**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 28th November 2018 at 7.30pm at Diddlebury Village Hall**

**134/18: Present and apologies for absence**

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

Cllr. R Povall chaired the meeting.

**Apologies**

Apologies were received and accepted from Cllr. D Hedgley - Chairman and Unitary Cllr. Motley

**In attendance**:

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

**135/18: 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.

**136/18: Public involvement session:**

Mr Rattu advised the meeting that on Shropshire Council’s Planning Portal it was stated that Diddlebury Parish Council had taken a neutral stance to planning application 18/04563/OUT – the application for 17 houses at The Moors and Moors View. The Chairman thanked Mr Rattu for drawing this to our attention: the Clerk will contact the Planning Department to get this amended to indicate that DPC had in fact objected to the application.

**137/18: Approval the Minutes of the Meeting held on 24th October 2018, 1st November 2018 and 15th November 2018**

The Minutes of the meeting held on 24th October 2018 were considered by the councillors. Cllr. S Povall **proposed** that the Minutes be approved as a correct record of the meeting.

**Proposa**l **seconded** by Cllr.Watson

**Vote:** with one abstention the Minutes of 24.10.18 were agreed and duly signed by the Chairman.

The Minutes of the EGM Meeting of 1st November 2018 were considered by the councillors.

Cllr. O’Boyle **proposed** that the Minutes be approved as a correct record of the meeting.

**Proposal seconded** by Cllr. S Povall

**Vote:** with one abstention and six votes in favour the Minutes of 01.11.18 were agreed and duly signed by the Chairman.

The Minutes of the EGM Meeting of 15th November 2018 were considered by the councillors.

An amendment was made to incorrect paragraph numbering and the word “more” was added to 133/18/6 so Cllr. Woodhouse’s comments on page 4 read “more control of this site…”.

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

**Proposal seconded** by Cllr. Worthington

**Vote:** with two abstentions and five votes in favour by a majority the Minutes of 15.11.18 were agreed and duly signed by the Chairman

**138/18: Matters arising from the Minutes**

Minutes of 24th October 2018

119/18/3: Cllr. Woodhouse advised the re-installation of DPC’s Notice Board for the village hall was still being discussed. He asked that DPC send a letter to DVHC asking for its’ reinstallation. The work to be carried out by Mr Trim, the EMO, in due course.

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122/18: Cllr. Watson asked whether Highways had been contacted about the flood water occurring on the B4368 due to the blocked drains, which is flooding the bridge and inconveniencing pedestrians. The Clerk confirmed she had sent a letter and a map to Mr Keyland asking for urgent action.

124/18 – Item 1: Cllr. O’Boyle advised about the responses received from SC concerning the Corfton Petition. Mr Liam Cowden, the officer responsible for the Craven Arms Place Plan area, responded and stated: “I would recommend that in the proposed consultation on our Local Plan to commence on 29th November 2018, that Diddlebury Parish Council ask that the cluster be modified by the removal of Corfton village. This would take a little time to effect, up to late 2020 or early 20212, but from this time the village of Corfton would become part of the Countryside”. Cllr. S Thomas suggested that the response from Mr Cowden should be sent to Ian Davies of the PPSG for his attention and the matter should be on our next Agenda so that any action needed can be discussed.

Item 5: Cllr. Watson advised that the BT Kiosk at the top of Mill Lane has now been fully glazed.

126/18 – The Clerk advised she had not yet dealt with this matter but will contact West Mercia Police in due course.

There were no matters arising from the Minutes1st November 2018 and 15th November 2018 not dealt with elsewhere on the Agenda

**139/18: Reports**

No Reports had been received from the Chairman (who is abroad) or Unitary Cllr. Motley.

139/18/ 1– Flood Action Group

Cllr. O’Boyle reported that The Rotary Club in Ludlow had donated £300 to the FAG’s funds and it is planned to use the donation to fund the building of two leaky dams above Middlehope. Most of the de-silting and weed removal in the Diddle brook has been done. Corvedale School are liaising with the Shropshire Wildlife Trust (SWT) to start a stream-related wildlife project.

SWT are working on aerating 75 acres above Clee St. Margaret to gauge the benefits of aeration: aeration increases soil capacity to absorb rainwater. Cardiff University are getting involved with research into Slow the Flow in the Corvedale and hope to report by 2021. SWT have received £28,000 funding for tree planting. Volunteers are needed to plant trees – initially in the Shipton area - contact Geoff Neden for details.

139/18/2 – Westbury Village Hall Committee representative’s report

Cllr. Watson advised that the new committee held their first meeting recently and are getting to grips with the hall’s management issues. To promote more bookings they will have an advertisement in the Corvedale News shortly. The committee sent their thanks to DPC for its recent help in sorting out the management of the hall.

**140/18 – Consideration and adoption of Revised Standing Orders**

Due to the enactment of eight recent pieces of legislation, including the Data Protection Regulations, the National Association of Local Councils has advised parish councils to update their Standing Orders and had provided a template containing the relevant revisions. The auditor will check to see that revised Standing Orders have been adopted. Copies had been to sent by email to all members (except Cllr. Worthington) for consideration prior to the meeting. The Clerk had added to the Standing Orders the particular SO’s DPC had adopted in 2015 to deal with planning applications received between meetings and related issues.. .After considering the revised document, the Chairman **Proposed** that DPC should adopt the revised Standing Orders dated 28th November 2018

The Proposal was **Seconded** by Cllr. Woodhouse

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

**141/18 – Planning Applications**

**18/04823/FUL** – application for the erection of 2 outbuildings for recreational use; installation of a swimming pool and creation of a water permeable hardstanding area for vehicles at Bache Mill House, Bache Mill, Diddlebury, SY7 9LA

The applicant attended to assist the councillors. Consultee items raised on the Planning Portal and by the Flood Action Group were discussed. The councillors were given assurances that the proposed hard-standing material is permeable and that a flood risk assessment is being dealt with. It was noted there were no public objections to the scheme.

After consideration of the application Cllr. S. Povall **proposed** that DPC supports the application and raises no objections to it.

**Proposal seconded** by Cllr. Woodhouse

**Vote:**  **The Proposal** was unanimously supported by the councillors

**18/04926/FUL**  - application under S.73 Town & Country Planning Act for the installation of a domestic Package Sewage Treatment Plant to replace the current septic tank/soakaway system, at Bache Mill House, Bache Mill, Diddlebury, SY7 9LA

This was a retrospective application for a domestic sewage treatment plant which replaced the existing septic tank/soakaway system. The councillors noted that no objections had been raised it to, and SUDS had stated the sewage package was acceptable.

Cllr. S Povall **Proposed** that DPC should support the application and raise no objections to it.

Cllr. Watson **seconded** the Proposal

**Vote: The Proposal** was unanimously supported by the councillors**.**

**Non-Agenda Item: 18/05205/FUL –** an application for the erection of a painted timber summerhouse at Bache View, 3 Seifton Bache, SY7 9LG.

Due to the Broadband/computer difficulties the Clerk had experienced in early November, this application had not been received and so was not included on the Agenda.

The Chairman **Proposed** that the application should be dealt with pursuant to the provisions of Section 27 of the Standing Orders and that Cllr. S Thomas, Cllr. Watson and Cllr. K Worthington be appointed as the Group to determine this application and thereafter to notify the Clerk of their decision. The decision will be reported to the next meeting.

**Proposal seconded** by Cllr. Woodhouse

**Vote: The Proposal** was unanimously supported by the councillors**.**

**142/18 – Consideration of applications for confirmation of local connections**

The Parish Council had been asked by South Shropshire Housing Association to provide confirmations of local connections in respect of two applicants for an empty Housing Association house in The Moors. Applicant No.1 had no local connections to Diddlebury. Applicant No. 2 fulfilled three elements of the Housing Association’s criteria.

It was noted that no one resident in Diddlebury Parish had made an application for Local Needs Housing in respect of this empty house.

Cllr. Watson **Proposed** that DPC provide a confirmation for Applicant No. 2

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

**Vote:** 6 members voted in favour and 1 against – proposal carried**.**

**143/18 – Minor Highways and Environmental matters**

143/18/1: It was agreed the Environmental Maintenance Grant situation be discussed at Agenda Item 12 – Precept Budget.

143/18/2: DPC had received a request from Mr Wrigley that a “bend ahead” notice warning of the sharp right-hand bend by the rear entrance to Delbury Hall be erected. His wall and hedging are not infrequently damaged by speeding motorist failing to appreciate the bend: a section of the hedge was destroyed a few years back and recently the stone wall has been damaged.

The request was discussed. Generally members expressed a dislike for the proliferation of road signs in a rural setting: it was also questioned what use a sign would be given that the culprits have generally been locals who are well aware of the bend. Of concern to the members is the fact that eight houses containing families, some with children, live in this vicinity and walk their children to school. There is no pavement, poor visibility due to bends and hedges and no speed limit on this section of the road, which makes pedestrians, especially with buggies and young children, feel very vulnerable. It was felt a better solution would be the extension of the 30mph speed limit by 400 metres to beyond Topher Morgan’s farm. As an additional measure, the EMO could be asked to install a few plastic reflector posts on the approach to the bend.

Cllr. O’Boyle **Proposed** that Highways be asked to extend the 30mph 400 metres to beyond Topher Morgan’s farm, and that the EMO installs plastic reflector posts, one the verge leading up to the bend and one by the now damaged wall.

**Proposal seconded** by Cllr. Watson

**Vote: 6 votes in favour, one objection – proposal carried.**

It was agreed that if Highways will not co-operate with the 30mph extension, DPC will re-consider the request for the “bend ahead” sign.

143/18/3: The Clerk sought instructions for the annual winter JCB clearance of ditches, gullies and laybys as instructions need to be given now to the contractor. The general consensus of the meeting was the work should be carried out by the Highways Department and not by DPC.

143/18/4: Cllr. Woodhouse reported how dangerous the lack of `visibility is from the lane which serves to the Bache Mill community to where it joins the B4368. Vehicles joining the B4368 have such limited visibility in either direction that when vehicles are travelling fast along the B4368, manoeuvring onto it was fraught with danger: he produced a photograph demonstrating the problem. He felt it was essential that a mirror be erected on the opposite side of the road. The Clerk confirmed Glyn Shaw of Highways had included it in his budget at least three years ago, but he has now left SC. The mirror had not been included in DPC’s claim for CIL monies as it was not considered to be infrastructure. The Clerk was asked to contact Highways again pointing out the dangers the lack of a mirror pose.

143/18/5: Cllr. Watson advised that the branches of some trees, sited on private property but overhanging Foot Path 20, are causing problems. Some branches have already snapped and fallen onto the path and others pose a danger of falling on pedestrians using the footpath, especially when it is windy. It was assumed that the landowners are responsible for maintaining the safety of their trees, but the Clerk will contact Ms McFarlane at SC’s Footpaths team to seek clarification.

**144/18 – Communications and Correspondence to be considered**

Councillors considered the following items:

1. Email to DPC from Lisa Bennett of the Safer Roads Partnership in Warwickshire & West Mercia, in response to DPC’s request for assistance with the enforcement of 30mph speed limit in Diddlebury. She advises they are currently working with the local policing team to incorporate Mill Lane with the monitoring they do where the B4368 passes through the village. DPC’s concerns are listed and noted.
2. 8th November 2018

Email from Dr. James McElliott, The Old Byre, Diddlebury in response to the email from the Safer Roads Partnership, stating “About time speeders through the village were dealt with. They diminish the quality of life and are an absolute menace with their wanton disregard for speed enforcement signs”

1. Bundle of correspondence from Shropshire Council concerning the Community Infrastructure Levy and a copy of DPC’s completed CIL application prepared and submitted by the Chairman on behalf of DPC.
2. Letter – DPC to Mr A Cooper, Planning Policy at Shropshire Council, supporting the Petition produced by the residents of Corfton.
3. Copy letter from Mr Liam Cowden, Shropshire Council to Mr Martin Jones responding to Corfton residents’ petition.
4. Planning decisions published.

18/04728/TPO – tree works at Corfton Manor

Permission granted 26.11.2018

18/01465/FUL – proposed residential development land to the west of Bache Mill, Diddlebury – erection of four dwellings and formation of vehicular access.

Permission granted – 21.11.18

1. Email – Clerk to Mrs Sally Woodhouse asking for a key to Diddlebury Village Hall
2. Email Prof. Mark Barrow, SC to DPC confirming the disbanding of the Community Enablement Team which will create redundancies.
3. Email to DPC from Cllr. Joyce Barrow confirming the demise of the Community Enablement Team but advising that SC hopes to repair it relationship with town and parish councils. They are seeking to “have a cohort of officers, who can interface across the various departments of the Place Directorate and other areas to help synthesise their work as a council….etc etc.”
4. Email Clerk to Highways Department asking them to unblock the drains underneath the B4368 by The Moors, due to flooding caused by the blockage.

Item 1: Councillors were surprised to hear that West Mercia Police had been monitoring speed on the B4368: No one had ever seen any evidence of this and indeed DPC had been told the Police would not monitor the speed as they did not agree it should have a 30mph speed limit. The Clerk was asked to make enquiries.

**145/18 – Consideration of first draft of the Precept Budget for the financial year 2019/2020 to include funding of the Environmental Maintenance Grant and the purchase of a portable speed awareness unit.**

The Chairman suggested that councillors should consider the draft Precept Budget the Clerk had prepared, and come to the meeting on 23rd January 2019, ready to discuss it. The only matters which required consideration tonight were the Environmental Maintenance Grant and the proposed purchase of a portable speed awareness sign.

145/18/1 – Portable Speed Awareness Sign: Mr Ian Davies has kindly agreed to be responsible for the care and siting of the speed awareness sign. The model he felt did the best job was one costing £2,995 plus VAT. This is a tripod mounted version which exhibits both the speed of an approaching vehicle and flashes Slow Down if the speed exceeds 30mph. It comes with spare batteries and a battery charger. The Clerk advised the VAT element should be recoverable by DPC and that as DPC already holds £2,440 towards the cost, the Precept would need to be increased by £555 to effect the purchase of this machine. Before DPC makes a firm decision on this purchase, the Chairman asked the Clerk to ascertain the exact position with DPC’s insurers both as to damage to the machine and any injury to those manning the machine.

145/18/2 – Environmental Maintenance Grant: The Clerk explained that up to now the procedure for applying for the EM Grant had been simple and straight-forward. This was no longer the case. She read out all the new accounting and verification procedures DPC would be subject to if it applied for this Grant. She had been endeavouring to obtain clarification about the new application procedures but the answers provided were not informative. Items to be noted are:

1. If DPC applies for a grant, it has to match fund it. Thus, if DPC claims, say, the maximum grant - £1,500 – it would have to add £1,500 to the Precept to cover it.
2. The rigorous new accounting and verification procedures mean it has to be demonstrated at the end of each financial year exactly how the Grant has been spent, and must show each item paid was match funded. If SC subsequently disallow any of the payments – deeming the money was not spent on SC authorised items – the money paid out by DPC has to be refunded to SC. Any such refund would have to come from reserves.
3. If the entire grant has not been spent by the end of the financial year, the balance has to be repaid to SC.
4. Works excluded from the Grant include strimming footpaths, clearing undergrowth, litter or debris on any land not owned by SC, any cleaning or repairing of DPC’s bus shelters, notice boards, benches, flower troughs – so the Precept would have to include an additional sum, over and above any match-funding, towards the maintenance of these items and services.

The new scheme envisages applications for three years – 2018/2019, 2019/2020, 2020/2021.

An application for 2018/2019 is fraught with difficulty as (a) DPC obviously did not know about this scheme in January 2018 when it set it Precept, so no match-funding is available and (b) DPC has carried forward £2,501 from previous years. This sum is vulnerable to recoupment if an application is made.

This situation was discussed a length. Given the reserves already held by DPC, it was felt the prudent course of action was to make no application at present. Instead, at the meeting on 23rd January 2019 the question of how much to increase the Precept by to cover both the environmental maintenance works and maintenance of DPC’s assets should be agreed.

The Chairman **Proposed** that DPC should not submit an application for the Environmental Maintenance Grant at present.

**Proposal seconded** by Cllr. Woodhouse

**Vote:** Six members voted in favour, one against – Proposal carried.

**146/18 – Finance Report for November 2018**

Precept balance carried forward from October 2018 **£3,591.20**

**Less:** Cheques authorised to be drawn on precept funds on 28.11.18

1. Clerk’s net salary for November 2018 £162.62
2. HMRC – PAYE etc on Clerk’s November salary £ 40.80
3. Administrative expenses paid by Clerk in November

2018 on behalf of DPC and reclaimed

* Contribution towards November telephone

and Broadband cost: £15.00

* 12 x 2nd class stamps & 2 x 1st class - 22.11.18 £ 8.30
* 1 ream A4 copy paper £ 3.00
* 4 Epson XP442 type ink cartridges from

BadgerInks. £ 8.98

* IT Support due to Broadband signal failures,

paid to Clerk to Mr A Holmes

01.11.18 – 2 hrs 15 mins. @ £20 per hour - £45.00

05.11.18 – 1 .5 hours @ £20 per hour £30.00

 £75.00 £75.00

* Travelling expenses claimed on behalf of

Diddlebury Parish Council at 45p per mile

* To Diddlebury Village Hall for DPC meeting

 on 28.11.18 - 45 miles @ 45p per mile £ 20.25

Total of Admin expenses paid by Clerk £130.53 £130.53

 £333.95 £ 333.95

 **Balance of Precept funds c/fwd £3,257.25**

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 October 2018 **£2,502.61**
* Transparency Code Grant funds b/fwd from October 2018 **£ 712.49**
* War Memorial Fund balance b/fwd from October 2018 **£65.13**

LESS: British Legion – Poppy wreath for 11.11.18 £20.00

 £45.13 **£ 45.13**

* “Silent Soldier” campaign donations – bal. b/fwd from October **£105.00**

Add: Additional donations rec’d up to 22.11.18 £ 80.00 £185.00 **£ 185.00**

* Funds held for Diddlebury Flood Action Group

Balance b/fwd from October 2018 **£ 56.57**

**ADD.** Donation via BACS from Ludlow Rotary Club £300.00

 £356.57 **£ 356.57**

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

The Chairman queried why the Clerk wasn’t paid £100 extra for each of the EGMs on 1st and 15th November: he thought it had been agreed, when the number of meetings had been reduced from 11 to 9, that the Clerk should be paid £100 for any extra meetings. The Clerk said her recollection was although it had been suggested, it never got translated into a proposal and voted on. She will check past Minutes prior to the next meeting and report back.

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

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

**Vote:**  The members voted unanimously in favour of the Proposal.

1. **Balances held by DPC following authorisation of cheques on 28.11.18**

**Precept Funds £3,257.25**

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

 **Environmental Grant Funds £2,502.61**

 **Transparency Code Funds £ 712.49**

 **War Memorial Funds £ 45.13**

 **“Silent Soldier” donations £ 185.00**

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

 **Earmarked Reserves Fund £5,412.29**

 **Total Funds c/fwd £14,911.63**

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

Cllr. Watson verified the Clerk’s reconciliation between HSBC statement numbered 315 and DPC’s Cash Book.

**147/18 – Any Other Business (for dissemination of information only)**

147/18/1: The Clerk had received an email from Jayne Disley of Culmington Parish Council seeking a reference for Mr G Trim. The Clerk was instructed on the wording to be used in DPC’s response.

147/18/2: Cllr. Woodhouse advised a large lorry, intent on making a delivery of sweets to the business being operated at 1 Rock Cottage, had driven up the Bache Mill lane looking for somewhere to turn around and had got wedged in his driveway. In the driver’s efforts to get out, part of his hedge and some shrubs had been ripped out. It eventually had to reverse all the way back down the lane. He had taken photographs and asked that DPC report these facts to the relevant officers at SC.

147/18/3: Cllr Watson reported that there has been an increase in incidents of dog fouling in Diddlebury, especially in The Moors, Mill Lane and the fields adjoining FP20. She asked that DPC take action. Cllr. S Thomas felt some of culprits were farm dogs. The Chairman asked Councillors to be vigilant and to raise the matter with any dog owners who did not clear up after their dogs. It was also agreed that the Clerk will draft a notice to go in the Corvedale News.

There being no further business, the Chairman closed the meeting at 10.05pm.

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

 **23rd January 2019 - 7.30pm at Diddlebury Village Hall.**

**MINUTES SIGNED BY David Hedgley**

**DATED: 23rd January 2019**