**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 27th November 2019, 7.30pm in Diddlebury Village Hall**

**118/19: Present**

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

**Apologies**

Apologies were received and accepted from Cllr. S Povall and Cllr. M Woodhouse,

**In attendance**:

The Clerk, Mrs J de Rusett, Unitary Cllr. Cecilia Motley and five members of the public.

**119/19: 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.

**120/19: Public involvement session:**

No matters were raised.

**121/19: Approval of the Minutes of the Meeting held on 30th October 2019**

The Minutes of the meeting on 30th October 2019 had been circulated to all members: no amendments were raised. It had been a single issue meeting.

Cllr. Worthington **proposed** that the Minutes be accepted as a correct record of the meeting.

**Proposal seconded** by Cllr. T. O’Boyle

**Vote:** Proposal carried

**122/19: Matters arising from the Minutes of the Parish Council Meeting held on 30th October 2019 not dealt with elsewhere on the Agenda**

DPC still cannot progress its CIL claim until a final estimate for work on the DVH car park is known.

**123/19 – Reports**

123/19/1 – Chairman’s Report

The Chairman has in the past month attended the EGM on 30.10.19 and then at the Shrewsbury office of HSBC on 04.11.19 with the Clerk to resolve the issue of the parish council’s banking facilities suspension, which was achieved. He had telephone discussions with Mr Wilkes re planning at The Moors. He had been involved in discussions when a Veola bin lorry went into a ditch in Bache Mill. He had discussions with the planning department concerning the Honeydene planning application. He had site visits with various parties concerning the state of the DVH car park, which had led to a Health & Safety Officer examining it – the report is awaited. He had raised the issue again with the Diocese and the School in an effort to get contributions from those bodies towards re-surfacing costs.

The Chairman and Cllr. Woodhouse had met Chris Jackson who had given an off-the-cuff estimate: £7,000 - £9,000 for a pedestrian access around the hall, and £30,000 - £40,000 for resurfacing the whole car park. As a short-term measure Chris Jackson had suggested the EMO should obtain bags of bitumen and fill the holes with the bitumen. DVH Committee will initially be responsible for paying for the bags and DPC for the EMO’s labour cost. In the meantime, Cllr. Woodhouse continues to seek grant aid and the Chairman continues in his efforts to obtain DPC’s CIL funds: DPC has been told it has to match-fund the CIL entitlement, but no other parishes have been asked to do this so it is being challenged.

The Chairman advised that if and when sufficient funds are raised for the car park resurfacing, DPC, the DVH committee and the school should annually budget for and set aside funds to form a maintenance fund to keep the car park in good order. DVH committee have obtained a Safety Record Book in which they record all steps taken and parties involved in the effort to make the car park safe.

The Chairman had discussions with the Chairman of Culmington Parish Council concerning overflowing drains in Seifton Bache. The drains will be rodded next week, but a 9” drain needs to be replaced to cure the problem.

123/19/2 – Unitary Cllr. Motley’s Report

Cllr. Motley spoke of the flooding problems on the B4368, drains have been blocked and the road surface through the parish and down to Craven Arms is breaking up: she is discussing the issue with Andy Keyland of Highways.

The issue of the parish boundary between Culmington and Diddlebury at Seifton continues to cause planning problems: changing the Corvedale parish boundaries is being mooted as a solution. Any such review would not occur until after the Parliamentary Boundary changes have taken place, but she would like to call a meeting of Chairs and Clerks to discuss the Corvedale boundaries, to seek their views. One logical step may be to amalgamate some of the parishes.

Cllr. Motley expressed her concerns about the lack of funding for youth services workers given the current levels of youth crime and the increasing impact of county lines drugs gangs from Liverpool who are active in recruiting young people in rural areas of Shropshire. Steps are being taken to assemble flexible and mobile teams of youth workers to tackle this problem.

The Chairman enquired whether Cllr. Motley had been able to arrange a meeting for Chairs and representative from Highways (first mooted in September 2019). Cllr. Motley is still trying to organise this meeting.

Cllr. Motley advised she had been approached by a resident of Middlehope for the provision of a roadside salt bin. The Clerk was asked to deal with the matter.

123/19/3 – Flood Action Group Report

Cllr. O’Boyle reported that the heavy rains on 26th October produced a flow height of 300mm: this had not prevented travel along Mill Lane and this is attributed to the effectiveness of leaky dams. There had been flooding at Corve Bridge, Peaton and at Karray Cottage in Lower Corfton. The flooding at Karray Cottage had been investigated by the FAG and Shropshire Council and in the main was caused by blocked culverts: methods of prevent future flooding are being investigated.

The National Flood Management group have produced a charter which FAG have considered. A lack of legislation restricts flood alleviation works on private land in terms of developing and thereafter maintaining flood alleviation structures. A need to regularise the register of surface water assets with the Highways Authority was advised. The FAG endeavours to work closely with local farmers and landowners on flood alleviation schemes.

The FAG continues to hope some CIL funding might become available for flood alleviation works.

123/19/4 – Louise Powell Almshouses

Cllr. Worthington had attended a meeting today and reported that essential repairs to the Almshouses are ongoing.

**124/19 – Planning applications**

 **19/04891/FUL** – application for the conversion of Barn A, Hales Barns, Diddlebury, to be converted into two separate dwelling houses, with access and the installation of a septic tank.

This matter had been considered and approved by DPC at the Outline stage. The full application sought two dwellings with two bedrooms each, which meets local housing needs. There were no public objections. The accesses were considered at length, as Highways wanted access via Pinstones Lane and the applicant wanted also to retain the original access from the B4368 by Red Barn as that is the access he has historically used.

After due consideration the Chairman **proposed** that the parish council supports this application as drawn and set out in the Design Statement and raises no objections to it.

Cllr. R Povall **seconded** the proposal.

**Vote:** Five members voted in favour of the proposal, two abstained. Proposal carried**.**

**19/05060/FUL** -application for proposed development of three holiday accommodation pods with associated car parking and facilities at Honeydene Farm, Diddlebury, SY7 9DH

The applicants attended to assist the members. An earlier application for holiday cabins had been supported by DPC but refused by SC. SC had advised pods would be acceptable. There is one public objection, from next door neighbours. The applicants were questioned on each and every objection raised by the neighbours and were able to satisfy the councillors that measures will be taken to all overcome all objections. The closest pod is 40 metres from the adjoining property, is fully screened by a tall hedge and will cause no over-looking issues.

After discussion Cllr. R Povall **proposed** that the parish council strongly supports this application and raises no objections to it.

Cllr. Worthington **seconded** the proposal.

**Vote:** Five members voted in favour of the proposal, two abstained. Proposal carried.

The Chairman advised that a tree works application in a conservation area had been received - 19/05157/TCA – but arrived too late for this meeting. In view of the intervening holidays, it will be dealt with as a Chairman’s Action under Standing Order No. 27 and will be reported on at the January 2020 meeting.

**125/19 – Consideration of Correspondence and Communications received since last meeting and to deal with any issues arising therefrom as appropriate.**

The following items were considered:

1. 15.11.19 – email Clerk to Highways Department asking for a new salt bin at the entrance to the DVH car park – existing one has been damaged. (This has now been replaced)
2. 13.11.19 – email Geoff Neden to Chairman and Cllr. O’Boyle re meeting with Andy Keyland, Highways Department, to discuss erection of handrail to steps by gate at Diddlebury Church.
3. 13.11.19 – letter Clerk to Mr T Brown, Finance Assistant at West Mercia Police & Crime Commissioners Office re administrative paperwork re grant of £1,637.50 for the mobile speed unit.
4. 18.11.19 – email re provisional view on closure of 75 BT payphones proposed for removal – Mill Lane Diddlebury and Bouldon are included on the removal list.
5. 13.11.19 – letter Clerk to Westhope College advising that DPC cannot accept responsibility for the cleaning and repairs to the Westhope bus shelter, about which it has received a complaint from a Westhope resident.
6. 13.11.19 – email Clerk to traffic engineering department requesting again that a mirror be placed on the B4368 opposite Bache Mill Lane.
7. 26.11.19 – Notification from Planning Department re 19/03896/FUL – application for conversion of former malthouse from storage use to a residential dwelling, at The Old Malt House, Delbury Hall, Diddlebury.

Planning permission granted 26.11.19

Responses: Item 4: The Clerk was asked to make enquries about the parish council purchasing the telephone kiosks in Diddlebury and Bouldon. Cllr. R Povall suggested they be used for housing defibrillators.

**126/19 – Minor Highways and Environmental matters**

The Clerk advised she has still had no response from SC re the request for a mirror on the B4368 opposite Bache Mill lane which had been met with a demand for £600: she chased the matter again for the third time on 13th November. It is difficult to progress the matter in the face of silence.

The members debated whether or not to apply to SC for an Environmental Grant for the financial year 2020/2021. In view of the recoupment danger it was agreed not to make an application.

**127/19 – To consider any action to be taken over (a) adopting a Social Media presence and a Social Media Policy, and (b) the recent Website Accessibility Regulations**

127/19/1: Social Media: DPC had received a Social Media Policy document from SALC. DPC currently does not have a social media presence, so whether it should have a social media presence was debated. If a social media platform is adopted, the Clerk would have to administer it and it could add at least two hours a week to her existing workload. After discussion, it was felt that the website and the Corvedale News gave adequate information to the public and a social media platform was not necessary.

127/19/2 – New Website Accessibility Regulations.

The Clerk had studied an 18 page document on these regulations and had attended a course in Shrewsbury and outlined the issues to the meeting. Essentially the regulations are an EU edict requiring local government websites to be adapted to enable blind and disabled people to access them. The cost of adapting the website would be prohibitive for a small parish council. It was agreed no action would be taken at present.

**128/19 - Finance Report**

128/19/1: Finance Report for November 2019

**Precept balance b/fwd from October 2019 £4,260.46**

**Less:**  Cheques authorised to be drawn on Precept Funds on 27.11.19

1. Clerk’s net salary for November 2019 £213.97
2. PAYE on Clerk’s October salary £ 6.20
3. Chairman’s travelling expenses: 22/10 - 66 miles to

C.L Housing Meeting, & 04.11.19 - 52 miles to

HSBC Bank, Shrewsbury : 118 miles @ 45p per mile =

 £53.10 + £3.60 car park = £56.70 £ 56.70

1. Administrative expenses incurred by the Clerk in

November 2019 on behalf of DPC

* November contribution to telephone &

Broadband @ £20 per month £20.00

* Stationery items £ 8.45
* 1st and 2nd class stamps £11.52
* Travelling expenses claimed at 45p

per mile:

24.10.19 – travelling around parish to display

Agendas for urgent EGM – 25 miles –

30.10.19 - to Diddlebury VH for EGM –

1. miles
	* 1. – to HSBC Shrewsbury for meeting

 with bank – 62 miles

 27.11.19 – to DVH for PC meeting – 42 miles

Total miles claimed: 171 @ 45p £76.95

Car park 4.11.19 - £1.40 £ 1.40

Total of administrative expenses £118.32 £118.32

Total claim on Precept funds in November £395.19 £ 395.13

 **Balance of Precept Funds c/fwd £3,865.27**

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

* Community Infrastructure Levy (rec’d 25.04.18) **£2,440.29**
* Environmental Grant – balance b/fwd from Sept. £1,920.71

Less: Claim 29.10.19 from Mr G Trim

for drain clearance around the parish £ 25.95

 £1,894.76 **£1,894.76**

* **Transparency Code Grant fund – bal. b/fwd** £464.49

**Less:** Mr A Holmes – IT assistance: computer

removed to his workshop**:** repairs plus new

Windows 10 ploaded and configured £ 45.00

(Paid by Clerk & reclaimed by her) £419.49 **£ 419. 49**

* War Memorial Fund – balance b/fwd **£45.13**

Less: Wreath for 11.11.19 – paid for by

D Hedgley £20.00

 £25.13 **£ 25.13**

* Funds held for Diddlebury Flood Action Group b/fwd **£ 130 09**
* Ear-marked reserves for village hall car park resurfacing **£5,412.29**

Cllr. Watson **Proposed** that the chequeslisted above be authorised for payment.

Cllr. O’Boyle **seconded** the proposal.

**Vote:** Councillors voted unanimously in favour of the proposal and the cheques were duly signed.

1. **HSBC Bank balance held by DPC following authorisation**

 **of cheques on 27.11.19 £14,187.32**

128/19/2 - Bank statement and cash book reconciliation

Verification by Councillors of the Clerk’s reconciliation between HSBC bank statements

numbered 326 and 327 and DPC’s Cash Book. Cllr. Watson and O’Boyle conducted the verification.

128/19/3 – preliminary consideration of the draft Precept Budget for the financial year 2020 – 2021.

The Clerk had prepared and circulated a first draft of the Precept Budget for 2020/2021: the draft was not complete as further figures and details are awaited and/or need to be agreed. The Precept has to be finalised and set at the January meeting. The suggested figures were discussed but the following matters need to be considered and agreed at the January meeting:

1. A figure for the EMO fund as no grant is being claimed from SC.
2. A figure for the management/maintenance of DPC’s assets – repairs to two notices boards has cost £202 this financial year.
3. A sum to build up a fund for repairs/maintenance to the DVH car park once it has been resurfaced. £500 per annum was suggested by Cllr. O’Boyle.
4. Whether to utilize Precept funds to go towards the resurfacing of the DVH car park. In view of SC’s refusal to make DPC’s CIL funds available the only other source of revenue raising available to the parish council is via the Precept.
5. Cllr. R Povall wants DPC to fund and provide a defibrillator in the Mill Lane kiosk (if DPC is able to purchase the kiosk from BT). The cost of defibrillators range from £695 plus VAT upwards. There are in addition training and installation costs.

A revised draft Budget will be circulated prior to the next meeting.

**129/19- Any Other Business (for dissemination of information only)**

The Chairman advised DPC will need to look at the issues of Points of Order procedure and the use of email addresses at the January meeting.

There being no further business, the Chairman closed the meeting at 10.10pm

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

 **Wednesday 22nd January 2020 at Diddlebury Village Hall**

**NB: Meeting will be preceded at 7.00pm by a presentation on the Smart Water property protection scheme.**

**MINUTES SIGNED BY David Hedgley**

 22nd January 2020

**DATED**