**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 March 2019 at 7.30pm at Westhope Village Hall**

**029/19: 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. R Povall

**Apologies**

Apologies were received and accepted from Cllrs. S Thomas and M Thomas.

**In attendance**:

The Clerk, Unitary Cllr. C Motley and one member of the public

**030/19: 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.

**031/19: Public involvement session:**

No matters were raised.

**032/19: Approval the Minutes of the Meeting held on 27th February 2019**

The Minutes of the meeting held on 27th February 2019 were considered by the councillors. Cllr. Worthington **proposed** that the Minutes be approved as a correct record of the meeting.

**Proposa**l **seconded** by Cllr. S Povall

**Vote:** By a unanimous vote the Minutes of 27th February 2019 were approved and duly signed by the Chairman.

**033/19: Matters arising from the Minutes of 27th February 2019**

020/19/4: The Clerk had established who the administrator of the Louise Powell Almhouses in Ludlow is. Cllr. Worthington was asked to contact him to establish the situation with the roof repairs.

022/19/1: The Clerk has contacted Highways and asked them to arrange clearance of mud from the road and passing places from Bache Mill to Middlehope.

022/19/2: As requested the Clerk has liaised with Culmington PC about the clearance of mud from the road and passing spaces on the road up to Westhope. Mr Trim, the EMO, had checked and said no action was warranted.

022/19/3: Cllr. R Povall had queried the speed watch scheme in Culmington. Culmington’s Clerk has responded that the parish is part of the Safer Roads Partnership and so have a speed camera come and monitor vehicle’s speed every so often. They do not have a community speed watch group as such.

**034/19: Reports**

034/19/1 – Chairman’s Report:

The Chairman outlined his activities on behalf of DPC during the past month.

 DPC had in January strongly supported a planning application to enable a family to enlarge their home at 2 North Sutton, failing which they would have to move from the parish. Cllr. Motley had advised SC were minded to refuse planning permission so she called it in for review by the Planning Committee. The Chairman drafted a very detailed report to the Planning Committee dated 10th March setting out in detail why they should allow the application. A site meeting took place and after the Planning Committee meeting, planning permission was granted on 13th March. The applicants have thanked DPC for their support in the matter.

The Chairman was also contacted by the applicants seeking planning permission for holiday lodges at Honeydene, Diddlebury. The Planning Officer is minded to refuse the application as the lodges will be permanent structures rather than being Caravan Act compliant. After discussions with Cllr. Motley and the applicants, the Chairman sent a letter to the planners on 21st March setting out in detail why DPC had supported the application. The Chairman is concerned that he will be away if this matter is called in by the Planning Committee before mid-May.

CIL: The Chairman has had an email from Gemma Davies of SC agreeing that some of the information she based her refusal of DPC’s CIL application on was out of date – as had been outlined in detail by the Chairman at their recent meeting. She suggested the bid be re-submitted but couldn’t confirm it would be successful second time around. The Chairman re-drafted the bid and re-submitted it. No response has been received to date.

He has spent time on issues involving parking and access at the DVH car park. He attended a Housing Survey Needs/Place Plan meeting last night in Culmington. The meeting essentially was to promote parish councils agreeing to have Housing Needs Surveys. As he will be unable to attend the Place Plan meeting at Craven Arms on the 3rd April, he took the opportunity to point out to Vicky Turner (the new Place Plans Officer) that on the current Place Plan there is no mention of DPC’s wish to use CIL to refurbish the DVH car park, whereas other parish councils had included similar resurfacing schemes. She agreed to amend the Place Plan to include this. He had also clearly made known DPC’s views about its Place Plan being unilaterally altered by SC.

034/19/2 – Unitary Cllr. Motley’s Report

Cllr. Motley outlined the circumstances surrounding the 2 North Sutton planning application and congratulated the Chairman on the support given to the applicants. She has advised the Planning Officer that she will call in the Honeydene application for review by the Planning Committee if he remains minded to refuse it. She is also pursuing those in charge of Place Plans over their refusal to make CIL payments to those parishes entitled to them.

She continues to be busy: in addition to her other roles, she has been asked to join a

housing group headed by Nick Levans of Meole Brace: she is the only person on it representing the south of Shropshire. She is involved with a rural stakeholders group which Philip Dunne MP is putting together with support from Michael Gove MP and Lord Gardiner. She is also on a Community Overview Committee which is looking at youth funding. LJC started the youth funding initiative but it got swept aside when LJC was disbanded, and she is having difficulty promoting the matter as no SC officers are available to work on it. Finally, she commented on successes with the LEADER funds (an EU grant funding initiative). The methodology to appraise bids for funds is a very good model and a lot of useful grants have been made available to local people.

The Chairman thanked Cllr. Motley for her report and for all the work she does to assist people in the Corvedale.

034/19/3 – Diddlebury Village Hall Report

Cllr. Woodhouse urged members to attend a French Evening on the 30th March 2019.and a forthcoming production of a play featuring a local character, Molly Morgan. The DVHC’s AGM will be on Monday 29th April, 7.30pm in the village hall.

034/19/4– Flood Action Group

Cllr. O’Boyle reported that tree planting, including black poplars, has taken place in Lower Corfton as a flood prevention measure.

Recently heavy rain had produced surface water in Mill Lane, by the bridge. Thanks to Wendy Ross who contacted Highways and got the drains unblocked. Cllr. Stephen Povall has joined the FAG and is allowing experimental works on his land in a bid to alleviate flooding.

**035/19– Minor Highways and Environmental matters**

A fence on the left hand side of the B4368 by the bridge is in poor repair and bits of wood are falling off it. It could not be ascertained who it belonged to so no action could be taken.

**036/19 – Communications and Correspondence to be considered**

Councillors considered the following items:

1. 10.03.19 letter Chairman, Diddlebury Parish Council to the Shropshire Council Planning Committee, supporting planning application 19/00121/FUL – erection of a first floor extension to 2, North Sutton, Great Sutton, SY8 2AJ
2. Notification from Shropshire Council re 19/00121/FUL – Erection of a first floor extension to 2, North Sutton, Great Sutton, SY8 2AJ - Planning permission granted 13.03.19
3. 04.03.19 – letter from Shrewsbury Dial a Ride thanking the parish council for its donation of £100 to the Buzzard.
4. Email 04.03.19 DPC to Highways Department asking for a JCB to tour the Bache Mill to Middlehope Lane clearing mud from the road surface and passing places. Request acknowledged 04.03.19
5. 28.02.19 – email from Mr G Neden thanking DPC for the £100 donation to the Flood Action Group’s Funds.
6. 18.03.19 and 21.03.19 emails from Mr M Waite seeking DPC’s assistance and support concerning access problems to his property.
7. 18.03.19 – email via SALC inviting DPC to respond to a Shropshire Council consultation (which closes on 17th April 2019). The Cabinet are proposing to withdraw travel assistance for SEND Nursery children and some Post-16 Students. The proposal does not relate to children already receiving this assistance but to any newcomers.
8. 21.03.19 – letter Chairman to Planning Department supporting planning application 18/05601/OUT.
9. 25.03.19 – letter from Shropshire Council advising of a consultation in respect of proposed reduction of local bus service subsidies to achieve a reduction in funding of £405,000. Consultation document can be found at: [www.shropshire.gov.uk](http://www.shropshire.gov.uk) and to respond email any responses to : passtrans@shropshire.gov.uk.

Responses:

Item 6:

* Mr Waite’s correspondence seeking support and assistance regarding parking issues on land adjacent to DVH but owned by the Dean & Chapter of Hereford has been noted.
* Following the refurbishment of DVH, in response to the increased use both anticipated and actual of the car park, the land custodians the DVH Committee and DPC consulted with the main users of the car park, namely DVH users, Corvedale School and St Peter’s Church, to try and maximise the car parking spaces and to ensure the safety of pedestrians accessing the above sites. Delineated spaces were agreed which avoided blocking the one property’s entrance onto the car park and the access drive to the remaining properties and the school. The access drive, which does not lie within either DVH nor DPC’s land curtilage, was shown along with pedestrian access to the school and DVH. Once the car park is re-surfaced DVHC will be able to physically mark these areas out.
* Following the re-erection of the DPC notice board on the DVH front wall, the parking plan is now more prominently visible to car park users.
* DPC has been advised that contact has been made with the Hereford Diocese in connection with the access drive problems.
* With reference to the Minutes of the 25th July, DPC simply reported on a complaint made to it and discussed how, as requested by the complainant, DPC could make the parking layout clearer. As DPC was not supplied with the names of those involved it could not consult the other party concerned.

Item 7:

The Chairman and members were very concerned at SC’s proposal to withdraw transport funding subsidies from some children with special needs and some post-16 students. This is likely to impact on some of the poorest families in rural areas of Shropshire. The Clerk was asked to formulate a response to the consultation emphasising DPC’s abhorrence at the proposal.

Item 9:

Cllr. Worthington was asked by the Chairman to respond to SC’s consultation concerning their proposal to withdraw £405,000 from local bus subsidies.

**037/19 – Finance Report for March 2019**

Precept balance carried forward from February 2019 **£2,253.77**

**Less: S.137 Donations totalling £250 made at February 2019 meeting £ 250.00**

**Less:** Cheques authorised to be drawn on precept funds on 27.03.19

1. Clerk’s net salary for March 2019 £162.62
2. HMRC – PAYE on Clerk’s March 2019 salary £ 40.80
3. Westhope Village Hall – venue hire charges 2018/2019 £ 50.00
4. Administrative expenses paid by Clerk in

March 2019 on behalf of DPC and reclaimed

* Contribution towards March telephone

and Broadband cost @ £15 per month £15.00

* 1 ream A4 copy paper , ring binder, file dividers £ 4.86
* Travelling expenses claimed on behalf of

Diddlebury Parish Council at 45p per mile

To Westhope Village Hall for DPC meeting

on 27.03.19 – 46 miles £20.70

Total of Admin expenses paid by Clerk £40.56 £ 40.56

 £293.98 £ 293.98

 **Balance of Precept funds c/fwd £1,709.79**

**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 February 2019 **£2,502.61**

Less: Claim from EMO for work to 13.02.19 £140.00

Further claim for works up to 25th March 2019 £ 67.05

 £207.05 £ 207.05

Balance carried forward **£2,295.56**

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

(No claims made in March 2019)

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

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

Plus: S137 Donation from DPC on 27.02.19 £100.00

Balance carried forward £456.57 **£ 456.57**

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

Cllr. O’Boyle **Proposed t**hat thecheques listed above be authorised for payment.

**Proposal seconded** by Cllr. Watson

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

**Balances held by DPC following authorisation of cheques on 27.03.19**

**Precept Funds £1,709.79**

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

 **Environmental Grant Funds £2,295.56**

 **Transparency Code Funds £ 712.49**

 **War Memorial Funds £ 45.13**

 **Funds held for Flood Action Group £ 456.57**

 **Earmarked Reserves Fund £5,412.29**

 **Total Funds c/fwd £13,072.12**

**Bank statement and Cash Book reconciliation**

Councillors O’Boyle and Watson verified as being correct the Clerk’s reconciliation between HSBC statement numbered 319 and DPC’s Cash Book.

**Review of EMO’s hourly rate of pay.**

The requested rate increase was debated. Councillors felt unable to offer more than an extra £2.50 per hour, plus travelling expenses.

Cllr. O’Boyle **propose**d that the EMO be offered £12.50 per hour with effect from 1st April 2019 plus travelling expenses at 45p per mile

Cllr. R Povall **seconded the proposal**

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

The Clerk was instructed to put this offer to the EMO.

**038/19 – Report on the progress with the proposed speed monitoring in Diddlebury including possible collaboration with Munslow parish’s community speed watch team.**

Munslow Parish has a community speed watch group who are being trained by an officer from the Community Speed Watch Training Team. Ian Davies has been in touch with them and will arrange for the Training Team to assist the Diddlebury Group, which will be constituted once DPC purchases the speed monitoring unit and high vis. jackets. A response is still awaited from PCC’s Safer Roads about the grant application submitted by DPC.

**039/19 – Consideration of matters to be dealt with at the Annual Parish Meeting and the Annual General Meeting on 22nd May 2019**

 As always, Reports are requested from website administrator, the PPSG, DVHC, Westhope Village Hall Committee, Flood Action Group, Diddlebury Charities and the Louise Powell almshouse charity for the Annual Parish Meeting.

**040`/19 – Any Other Business (for dissemination of information only)**

 The Chairman advised that he will be abroad from 28th March until the start of May.

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

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

**Annual Parish Meeting**

**Annual General Meeting**

**Ordinary Business Meeting**

 **22nd May 2019 - 7.30pm at Diddlebury Village Hall.**

**MINUTES SIGNED BY David Hedgley**

**DATED: 22nd May, 2019**