

## **DIDDLEBURY PARISH COUNCIL**

**Chairman: Cllr D Hedgley**

Clerk: Mrs Jean de Rusett, 1 Pipe Aston Barns, Pipe Aston, Ludlow SY8 2HG

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## **MINUTES**

**Of the meeting of Diddlebury Parish Council  
held on Wednesday 26<sup>th</sup> January 2022 at 7.30pm at Diddlebury Village Hall.**

### **001/22 – Present**

Cllr. D Hedgley - Chairman, Cllr. R Povall, Cllr. T O'Boyle, Cllr. A. Rattu, Cllr. G Neden, Cllr. S Povall and Cllr. T Pardoe

**Apologies** were received and accepted from Cllr. R Morgan, Cllr. A Watson and Unitary Cllr. C Motley

**In attendance** - the Clerk and three members of the public.

### **002/22 – 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.

### **003/22 – Public involvement session.**

Mrs K Worthington asked the parish council if it could organize a joint effort between the school, the church and the two village hall committees for the forthcoming Queen's Jubilee celebrations. It was agreed the Clerk will contact all concerned to see if a committee can be constituted for a joint celebration.

### **004/22– Approval of the Minutes of the 24<sup>th</sup> November 2021**

The Minutes of the meeting on 24<sup>th</sup> November 2021 had been circulated to councillors prior to this meeting and publicised on the website. No amendments were requested at the meeting. Cllr. R Povall **Proposed** that the Minutes of the meeting on 24<sup>th</sup> November 2021 be adopted as a correct record of the meeting's business.

Proposal **Seconded** by Cllr. Neden

**Vote on Proposal:** Six members voted in favour, one abstained.

The Chairman signed the Minutes.

### **005/22: Matters arising from the Minutes of the 24<sup>th</sup> November 2021 not dealt with elsewhere on the Agenda.**

Resurfacing of Diddlebury Village Hall car park. Cllr. Ratu reported that many of the potholes had been filled with bagged tarmac. The Chairman thanked Cllr. Rattu and Cllr.

Pardoe for their efforts. The Chairman has been in touch with Cllr. Motley and Ffion Horton at SC in an effort to progress the CIL payment. It appears Kier are scheduled to do the resurfacing works in April. However, Ffion Horton had not included in the schedule of works that portion of the car park which fronts the main door to the village hall, so the Chairman will continue to press the matter.

FP 20: The posts to the gate on to the B4368 are broken. The Corvedale Footpath Maintenance Team are dealing with it.

Munslow PC speed initiative. Cllr. O'Boyle confirmed he has written to Munslow PC confirming DPC's support.

Funding for a refreshed Parish Plan. Ian Davies of the PPSG advised that the PPSG have £777 in hand, but may make a request to DPC for additional funding for a revised and updated Parish Plan next year.

## **006/22 – Reports**

### 006/22/1 – Chairman's Report:

The Chairman reported that during the month he had discussed the EMO with the Clerk and she had written to him. He has perused and agreed the Police Charter. He took down the Bouldon Notice Board and took it to Mr John Perks for repair. He had then revarnished the board and reinstalled it. Cllr. Pardoe has collected the Westhope Village Hall Tourist Information Board and will repair it. It needs new uprights and he suggested metal posts. He will also repair and renovate DPC's Westhope notice board in due course. The Chairman will repair and renovate the Sutton notice board.

He has dealt with a query from a parishioner who wishes to build a house in an area designated open countryside.

He has had queries from councillors and parishioners concerning building works at Delbury Hall Lodge which have not been the subject of a planning application. He visited the site and has discussed the works with Mr Jack Wrigley. The works concern an old stable block which has been demolished and is being re-instated under permitted development regulations to provide storage for either Delbury Hall or the Lodge. Mr Wrigley understands if he wants to put the building to any other use he will need to submit a planning application.

### 006/22/2 – Cllr. Motley's report, which was sent by email as she was unable to attend the meeting

It's been a rather hectic period with the North Shropshire by-election, Cabinet meetings, the onset of the omicron variant and booster vaccine programme.

Following the return to school in the New Year Shropshire's omicron cases remain stubbornly high peaking at 2,009 as at 4 January but now fortunately beginning to plateau. On the brighter side, some 84% of the population has now had a booster jab.

On top of usual portfolio meetings, I had a session with John Bellis, drainage manager, to discuss some of the ongoing problems around the Division with lanes undermined and made dangerous by water run-off. He told me that the drainage contract presently with WSP is up for renewal with a plan to bring drainage in-house to six smaller areas countywide with local technicians in charge. The south technicians will report to Andy Keyland. This seems a more satisfactory solution but I emphasised that we need drainage officers with good local knowledge. John is also very keen to see more Flood Action Groups around the county. The Corvedale have been leaders in setting up these Groups. It also appears that DEFRA is rowing back on its proposals for new regulations for cemeteries which included a five metre area for each grave which would be impossible for smaller churchyards with limited space to comply with.

Some good news which may already have reached you is that we are now taking orders for the rollout of a new (free) recycling wheelie bin. This will take recyclates such as plastics, bottles, cans etc all of which currently go into the boxes. This was one of our manifesto commitments that we particularly wanted to deliver on as not only will it save householders from lugging boxes but also save our binmen's backs and stop the plastic flying away and lodging in hedgerows etc. Details of how to apply for a box are on

[www.shropshire.gov.uk/waste](http://www.shropshire.gov.uk/waste) or for those without access to internet 0345 678 9007.

The knottiest problem we have is – as usual – the government's funding settlement which came out just before Christmas and was discussed at Council last week. This was flagged as a three year settlement, allowing us to plan budget requirements over a reasonable period. In fact, it is another stop-gap one-year budget and local government is fed up. In Shropshire we are hamstrung by our ballooning social care budgets, which now absorb some 85% of our disposable income. This means that portfolio areas like my own with such a wide remit are hobbled by lack of funds yet again and are very vulnerable to budget cuts and salami slicing through the year.

The situation is exacerbated by the fact that the funding raised through the forthcoming NI increase for health and social care will benefit the NHS but not be put towards local authorities' social care costs. Our Leader, Lezley Picton, with Philip Dunne MP had two sessions with Michael Gove to make our position clear and we met with our MPs to ask that they protest vigorously about our position. We are meeting them again at the end of this week to follow up on this.

Finally, we are resuming the meetings of the Community Governance Review Group which had to be postponed due to the by-election, after which we will be asking for views and comments from parishes and town councils which wish to make changes to their boundaries.

#### 006/22/3 – Flood Action Group report.

Cllr. Neden reported that since the FAG's last Progress Report we have:

Finalised our Flood Response Plan. This now requires signing off by the Shropshire Council which should occur shortly.

At a recent Zoom Meeting with the NFF, finalised our Flood Action Plan which will form the Agenda for our forthcoming Multi Agency Meeting (MAM). This has been postponed for at least a month so that a face to face meeting can take place as soon as this is allowed by Covid Regulations – hopefully in February or March.

Made an arrangement whereby flood alert emails from the depth gauge in Diddlebury are automatically forwarded to all relevant members.

Noted with relief the recent actions taken by Highways in Diddlebury, Lower Corfton and Middlehope.

Recruited several new members to our Core Group and Immediate Assistance Group.

The FAG's public liability insurance will soon be due for renewal: last year it was funded mainly by a local resident. The consensus of the Group is that it cannot ask DPC to fund the estimated £200 premium as well as give the group donations for operational financing, so it will need to let the insurance lapse.

The Chairman and Cllr. R Povall were not happy with this suggestion and it was agreed to debate the matter at item 10.4 on the Agenda.

#### 006/22/4 - Diddlebury Village Hall Report

Cllr. Rattu reported that although a number of Flicks in The Sticks had been cancelled due to Covid, hall bookings are good and well attended.

#### 006/22/5 – Westhope Village Hall

Mrs Worthington advised that the hall was busy with toddlers groups, bingo and whist drives. The committee look forward to getting involved with other local groups to put on a good joint show/event for the Jubilee.

#### 006/22/6 – Speed issues and climate control issues.

Cllr. O’Boyle advised Ian Davies and helpers have been siting the Speed Indicator Device around the village, attaching it to various posts, and it has led to a lot to brakes being applied. It is currently on the B4368 and does appear to slow traffic down.

He had been asked by the Chairman to respond on behalf of DPC to a South Shropshire Climate Action consultation document concerning direct carbon emissions caused by transport. Cllr. O’Boyle outlined the 15 questions posed and obtained councillors’ responses, which will enable him to complete and return the document.

#### **007/22 – Planning applications**

**21/05500/VAR-** an application for the variation of conditions imposed on planning permission 21/01606/FUL, namely variation of Condition No2 (approved plans) to allow for changes to overall design and the removal of Condition 5 (operating hours) to outbuildings at Great Sutton Farm, Great Sutton.

The Chairman advised DPC had approved application 21/01606/FUL in April 2021 by a majority 5/1. The applicants now have a revised scheme for these redundant farm buildings and seek variations to the conditions imposed to enable them to let units to small businesses with flexible operating hours. The variations and their impact were discussed at length. It was felt the proposal would bring higher skills into the area and help revive the economy. It was noted there were no public objections. After discussion, the Chairman **proposed** that the parish council should support the application and raise no objections or caveats to it.

Proposal **seconded** by Cllr. S Povall

**Vote:** Councillors voted unanimously to support the application.

#### **008/22 - Consideration of highways and environmental matters**

The Chairman mentioned the works carried out by DPC councillors to Diddlebury Village Hall car park and to work done by him and Cllr. Pardoe to parish council notice boards, plus the assistance provided free of charge by some residents and he thanked them all for their efforts. In these difficult economic times he felt there was a need for residents to get involved in caring for their parish’s assets and environment. This would free up money obtained via the Precept to deal with larger issues such as drain clearance. He asked that a letter of thanks be sent to Mr Perks.

Mrs Worthington advised that whilst some pot holes on the road from the B4368 up to Westhope have been repaired, there are still some vast potholes. Cllr. R Povall agreed to check the road and report to Highways.

#### **009/22 – To consider the following communications and correspondence received and to deal with any issues arising therefrom as appropriate.**

1. Letter Clerk to Mr J Bent re comments/queries about his work and his response of 2.12.21.
2. Planning application decisions.  
21/05111/FUL – Loft conversion and erection of garden room at Hollow Cottage, Pinstones, Corfton: Permission granted.  
21/03278/COU – charge of use application from holiday let to residential accommodation at Little Sutton Farm. Permission granted.  
20/03100/FUL – erection of five dwellings & formation of accesses on land to the west of Bache Mill. Permission granted.

20/02519/OUT – appeal against refusal to grant outline permission for 12 dwellings on land at The Moors, Diddlebury. Appeal dismissed.

3. Email from Sara Thompson re Police agreeing to supply wheelie bin speed stickers free of charge.
4. Email 07.12.21 Clerk to SC enquiring why the planning tracker information is no longer automatically uploaded on to DPC's website. No response received. WebOrchard, DPC's website hosts, maintain the fault lies with SC not them.
5. Email and various attachments from Clerk to Munslow PC giving a update on their B4368 speed/noise initiative. Their full report is being drafted.
6. Email from Eddie West, SC's Planning Policy & Strategy Manager, with an up-date on the future of CIL funding. All expressions of interest from parishes are on pause until April 2022.
7. Email from Cllr. Gwilyn Butler, cabinet member of SC, with an up-date on SC's budget. It doesn't appear to have much for South Shropshire.
8. Consultation paper from SALC concerning the proposed new Defra regulations concerning groundwater activities and surface water discharge activities which will affect cemeteries, septic tanks, ground source heat pumps and much more.
9. Minutes of the meeting of the South Shropshire Area Committee on 6<sup>th</sup> December 2021.
10. Copy of the West Mercia Police Community Charter.
11. Correspondence with DPC's insurers re the damage bus shelter in Peaton.
12. Request from South Shropshire Climate Action for assistance with a consultation document about direct carbon emissions caused by transport. Cllr. O'Boyle agreed to complete their questionnaire.
13. 3<sup>rd</sup> request from Clerk to StreetScene, Shropshire Council, for their assistance with the dog fouling problem in Diddlebury parish. They respond that they are forwarding our queries to the dog warden.
14. Information from SALC about walk-in and other planned Covid vaccination clinics in south Shropshire.
15. Notification from Severn Trent Water about planned roadworks to enable new water pipes in the Alcaston area, commencing on 17<sup>th</sup> January 2022.
16. Notification from SALC about a Chairs' Network Meeting, to be held by Zoom on 27<sup>th</sup> January at 6pm.
17. Notification from SALC about new wheelie bins for recycling cans, glass and plastic. They are free to householders and can be ordered on-line via [shropshire.gov.uk/requestmixedrecyclingbin](https://shropshire.gov.uk/requestmixedrecyclingbin)
18. Notification of road works leading to closures on the B4368 at Aston Eyre between 11<sup>th</sup> and 30<sup>th</sup> April 2022.

**Responses:**

Item 4: The Clerk was asked to contact Cllr. Motley and ask her to investigate this matter.

**010/22 – Finance Report for December 2021/January 2022 and financial matters to be discussed.**

<b>010/22/1. <u>Finance Report.</u> Precept balance b/fwd from November 2021</b>	<b>£4,824.63</b>
<b>Less: Cheques authorised to be drawn on Precept Funds in January 2022</b>	
1. Clerk's net salary for December 2021 & January 2022	£473.28
2. PAYE on Clerk's December 2021 & January 2022 salary	£ 23.40
3. HSBC – bank charges from 14.11.21 to 13.1.22	£ 12.80
4. Westhope Village Hall: hire charges 26.06.21 to 23.3.22	£ 56.00
5. Diddlebury Village Hall: hire charges 19.5.21 to 23.02.22	£108.00
6. <u>Administrative expenses incurred by the Clerk in December 2021 &amp; January 2022 on behalf of DPC</u>	
• Dec. 2021 & Jan. 2022 contribution to telephone & Broadband provision @ £20 per month	£40.00
• Postage stamps 6 x 2nd class	£ 3.96
• A4 lever arch file & ream of A4 copier paper	£ 6.15
• IT Support: Troubleshooting Outlook mal-function & updating anti-virus protection	£25.00
• Travelling expenses claimed at 45p 26.01.22 – to DVH for P.C meeting 34 miles @ 45p	£15.30
Total of administrative expenses	£90.41
Total claim on Precept funds in January 2022	£763.89
<b>Balance of Precept Funds c/fwd to February 2022</b>	<b>£4,060.74</b>

**101/22/2 Ring-fenced, reserves & third-party funds held by Diddlebury Parish Council**

• <b>Community Infrastructure Levy /Neighbourhood Fund</b>	
Balance b/fwd from November 2021	<b>£6,564.61</b>
• <b>Environmental works &amp; asset management fund</b>	
Balance b/fwd from November 2021	£1,496.71
Less: Refund to Cllr. Hedgley for repairs to Bouldon Notice board (new Perspex)	£ 72.44
	£1,424.27
• <b>Flood Action Group funds- bal. b/fwd from November 2021</b>	<b>£ 178.09</b>
• <b>Ear-marked reserves for DVH car park resurfacing</b>	<b>£4,723.39</b>
• <b>Donation for Westhope Village Hall- conditions imposed on grant now fulfilled.</b>	<b>£2,000.00</b>
Less : Payment to Westhope Village Hall	<b>£2,000.00</b>
	<b>Nil</b>
	<b>Nil</b>

Cllr. R Povall **proposed** that the cheques listed from Precept Funds and the Environmental Works and Asset Maintenance fund be approved for payment.

**Proposal seconded** by Cllr. Rattu

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

The Chairman confirmed that the conditions attached to the grant of £2,000 for the purchase of Westhope Village Hall by its committee have been fulfilled. He and the Clerk had examined all the legal documents relating to the transaction, which are available for inspection, and are satisfied that an unencumbered legal title is being passed from Miss Anne Dyer to four trustees of the WVH committee.

The Chairman **proposed** that Diddlebury Parish Council makes a grant of £2,000 to the Westhope Village Hall Committee (Charity Registration No. 522585) under the powers of S.133 of the Local Government Act 1972 to enable Westhope Village Hall Committee to purchase the freehold of Westhope Village Hall and to help furnish it.

**Proposal seconded** by Cllr. R Povall

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

A cheque for £2,000 was duly signed and handed to Mrs Betty Manley, secretary of the Westhope Village Hall Committee, who thanked DPC on behalf of the Westhope community for its support.

#### **010/22/3 - Balance held by DPC following authorisation of the payments listed above**

1. Precept	£4,060.74
2. Community Infrastructure Levy/Neighbourhood Fund	£6,564.61
3 Environmental works & asset maintenance fund	£1,424.27
4. FAG third party funds	£ 178.09
5. Reserve- Ear marked DVH car park repairs	<u>£4,723.39</u>

Total: **£16,951.10**

#### **010/22/4 – Verification of Reconciliation between Bank statements 352 and 353 and DPC's Cash Book**

Cllr R Povall checked the Cash Book and bank statements and verified the Clerk's reconciliation.

#### **010/22/ 5- Finalisation and adoption of Precept Budget for 2022 – 2023.**

Councillors had considered a draft precept budget in November and funding for a new website was discounted. They then considered the following items.

Item 3 – Donations. Donations were discussed and it was agreed the figure should be increased from £250 to £600, so the FAG insurance premium could be paid plus any small sum for FAG's operational expenses. This left enough for small amounts to go to other local worthy causes.

Item 10 – Review of Clerk's salary. Cllr. R Povall proposed that the Clerk's salary be increased by £200 p.a. to £3,180 w.e.f. 01.04.22. Proposal seconded by Cllr. Neden and carried unanimously by councillors.

Item 16 – May 2021 election costs - the figure of £1500 was reduced to £1,350.

The final Precept Budget for 2022/2023 comprised the following figures:

Subscriptions etc	£300.00
Insurance	£550.00
S. 137 Donations	£600.00

Admin expenses	£600.00
IT support	£200.00
Hall hire for meetings	£150.00
Contingencies	£100.00
Training courses	£ 50.00
Payroll Administration	£ 95.00
Audit fees	£140.00
Clerk's salary	£3,180.00
Data Protection reg. fee	£ 40.00
Legal expenses fund	£750.00
May 2021 election cost	<u>£1,350.00</u>
Total:	<b><u>£8,655.00</u></b>

The Chairman **proposed** that DPC sets its 2022 – 2023 Precept Requirement in the sum of £8,655.

**Proposal seconded by Cllr. R Povall**

**Vote:** members voted unanimously in favour of a precept of £8,655

A copy of the Precept Budget will be available to view on DPC's website.

### **011/22 Consideration of formation of sub-committee to deal with the boundary issues raised in the Community Governance Review**

Cllr. Motley has urged Corvedale parish councils to set up committees to consider any boundary issues they have with adjoining parishes, and to get their views on whether they wish to amalgamate with either town or other parish councils. Initial views need to be collated by October. It was agreed Cllr. Robert Povall will head such a sub-committee and will appoint members to join it.

### **012/22 – Consideration of a Grievance Procedure for Employees.**

The Clerk had obtained and circulated a draft Grievance Procedure from SALC. Members considered it and agreed such a document was needed. The Clerk will refine the document and bring a further draft to the next meeting.

### **013/22 – Any Other Business (for dissemination only).**

The Clerk had circulated a briefing paper relating to the Localism Act 2011 and the Shropshire Council Code of Conduct 2021 to all members which requires them to complete and file with Shropshire Council a document setting out their "Other Registerable Interests". The requirements were discussed and all members present completed the ORI forms and handed them to the Clerk for onward transmission to SC.

There being no further business to conduct, the Chairman closed the meeting at 9.50pm and thanked everyone for their attendance.

**The next meeting will be held on Wednesday 23<sup>rd</sup> February 2022 commencing at 7.30pm at Diddlebury Village Hall**

**Minutes signed by:** David Hedgley

**23<sup>rd</sup> February 2022**

**Dated:** \_\_\_\_\_