fwd to October £4,053.43

Transparency Code Grant c/fwd to October £1,108.40

Corvedale Youth Club funds £ 650.39

Diddlebury Flood Action Group £ 209.57

Balance of donations for War Memorial £ 85.13

Ear-marked Reserve Fund for resurfacing DVH car park £5,412.29

 **Total of DPC funds c/fwd to October 2017 £14,880.49**

108/17/2 - Bankstatement/Cash Book Reconciliation**:**

 The Clerk’s reconciliation ofHSBC bank statements numbered 299 and 300 from 15.08.17 to 14.09.17 with the Cash Book was examined and verified by Cllr. R Povall

**Authorisation of cheques drawn on Precept and Highways & Environmental**

 **Proposed by:** Cllr. R Povall

 **Seconded by:** Cllr. M Thomas

 **Vote: Unanimous**

108/17/3 – Consideration of disbursement of the Corvedale Youth Group Funds of £650.39

DPC has held these funds since October 2013. The history of the fund and the possible uses it could be put to was explained by Cllr. Worthington: she is also storing all the former youth club’s sports equipment. It was agreed there is no room for the storage of these items at the village hall and nor is the village hall set up to be used as a sports facility. It was agreed that Cllr. Worthington will consider what causes and groups she wishes this fund to be spent on and will seek cheques from DPC to utilize the funds in due course.

108/17/4: 2016/2017 Annual Return and Audit

The Clerk reported that Mazars, the external auditors, had now completed their audit and examination of the 2016/2017 Annual Return with no adverse comments being raised. The relevant statutory notices advising the public of the completion of the audit had been placed on notice boards and on the website.

This is the last year DPC will be subject to both an internal and an external audit. Unfortunately the (so far) only course SALC are running on the new style of audit will be on 16th October when the Clerk is away. She has asked to be provided with a set of the course notes.

She will be attending a SALC course on the 8th November 2017 on the new Data Protection regulations which come into force next year.

**109/17 - Any Other Business (for dissemination of information only)**

Cllr. O’Boyle reported that a bollard is missing by the stream in Mill Lane: Cllr, S Povall has two spare bollards so the EMO will be asked to collect them and replace the missing bollard.

Cllr. Worthington reported a pot hole by the telephone box in Mill Lane. The Chairman will report it to Highways.

The Chairman gave his apologies in advance – he will be unable to attend the October meeting.

There being no further business, the Chairman closed the meeting at 9.15pm

Date and venue of the next Diddlebury Parish Council meeting

7.30pm on Wednesday 25th October 2017 at Diddlebury Village Hall.

**MINUTES SIGNED BY David Hedgley**

**DATED 25th October 2017**