

DIDDLEBURY PARISH COUNCIL

Chairman: Cllr D Hedgley

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

Tel: 01568 701880 "e" mail address: diddleburypc@gmail.com

Website address: www.diddleburyparish.co.uk

MINUTES

**Of the meeting of Diddlebury Parish Council
held on Wednesday 19th May 2021 at 8.00pm at Diddlebury Village Hall.**

063/21 – Present

Cllr. D Hedgley - Chairman, Cllr. R Povall, Cllr. T O’Boyle, Cllr. A Watson, Cllr. A. Rattu, Cllr. R Morgan, Cllr. G Neden and Cllr. T Pardoe

Apologies for absence were received and accepted from Cllr. S Povall

In attendance - the Clerk, Unitary Cllr. Cecilia Motley and four members of the public

064/21 – 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.

065/21 – Public involvement session.

No members of the public raised any questions.

066/21 – Approval of the Minutes of the remote meeting on 28th April 2021

The Minutes of the above meeting held via Zoom had been circulated to councillors prior to this meeting and publicised on the website. No amendments were requested.

Cllr. R Povall **Proposed** that the Minutes of the 28th April 2021 be adopted as a correct record of the meeting’s business.

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

Vote on Proposal: Passed unanimously by those members who attended the meeting 28th April and thus were entitled to vote on it.

The Chairman duly signed the Minutes.

067/21: Matters arising from the Minutes of the 28th April 2021 not dealt with elsewhere on the Agenda.

Advice regarding recording of parish council meetings: The Clerk was asked to clarify the advice received from NALC that individual councillors could object to being filmed during parish council meetings.

029/21: Cllr. Motley was going to chase the provision of the mirror on the B4368 by the Bache Mill junction and hedge cutting in the same area. However, there is still no progress in this matter. The members discussed the matter: DPC has been waiting since November 2020 for action from Highways Dept. The Clerk was instructed to go ahead and order a mirror. If necessary Cllr. R Povall will organise getting it attached to the pole opposite the Bache Mill junction.

034/21/3: The Clerk confirmed that the £100 HSBC compensation payment will be paid to her in June after deduction of PAYE and she thanked the members for awarding it to her.

041/21: Church steps up to Diddlebury. It was agreed no further action will be taken on this matter.

041/21: The Clerk was instructed to write to PC Steve Grant, the local policing team officer, to invite him to attend the DPC meeting on 28th July 2021.

041/21/3: The Chairman updated the meeting in the progress concerning DPC's CIL payments.

041/21/3 – Diddlebury Village Hall report: Cllr. Watson advised that it was incorrect that the DVH committee had been co-ordinating with the WVH committee on events programming to avoid clashes. In fact, WVH had approached DVH committee on this topic and had received no response.

068/21 – Reports

068/21/1 – Chairman's Report

The Chairman reported that a number of outstanding issues had been carried forward from the previously constituted council which he will seek to address in the next few months: for example he believes the Standing Orders should be reviewed and updated and an Unreasonably Persistent and Vexatious Complaints Procedure needs to be discussed and adopted. DPC also needs to discuss exceptional sites for affordable homes. DPC had recently written a letter confirming a local connection for a Munslow resident who wants to build an affordable home in Diddlebury Parish. Shropshire Council had rejected the application. The Chairman proposed it be included on the Agenda for the June meeting so the council could discuss the matter fully.

068/21/2 – Unitary Cllr. Motley's report

Cllr. Motley introduced herself to the new councillors and outlined for them the geographic area she covers, the role she performs and emphasised she available to help all parishioners with SC related problems. She thanked everyone in Diddlebury Parish who had voted for her. She has now been our unitary councillor since 2009.

Cllr. Motley said she had not got much to report to this meeting as the elections and Covid 19 issues had been all encompassing for the past couple of months. At the Shirehall the Leader lost his seat in the elections and a new Leader, the first ever woman appointed to the role, is Leslie Picton, a councillor from a rural parish in the north of the county. She wants Cllr. Motley to have a seat on Cabinet and her exact role is under discussion.

The Chairman welcomed Cllr. Motley back as the representative for Corvedale and stated his appreciation for the work she does for the parish and for Rural Services Network.

069/21 – Planning application

21/00564/FUL – application for conversion of Dutch Barn into storage and garage spaces for the residents of Barns A & B at Hales Barns, Diddlebury and revised access arrangements to include the formation of a new stretch of driveway (amended description).

The Chairman advised this application was to deal with access arrangements, which have been reviewed by the Highways Department since the previous consideration of this application. It is now proposed that access to Hales Barns be from the B4368 only, reserving Pinstones Lane purely for agricultural machinery. Two issues were considered by the member: flooding issues and access to the site for emergency vehicles. Cllr. Neden in his role for the Flood Action Group has met the applicant and discussed the flooding problem. Provided that the Applicant carries out the works described in the comment by the FAG shown on the Planning Portal, then the FAG has no objections. Having considered the FAG's comments DPC endorses and supports them.

Councillors were concerned that emergency vehicles and large lorries would not be able to use the proposed single access to the site and thus the Pinstones Lane route must be available to them.

Cllr. R Povall **proposed** that in principle the parish council votes to support the amendments sought in this application, but with two provisos:

1. The parish council notes that the only access to the Hales Barns units is now the single track from the B4368. From local knowledge there is concern that large vehicles, and especially emergency vehicles such as fire engines and ambulances, will not be able to get to the Barns using this route. The parish council therefore suggests and requests that the alternative route via Pinstones Lane be reserved for use by such vehicles.
2. The parish council's support for the application is subject to the adoption of the measures proposed by the Flood Action Group.

Cllr. Neden **seconded** the proposal.

Vote: Councillors voted unanimously to support the proposed resolution.

The Clerk was instructed to write to Mr Ian Kilby, director of planning at SC with copies to the planning officer dealing with the Poultry Sheds application, bringing to their attention the potential flooding issues raised by the Flood Action Group in the Hales Barn application and the impact this run off could have on the Poultry Sheds development.

070/21 – To consider the following communications and correspondence received and to deal with any issues arising therefrom as appropriate.

1. 28.04.21 – letter from Hope House Hospice requesting a donation. (We gave them £150 last year).
2. Planning notifications from Planning Dept.
21/01597/FUL – tree works at The Old Vicarage, Diddlebury.
Decision dated 4/5/21 - no objection
21/01297/FUL – Window alterations/replacements, works to spindle on waterwheel and re-siting of photovoltaic panels at Bouldon Mill, Bouldon.
Decision dated 17.5.21 – Grant Permission
3. Up-date - from Connecting Shropshire re Broadband programme at May 2021.
The attached Broadband band coverage map shows the whole Corvedale area has no current or planned superfast broadband coverage. Call 01743 252205 or email connecting.shropshire@shropshire.gov.uk for further information.

4. 11.5.21 – notification of temporary road closure from B4368 junction up towards Westhope on 26th and 27th June 2021. Reason? For Severn Water to instal marker post. Call 0345 678 9006 for further information.
5. 18.5.21 – Notice of further consultations about BT Payphones. Doesn't appear to affect Diddlebury parish.

Responses: The Clerk was asked to express DPC's concern at the complete lack of planned Broadband coverage for the Corvedale to Cllr. Motley and to seek her intervention on this matter.

071/21 – Highways and Environmental matters

The Chairman will take up with Mr Trim the outstanding EMO works needed to be performed around the parish.

072/21 – 2020-2021 Audit

The Audit Report for 2020/2021 prepared by Mrs Hackett had been circulated to all members prior to the meeting for their information. The report was satisfactory and raised no concerns or recommendations which needed to be noted. Mrs Sara Thompson was thanked by the Chairman and the Clerk for keeping the audit documents on the website in good order. The end of year bank reconciliation and schedule of receipts and payments had been approved at the April meeting.

073/21 – 2020 – 2021 Annual Governance & Accountability Return (AGAR)

The AGAR form (formerly the Annual Return) had been approved by the Auditor and copies were circulated to all members at the meeting. Four sections of the 10 pages required formal approval.

073/21/1 – To resolve to request an exemption from a limited review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. DPC is entitled to request such exemption as its total annual income was under £25,000 and no public interest reports had been made against it.

Resolution Proposed by Cllr. R Povall

Seconded by Cllr. T. O'Boyle

Vote: Unanimous

073/21/2 – To resolve approval of and authorisation for the Chairman and the Clerk to sign the Certificate of Exemption

Approval Proposed by: Cllr. R. Povall

Seconded by: Cllr. R Morgan

Vote: Unanimous. The Chairman and the Clerk duly signed the Certificate.

073/21/3 – To resolve approval of and signing of Section 1 – Annual Governance Statement 2017/2018. The councillors were satisfied that they had complied with the nine items listed in Section 1

Approval proposed by: Cllr. Watson

Seconded by: Cllr. R Povall

Vote: Unanimous: The Chairman and Clerk duly signed Section 1

073/21/4 – To resolve approval and signing of Section 2 – Accounting Statements for 2017/2018 and to consider the List of Variances. The councillors duly considered the documents and approved the Chairman and Clerk's signing of them.

Approval Proposed by: Cllr. R Povall

Seconded by: Cllr. G. Neden

Vote: Unanimous: The Chairman and the Clerk duly signed Section 2.

073/21/5 – to approve the Notice of Public Rights & Publication of unaudited AGAR return

Approval proposed by Cllr. R Povall

Seconded by: Cllr. Rattu

Vote: Unanimous. The Clerk will display the Notice on the website and notice boards on the 10th June 2021

074 /21 – Finance Report for May 2021

Before the Finance Report was considered, the Clerk advised councillors that she had budgeted for the renewal of the insurance premium at £350, based on the previous three year's premiums. She had just received a renewal premium of £548.35 without any prior warning having been given and despite no claims having been made or expensive items added to the policy. The cheapest alternative quote she had been able to find was with BHIB Limited for £520.80. It was agreed insurance should be effected with BHIB Limited.

Precept balance b/fwd from April 2021	£1,941.05
Add: Precept received from Shropshire Council	£8,666.00
Less: £250 to be transferred to EMO fund and £2,000 donation for Westhope Village Hall, to be paid once DPC's conditions are satisfied	<u>£2,250.00</u>
	<u>£6,416.00</u>
	<u>£6,416.00</u>
	£ 8,357.05

Less: Cheques authorised to be drawn on Precept Funds in May 2021

1. Clerk's net salary for May 2021 £236.74
2. PAYE on Clerk's May 2021 salary £ 11.60
3. SDH Accounting – 2020/2021 Audit fee £135.00
4. Information Solutions Ltd – part payment of Website
Hosting fee – remainder from Transparency Code Fund £156.51
5. SALC – 4 copies of Good Councillor Guide @ £3.40 each £ 13.60
6. BHIB – insurance premium for 2021/2022 £520.80
7. Administrative expenses incurred by the Clerk in
May 2021 on behalf of DPC
 - May 2021 contribution to telephone
& Broadband @ £20 per month £20.00
 - Stationery :envelopes, A4 copy paper,
pack clear plastic document files £ 6.33
 - Anti-Covid items for DVH: masks, hand
 - Sanitiser, anti-bac sprays & cloths £5.96
 - Travelling expenses claimed at 45p

30.4.21 to Condover to deliver accounting records to Auditor & coming back via Bouldon to meet Chairman – 58 miles		
5.5.21 to Condover to collect audited books Etc. – 29 miles as cost shared with Eaton PC		
8.5.21 to Bouldon to meet with Chairman 30 miles		
11.5.21 to Bouldon/Peaton./Corfton/ Diddlebury/Westhope to display Agendas & notices and deliver docs to Councillors – 36 miles		
19.5.21 – to Diddlebury Village Hall for meeting 34 miles		
Total mileage - 187 @ 45p	<u>£84.15</u>	
Total of administrative expenses	£116.44	<u>£ 116.44</u>

Total claim on Precept funds in May 2021	<u>£1,190.69</u>	<u>£1,190.69</u>
Balance of Precept Funds c/fwd to June 2021		<u>£7,166.36</u>

073/21/2 - Ring-fenced, reserves & third-party funds held by Diddlebury Parish Council

- Community Infrastructure Levy /Neighbourhood Fund**
 Balance b/fwd from April 2021 £3,040.63
Add: Further payment from Shropshire Council £5,523.98
£8,564.61 **£8,564.61**
- Environmental works & asset management fund**
 – b/fwd from April 2021 £833.10
Add: £250 transferred from 2021/2022 Precept £250.00
 New balance c/fwd to June £1,083.10 **£1,083.10**
- Transparency Code Grant fund – b/fwd from April 2021. £71.49**
Less: Part payment of Information Solutions fee for Hosting DPC's website – balance drawn above on Precept £71.49
 nil
 Fund now exhausted – future payments will be made from Precept Funds
- Funds held for Flood Action Group - bal. b/fwd from April 2021** **£ 200.09**
- Ear-marked reserves for DVH car park resurfacing** **£4,723.39**
- Donation for Westhope Village Hall – being retained until conditions of grant are fulfilled.** **£2,000.00**

The Chairman **proposed** that the cheques listed in the Finance Report should be approved for payment.

Proposal **seconded** by Cllr. R Povall

Vote: Unanimous in favour of the proposal.

074/21/3 - Balance held by DPC following authorisation of the payment listed above above listed payments on 19.05.2021

1. Precept	£7,166.36
2. Community Infrastructure Levy	£8,564.61
3. Environmental grant/fund	£1,083.10
4. FAG third party funds	£ 200.09
6. Ear marked DVH car park reserves	£4,723.39
7. Westhope Village Hall grant	£2,000.00
Total:	<u>£23,737.55</u>

074/21/4 - Bank statement and cash book reconciliation

Verification by Councillors of the Clerk's reconciliation between HSBC bank statement numbered 345 and DPC's Cash Book. Following an amendment by the Clerk (figures transposed) Cllr. O'Boyle verified the reconciliation.

074/21/5 - Amendment to the Bank Mandate.

As Mr Mervyn Thomas is no longer a councillor, the Clerk was instructed to contact HSBC bank and have his name removed from DPC's cheque signing mandate.

074/21/6 – purchase a new printer/scanner

The Clerk was asked to investigate the purchase of an HP printer/scanner and the ink top-up scheme they provide.

075/21 – Any Other Business (for dissemination only).

The Clerk reminded councillors that four places had been booked for a forthcoming Zoom seminar on the Code of Conduct. It is on 9th June 2021 from 5pm until 7pm.

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 23rd June 2021 commencing at 7.30pm in Westhope Village Hall

Minutes signed by: David Hedgley

Dated: 23rd June 2021