

DIDDLEBURY PARISH COUNCIL

Chairman: Cllr D Hedgley

Clerk: Mrs Jean de Rusett, 12 Church Road, Brampton Bryan, Bucknell, SY7 0DH

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MINUTES

**Of the Annual Meeting of Diddlebury Parish Council
held on Wednesday 24th May 2023 at 7.45pm at Diddlebury Village Hall.**

156/23 - Election of a Chairman and a Vice-Chairman

156/23/1 - Election of a Chairman for 2023 - 2024

Cllr. Watson **proposed** that Cllr. Hedgley be nominated for the role of Chairman for the next twelve months.

Proposal **seconded** by Cllr. Martyn: Cllr. Hedgley confirmed he would be prepared to accept the nomination for the office of Chairman for the next twelve months.

Vote: Cllr. Hedgley was unanimously voted to be Chairman.

Cllr. Hedgley completed the acceptance of office form.

156/23/2 - Election of a Vice-Chairman for 2023 - 2024.

In view of the paucity of members present, it was agreed that the election of Vice-Chairman be deferred to the June meeting.

157/23/ - Appointment of representatives for 2023 - 2024 to the following posts:

Louise Powell Charity (Almshouses) - Cllr. Morgan

Tree Warden - Cllr. S Povall

Diddlebury Flood Action Group - Cllr. Martyn

Westhope Village Hall - Cllr. Watson

Manager of Diddlebury Parish Council's website - Ms Sara Thompson

SALC's Local Committee Meetings of parish council representative - Cllr. R Povall

Diddlebury Village Hall. In the absence of Cllr. Rattu it was agreed to defer this appointment to the June meeting.

158/23 – Present

Cllr. D Hedgley - Chairman, Cllr. A Watson, Cllr. C Martyn,

Apologies: were received from Cllr. T Pardoe. Cllr. R Morgan, Cllr. S Povall, Cllr. R Povall, Cllr. Rattu, Cllr. O'Boyle

In attendance - the Clerk and Unitary Cllr. Motley

159/23 – Declarations of Interest.

Members were 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 were made.

160/23 - Approval of a list of meeting dates for 2023/2024

By statute a list of meeting dates for the next year have to be formally agreed. The Clerk circulated a list of meetings from 28th June 2023 to May 22nd 2024. The Chairman **proposed** the dates be approved, which was **seconded** by Cllr. Watson and by the **vote** the dates were unanimously approved.

161/23 – Public involvement session.

No members of the public were in attendance.

162/23– Approval of the Minutes of the 26th April 2023

The Minutes of the Meeting on 26th April 2023 had been circulated to councillors prior to this meeting and publicised on the website. No amendments were requested at the meeting. Cllr. Watson **Proposed** that the Minutes of the meeting on 26th April 2023 be adopted as a correct record of the meeting's business.

Proposal **Seconded** by Cllr. Martyn

Vote on Proposal: The Councillors voted in favour of the Proposal.

The Chairman signed the Minutes.

163/23: Matters arising from the Minutes of the 26th April 2023 not dealt with elsewhere on the Agenda.

143/23: Revision of the Place Plan. The Chairman had hoped for input/public participation from residents of the parish, but none were in attendance. The matter will be further considered at the June parish council meeting.

144/23: The parish council was unable to support planning application 23/01039/FUL, erection of over-boarding to part of Lower House Farm, Middlehope. Subsequently, SC's planners had refused permission. The applicant may appeal against the refusal to the Secretary of State.

164/23 - Reports

164/23/1 - Chairman's report. The Chairman reported he had followed up on the locked gates to the school playground and was informed the main gates are locked when school closes, unless left open by prior arrangement, for events.

The side gate is open for children to access the hard-surfaced area of the playground out of school hours.

He had paid a visit to residents in Sutton concerning a barn which had been erected without planning permission. An application has now been received for a Lawful Development Certificate. However a stable block may also need planning permission.

164/23/2 - Cllr. Motley's report. Cllr. Motley advised that Philip Dunne MP will be standing down at the next election after 18 years representing the Ludlow constituency. It is planned that the constituency will be enlarged quite considerably by the on-going boundaries review. In order to accommodate the proposed boundary changes, it is possible that Cardington may be included in the Corvedale Parish group despite having no contiguous boundary. Consultation on the boundaries review closes on 10th July, so hopefully the position will become clearer thereafter. The on-going boundary review is causing problems

with the Place Plan Review. She will call a meeting of Chairs and Clerk at Culmington in due course to discuss the matter fully.

165/23 – Planning applications and matters

23/01606/FUL - application for internal works including improvements to kitchen/bathroom and entrance facilities at Glebe Farmhouse, Mill Lane, Diddlebury and conversion of outbuildings at Glebe Farm to form No. 3 holiday lettings. (re-submission of application 22/03784/FUL and 22/03785/LBC)

The Chairman detailed the various issues which had formed the grounds of the Planning Officer's refusal to grant planning permission for applications 22/03784/FUL and 22/03785/LBC, which the parish council had supported, subject to certain windows being glazed for privacy purposes.

The Chairman then outlined the remedial steps which had been taken by the applicant to address the Planning Officer's concerns which had led to the refusal. Examples are an ecology report has been obtained, the proposed changes to the pantry have been deleted, and other adjustments have been made to the internal works.

After consideration of the revised plans and scheme, the Chairman **proposed** that the parish council should support this application.

The Proposal was **seconded** by Cllr. Watson

Vote: members unanimously voted to support the proposal.

The Chairman advised that the listed building consent application (23/01607/LBC) which had preceded and formed part of this application had, in error, not been included on the Agenda and thus could not be voted on tonight. It will therefore be dealt with by way of DPC's Standing Order 27 procedure.

166/23 – Highways and Environmental issues

166/23/1: Cllr. Watson asked if three signs could be obtained warning motorists of children playing and asking them to slow down around The Moors and Moors View. Van delivery drivers and Severn Trent vehicles are particular culprits. It was agreed the Clerk will obtain these. Cllr. Martyn offered to erect them in conjunction with Cllr. Watson.

166/23/2: Cllr. Martyn advised that Jack's Cottage in Bache Mill has an absentee owner and it is let on AirBnB. It has no parking facilities and sometimes up to three cars arrive at the property causing congestion and difficulties; some end up parking in The Moors, which has insufficient parking for its own residents. The problem was discussed and it was felt to be outside the parish council's remit, but that the matter may be resolved by poor reviews on social media.

166/23/3: A resident at Pedlar's Rest had asked for signage relating to a hidden driveway. The matter will be investigated.

167/23 – Correspondence and communications received in May 2023

Planning issues

1. App/L3245/W/22/3305288 - Appeal Decision of The Planning Inspectorate re The Tithe Barn, Mill Lane, Diddlebury against a refusal of permission for the development of a 2 bedroomed house of part of garden of the Tithe Barn. Appeal dismissed.
2. 23/01039/FUL - application for over-boarding of part of the existing dwelling (part retrospective) at Lower House Farm, Middlehope. Planning permission refused.

- 23/00605/FUL - application for erection of a lean-to extension to the Malt House, Delbury Hall, Diddlebury. Planning permission granted.

Highways matters

- Email from Clerk to Munslow Parish Council with an up-date about the SC's Traffic Engineer's route study set up in spring 2022 to look at ways of reducing the speed along the B4368. He advises that he is not happy with the quality or outcomes of the report and is not willing to publish it. He is now seeking funding for another route study to be performed.
- Emails Clerk to Highways Dept. re flooding across the highways due to blocked/collapsed drain issues underneath the B4368 by the bridge between The Moors and Bache Mill House, and by the Sun Inn (Corvedale Inn). Highways have acknowledged receipt of the requests for investigations/remedial works to be carried out.

General correspondence

- Email Chairman to headmaster of Corvedale C of E School re access to frontage of the school play area out of school hours and locking of the gates.
- Email Clerk to Mrs Newton in response to her request for a play area for children.
- Letter from Mr Phil Greaves, senior technical land and planning advisor, at Severn Trent Water plc in response to the parish council's request for information about the dosing kiosk and phosphate issues at The Moors pumping station.

Responses:

Item 4; The Clerk to contact the Clerk to Munslow PC and obtain the name and address of the Traffic Engineer.

168/23 - Audit 2022 - 2023 matters to consider and/or approve

Councillors considered all the following documents:-

168/23/1 - to consider and approve the Schedule of all Receipts and Payments for 2022/2023

The Chairman **proposed** the council approves the Schedule of All Receipts and Payments for 2022/2023

Proposal **seconded** by Cllr. Watson

Vote: Members voted unanimously in favour of the proposal

168/23/2 - to consider and note the Audit Report of Mrs J Griffiths, Internal Auditor.

The Chairman noted the auditor congratulated the Clerk for her meticulous record keeping, and was satisfied that the council's records and affairs have been properly conducted and are free from material mis-statement. She raised the following issues for the council's consideration:

That DPC takes advice from HMRC about the recovery of VAT on the resurfacing works.

Having received a full report from a specialist VAT accountancy firm, the parish council is aware the only VAT which could possibly be reclaimed relates to its own small share of the car park (Title SL110651). The Land Registry plan and original conveyance give no

dimensions of the plot and no marker points. Any efforts to establish its size in relation to the whole car park would probably cost more than any VAT which might be reclaimable. The parish council notes the advice but does not think it feasible to pursue the advice in the light of the accountancy report.

External auditor's fees. The parish council notes the advice and will build an appropriate sum in to its 2024/2025 precept budget.

Payment of bank charges. The parish council noted the previous auditor's advice, now repeated by this auditor. The considerable difficulties encountered in trying to establish a new bank account when HSBC tried to close the council's account two years ago were such that the council has decided to remain with HSBC. It is not felt that the fees charges are out of proportion to the overall annual budget.

168/23/3 - to approve Section 1 of the Annual Governance Statement 2022/2023 of AGAR

Cllr. Watson **Proposed** that the parish council approves Section 1 of AGAR and the accompanying statement.

Proposal **seconded** by Cllr. Martyn

Vote: Members voted unanimously in favour of the proposal

168/23/4 - to approve Section 2 - the Accounting Statement for 2022/2023 of AGAR

The Chairman **Proposed** that the parish council approves Section 2 of AGAR

Proposal **seconded** by Cllr, Martyn

Vote: Members voted unanimously in favour of the proposal

168/23/5 - to approve the Explanation of Variances form re Section 2 of AGAR

Cllr. Watson **Proposed** that the parish council approves the List of Variances

Proposal **seconded** by the Chairman

Vote: Members voted unanimously in favour of the proposal

168/23/6 - to approve the Notice of Public Rights & Publication of Unaudited AGAR Return for the year ended 31.03.23

Cllr. Martyn **Proposed** that the Public Rights Notice be approved and displayed from 1st June 2023

Proposal **seconded** by the Chairman

Vote: Members voted unanimously in favour of the proposal

169/23 – Finance Report

1. **Precept balance b/fwd from April 2023** **£1,834.90**

ADD: Precept for 2023/2024 - £6,660, less £500 transferred to Asset/

Environment maintenance fund **£6,160.00**

£7,994.90

Less: Cheques/debits to be drawn on Precept Funds in +May 2023

1. HSBC – bank charges - statement 369 £ 7.40

2. Clerk's net salary for May 2023 £259.48

3. PAYE on Clerk's May 2023 salary £ 17.20

4. Mrs J Griffiths - internal auditor's 2022/23 audit fee £250.00

5. Chairman's travel expenses		£ 18.90	
6. <u>Administrative expenses incurred by the Clerk in May 2023</u>			
• May 2023 contribution towards Telephone & Broadband provision @ £20 p.m	£20.00		
• 1 pkt white copier paper	£ 4.75		
• 2 sets Ink cartridges	£21.98		
• Clerk's travel expenses claimed at 45p per mile 30/04 - to Leebotwood to deliver accounts/audit papers and 17/05 collecting audited accounts and meeting with auditor; 61 miles in total			
• To Diddlebury Village Hall for meeting on 24.05.23 - 32 miles			
Total mileage 93 miles @ 45p per mile	<u>£41.85</u>		
Total of May administrative expenses	<u>£88.58</u>	£ 88.58	
		£641.56	£ 641.56
Balance of Precept Funds c/fwd to June 2023			<u>£7,353.34</u>

Cllr. Martyn **Proposed** that the cheques listed above totalling £641.56 be approved for payment.

Proposal **seconded** Cllr. Watson

Vote: Proposal carried by unanimous vote.

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

Community Infrastructure Levy /Neighbourhood Fund

	Bal. b/fwd	£7,832.63	
ADD: Neighbourhood Fund payment 09/05/23		<u>£5,731.99</u>	
		<u>£13,564.62</u>	£13,564.62

Environmental works & asset management fund Balance b/fwd

	£200.42		
Add: Payment received via Precept Fund		<u>£500.00</u>	
		<u>£700.42</u>	£ 700.42

Legal expenses ring fenced fund	Balance b/fwd	£ 750.00
Flood Action Group funds	Balance b/fwd	£ 246.35
Diddlebury Village Hall car park maintenance fund		£3,500.00
Reserves for S.C. elections	Balance b/fwd	£ 457.73

3. Balance held by DPC following authorisation of the payments listed above

1. Precept balance	£ 7,353.34
2. Community Infrastructure Levy/Neighbourhood Fund	£13,564.62
3 Environmental works & asset maintenance fund	£ 700.42
4. Legal expenses ring fenced fund	£ 750.00
5. FAG third party funds	£ 246.35
6. DVH car park reserves maintenance fund	£ 3,500.00
7. Elections reserve fund	<u>£ 457.73</u>
Total:	<u>£26,572.46</u>

4. The verification by Councillors of the Clerk's reconciliation between HSBC bank statement 369 and DPC's Cash Book was conducted by Cllr. Watson.

170/23 – Any Other Business (for dissemination of information only).

The Chairman requested that the PPSG be an agenda item for the June meeting and also the Place Plan.

There being no further business to conduct, the Chairman thanked everyone for their attendance and closed the meeting at 8.45pm.

**Date and Venue of the next Parish Council Meeting : Wednesday 28th June 2023, 7.30pm
at Westhope Village Hall**

Minutes signed by: David Hedgley

Dated: 28th June 2023