**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

Website address: www.diddleburyparish.co.uk

**MINUTES**

**Of the Parish Council Meeting**

**held on Wednesday 27th February 2019 at 7.30pm at Diddlebury Village Hall**

**015/19: Present and apologies for absence**

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

**Apologies**

Apologies were received and accepted from Unitary Cllr. Motley

**In attendance**:

The Clerk and three members of the public

**016/19: 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.

**017/19: Public involvement session:**

No matters were raised.

**018/19: Approval the Minutes of the Meeting held on 23rd January 2019**

The Minutes of the meeting held on 23rd January 2019 were considered by the councillors. Cllr. R Povall **proposed** that the Minutes be approved as a correct record of the meeting.

**Proposa**l **seconded** by Cllr. M Woodhouse

**Vote:** with two abstentions the Minutes of 23rd January 2019 were approved and duly signed by the Chairman.

**019/19: Matters arising from the Minutes of 23rd January 2019**

143/18/2 and 143/18/4 The reflector posts adjacent to the drive to Delbury Hall have still not been installed. Mr Trim (EMO) has been chasing Highways for these. There has been no further response from Mr. A Keyland about the proposed extension to the speed limit and relevant 30mph road sign. Members reported a home-made sign has been erected warning of the bend in the road.

119/18/3: The Chairman thanked the DVHC for affixing the parish council’s notice board the wall of the village hall. Where to place the community notice board remains to be resolved. The car park has been greatly improved by loads of scalpings. The DVHC members present and DPC thanked Cllr. Stephen Povall for donating the scalpings. Thanks also to the members of the DVH Committee and Mr Trim who laid the scaplings

**020/19: Reports**

020/19/1 – Chairman’s Report

The Chairman reported he had agreed a joint action plan with Culmington Parish Council over a blocked drain issue in Seifton Bache.

He had discussions with Geoff Neden about proposed railings alongside the steps up the church in Diddlebury. Cllr. O’Boyle advised the two sets of existing railings were in fact from old milking parlours and it would be good if any new railings could match them, especially as they are within the conservation area. The Chairman agreed further research for suitable railings was needed. Photographs of anything suitable will be brought to a meeting for approval.

The Chairman has had two trips to Shirehall in the last month, one for a meeting about the non-approval of DPC’s CIL claim and the other about the proposed Housing Needs Survey, which he will deal with at Item 10 on the Agenda.

Cllr. Worthington reported a missing utility metal cover at the top of Mill Lane and he took action with Severn Trent Water to get it replaced (replacement still awaited).

He had liaised with Cllr. Woodhouse/DVHC about parking issues, and he had discussed tree branches overhanging footpaths with Mr John Farley, Footpaths Officer.

020/19/2 – Diddlebury Village Hall Report

Cllr. Woodhouse reported that hanging of the new stage curtains is proceeding but is more complicated and expensive than originally envisaged. He is seeking a grant to complete the work. He urged members to attend a post-Brexit French Evening on the 30th March 2019.and a forthcoming production of a play featuring a local character, Molly Morgan.

020/19/3– Flood Action Group

Cllr. O’Boyle reported that Geoff Neden, with help from Cllr. S Povall, has set up a meeting with local NFU members on the 16th May 2019 to discuss how local farmers can help allieviate flooding in the Corvedale.

020/19/4 – Louise Powell’s Almshouses in Ludlow

Cllr. Worthington had attended a meeting of this charity earlier in the week and learnt that substantial repairs are needed to the roofs of the four houses. The charity has no funds to carry out the works. She asked if DPC could contribute to the cost. No one present at the meeting knew whether DPC had any legal obligation to help maintain these properties. Cllr. Worthington was requested to make further enquiries about who has the repairing obligations where these properties are concerned. Cllr. Woodhouse indicated a willingness to assist in seeking grant funding once the legalities are ascertained.

**021/19 – Planning Application**

**18/03510/FUL** – amended application for the erection of one open market dwelling on land in car park adjacent to the Sun Inn, Corfton and associated existing vehicular access alterations.

It was not immediately clear in what respect this application differed from the previous full application considered by DPC in September 2018: however the Applicant attended and explained the difference to the members, namely the garage had been reconfigured to meet the Planning Officer’s requirements.

When it considered the original application DPC was concerned that there were no explicable plans showing how drainage was to be dealt with and it had objected to the application on the following grounds:

* The scale of this proposed building is out of all proportion to the size of the plot. Given it will be three storeys high, it will dominate the area in a highly visible way.
* The design, the proposed materials and the predominance of glass at the front of building are out of keeping with the vernacular architecture of Corfton.

This amended application still showed no drainage scheme and did nothing at all to reduce the size of the house or change its materials to something more sympathetic and in keeping with the vernacular architectural style in Corfton as requested by DPC. Given that this house will always be highly visible, some members were concerned that their views, which were supported by many parishioners, had been ignored. DPC was also concerned that there were no drainage scheme plans or reports on the planning portal. The Applicant was adamant that all necessary plans, reports and drainage permits had been approved by the Planning Officers. He could not explain why they were not on the planning portal.

Following lengthy debate, the Applicant agreed that he could soften the style of the housing by applying timber cladding to parts it. On that basis, and on the assurance given that all drainage issues had been resolved: -

Cllr. S Povall **PROPOSED THAT** Diddlebury Parish Council should support the application but strongly require that the external building materials be changed to make the house more sympathetic with the vernacular architecture of Corfton. The Applicant attended our meeting, heard our objections and agreed to timber clad parts of the building to soften its impact.

**PROPOSAL SECONDED by** Cllr. R Povall

**VOTE:**  six members voted to support the Proposal, two voted against it and one member abstained. **Proposal carried** that DPC support the application with caveats as to building materials.

**022/19– Minor Highways and Environmental matters**

022/19/1 – Cllr. Woodhouse reported that the lane from the B4368 up to Middlehope is getting muddier by the day and the laybys/passing places are also full of mud. He requested that Highways be asked to go round with a JCB and clear the road and passing places. The Clerk was instructed to advise Highways accordingly.

022/19/2 – Cllr. Worthington reported that likewise the road from the B4368 up to Westhope was also very muddy and needed attention. Cllr. R Povall advised the lane from the B4368 to past Hill End is in Culmington parish. The Clerk was asked to liaise with Culmington on the issue.

022/19/3 – Cllr. R Povall reported that at a recent Munslow Parish Council meeting he had heard that a Community Speed Watch Team has been set up by the Corvedale Community Environment Group and is receiving training from a Community Speed Watch Administrator and a local police officer on how to assess and monitor the speed of traffic passing through Munslow parish on the B4368. The Group had discovered that although there are 30mph speed restriction notices through Aston Munslow they cannot monitor the speed of vehicles there as the police do not support it being a 30mph area. They asked Munslow Parish Council to intervene and have been told their only remedy is to the take the speed limit issue to a Judicial Review., which would cost thousands of pounds. Cllr. R Povall had also noted there are Community Speed Watch signs in Culmington although Culmington has no Community Speed Watch group. The Clerk was asked to investigate these issues further.

**023/19 – Communications and Correspondence to be considered**

Councillors considered the following items:

1. 24.01.19 – application for a Safer Roads Grant drafted and submitted by the Clerk to the West Mercia Police Commissioner and to the Shropshire Ambassador, Mr Oliver,

seeking a grant of £1,637.50 towards the portable speed indicator device DPC wishes to purchase.

24.02.19 – email Clerk to Mr Oliver requesting an indication of the time scale as to when DPC may expect to hear whether its grant application has been successful or not.

1. Jan 2019 – Funding Bulletin from NALC
2. Notification from Shropshire Council re 18/04832/FUL - application for recreational outbuildings and a swimming pool and hard standing at Bache Mill House, Diddlebury.

Planning permission granted 23.01.19

1. 30.01.19 – letter Clerk to Mr Steve Davenport, Shropshire Council, protesting at the new higher car parking charges in Ludlow.
2. 06.02.19 email (and six photographs) from Mr M Waite stating “The parking of vehicles on the area coloured red and marked “Emergency Vehicle Access – Keep Clear” on the plan drawn up by Diddlebury PC/Village Hall Committee is regular and persistent, as apparent from the sample photographs attached. The last photo (2131) shows the ridiculous parking of one couple who subsequently complained to Diddlebury PC, despite blocking access to our property completely for more than an hour and being asked politely not to do so again. I would be grateful if someone could advise me what arrangements exist/who is responsible for enforcing the prohibition against vehicles parking on this area as it frequently results in access to our property being blocked or restricted.”
3. Notification from Shropshire Council re 18/04926/FUL - application under S. 73A TCPA for the installation of a domestic Package Sewage Treatment Plant to replace septic tank/soakaway system at Bache Mill House, Diddlebury.

Planning permission granted 07.02.19

1. 08.02.19 – notification from NHS that the Joint Committee of the Telford and Wrekin Clinical Commissioning Group has approved plans which mean Telford Hospital will no longer deal with A&E cases – all of which will go to Shrewsbury Hospital. No commencement date given.
2. Notification that a meeting is being called to discuss the new look Place Plan for the Craven Arms area on Wednesday 3rd April 2019, 7.00pm in the Plowden Room, Craven Arms Community Centre.

The Chairman and Mr Ian Davies of the PPSG have indicated they are not able to attend, so a volunteer is needed.

1. Press release from Airband with details of the Broadband packages they can offer in the Diddlebury area. Contact Sara Pearce on 01952 980123 for details, or visit [www.airband.co.uk/coverage](http://www.airband.co.uk/coverage).
2. Pro-forma copy of the Housing Needs Survey questionnaire.
3. Details of a Neighbourhood Planning course to be held on 26th June 2019, 10am – 3pm at The Lords Hill Hotel, Shrewsbury. Fee £70. Contact the Clerk if you wish to attend.
4. Notification from SALC re the “Keep Britain Tidy” spring clean which runs from 22nd March to 23rd April 2019. Contact [www.keepbritaintidy.org](http://www.keepbritaintidy.org) if anyone wishes to sign up.
5. Notification from Shropshire Council re 18/05568/FUL - application for proposed barn conversions at Hale Barn Diddlebury.

Planning permission granted 22.02.19

Responses:

Item 5: It should be noted that the land in question does not fall within the curtilage of land held by DPC, nor that held by DVH charity. It would seem therefore that the most appropriate course of action would be for any concerns regarding the access route to be addressed to the owners, who are believed to be the Dean and Chapter of Hereford Diocese.

Item 8: Pace Plan Review on 3rd April 2019 in Plowden Room, Craven Arms. No members of DPC or the PPSG are able to attend. NB. it is Craven Arms Place Plan which is being reviewed, not DPCs.

Item 11: Neighbourhood Planning Course. No members wished to attend. The Chairman proposed to liaise with Ian Davies to see if it is worth attending this course.

**024/19 – Consideration of the Place Plan Review, CIL matters and the Housing Needs Survey**

024/19/1 – Place Plan review: The Chairman and Mr Davies of the PPSG attended a meeting at Shirehall and met Maria Howells (Housing Enablement Officer) and Vicky Turner (of the new Community Enablement Team) of SC. They went through DPC’s Place Plan and its reviews and it was agreed SC’s handling of the reviews was unsatisfactory and high-handed.

DH and ID emphasised that it must not be open to SC to unilaterally alter DPC’s Place Plan. The matter is to be further discussed at the forthcoming Chairs’ Meeting.

024/19/2 – Community Infrastructure Levy (CIL). The Chairman and Unitary Cllr. Motley had a meeting at Shirehall with Gemma Davies, Head of Economic Growth and head of SC’s Internal Infrastructure Group (IIG) about the IIG’s summary dismissal of DPC’s application for its CIL fund of £11,713.37. The Chairman pointed out the many errors and false assumptions the IIG had made in assessing and rejecting DPC’s claim, such as stating 4 houses had been granted planning permission when the correct figure, since 2015 is 31 with 21 pending. Further, the school attendance figures were wrong. Ms Davies agreed to review the application.

024/19/3 – Housing Needs Survey

The Chairman and Mr Davies of the PPSG had met Maria Howell, Housing Enablement Officer, to discuss a Housing Needs Survey for Diddlebury parish. Ms Howells felt a Survey was needed as the Parish Plan was five years out of date and may not be representative of the parish’s current housing needs: she believes there may be hidden demand. SC plans to send out the surveys to each household in the parish in May or June, and SC receives, collates and analyses the responses. DPC only needs to promote and advertise the Survey on its website, parish magazine and notice boards.

The Clerk had circulated a blank copy of the Survey for the members’ consideration. Mr Davies fears its format will invite aspirational rather than factual responses and Cllr. Watson agreed with this view. Fears were expressed that the Survey may encourage large scale development.

**025/19 – Finance Report for February 2019**

1. Precept balance carried forward from January 2019 **£2,573.05**

**Less:** Cheques authorised to be drawn on precept funds on 27.02.19

1. Clerk’s net salary for February 2019 £162.82
2. HMRC – PAYE on Clerk’s February 2019 salary £ 40.60
3. Chairman’s travelling expenses for 19.02.19 £ 23.40
4. ICO: Data protection registration fee for 2019/2020 £ 40.00
5. Administrative expenses paid by Clerk in

February 2019 on behalf of DPC and reclaimed

* Contribution towards February telephone

and Broadband cost @ £15 per month £15.00

* 12 x 2nd class stamps £ 6.96
* 1 ream A4 copy paper £ 3.50
* Travelling expenses claimed on behalf of

Diddlebury Parish Council at 45p per mile

18.02.19 To Craven Arms Community Centre

for a SALC Clerk’s Meeting – 15 miles claimed

as cost shared with Eaton & Hope Bowdler PC

To Diddlebury Village Hall for DPC meeting

On 27.02.19 – 45 miles

Total of 60 miles @ 45p per mile £27.00

Total of Admin expenses paid by Clerk £52.46 £ 52.46

 £319.28 £ 319.28

 **Balance of Precept funds c/fwd £2,253.77**

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 January 2019 **£2,502.61**

(No claims made in February 2019)

* Transparency Code Grant funds b/fwd from January 2019 £ **712.49**

(No claims made in February 2019)

* War Memorial Fund balance b/fwd from January 2019 **£ 45.13**
* Funds held for Diddlebury Flood Action Group

Balance b/fwd from January 2019 **£ 356.57**

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

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

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

**Vote: Proposal carried by unanimous vote.**

1. **Balances held by DPC following authorisation of cheques on 27.02.19**

**Precept Funds £2,253.77**

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

 **Environmental Grant Funds £2,502.61**

 **Transparency Code Funds £ 712.49**

 **War Memorial Funds £ 45.13**

 **Funds held for Flood Action Group £ 356.57**

 **Earmarked Reserves Fund £5,412.29**

 **Total Funds c/fwd £13,723.15**

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

Cllrs. Watson and O’Boyle verified the Clerk’s reconciliation between HSBC statement numbered 318 and DPC’s Cash Book.

Any S.137 LGA donations awarded at the meeting on 27.02.19 will be recorded on the March 2019 Finance Report.

**026/19 – Audit 2018/2019 items**

The following documents have to be reviewed prior to the 2018/2019 Audit. The documents had been circulated to the members ahead of the meeting for their detailed consideration.

026/19/1 – Review of the Strategic Risk Assessment

This document had been comprehensively reviewed and amended last year following GDPR and new audit procedures. In the Clerk’s view it did not need any further amendment this year. The councillors agreed.

Cllr. Watson **Proposed** that the Risk Assessment, having been reviewed, did not require any amendment this year.

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

**Vote:** Members voted unanimously in support of the proposal.

026/19/2 – Review of DPC’s Register of Assets

The Clerk advised that no new assets had been acquired in this financial year and thus the Register of Assets did not requirement amendment. The councillors agreed.

Cllr. Woodhouse **Proposed** that the Register of Assets, having been reviewed, did not require any amendment this year.

**Proposal seconded** by Cllr. S. Thomas

**Vote:** Members voted unanimously in support of the proposal

026/19/3 – Review of DPC’s Financial Regulations

The Clerk had made minor amendments to the Financial Regulations, deleting any mention of External Audits as DPC is no longer subject to External Audits. Having reviewed the Financial Regulations:

Cllr. Woodhouse **Proposed** that the Financial Regulations as amended be approved

**Proposal seconded** by Cllr. R Povall

**Vote:** Members voted unanimously in support of the Proposal

**027/19 – S. 137 LGA Donations**

Cllr. O’Boyle **Proposed** that the following donations be made:

Flood Action Group - £100

Clover Club - £50

The Buzzard Community Minibus - £100

**Proposal seconded** by Cllr. R Povall

**Vote:** The proposal was carried by 7 votes in favour, 2 abstentions.

**028/19 – Any Other Business (for dissemination of information only)**

Cllr. Watson advised that the DPC notice board in Westhope is in a very bad state of repair. It needs a new back and new cork lining. The Chairman will ask Mr Trim to repair it.

There being no further business, the meeting was closed at 9.50pm

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

 **27th March 2019 - 7.30pm at Westhope Village Hall.**

**MINUTES SIGNED BY David Hedgley**

**DATED: 27th March 2019**