**DIDDLEBURY PARISH COUNCIL**

**Chairman: Cllr D Hedgley**

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

Tel: 01568 770741 "e" mail address: [diddleburypc@gmail.com](mailto:diddleburypc@gmail.com)

Website address: www.diddleburyparish.co.uk

**MINUTES**

**Of the meeting of Diddlebury Parish Council**

**held on Wednesday 22nd July 2020, 7.00pm via the remote viewing platform Zoom.**

**037/20 – Present via Zoom**

Cllr. D Hedgley - Chairman, Cllr. R Povall, Cllr. T O’Boyle, Cllr. S Povall, Cllr. A Watson, Cllr. Selina Thomas and Cllr. M Woodhouse.

**Apologies for absence** were received and accepted from Cllr. M Thomas and Cllr. K Worthington.

**In attendance** was the Clerk. No members of the public had requested an invitation to join in the meeting.

**038/20 – 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 of interest were made.

**039/20 – Public involvement session,**

No members of the public joined the meeting by Zoom or telephone.

**040/20 – Approval of the Minutes of March 2020**

The Minutes of the meeting held via remote methods in March 2020 had been circulated prior to this meeting and publicised on the website. No amendments were requested.

The Chairman **proposed** that the Minutes be accepted as a correct record.

Proposal **seconded** by Cllr. S Povall

**Vote:** Proposal carried by a majority vote.

**041/20: Matters arising from the Minutes of the March 2020 not dealt with elsewhere on the Agenda.**

030/20/01: Cllr. Worthington made a request that DPC makes an annual donation to the Louisa Powell Alms Houses in Ludlow.

After discussion Cllr. R Povall **proposed** that the request be considered at the meeting to set the 2021/2022 Precept.

Proposal **seconded** by the Chairman

**Vote:** Proposal carried unanimously.

Annual Parish Meeting due to have been held on Wednesday 27th May 2020

The Annual Parish Meeting had been cancelled due to the lock-down provisions. It was agreed that the reports which had been submitted for inclusion in the APM should instead be uploaded onto the DPC website.

**042/20 – Resolution to extend the delegated powers granted to the Clerk in March 2020 (Minutes item 036/20) to 21st May 2021.**

Cllr. R Povall **proposed** that the above powers of delegation be extended to May 2021 unless reviewed at an earlier date.

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

**Vote:**  Proposal carried by an unanimous vote.

**043/20 – To record in the Minutes (for public access) all actions and decisions taken by the parish council under delegated powers since April 2020**

**FINANCE REPORTS**

**Finance Report for April & May 2020**

1. **Precept balance b/fwd from March 2020 £2,374.03**

**Add: Precept for 2020/2021 £6,952.00 £9,326.03**

**Less:**  Cheques authorised to be drawn on Precept Funds on 14.05.20

1. Clerk’s net salary for April 2020 £214.17
2. PAYE on Clerk’s April 2020 salary £ 6.00
3. Clerk’s net salary for May 2020 £214.17
4. PAYE on Clerk’s May 2020 salary £ 6.00
5. DM Payroll Services Ltd : fee for payroll admin 2020/2021 £ 73.00
6. Came & Co. – insurance premium for 2020/2021 £352.85
7. ICO (Data Protection) registration fee for 2020/2021 £ 40.00

8. Administrative expenses incurred by the Clerk in

April & May 2020 on behalf of DPC

* April & May 2020 contribution to telephone

& Broadband @ £20 per month £40.00

* 12 x 2nd class stamps £ 7.80
* Stationery: envelopes, lever arch file, A4

Copy paper £8.99

* Travelling expenses claimed at 45p

14.05.20 to Diddlebury & Bouldon to

meet Chairman and councillors on parish

council business

36 miles @ 45p per mile £16.20

£72.99 £ 72.99

Total claim on Precept funds in April/May 2020 £979.18 £ 979.18

**Balance of Precept Funds c/fwd £8,346.85**

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

* **Community Infrastructure Levy** /**Neighbourhood Fund**

Balance b/fwd from March 2020 £ 297.79

**Add**: Payment from Shropshire Council April 2020 £2,742.84

£3,040.63 **£3,040.63**

* **Environmental Grant** – b/fwd from March 2020 **£1,200.21**
* **Transparency Code Grant fund –** bal. b/fwdfrom March £399.49

**Less:** WebOrchard website hosting fee 2020/2021 £228.00

£171.49 **£ 171.49**

* **War Memorial Fund** – balance b/fwd **£ 25.13**
* **Funds held for Flood Action Group -** bal. b/fwd **£ 180.09**
* Ear-marked reserves for village hall car park

resurfacing - balance b/fwd from March 2020  **£5,066.84**

**3.** **HSBC Bank balance held by DPC following authorisation of the**

**above listed payments on 14.05.20 £18,031.24**

**4 Bank statement and cash book reconciliation**

Verification by Councillor O’Boyle of the Clerk’s reconciliation between HSBC

bank statement number 332 and DPC’s Cash Book.

**June 2020**

**Precept balance b/fwd from May 2020**

**Less:**  Cheques authorised to be drawn on Precept Funds in June 2020 **£8,346.85**

Clerk’s net salary for June 2020 £214.17

PAYE on Clerk’s June 2020 salary £ 6.00

SALC 2020/2021 annual subscription £300.77

SDH Accounting Services – 2019/2020 Audit Fee £125.00

Administrative expenses incurred by the Clerk in

May/June 2020 on behalf of DPC

* June 2020 contribution to telephone

& Broadband @ £20 per month £20.00

* 12 x 2nd class stamps £ 7.80
* 6 x 1st class stamps £ 4.56
* Stationery £ 4.48
* Travelling expenses claimed at 45p

20.05.20 to Condover to collect audited books

and records from internal auditor – 56 miles

21.05.20 – travelling around the parish hand

delivering copies of the audit report & draft

AGAR documents to councillors for their

approval – 36 miles

26.05.20 – to Bouldon to get AGAR (Annual

Return) documents signed by Chairman and

displaying copies on notice boards -

36 miles

25.06.20 – to Bouldon & Diddlebury to get

cheques signed & bank reconciliation done.

– 36 miles

Total mileage: 164 miles @ 45p £73.80

Total of administrative expenses £110.64 £110.64

Total claim on Precept funds in April/May 2020 £756.58 £ 756.58

**Balance of Precept Funds c/fwd £7,590.27**

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

* **Community Infrastructure Levy** /**Neighbourhood Fund**

Balance b/fwd from May 2020 **£3,040.63**

* **Environmental Grant** – b/fwd from May 2020 **£1,200.21**
* **Transparency Code Grant fund –** bal. b/fwdfrom May 2020 **£ 171.49**
* **War Memorial Fund** – balance b/fwd from May 2020 **£ 25.13**
* **Funds held for Flood Action Group -** bal. b/fwd from May 2020 **£ 180.09**
* Ear-marked reserves for village hall car park

resurfacing - balance b/fwd from May 2020  **£5,066.84**

**3.** **HSBC Bank balance held by DPC following authorisation of the**

**above listed payments on 22.06.20.20 £17,274.66**

**4 Bank statement and cash book reconciliation**

Verification by Councillor O’Boyle of the Clerk’s reconciliation between HSBC

bank statements numbered 333 & 334 and DPC’s Cash Book.

**2019 – 2020 AUDIT AND ANNUAL RETURN (AGAR)**

The parish council’s accounting books and records were audited on 15th May 2020. The audit report and the Annual Return documents were hand delivered to each councillor and they resolved to approve and adopt the documents by passing the following Resolutions.

Members need to consider and note the Auditor’s Report for 2019/2020 Audit, her audit report in AGAR Part 2 and to take the action set out below.

The Audit reports was prepared by Mrs Hackett.

The Reports were satisfactory from an accounting point of view and contained no adverse comments or observations on the records themselves and the end-of-year bank reconciliation and schedule of receipts and payments had been approved by the auditor.

**The Chairman Proposed** that the councillors approve the Audit Reports, the Schedule of Receipts and Payments and the end-of-year bank reconciliation for the financial year 2019/2020.

**Seconded by:** Cllr. R Povall

**Vote:** Unanimous vote in support of the Proposal.

**Consideration, approval and adoption of the Annual Governance & Accountability Return (AGAR) for the financial year 2019/2020**

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

1. To resolve to request an exemption from a limited review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The parish council 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 the Chairman**

**Seconded by** Cllr.R Povall

**Vote:**  Unanimous vote in support of the Proposal.

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. T O’Boyle

**Vote:** Unanimous vote in support of the Proposal. The Chairman and the Clerk duly signed the Certificate.

3. To resolve approval of and signing of Section 1 – Annual Governance Statement 2019/2020. The councillors were satisfied that they had complied with the nine items listed in Section 1

**Approval proposed by:** The Chairman

**Seconded by:** Cllr. R Povall

**Vote:** Unanimous vote in support of the Proposal: The Chairman and Clerk duly signed Section 1 of AGAR

4. To resolve to approve and sign Section 2 – Accounting Statements for 2019/2020 and to consider the List of Variances. The councillors duly considered the documents and proposed their approval for the Chairman and Clerk to sign them.

**Approval** **Proposed by:** the Chairman

**Seconded by:** Cllr. R Povall

**Vote:** Unanimous vote in support of the Proposal: The Chairman and the Clerk duly signed Section 2 of AGAR.

The relevant documents were then submitted to the external auditors and the statutory notices were displayed on the website and on parish notice boards.

**PLANNING**

The following planning applications were received after March 2020. They were considered by councillors by examining the plans and documents on the planning portal and then giving their views to the Clerk using response forms she had produced, which were returned to her by email, post or telephone. The responses were collated and the planning department notified of the parish council’s decision.

**20/01412/FUL** – an application for the erection of a two-storey rear extension and the erection of a new entrance porch at 12, Corfton, SY7 9LE. Councillors agreed to support the application subject to two caveats: that the comments submitted by the Flood Action Group become a condition of approval, and that the new extension should blend with the original, which is stone faced.

**20/01563/FUL** – retrospective application for the installation of a wood pellet boiler system and a flue to provide hot water and heating at holiday cottages at Sutton Court Farm, Little Sutton, and **20/01564/LBC –** Listed Building Consent for the above works as they affect a Grade II Listed Building,

Councillors supported these two applications.

**20/01717/FUL –** Application under S. 73A of the Town & Country Planning Act 1995 (retrospective) for the conversion of barn from one dwelling to two dwellings, reinstate existing access and installation of package treatment plant at Barn B, Hale Barns, Diddlebury .

Councillors supported this application.

**20/02161/FUL –** proposed dwelling south west of Red Brick Barn, Corfton. (the Donkey Patch) Application for the erection of a dwelling with garage, alteration of existing access and installation of septic tank. This is a new application. A planning permission for a much smaller house – application ref. 17/05800/FUL- remains in force until January 2021.

Councillors unanimously strongly objected to this new application.

**20/02197/VAR** – application for the variation of Condition No, 2 attached to the planning permission ref. **16/03628/FU**L for the development of the old poultry units at Corfton.

By a majority, councillors voted to object to this application.

**044/20 – To pass a Resolution giving all DPC councillors a dispensation from the provisions of Section 85 of the Local Government Act 1972 until May 2021.**

Section 85 of the LGA 1972 states that any councillor who fails to attend parish council meetings for six consecutive months ceases automatically to be a councillor. This had been overlooked when the government brought legislation in to deal with the lock-down provisions, which initially prohibited parish council meetings, thus dispensations need to be granted to councillors.

The Chairman therefore **proposed** that all DPC councillors be granted a dispensation from Section 85 of the LGA 1092 until May 2021.

Proposal **seconded** by Cllr. R Povall

**Vote:** Proposal unanimously carried by councillors.

**045/20 – To consider the following communications and correspondence received and to deal with any issues arising therefrom as appropriate.**

1. 26.05.20 – Notification from Shropshire Council planning department re 20/01563/FUL and 20/01564/LBC – planning application and listed building consent application re wood pellet boiler system at Sutton Court Farm, Little Sutton, SY8 2AJ

Planning permission granted.

2. Large amounts of emails from SALC, Shropshire Council and others about the Coronavirus emergency and regulations.

3. 06.07.20 – emails passing between G. Neden (Flood Action Group), a resident of Middlehope and Mr A Keyland of Highways Department re flooding due to blocked drains and gullies in Middlehope.

4. 12.6.20 – notification via SALC of rates relief available to all charitable community buildings – i.e. village halls.

5. 14.5.20 – notification via SALC of appointment of new High Sheriff of Shropshire – Mrs Dean Harris JP.

6. Notification via SALC of up-date on Local Plan revised timetable:

Draft plan to Cabinet – July 2020. Consultation on Pre-Submission draft Plan – July/August/September 2020.

Examination by full Council prior to Submitting Local Plan to Sec. of State – December 2020. Submission to Sec. of State – January 2021. Examination in Public – Jan. 2021 – December 2021 (estimated timeframe). Inspector’s Report – January 2022. Adoption of Local Plan by full Council – March 2022 (estimated timeframe).

7. Notification from Planning Department re planning application 19/03538/OUT – outline application for the erection of three detached houses and garages, creation of new vehicular access and installation of a private treatment plant on land in Corfton.

Shropshire Council refused planning permission but the applicant is appealing that decision to the Secretary of State.

8. Request from Geoff Neden on behalf of the Flood Action Group for a donation of £100 towards mechanical de-silting and repair works need on the Diddlebrook.

9. CIL update from Portfolio Holder July 2020.

10. Notification from Kier that B4368 will be closed at Craven Arms from 15th to 25th July.

**Item 8:**

Cllr. Woodhouse **proposed** that a further sum of £100 be donated to the Flood Action Group.

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

**Vote**: Proposal unanimously carried by the councillors.

**Item 9:**

It was noted that the vast majority of CIL money had been applied to projects in or to the north of Shrewsbury. Cllr. Woodhouse now has a quotation for the resurfacing works - £36,108 plus VAT. Unitary Cllr. Motley will chase up DPC’s CIL entitlement.

**046/20 – Finance Report for July 2020**

**Precept balance b/fwd from June 2020 £7,590.27**

**Less:**  Cheques authorised to be drawn on Precept Funds in July 2020

1. Clerk’s net salary for July 2020 £213.97

2. PAYE on Clerk’s July 2020 salary £ 6.20

3. Donation to Hope House Children’s Hospice £150.00

4. Administrative expenses incurred by the Clerk in

July 2020 on behalf of DPC

* July 2020 contribution to telephone

& Broadband @ £20 per month £20.00

* 12 x 2nd class stamps £ 7.80
* 1 ream A4 copy paper £ 4.25
* Travelling expenses claimed at 45p

07.07.20 – to Diddlebury Village Hall to

meet Cllrs. Hedgley & Woodhouse to discuss

parish council matters – 34 miles

22.07.20 – to Diddlebury to get cheques signed

and to Bouldon to join Chairman for PC meeting

* 36 miles

Total mileage: 70 miles @ 45p £31.50

Total of administrative expenses £63.55 £ 63.55

Total claim on Precept funds in July 2020 £433.72 £ 433.72

**Balance of Precept Funds c/fwd to Sept. £7,156.55**

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

* **Community Infrastructure Levy** /**Neighbourhood Fund**

Balance b/fwd from June 2020 **£3,040.63**

* **Environmental Grant** – b/fwd from June 2020 **£1,200.21**
* **Transparency Code Grant fund –** bal. b/fwdfrom June **£171.49**

**LESS:** Mr A Holmes – cost of supplying webcam and

setting up Zoom & extra email address for DPC/Zoom

(Paid by Clerk and reclaimed by her) £ 75.00

Balance c/fwd to September 2020 £ 96.49 **£ 96.49**

* **War Memorial Fund** – balance b/fwd from June 2020 **£ 25.13**
* **Funds held for Flood Action Group -** bal. b/fwd June 2020 **£ 180.09**
* Ear-marked reserves for village hall car park

resurfacing - balance b/fwd from June 2020  **£5,066.84**

Cllr. O’Boyle **proposed** authorisation of payment for the cheques listed in the Finance Report for July 2020.

Proposal **seconded** by Cllr. A Watson

**Vote**: Proposal unanimously carried by councillors**.**

**3.** **HSBC Bank balance held by DPC following authorisation of the**

**above listed payments on 22.07.20.20 £16,765.94**

**4 Bank statement and cash book reconciliation**

Verification by Councillor O’Boyle of the Clerk’s reconciliation between HSBC

bank statement numbered 335 and DPC’s Cash Book.

**047/20- Any the business (for dissemination of information only)**

047/20/1: Smartwater kits: DPC holds a sufficient sum to purchase 160 Smartwater kits to be distributed in the parish. This was going to be done via a meeting in the village hall but an alternative scheme for distribution will now have to be agreed upon. The kits will be ordered

following the September meeting.

047/20/2 – Planning application 20/02519/OUT. After discussion it was agreed that the EGM to deal with this application shall be conducted via **Zoom** and will be held on **Wednesday 12th August 2020 at 7.00pm.** Notices will be posted around the parish and on the website with joining instructions.

**There being no further business to conduct, the Zoom meeting closed at 7.40pm.**

**The venue for the meeting on 23rd September 2020 remains to be decided.**

**Please refer to the parish website or notice boards for information.**

**Minutes signed by: David Hedgley**

**Dated: 23rd September 2020**