

ALL STRETTON, SMETHCOTE AND WOOLSTASTON PARISH COUNCIL MEETING

MINUTES

Minutes of the Meeting of All Stretton, Smethcott and Woolstaston Parish Council held on Wednesday 25th January 2017 at Picklescott Village Hall.

1) **Present and Apologies:**

C'Ilr A McVittie (Chairman)
C'Ilr Burton
C'Ilr Dale
C'Ilr Beagle

Clerk Mrs J Griffiths (Clerk)

Member of the public present: Mr Daniel Morris

Apologies

Apologies had been received from C'Ilr Phillips, C'Ilr Morris and C'Ilr Davies. Apologies had also been received from C'Ilr T Barker, who is attending Leebotwood and Longnor Parish Council meeting.

The Chairman welcomed everyone to the meeting.

2) **Declaration of Personal and Pecuniary Interest**

The Clerk reminded all Councillors to declare any interests in any items being discussed. C'Ilr McVittie told the meeting that the applicant for the planning permissions at Sallins Farm and Hall Farm were known to him. No other declarations of interest were declared.

3) **Approve Minutes of Meeting held on 23rd November 2016**

It was proposed by C'Ilr Beagle, seconded by C'Ilr Dale and unanimously agreed that the Minutes of the Meeting held on 23rd November provided a true and accurate record of the meeting.

4) **Matters Arising from the Minutes (Clerk to report for information only)**

The Clerk told the meeting that a representative from Secure Web Services and Connecting Shropshire would attend the March meeting. A notice would be placed in the Parish Magazine on the web site and on notice boards.

There were no other matters arising that were not covered on the Agenda.

5) **Public Comments**

Mr Daniel Morris introduced himself to the meeting and explained that he was the Conservative candidate in the Unitary Elections to be held on 4th May.

6) **Neighbourhood Watch Co-ordinator**

The Clerk told the meeting that despite the notices in the Church Magazine

and on village notice boards no one had volunteered to act as the Neighbourhood Watch Co-Ordinator.

C'Ilr McVittie volunteered to be the Neighbourhood Watch Co-ordinator for Picklescott and C'Ilr Burton volunteered to be the Neighbourhood Watch Co-ordinator for Woolstaston.

The Clerk will pass their details to Michael Jones of West Mercia Police who is the contact for anyone volunteering to act as the Neighbourhood Watch Co-ordinator.

7) **Planning Applications**

Applications discussed at earlier meetings:-

Park Head Cottage, Smethcott Ref 16/02907/FUL

Change of use of field to hardstanding; demolition of existing garage and erection of double stable building; aviary building and breeding pens; storage building for feed and machinery. This application had been received and forwarded to all Councillors on 27th July. No comments had been received. The Clerk told the November meeting that this application was shown on the planning website as "awaiting a decision" The Clerk told the January meeting that this application is still shown on the web site as awaiting a decision.

Yew Tree Villa, Lower Wood Ref 16/03580/FUL

Erection of part single part two storey side and rear extension following demolition of existing; conversion of barn to holiday let, This application had been received and e-mailed to all Councillors on 5th September and was discussed at the September meeting when it was proposed by C'Ilr Beagle, seconded by C'Ilr Phillips and unanimously agreed that the Parish Council had no objection to this application. The Clerk told the November meeting that this application was shown on the web site as "awaiting a decision". The Clerk told the January meeting that this application is still shown on the web site as awaiting a decision.

Old Rectory, Smethcott Ref 16/04614/FUL

Erection of veranda and alteration to window on north elevation. This application had been received and forwarded to all Councillors by e-mail on 18th October. This application was discussed at the November meeting when it was proposed by C'Ilr McVittie, seconded by C'Ilr Burton and unanimously agreed that the Parish Council did not have any objection to this application. The Clerk told the January meeting that permission had been granted on 7th December.

Applications discussed at the January meeting:-

Sallins Farm, Picklescott Ref 16/05875/FUL

Erection of agricultural building for livestock. This application had been received and forwarded to all Councillors on 13th January. It was proposed by C'Ilr Dale and seconded by C'Ilr Burton that the Parish Council should object, although the Parish Council recognise that this application forms part of a successful business enterprise they are very concerned that it would be

difficult to screen a building of this size in this prominent position. A vote was taken with two Councillors voting in favour of the proposal, one Councillor voting against the proposal and one Councillor abstaining. The proposal was therefore carried.

Acre Batch, Lower Wood Ref 16/05334/FUL

Erection of a two storey extension with internal alterations and external staircase. Following this application being forwarded to all Councillors by e-mail a visit was arranged and C'Ilr Dale and C'Ilr Burton attended the site visit on Monday 9th January. Shropshire Council had agreed to wait for comments until 26th January. It was proposed by C'Ilr Dale, seconded by C'Ilr Burton and unanimously agreed that the Parish Council had no objection to this application.

Old Mill Farm, Walkmills Ref 16/05719/FUL

Erection of purpose built steel portal framed building for manufacturing/construction workshop, loading area and showroom space. This application was received and forwarded to all Councillors on 6th January. It was proposed by C'Ilr Dale, seconded by C'Ilr McVittie and unanimously agreed that the Parish Council had no objection to this application.

Underhill House, Pulverbatch Ref 16/05415/FUL

Erection of a single storey extension. This application was received and forwarded to all Councillors on 2nd December. This is also a Listed Building application. At the applicant's request, C'Ilr McVittie made a site on 19th December. The Parish Council had no objection to this application. The Clerk told the January meeting that this application is still shown on the web site as awaiting a decision.

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. The Parish Council had no objection to this application. The Clerk told the January meeting that this application is still shown on the web site as awaiting a decision.

Holly Cottage, Pulverbatch Ref 16/05046

Erection of small sewage treatment plant with outflow to watercourse. This application was received and forwarded to all Councillors on 29th November. The Parish Council had no objection to this application. The Clerk told the January meeting that this application is still shown on the web site as awaiting a decision.

Womerton Farm Ref 17/00003/FUL

Erection of 3 archery sheds, 1 open fronted shooter shed and siting of a small caravan for storage. This application has been received and forwarded to all Councillors on 17th January. It was proposed by C'Ilr McVittie, seconded by C'Ilr Dale and unanimously agreed that the Parish Council had no objection to this application. It was further agreed that the Parish Council would comment that this land is predominately used for recreational purposes and not used for agriculture.

C'Ilr Burton told the September meeting that a large building had been erected at the bungalow on the right just passed Upper Farm, Batchcott. The Clerk had reported this to planning enforcement.

At the November meeting the Parish Council had received reports from residents that a wooden holiday chalet at Jinlye had been demolished and a substantial building erected. As the Parish Council are not aware of any planning application relating to this structure it was agreed that the Clerk would report this to Planning Enforcement. The Clerk told the January meeting that this structure did have planning permission. However, Shropshire Council had asked Church Stretton Town Council to comment and had not forwarded this application to our Parish Council for comment.

At the November meeting the Parish Council had received reports from residents concerning a building at Malthouse Farm which it is understood by residents is being used as a dwelling. It was agreed that this would also be included in the letter to Planning Enforcement. The Clerk confirmed that the letter had been sent to Planning Enforcement.

8) Police Reports

David Harte forwarded the November monthly police report which had been forwarded to all Councillors and placed on the Parish Council website.

David Walton, who has replaced David Harte sent the December Police/Newsletter which was forwarded to all Councillors on 12th January.

The Clerk has sent David Walton a list of the 2017 meetings and he hopes to attend the March meeting.

9) Highway Matters

C'Ilr McVittie had attended a site meeting with Tim Sneddon on Monday 21st November during the heavy rain.

The sites visited were as follows:-:

- Culvert fronting Foxtrot Villas needing larger pipe to stop flooding on the highway. Mr Sneddon had previously advised that they were aware of the problem but as the overflow on the highway is over a relatively short length before it enters the watercourse and was not currently a high priority and should funding become available they will consider the provision of a larger capacity pipe. However, the site visit on 21st November showed that this was a real problem with a large quantity of water flowing onto the highway. Mr Sneddon agreed that this was a serious problem and when funding allowed this would be addressed.
- Tree roots growing in the highway between Dead Mans Hollow and Mynderley are causing humps to appear in the highway. Mr Sneddon told the March meeting that an overlay would be applied. He confirmed in the e-mail that a temporary patch repair has been done. The length from the cattle grid to High Park cross roads is in the future surfacing overlay programme.
- A pothole has appeared in the side of the road outside Mynderley and

the edge of the highway appeared to be eroding for a length of approximately 10 metres. Mr Sneddon confirmed that temporary pothole repairs have been done to maintain until the overlay is applied.

- Flooding on the road leading from Picklescott to Dorrington near New Hall Farm. At the March meeting Mr Sneddon agreed that this was a problem which would be investigated as the problem does need to be addressed. Mr Sneddon confirmed in the e-mail that this is difficult to completely resolve. They have dug the ditches out on two occasions. The problem being that there is no positive point of discharge to a watercourse. The chamber at the end of the pipe run goes to a soakaway. The ground conditions are also difficult in this area as there are rocky outcrops, shallow soil and no obvious local point for such a discharge. They will keep monitoring and deal with storm debris as necessary. It was agreed at the July meeting that the Parish Council would request a meeting with the Technician Johnathon Ingolby to discuss solutions to this problem. This site was also included in the site visit on 21st November.
- Flooding was also reported at the entrance to Netley. Mr Sneddon told the March meeting that this is the same problem where ditches are not deep enough and this will also be investigated. It was confirmed in the e-mail that the ditches have been dug out for a second time as the first time they were not dug deep enough. It was agreed at the July meeting that the ditches were still not deep enough and the Parish Council would request a meeting with the Technician Johnathon Ingolby to discuss solutions to this problem. This site was also included in the site visit on 21st November.
- At the March meeting Mr Sneddon also made a note of the poor state of the little used road leading from Smethcott to Netley (passed the Bynards). He confirmed in the e-mail that this requires an overlay and it is hoped this will be included in a future programme. This site was also included in the site visit on 21st November. It was reported to the January meeting that this road was now closed and repairs appear to be taking place.
- At the July meeting the Clerk was also asked to report white lines at the crossroads on the road from Picklescott to Dorrington at the Smethcott turning need repainting. This site was also included in the site visit on 21st November and Mr Sneddon had agreed to get this work done. It was agreed at the January meeting that this work had not been carried out.
- At the July meeting the Clerk was also asked to report that the white lines at the High Park crossroads need repainting. This site was also included in the site visit on 21st November and Mr Sneddon had agreed to get this work done. It was agreed at the January meeting that this work had not been carried out.
- At the July meeting the Clerk was also asked to report that the salt bin on the road from Woolstaston to High Park was smashed and needs replacing. At the site meeting on 21st November Mr Sneddon had agreed this would be replaced and a salt bin would also be placed by Church House on the approach road from Dorrington to Picklescott. .Despite C'Ilr Burton taking a photograph of the damaged salt bin which

- the Clerk had forwarded to Mr Sneddon this had still not be replaced.
- The road leading from Dorrington to Picklescott above Netley is badly eroded due to oversized combines using this route. This was reported to Tim Sneddon following the September meeting.
 - C'Ilr Phillips reported the road surface at the crossroads below Picklescott as you turn for Smethcott needs attention. This was reported to Tim Sneddon following the September meeting.

The Clerk agreed to forward the extract of the Minutes relating to Highway Matters to Tim Sneddon and ask for feedback before the January meeting.

Mr Kerswell, the member of the public attending the November meeting, reported that the repairs at Deadman's Hollow were starting to collapse again. C'Ilr Burton had provided photographs which had been forwarded to Mr Sneddon but the work had not been done. C'Ilr Burton told the January meeting that this was now in a very dangerous state. The Clerk agreed to contact Mr Sneddon the following day.

C'Ilr McVittie suggested that the Clerk should prepare a spreadsheet with outstanding repairs and forward this to Mr Sneddon asking him to complete the action column before each Parish Council meeting.

10) Finance

(a) Accounts due for payment

The following accounts were due for payment:-

Clerks Salary December/January plus postage and telephone totalling £437.27. It was proposed by C'Ilr Burton, seconded by C'Ilr Beagle and unanimously agreed that this be paid. Cheque no 00299 was prepared in the sum of £437.27. As the Clerk had forgotten to bring the £10 cash to pay for the hire of the hall in November, which formed part of the £463.30 claimed, it was agreed that a further cheque (chq No. 297) would be prepared in the sum of £10 to pay the hire of the hall. The Clerk had therefore been overpaid £10 in November. The Clerk paid £10 herself for the hire of the hall at the January meeting and did not claim a refund

HMRC – tax due on clerk's salary for December/January £108.40. It was proposed by C'Ilr McVittie, seconded by C'Ilr Burton and unanimously agreed that this be paid. Cheque no 00300 was prepared in the sum of £108.20.

Updating website December/January £15 per month as agreed. It was proposed by C'Ilr Beagle, seconded by C'Ilr Burton and unanimously agreed that this be paid. Cheque no 00301 was prepared in the sum of £30.

(b) Total cash held at Bank

The balance held at bank after payment of the accounts approved tonight is £1,923.20. The Clerk told the meeting that a further £541.67 Clerk's salary,

£10 village hall hire and £30 for the web site would be payable at the March meeting. This would leave an estimated balance at the end of the financial year of £1,341.53. This represents £56.86 CIL money held in the account, the £200 contingency built into the 2016/17 precept and £1,100.25 carried forward at 1st April 2016 less an estimated £15.58 overspend against the 2016/17 precept.

(c) Highway Maintenance Grant

(d) Agree 2017/2018 Precept.

The Clerk circulated details of the precept claimed for the last 6 years.

The Clerk told the meeting that the number of chargeable properties within the parish Council area is expressed as Band D properties equivalents. The Parish Council's charge is calculated by dividing the precept by the Council Tax taxbase figure. Therefore in 2016/17 the Taxbase Band D equivalents was 168.74 and the precept claimed was £4,000 this equated to £23.71 per Band D Council Tax charge. The Clerk has been advised by Shropshire Council that the Band D equivalents for 2017/18 is 166.86 therefore to show no increase in the Parish precept on Council Tax bills the precept could not be higher than £3,955 for the 2017/18 financial year.

After much discussion it was proposed by C'llr McVittie, seconded by C'llr Burton and unanimously agreed that the 2017/18 precept would have to increase by £320 largely due to election expenses for the 2017 local elections. The precept was agreed as follows:-

Clerks Salary (no increase)	£3,250
Stationary/Postage/Telephone	£ 200
Insurance	£ 300
Audit Fee	£ 50
Election Expenses	£ 300
Hire of Hall for meetings	£ 120
Contingency	<u>£ 100</u>
	<u>£4,320</u>

(e) Agree Asset Register

The Clerk had circulated the asset register prior to the meeting. It was proposed by C'llr Beagle, seconded by C'llr Dale and unanimously agreed that the £1,801 was a true reflection of the Parish Council Assets. The Chairman then signed a copy of the Asset Register for the External Auditor.

(e) Transparency Code Funding

The Clerk told the meeting that she had received an e-mail dated 13th January informing her that the Transparency Code funding was still available for this financial year. Parish Councils' can claim up to three hours per month at £15 per hour for web site updates to comply with the Code. It was proposed by C'llr McVittie seconded by C'llr Burton and unanimously agreed that the Parish Council would claim for 1 hour per month making a total claim of £180.

11) Risk Assessment

The Clerk had circulated the asset register prior to the meeting. It was proposed by C'Ilr Beagle, seconded by C'Ilr McVittie and unanimously agreed that the risk assessment was a true reflection of the risks. The Chairman then signed a copy of the Risk Assessment for the External Auditor

12) Correspondence

The Clerk reported the following correspondence received:-

- Clerk training for Election procedures 17th February. The Clerk will attend
- Weekly Shropshire Rural Hub Newsletters forwarded each Monday
- 23.1.17 Shropshire Hills AONB Conservation Fund 2017/18
- 20.1.17 Public Sector Executive – Multi Million pound saving authority. Shropshire Council – Partial review of Shropshire Local Plan
- 20.1.17 SALC – Community Housing Fund
- 20.1.17 SALC Healthwatch Shropshire Information
- 17.1.17 – SALC – How to recruit and manage volunteers training
- 17.1.17 Active Place Convention – University Centre Shrewsbury – Everest Seminar 1.2.17
- 17.1.17 SALC – Town and Parish Council Forum 27.2.17 10am at the Shirehall
- 17.1.17 NALC Newsletter
- 17.1.17 SALC Bulletins
- 13.1.17 SALC Managing Yourself (Effective time Management) 27.2.17 2pm – 5pm at the Shirehall
- 13.1.17 – Shropshire Council – Links to three equality documents Shropshire Council is required to publish
- 10.1.17 Clee Hill Classic Rally
- 10.1.17 – Shropshire Council – Budget Consultation 2017/18
- 10.1.17 Press release: What are your experiences of home care services in Shropshire?
- 9.1.17 Press Release - Funding available for voluntary and community sector research
- 9.1.17 Press release - Make 2017 the year you try something new
- 6.1.17 SCC - Free Play Workshop: at Wrekin College Sports hall Monday 23rd January 2017 6.30pm – 8.45pm
- 5.1.17 SALC - fund-raising Concert at Theatre Severn on Wednesday February 1st at 7.30pm featuring the Band and Bugles of the Rifles, Veteran Buglers
- 3.1.17 Battles Over - A nation's tribute & WW1 Beacons of Light 11th November 2018
- 23.12.16 – Police and Crime Commissioner' December newsletter
- 23.12.16 Shropshire Council - Shropshire Bus Strategy 2017-2021 - Public Consultation
- 23.12.16 NHS Future Fit Digest December
- 19.12.16 Shropshire Council – Open Space Assessment
- 16.12.16 Shropshire Council - payphone consultation by BT with Shropshire Council. There has been a good response from local town

and parish councils, whether it is a wish to adopt their kiosk or a wish to keep it as an operational payphone for residents and visitors alike.

- 15.12.16 NALC – Grant and Funding Bulletin
- 15,12,16 SALC - The Big Conversation Update
- 13.12.16 Shropshire Council - Shropshire's Great Outdoors Membership Opportunities
- 13.12.16 Shropshire Council - Early Help Newsletter - December 2016
- 13.12.16 Local Government News - Digital transformation in finance is main priority for public sector
- 13.12.16 Shropshire Council - Shropshire Outdoor Partnerships Newsletter
- 12.12.16 NHS - Update from NHS Future Fit
- 12.12.16 Keep Our Shropshire History Alive - KOSHA Fundraising
- 10.12.16 Shropshire Council and SALC Town and Parish Council Forum notes from meeting held on Thursday 24th November 2016
- 7.12.16 SALC - Active Places Convention 1st February
- 6.12.16 SALC - Shropshire Local Plan Review Briefing
- 6.12.16 SALC - Hospital staff discuss proposed changes to local hospitals
- 6.12.16 SALC - Shropshire Telford and Wrekin Sustainability and Transformation Plan
- 6.12.16 SALC - Parish and Town Council Strategic Freight Study - Marches LEP
- 5.12.16 Press Release - Statement about NHS Future Fit Programme Board Recommendation

13) **Local Joint Committee**

C'Ilr Dale had attended the Local Joint Committee meeting. He told the meeting that the Local Joint Committee Meeting had been poorly attended. He reported the following:-

- Shropshire Council is currently asking for expressions of interest from organisations that want to take on the role of operating the library service for the town. The deadline for expressions of interest was 16th January. It is anticipated this process will take at least a year to complete.
- Shropshire Council has undertaken a countywide consultation on a draft indoor leisure facility strategy for sites across the county including Church Stretton Leisure Centre and Swimming Pool. It was confirmed that there will not be a reduction in the Leisure Centre and Swimming Pool management budget in 2018/18. However, the re-distribution of joint use funding across the county will result in a reduced operating budget for a number of facilities on school sites, including Church Stretton.
- Church Stretton Town Council has been provided with an excellent customer information service function on behalf of Shropshire Council for almost a year and the Mayfair Centre will also be able to support residents with Shropshire Council enquiries.
- The library will continue to provide visitor information for the town in the short term. Discussions are taking place locally regarding possible options for the future delivery of the visitor information service in

Church Stretton.

- Mike Kelly from the AONB has given a very informative talk on flood management
- Lee Chapman the portfolio holder for Adult Social Care has also given a very informative talk and handed out literature on Adult Social care. C'Ilr Dale told the meeting that he copies of the handouts if anyone wished to have a copy.

C'Ilr Dale told the meeting that the next Business Meeting would include planning issues and local housing and the spending of CIL monies on infrastructure would also be discussed at this meeting.

14) Shropshire Council Report

C'Ilr Barker was not present at the meeting as our meeting coincided with Leebotwood and Longnor Parish Council meeting.

15) Date of next Meeting

The date of the next meeting will be Wednesday 22nd March – Annual Meeting, followed by the parish Council Meeting. It was agreed that the Annual Meeting would commence at 7pm...

Dates for the remaining meetings during 2017 are as follows:-

24th May - Annual General Meeting

26th July

27th September

22nd November

There being no other business the meeting closed at 9pm

Signed.....(Chairman) Date.....