

ALL STRETTON, SMETHCOTE AND WOOLSTASTON PARISH COUNCIL

MINUTES

ANNUAL GENERAL MEETING held at Picklescote Village Hall on Wednesday 23rd May 2018 at 7.30pm

1. Present

C'llr McVittie (Chairman); C'llr Dale (Vice Chairman); C'llr Burton; C'llr Morris; C'llr Phillips

C'llr D Morris

One member of the public attended the meeting.

2. Introduction

The Chairman welcomed everyone to the meeting.

3. Apologies

Apologies had been received from C'llr V Davies

4. Public Comments

The Member of the public present at the meeting had bought a broken public footpath sign which had rotted off and fallen into the roadway. C'llr Burton, the Parish Council Footpath Warden took a photograph of the damaged sign and agreed to report this to Shropshire Council Access Team.

5. Election of Chairman

C'llr Phillips proposed that C'llr McVittie be elected to serve as Chairman. The proposal was seconded by C'llr Burton and it was unanimously agreed that C'llr McVittie be elected to serve as Chairman.

6. Election of Vice-Chairman

C'llr McVittie proposed that C'llr Dale be elected to serve as Vice Chairman. The proposal was seconded by C'llr Morris and it was unanimously agreed that C'llr McVittie be elected to serve as Vice Chairman.

7. Election of Parish Council Representative to the Henry Fletcher Charity

It was proposed by C'llr Burton that C'llr Morris be elected to serve as the Parish Council representative on the Henry Fletcher Charity. The proposal was seconded by C'llr McVittie and it was unanimously agreed that C'llr Morris be elected to serve as the Parish Council's representative on the Henry Fletcher Charity.

8. Election of Parish Council Representative to the Local Joint Committee

It was proposed by C'llr Morris that C'llr Dale be elected to serve as the Parish Council representative on the Local Joint Committee. The proposal was seconded by C'llr Morris and it was unanimously agreed that C'llr Dale be elected to serve as the Parish Council's representative on the Local Joint Committee.

9. Election of Footpath Warden

It was proposed by C'llr Dale that C'llr Burton be elected to serve as the Parish Council Footpath Warden. The proposal was seconded by C'llr Phillips and it was unanimously agreed that C'llr Burton be elected to serve as the Parish Council's Footpath Warden.

10. Election of Tree Warden

It was proposed by C'llr McVittie that C'llr Phillips be elected to serve as the Parish Council Tree Warden. The proposal was seconded by C'llr Burton and it was unanimously agreed that C'llr Phillips be elected to serve as the Parish Council's Tree Warden.

11. Minutes of Meeting held on 21st March 2018

It was proposed by C'llr Dale, seconded by C'llr Phillips and unanimously agreed that the minutes of the meeting held on 21st March provided a true and accurate record of the meeting.

12. Matters Arising from the Minutes – Clerk to report for information only

C'llr McVittie told the meeting that he had arranged a meeting with residents of the parish and Mr Nigel McDonald, the Sustainable Tourism Officer, to discuss the route of the Shuttlebus. Many local residents had attended the meeting, which included owners of B & B's and other local businesses in the area. The purpose of the meeting was to request that the route of the Shuttlebus be rearranged to include Picklescott as many local business were disadvantaged by being missed off the route. C'llr McVittie had the impression that Mr McDonald had seemed very receptive to the ideas put forward and agreed to investigate the possibility of Picklescott being included in the route.

13. Finance

13.1 Payment of Accounts due

Clerk's salary April/May plus out of pocket expenses totalling £437.55. It was proposed by C'llr Dale, seconded by C'llr McVittie and unanimously agreed that this account be paid. Cheque No 336 was prepared in the sum of £437.55

HMRC tax due on Clerk's salary £108.20. It was proposed by C'llr Dale, seconded by C'llr McVittie and unanimously agreed that this account be paid. Cheque No.337 was prepared in the sum of £108.20.

Web site updates April and May £30. It was proposed by C'llr Dale, seconded by C'llr McVittie and unanimously agreed that this account be paid. Cheque No 338 was prepared in the sum of £30

Mrs. L Pardoe, Internal Audit fee £50. It was proposed by C'llr Dale, seconded by C'llr McVittie and unanimously agreed that this account be paid. Cheque No.339 was prepared in the sum of £50.

Came & Company Insurance renewal due 1st June for the period 1st June – 31st May 2019. £288.55. This is the same premium as paid in 2017. It was proposed by C'llr Dale, seconded by C'llr McVittie and unanimously agreed that this account be paid. Cheque No 340 was prepared in the sum of £288.55.

Web Hosting paid by the Clerk for hosting the web site for one year £11.96. It was proposed by C'llr Dale, seconded by C'llr McVittie and unanimously agreed that this account be paid. Cheque No.341 was prepared in the sum of £11.96.

Picklescott Village Hall, hire of the hall for tonight's meeting £20. It was proposed by C'llr Dale, seconded by C'llr McVittie and unanimously agreed that this account be paid. Cheque No.342 was prepared in the sum of £20.

13.2 Clerk to report Bank Balance

The Clerk told the meeting that after payment of the accounts agreed tonight the balance at bank is £5756.47. However, this includes £379.07 CIL, £300 election Expenses 2017 to be paid 2018 and £310.21 balance in the transparency fund, leaving a Parish Council balance of £4767.29.

13.3 Approve 2016/17 Accounts

The Clerk circulated the 2017/18 Accounts, which had been audited by the Internal Auditor.

It was proposed by C'llr Dale, seconded by C'llr McVittie and unanimously agreed that the accounts provided a true and accurate record of the financial transactions of the Parish Council for the period 1st April 2017 to 31st March 2018. The Chairman then signed the External Audit report for submission to PK Littlejohn.

14. Planning

14.1 Outstanding Applications - Clerk to report on progress

Hall Farm, Picklescott Ref 16/05366/FUL

Works to Grade II listed building to create 4 No. residential dwellings. This application was received and forwarded to all Councillors following which a site visit was held on 19th December, 2016. The Parish Council had no objection to this application. The Clerk told the March meeting that this application is still shown on the web site as "Awaiting a Decision". C'llr Dan Morris told the meeting that there had been an amendment to the application and this referred to the access. The Parish Council had not been consulted. It was unanimously agreed that the Clerk again would post the Parish Council's support on the planning portal. The Clerk told the May meeting that this application was granted on 18th April 2018.

Land Adjacent to Heath House, Leebotwood REF 17/04907/FUL

Erection of an affordable dwelling with detached double garage. The applicant had attended the August meeting and explained that she intended to apply for an affordable dwelling on a single plot exception site. Following the application being validated members of the Parish Council had attended a site visit. It was unanimously agreed that the Parish Council had no objections and supported this application. The Clerk told the May meeting that this application is still shown on the web site as “Awaiting a Decision”

Land at 100 Acres, Smethcott

Ref 18/00277/FUL

Erection of an affordable dwelling with detached double car port with storage above, creation of access drive and installation of sewage package treatment plant. The applications had visited the Parish Council meeting to explain the local connection and the Parish Council had confirmed the local connection. The application was received and forwarded to all councillors on 14th February. This was discussed at the March meeting and it was unanimously agreed that the Parish Council would support this application. However, before making comments they wish to attend a site visit. Following the site visit the Parish Council made the following comment:-

“The Parish Council attended a site visit and fully support this application. However, the Parish Council understand that the Planners are insisting on an entrance closer to the cross roads which will entail the removal of a stretch on long established hedging. The parish Council are of the opinion that this is adding unnecessary cost to the construction of an affordable home. Whilst the Parish council fully understand the requirement to site the affordable dwelling closer to the other houses in the settlement but are finding it difficult to understand the rationale for creating a new entrance when there is already an entrance to the plot further down the lane which better vision both ways. The cross roads have been the subject of a number of accidents over the years. Therefore the Parish Council feel it would be safer for road users and the family to have a less steeply inclined access further down the lane. The Parish Council strongly support this application but would ask the Planning Officer to reconsider the requirement to create a new entrance closer to the dangerous junction. The new entrance will be more steeply inclined and make entry and exit more difficult and risky in snow and icy conditions. If necessary members of the Parish Council would be happy to meet the Planning Officer on site to discuss their concerns”.

The Clerk told the May meeting that this application is shown on the web site as “awaiting a decision”.

Karuna, Picklescott

Ref 18/01274/AGR

Following the March meeting the Clerk contacted Shropshire Council to say that the Parish Council had not been consulted on the agricultural application for the erection of a tractor shed. The Clerk told the May meeting that she had received a reply which confirmed that an agricultural application had been submitted for the erection of a tractor shed and the Planning Officer confirmed that this was submitted under the provisions of the General Permitted Development Order, 2015, Schedule 2 Part 6. The Planning Officer also confirmed that he had asked for more detail on siting and design. ..The Clerk

told the May meeting that this had been agreed on 9th April as “Prior Approval Not Required”.

14.2 New application received by the Clerk after 15th May

The Oaks, All Stretton

Ref 18/02124/FUL

Erection of a “Tree House” Holiday Lodge with associated parking. This application was validated and forwarded to all Councillors on 16th May. It was agreed that the Clerk would ask the Agent if a site visit could be arranged during the afternoon of Monday 4th June.

15. Highway Matters

The Clerk had previously prepared a spreadsheet showing all the outstanding highway matters and this had proved helpful when visiting the problem areas with Shropshire Council.

Other highway matters were added to the spreadsheet at the May meeting.

The Chairman told the meeting that he was very disappointed at Shropshire Council’s response to the recent report of flooding on the road from Picklescott to Dorrington near New House Farm. This, like many other highway problems in the area had been repeatedly reported over the years, site visits held with various representatives of Shropshire Council, all to no avail.

It was agreed that the Clerk would write to Clive Wright, Shropshire Council Chief Executive to express the Parish Council’s concern at lack of response to problem areas in the Parish. A copy would be sent to C’lir Dan Morris and a further site visit with senior officers be requested in an attempt to address the highway issues in the Parish.

16. Correspondence

The Clerk forwards all correspondence by e-mail as received. The Clerk reported the following correspondence to the meeting:-

Clerk and Councils Direct magazine – May 2018 – handed to C’lir Dale

Letter from member of the public concerning the Shuttlebus which had been forwarded to all Councillors. This had been address in the recent meeting with residents and the Tourism Officer (see Item 12).

Letter from member of the public concerning highway issues which had been circulated to all Councillors and forwarded to Shropshire Council.

17. Police Matters

The Police Newsletter was circulated by e-mail to all Councillors.

18. Shropshire Council Report

C’lir D Morris had not been present at the Annual Meeting in March and circulated a copy of his Annual report at the May meeting.

C'llr Morris also reported the following to the May meeting:-

The net benefit from the purchase of the Shopping Centre in Shrewsbury is £250,000 per month. Which gives a 6% return on the investment.

Full Council had recently looked at pay awards and had compared the salary of the Chief Executive with other comparable Councils and this had found to be lacking. The salary for the Chief Executive had been increased in line with other similar authorities.

Pay awards to staff had been capped with no increase from 2010 – 2015; in 2015-16 they were capped at 1% and a pay award of 2% had now been agreed for those on the lowest pay bands.

The Future Fit Consultation will commence on 30th may.

An increase in car parking charges had been agreed in March.

19. Data Protection

The Clerk told the meeting that an Amendment to the Data Protection Bill was being considered. It was hoped that, if agreed, this would release Parish Councils from the burden of appointing a Data Protection Officer.

At this time it was sufficient for the Parish Council to appoint a Data compliance Officer. It was proposed by C'llr Phillips, seconded by C'llr Burton and unanimously agreed that the Clerk would act as the Data Compliance Officer.

The Clerk had templates for the following Data Protection Policies as supplied by SALC:-

Personal Data Management and Audit Policy April 2018
Privacy Policy
Subject Access Policy

It was agreed that the Parish Council would adopt the above three policies and the Chairman signed the, which would be placed on the Parish Council website

The Clerk told the meeting that the Parish Council had to demonstrate that they were working towards compliance. The Clerk would prepare a spreadsheet to show how the Parish Council were working towards compliance and would be continuously updated as work progressed.

To be compliant the Clerk had to have a backup drive to save work from the computer, the computer had to be password protected and used solely for the Parish Council. It was agreed that the Clerk would purchase a backup drive.

The Clerk told the meeting that all Councillors should have a dedicated e-mail address used only for Parish Council Business. It was agreed that the Clerk would set up e-mail address through the web site.

19. Date of Next Meeting

The next meeting will be held on 25th July

Dates for the remaining 2018 meetings are as follows

Wednesday 26th September

Wednesday 28th November

There being no other business the meeting closed at 9.15pm