**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 28th June 2017, 7.30pm at Westhope Village Hall**

**063/17: 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

**Apologies**

Apologies were received from Cllr. S Thomas, Cllr. M Thomas, Cllr. K Worthington

**In attendance**:

The Clerk Mrs J de Rusett, Unitary Councillor C Motley, Mr John Farley and four members of the public.

**064/17: 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.

Declarations of interest were made by Cllr. Robert Povall and Cllr. Stephen Povall relating to Agenda item 8.2 – 17/05409/EFN – enforcement notice relating to 3 & 4 Bouldon Farm Cottages, Bouldon.

**065/17: Public involvement session:**

No matters were raised at this juncture – most attendees wished to be heard on planning matters.

**066/17: Approval the Minutes of the Annual Parish Meeting, the Annual General Meeting and the Ordinary Business Meeting all held on 15th May 2017**

The three sets of Minutes of the Parish Council Meetings held on 15th May 2017 had been circulated prior to the meeting. No amendments were raised.

Cllr. S Povall **proposed** that the three sets of Minutes be approved as a correct record,

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

**Vote:** the members **voted unanimously** to approve the Minutes and they were duly signed by the Chairman.

**067/17: Matters arising from the Ordinary Business Meeting Minutes of the Parish Council Meeting of 15th May 2017 not dealt with elsewhere on the Agenda**

031/17: The Chairman advised that a meeting of stakeholders involved with Diddlebury village hall car park will be held on the 6th July 2017.

059/17/1: Following the resignation of Mr K Ulyatt the EMO from all three parishes, the Chairman reported he has had a meeting with the new Chairman of Culmington Parish Council (Mr Ian Steele) to discuss a new appointment, and an advertisement will appear in the Corvedale News and on our website shortly.

**068/17 – Reports**

068/17/1 – Chairman’s Report

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

* He had meet with Mr Ian Steele to discuss the EMO vacancy.
* He had written to Mr Tom Hall thanking him for his long association with the Louise Powell charities
* He had spent much time on the proposed development of the poultry sheds in Lower Corfton., liaising with Mr Andrew Kirk and writing a report for the Planning Committee setting out the Parish Council’s views. There is to be a site meeting on 3rd July: it was agreed the Chairman and Cllr. R Povall will attend.
* He had discussed footpath issues with Mr Farley
* He had sent Chris Jackson of Highways a get well card.
* Much time had been spent investigating the enforcement notice re the Bouldon houses

068/17/2 – Unitary Councillor’s Report

Cllr. Motley reported on the new administration at Shropshire Council. Existing budgets have been thrown into chaos as LA’s will not now be able to retain 100% of local business rates. The RSN are watching the government carefully on rural funding issues. Devolution deals are also now questionable.

Cllr. Motley has been appointed to the post of Chair of Scrutiny: she will commence with looking at Environmental Maintenance Grants as she is not happy with how it was handled for 2017/2018.

The closure of the A49 at Onibury for a week, commencing 1st July, will cause major problems with village roads becoming rat-runs. There will be 3-way lights at Pedlar’s Rest on the B4368.

She will be holding a Chair’s Meeting at the end of September or early October and hopes for a full turn out of Corvedale and Apedale Chairs.

068/17/3 – Diddlebury Village Hall Report – Cllr, T O. Boyle

Cllr. O’Boyle reported that DVHC’s AGM had been held on 14th June 2017 and three members were elected to the committee. Mr. S Ross is the new Treasurer. The public present at the AGM were supportive about the refurbishment and the aesthetic improvement of the hall. The builders anticipate handing the village hall over on the 5th August 2017 and things are still on course for a public re-opening of the hall on the 16th September 2017.

068/17/4 – Flood Action Group Report – Cllr. T O’Boyle

Cllr. O’Boyle reported tidying works had been carried out on the River Diddle and thanked all the volunteers who had assisted. Work on the Diddle’s Slow the Flow scheme will commence next week, with a careful eye being kept on the Lower Corfton poultry sheds development. Shropshire Wildlife Trust members are assisting on the slow the flow projects in tandem with a university and are presently working on a project at Wilderhope Manor.

The Flood Action Group are seeking status as a Non-Statutory Consultee on all planning applications in the parish: this will involve Mr Geoff Neden being notified of all planning applications the parish council receives and the FAG can place comments on the planning portal. A similar scheme has been working well in Shifnal. The FAG will liaise with Rhiannon Townsend to see what steps need to be taken to achieve the consultee status.

**078/17 – Report from Mr John Farley on Diddlebury Footpath issues.**

Mr. Farley’s report is annexed to these Minutes.

The report had been circulated to members prior to the meeting. Mr Farley briefly highlighted some of the points in the report: the success of the Three Castles Walk in promoting tourism in the area; a resume of the works carried out by the PP3 (Parish Paths Partnership). PP3 is pressing for the restoration of the original fencing and kissing gates at Corfton Manor. One ongoing problem is the footpath by Delbury Cottage: the route crosses a bridge built 10 years ago by Shropshire Council. It now needs repairing but Shropshire Council are saying it isn’t their responsibility and there is an argument about the route of the footpath. The issue was discussed and Cllr. O’Boyle suggested DPC should write to SC asking for the bridge to be repaired as it is part of the right of way.

Mr Farley also advised that the fencing around the Three Castles Walk notice board is broken and cattle have damaged the notice board by using it as a rubbing post. He seeks a contribution of £274.27 to build a substantial fence around the notice board. On the basis the board is on DPC’s asset register it was agreed that DPC will contribute £180 towards the cost.

At considerable length Footpath 20 was then discussed. Cllrs. O’Boyle and Watson emphasised the dangers parents with children face walking children along the B4368, which despite being widened still puts people in dangerously close proximity to vehicles. For health and safety reasons they want FP20 to be more accessible from The Moors to the school. At present it has two kissing gates and a number of stiles which are difficult for parents with young children and babies, the route is overgrown with nettles and often muddy. They want the stiles replaced with kissing gates, the overgrowth cut back and bark placed around the kissing gates/stiles where muddy.

Mr Farley explained that with not inconsiderable difficulty the PP3 had replaced two stiles to date with kissing gates: they are heavy, awkward to install and expensive (£250 each as opposed to £25 for a stile). The PP3 had a great deal of work to do on all the parish paths and has limited manpower: it does not see FP20 as being a priority and he cannot understand why residents and the EMO cannot cut back the nettles. He had put a notice in the Corvedale News for volunteers to help with the path and received no response. In his view maintenance of footpaths to a degree should be the responsibility of the users.

After debate, Cllr. O’Boyle **proposed**:

* That Mr Hardwick of SC should be approached and asked for kissing gates to replace the remaining stiles on FP20 on health and safety grounds, and locals and the EMO will be asked to help install them,
* That when appointed the new EMO will be asked to strim regularly along the length of the footpath from The Moors to the school.
* DPC will write to the landowners requesting permission to lay bark around the stiles/kissing gates as a mud abatement scheme and to replace the remaining stiles with kissing gates.
* That DPC will contribute £180 towards the fencing around the Three Castles Way notice board. (Cheque to be made payable to Corvedale Walking & Footpath Group)
* DPC will write to SC re the bridge by Delbury Cottage

Proposal **seconded** by the Chairman

**Vote: 5 in favour, 1 abstention – proposal carried by a majority.**

**070/17 – Planning matters**

070/17/1 - **17/02639/FUL** – application by Mr & Mrs Newall for the erection of a detached garage and workshop at 2 Rock Cottage, Bache Mill, Diddlebury.

Members considered the plans and allied documents relating to this application and found nothing objectionable. The Chairman advised there were no objections to it on the planning portal.

**Proposal:** Cllr. Woodhouse proposed supporting the application and raising no objections to it.

**Seconded** by Cllr. R Povall

**Vote:** passed by a unanimous vote.

070/17/2 – **17/05409/EFN –** consideration of pending enforcement action re possible breach of planning permision16/04956/FUL – roofline and garage not being built in accordance with approved plans - at 3 & 4 Bouldon Farm Cottages, Bouldon.

DPC had received notification on 17th June of the above enforcement action. The Chairman has spent ten days trying to contact the Enforcement Officer, Mr Gammond, to discuss the matter: the officer had entirely failed to respond. He had also visited the site and discussed the matter with the owners, who confirmed the Enforcement Officer had been out, had not objected to the works and advised them to carry on.

Dr Philips, who was in attendance, explained his property is next to the site and that the garage was not being built in accordance with the plans submitted and the footprint for the new house had been pegged out, again not in accordance with the plans. He believed that if plans were submitted and approved they should be adhered to with a reasonable degree of accuracy: the garage has been moved and is substantially nearer his boundary and there had been an alteration to the roofline. Apart from an email acknowledging his concerns he had heard nothing further from the Enforcement Officer, although he understood the officer had visited the site and told the builders to carry on. He hoped the parish council could take the matter up with the planners.

The Chairman explained that parish councils have been told that they should only report major breaches or completely unauthorised building works as SC’s enforcement team are too under-staffed to tackle smaller matters. Unitary Cllr. Motley confirmed that where buildings had been moved a few metres from the plans, this would not warrant enforcement measures and might have occurred because of topographical or structural problems on site: only substantial deviation from plans would warrant action. One problem here is there is no datum point on the approved plans, so it is difficult to say with certainty where the house and garage should be within the plot.

070/17/3 - Report by Chairman on Planning Seminar on 7th June 2017

The Chairman had attended a whole day seminar on planning issues and had circulated a note on the important issues to the members. The PPSG will look at producing a Planning Policy Statement setting out its vision for Diddlebury Parish. It was also advised that the Clerk contact the planners and state the DPC wants to be advised of any S.73 modification to planning applications: frequently once DPC has commented on an application, revisions are made which parish councils are not notified about. This request will hopefully result in DPC being contacted if revisions are sought.

**071/17 – Highways and Environmental matters**

The Chairman advised that notification has been received that the 2017/2018 Environmental Grant is to be increased by £500 to £2,262.96. He circulated a copy of the advertisement for a new EMO which will be in the July Corvedale News. It was agreed the new EMO must be tasked to clear vegetation from footpaths and repair stiles.

The problems with signposts on the verge at Pedlar’s Rest continue with Millichope Estate being the worst offenders: Cllr. R Povall will raise the issue with them again.

**072/17 - Correspondence and Communications**

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

1. 18.5.17 – email Chairman to stakeholders involved with Diddlebury Village Hall car park inviting them to attend a meeting to discuss the issues of improvements to parking, resurfacing the car park and safety for people using the car park and access to the school. (Meeting fixed for 6th July 2017)
2. 18.5.17 – notification relating to application 17/017575/TCA re tree works at Millfield, Mill Lane, Diddlebury.

Permission granted.

1. 18.5.17 – Letter Clerk to Mono Consultants, Glasgow with DPC’s response to their pre-planning application for a proposed telecommunications mast and ancillary equipment in The Moors, Diddlebury advising the proposal is unacceptable.
2. Email 30.5.17 from a Diddlebury resident concerned about the above proposal. Clerk responded on 31.5.17
3. Letter 18.5.17 from Clerk to Mr. Tom Hall, Westhope, thanking him for years of service re the Louise Powell Charities, a role now taken on by Cllr. K Worthington.

 6/7 Letters 16.5.17 and 30.5.17 – Clerk to Monitoring Officer, Shropshire Council enclosing relevant forms following recent elections

8. Letter 01.06.17 Clerk to Mazars, submitting the Annual Return documentation for 2016/2017.

9. Bundle of correspondence from Network Rail re closure of the A49 at Onibury for one week, 1st to 9th July 2017 inclusive for essential works to the railway crossing.

10. 08.06.17 – notification relating to planning application 16/03374/OUT for proposed

 Erection of an agricultural worker’s dwelling on land NE of Middlehope.

 Planning permission granted but matters of appearance, landscaping, layout and scale reserved.

11. 09.06.17 – notification relating to planning application 16/05543/FUL for proposed

 erection of an agricultural storage building at Corfton Farm, Corfton.

 Planning permission granted.

12. 16.06.17 – notification from The Pensions Regulator confirming that DPC has complied with all automatic enrolment duties under The Pensions Act 2008.

13. 27.6.17 – notification from Network Rail of speed limits and one-way orders relating to the closure of the A49 at Onibury from 1st July to 9th July.

14. Bundle of letters and emails relating to planning application 16/03628/FUL – demolition of the former poultry units and erection of seven detached houses at Lower Corfton. Site visit to take place on 3rd July and application to be heard by the Shropshire Council Planning Committee at 2.00pm on 4th July 2017 at the Shirehall. Shrewsbury.

No action was deemed necessary in respect of any item.

**073/17 - Consideration of Financial matters**

 073/17/1 – Finance Report for June 2017

**Precept Funds** brought forward from May 2017 **£9,852.63**

**LESS:** cheques to be authorised from Precept Funds on28.06.17

1. Clerk’s net salary for June 2017 £143.40

2. HMRC – PAYE on Clerk’s June salary £ 36.00

3. SALC – fee for planning training course 7.6.17 £ 65.00

4. Clerk’s expenses for May/June 2017 as itemised

* Contribution towards June telephone

 & Broadband expenses £10.00

* Postage: 18.5.17 – postage of forms to

Monitoring Officer, plus 12 x 2nd class stamps £ 8.02

Postage: 2.6.17 – Annual Return etc to Mazars

Plus 12 x 2nd class stamps £. 7.70

* 17.05.17 - 1 x HP364 black ink cartridge and

2 x ring binders £12.00

* 02.06.17 – 1 x HP364 ink cartridge £10.00
* 1 A4 pad for Minute taking and

 1 ream copier paper £ 4.00

* Travelling expenses claims at 45p per mile

23.6.17 – to Westhope, Corfton, Bouldon &

Peaton to display agendas and statutory

notices re audit on notice boards – 15 miles

To P. C meeting at Westhope. 28.6.17 – 44 miles

Total mileage: 59 miles @ 45p £26.55

 £78.27 £ 78.27

 Total deductions from Precept Funds £322.67 £ 322.67

 **Balance of Precept Funds c/fwd to June £9,529.96**

1. **Highways & Environmental Grant b/fwd from**

**June 2017 –** no claims in June 2017 **£2,703.93**

 **Balance of Highways** **& Environmental Grant c/fwd £2,703.93**

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

**Authorisation of cheques drawn on Precept funds:**

**Proposed by: Cllr. Watson**

**Seconded by: Cllr. O’Boyle**

**Vote: Unanimous**

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

Precept Funds c/fwd to July £9,529.96

Highways & Environmental Grant c/fwd to July £2,703.93

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

Corvedale Youth Club funds £ 650.39

Diddlebury Flood Action Group £ 209.57

Balance of donations for War Memorial £ 85.13

 **Total of DPC funds c/fwd to July 2017 £14,287.38**

073/17/2 -Clerk’s reconciliation of Cash Book & HSBC Bank statement no.’s 296 and 297 to 14.06.17 presented to be verified by Councillors and duly verified by Cllr. R Povall.

073/17/3 – Consideration of allocation of VAT refund (£412.29)

The Clerk advised DPC had received a VAT refund of £412.29, of which £18.29 related to precept expenses, £194 to transparency code grant expenses and £200 to environmental grant expenses and she needed to know into which funds the members wanted to transfer the £412. 29. It was agreed to deal with this matter under the next agenda item.

073/17/4 – Consideration of allocation of funds to the Reserves Policy

The Clerk had circulated a briefing note on this issue, recommending that of the £5,916.95 reserves brought forward from financial year 2016/2017, £5,000 could be transferred to an earmarked fund for resurfacing the Diddlebury Village Hall Car Park, and £916.95 be retained as general precept reserves.

The Chairman advised it is hoped the school will contribute £1,000 and DVHC hopefully will also contribute towards the resurfacing: however there are large potholes in the car park now and some emergency work may need to be carried out before full resurfacing can be financially achieved.

The Chairman **proposed** that £5,000 plus the VAT refund, totalling £5,412.29 be applied to an Earmarked Reserves Fund for the DVH car park.

Proposal **seconded** by Cllr. R Povall

**Vote:** Unanimous

**074/17 - Any Other Business (for dissemination of information only)**

No matters were raised.

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

Date and venue of the next Diddlebury Parish Council meeting

7.30pm on Wednesday 26th July 2017 at Westhope Village Hall.

**MINUTES SIGNED BY David Hedgley**

**DATED 26th July 2017**