**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 held by Diddlebury Parish Council via emails, telephone and post due to the lock-down resulting from the Coronavirus pandemic.**

**026/20:**

**Methodology adopted for the format of the meeting.**

The Clerk, in consultation with the Chairman, circulated to all members an Agenda dated the 22nd March 2020 listing the items which needed to be considered, noted, approved or adopted by councillors. Built into the Agenda was a response section and these Minutes reflect the councillors’ responses to the Agenda items.

The Agenda had been published on the parish council’s website as it had been planned to hold a meeting in The Sun Inn on 25th March 2020, but the venue was closed by law on the 24th March. No questions about Agenda items had been raised by any member of the public.

Response forms were received by the Clerk from the Chairman, Cllr. O’Boyle, Cllr. Watson, Cllr. S Thomas, Cllr. K Worthington and Cllr. Woodhouse

**027/20**

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 covered by these rules were made.

**028/20: Approval of the Minutes of the Meeting held on 26th February 2020**

The Minutes of the meeting on 26th February 2020 had been circulated to all members.

Small amendments were raised by Unitary Cllr. Motley and by Cllr. O’Boyle for the flood action group. Those amendments have been incorporated into the final signed version of the Minutes and are available to view on DPC’s website.

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

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

**Vote:** Proposal carried five votes in favour – 1 abstention

**029/20: Matters arising from the Minutes of the Parish Council Meeting held on 26th February 2020 not dealt with elsewhere on the Agenda**

019/20/5: Cllr. Woodhouse advised that in order to comply with the Government Coronavirus Policy:-

Car Park resurfacing – meetings with potential contractors postponed.

Trustees have closed the hall and cancelled future events.

DVH AGM has been postponed.

022/20: The Chairman confirmed he has written to Unitary Cllr. Motley about DPC’s concerns about the state of the highways.

025/20: The Chairman confirmed charity donations have now been agreed for those who applied for them.

**030/20 – Reports**

030/20/1 – Chairman’s Report

The Chairman reported that Mr Adrian Wilkes contacted him over a re-submission of his planning application (The Moors). He is keen to provide for perceived local needs and wants any houses to go to local people. The Chairman reminded him of the need to identify actual need, types of houses and the setting of realistic prices. The Chairman said that that the best way forward was a meeting with Shropshire Council’s planners, Cllr. Motley, DPC and Diddlebury PPSG to explore options first, before any plans are submitted.

The Chairman had also worked with the Clerk on sorting out a planning application of Mr & Mrs Rowbotham – it was in fact a Munslow PC application.

He had also worked with the Clerk to facilitate the March meeting strategy.

030/20/2 - Cllr. Worthington submitted a report on the Louisa Powell Alms Houses.

Although no one from the parish requires this type of housing any more, it does not change the fact that they were originally for people from the parish who could no longer work and had to move out of their homes to make way for their replacements. To maintain this connection and to give a reason for me representing the parish council on the alms house committee I would like to propose that the parish council make a yearly donation to the alms houses to keep these properties in good repair.

**031/20 – Planning applications**

**20/00815/FUL** application for the erection of an agricultural building at Pinstones Farm, Corfton, Craven Arms, SY7 9LB

The Chairman noted there had been no public objections to this application.

He **proposed** that DPC supports the application and raises no objections to this application.

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

**Vote:** Five members supported the proposal, one abstained. Proposal carried.

**20/01208/TCA –** application to fell one Redwood tree and one Eucalyptus tree within the Diddlebury Conservation area, namely at The Tithe Barn, Diddlebury, SY7 9DH.

The Chairman noted there had been no public objections raised to this application.

The Chairman **proposed** that DPC raises no objection to the application.

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

**Vote:** Four members supported the application, two abstained. Proposal carried.

**032/20 – Consideration of Correspondence and Communications received since the last meeting and to deal with any issues arising therefrom as appropriate.**

1. 19.03.20 – Notification from Shropshire Council planning department re 20/00532/LBC – listed building consent application re The Old Malt House, Delbury Hall, Diddlebury.

Planning permission granted.

1. 03.03.20 - Notification from Shropshire Council planning department re 19/04891/FUL – application for proposed barn conversions at Hale Barn re Diddlebury.

Planning permission granted.

 3. 10.03.20 – email from Mr N Jenkin, Diddlebury resident, suggesting an action group be set up to help our more vulnerable neighbours. He offers his assistance.

4. 19.03.20 – email from Shropshire Council setting out CIL monies allocated to various parish and town councils: Diddlebury to receive £2,742.84 in April 2020.

5. Various emails passing between Aston Top residents and DPC re a planning application – 19/05580/FUL. Establishing that the application has been sent to Munslow Parish Council.

6. Connecting Shropshire – Broadband programme update, March 2020.

7. 04.03.20 – Email from Shropshire Council setting out details how householders affected by flooding can obtain grants.

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

**Responses** Item 3:

* Cllr. Woodhouse requested that DPC thank Mr Jenkin for his offer and inform him about the steps taken by DPC to offer Coronavirus help.
* Cllr. Worthington responded: What are the parish council’s procedures in an emergency? Some time ago after a very bad storm which resulted in flooding in some areas and the introduction of flood barriers, the Parish Council at that time appointed an Emergency Officer and made other emergency procedures, i.e. obtaining a copy of the electoral roll to be kept in an accessible place in the village and an emergency box was issued; where or who it came from I cannot remember but I still have one.

*Note from Clerk*: It is now illegal for the Electoral Roll to be made accessible to the public.

Item 4:

* The Chairman noted that DPC needs to find out what our total CIL money is for 2020. The £2,742.84 notified in March is for our own neighbourhood fund discretionary use. We need to see what the amount controlled by SC for local infrastructure is via a CIL bid. Obviously, we now have more funds to play with or bid for.

**033/20 – Minor Highways and Environmental matters**

The Chairman advised DPC awaits Cllr. Motley’s response to his letter about the state of the highways.

**034/20 - March Finance Report (last report of the 2019/2020 financial year)**

1. **Precept balance b/fwd from February 2020 £4,673.36**

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

1. Westcotec Ltd – part payment re mobile speed monitoring

Unit – balance from Community Infrastructure levy £1,637.50

1. Clerk’s net salary for March 2020 £ 213.97
2. PAYE on Clerk’s March 2020 salary £ 6.20
3. Diddlebury Village Hall – hire 22.5.19 to 26.02.20 £ 112.50
4. Westhope Village Hall – hire charges June & Sept. 2019 £ 36.00

6. S.137 donation to Flood Action Group £ 50.00

7. S.137 donation to Westhope Village Hall £ 100.00

8. s.137 donation to the Corvedale Buzzard £ 100.00

 9. Administrative expenses incurred by the Clerk in

March 2020 on behalf of DPC

* March 2020 contribution to telephone

& Broadband @ £20 per month £20.00

* 12 x 2nd class stamps £ 6.96
* Travelling expenses claimed at 45p

27.03.20 to Diddlebury & Bouldon to

discuss parish council business

with Chairman and Cllr. O’Boyle

36 miles @ 45p per mile £16.20

 £43.16 £ 43.16

Total claim on Precept funds in March 2020 £2,299.33 **£2,299.33**

 **Balance of Precept Funds c/fwd £2,374.03**

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

* **Community Infrastructure Levy** (rec’d 25.04.18) £2,440.29

Less: Westcotec Ltd. - balance of purchase price of

speed monitoring unit £2,142.50

 £ 297.79 **£ 297.79**

* **Environmental Grant** – b/fwd from February 2020 £1,370.96

**Less**: Payment to Gary Trim for work 24.02.- 16.03.20 £ 170.75

 £1,200.21 **£1,200.21**

* **Transparency Code Grant fund –** bal. b/fwd **£ 399.49**
* **War Memorial Fund** – balance b/fwd **£ 25.13**
* **Funds held for Flood Action Group -** bal. b/fwd £130.09

**Add:** S137 Donation from DPC 25.3.20 £ 50.00

 £180.09 **£ 180.09**

* Ear-marked reserves for village hall car park

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

The Chairman **proposed** that the cheques listed above be authorised for payment.

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

**Vote:**  Members unanimously responded to approve the Finance Report and authorise the payment of the cheques.

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

 **above listed payments on 27.03.20 £9,543.58**

**4 Bank statement and cash book reconciliation**

Verification by Councillors of the Clerk’s reconciliation between HSBC bank statement number 331 and DPC’s Cash Book.

Cllr. O’Boyle checked and verified the bank statement/cash book reconciliation on 27.03.20

**035/20: To review and/or adopt parish council documents for the 2019/2020 audit process.**

Review: Asset Register. This was deferred from the February meeting. The Clerk has added the mobile speed monitoring unit to the Asset Register.

The Chairman, having reviewed the Asset Register was satisfied with it and **proposed** that the members adopt it.

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

**Vote:** Members unanimously responded that they had reviewed and adopt the Asset Register.

**036/20 – Proposal for the administration of the parish council during the Coronavirus pandemic**

Councillors are asked to pass the following Resolutions to delegate functions to the Clerk, in consultation with the Chairman or Vice-Chairman, to enable the parish council’s administration to function during the Coronavirus situation, pending further government legislation or advice, as are listed below. These Resolutions will be reviewed in May 2020.

**1** To note that it is lawful for the Clerk, with approval from the Chairman or Vice-Chairman, to spend against specific items in the Parish Council’s budget i.e for contractors, hall hire, clerk’s salary and PAYE, clerk’s expenses and all other items which have been identified in the budget when setting the precept or approved at previous meetings: any such payments to be reported to the Council at the next ordinary meeting.

**2** To approve provision of delegated powers to the Clerk, with approval from the Chairman or Vice-Chairman, to spend up to a limited amount (to be agreed) and to authorise urgent work when unforeseen circumstances occur.

**3** To delegate to the Clerk the making of arrangements for the approval of cheques to be signed by two councillors in accordance with the bank mandate and for the bank statement/cash book reconciliation to be approved.

**4** To delegate powers to the Clerk to respond to planning applications after conferring by email/telephone with councillors and seeking approval from the Chairman or the Vice Chairman.

**5** To delegate powers to the Clerk to postpone meetings of the parish council should this be required, after seeking approval from the Chairman or Vice-Chairman.

**6** Member**s** resolve to await and act upon Government advice in relation to the holding of the Annual Parish Meeting and the Annual General Meeting, scheduled to be held on 27th May 2020, and to give delegated powers to the Clerk to make necessary re-arrangements for these meetings in consultation with the Chairman or Vice-Chairman.

**7** Members resolve to await Government advice on the deadlines for submitting the Audited accounts and Annual Return to PKF Littlejohn LLP, auditors and of the giving of confirmation of the dates for the period of the exercise of public rights in relation to the audit.

The Chairman **proposed** that the parish council adopt all the above delegated powers as set out.

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

**Vote:** The Chairman, Cllr. O’Boyle, Cllr. Watson and Cllr. S Thomas approved all items;

Cllr. Woodhouse approved all items except he wanted the Clerk to have to seek authority from the Chairman and the Vice-Chairman for items 1, 2, 4, 5, 6. The Chairman concluded this could pose difficulties and as four members had voted in support of the proposal, Cllr. Woodhouse’s proposed amendment would not be adopted.

Cllr. Worthington abstained from voting.

These delegated powers come into effect immediately and will be reviewed in the light of government advice or legislation or in any event by the end of May 2020.

**Date and venue of next meeting:** Wednesday 27th May 2020, 7.30pm at Diddlebury Village Hall, when the Annual Parish Meeting, the Annual General Meeting and an ordinary business meeting will take place if the government lock-down has been lifted.

If a normal meeting is not possible, alternatives will be looked at.

**Minutes signed by: David Hedgley**

**Dated 22nd July 2020**