**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 of Diddlebury Parish Council**

**Held on Wednesday 23rd October 2019, 7.30pm in Diddlebury Village Hall**

**102/19: Present**

Cllr. D Hedgley - Chairman, Cllr. R Povall, Cllr. T O'Boyle, Cllr. K Worthington, Cllr. M Woodhouse, Cllr. S Povall, Cllr. A Watson and Cllr. M Thomas

**Apologies**

Apologies were received and accepted from Cllr. S Thomas

**In attendance**:

The Clerk, Mrs J de Rusett, Unitary Cllr. Cecilia Motley and six member of the public.

**103/19: Declarations of Interest relating to this meeting.**

Members are 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.

**104/19: Public involvement session:**

No matters were raised.

**105/19: Approval of the Minutes of the Meeting held on 11th September 2019**

The Minutes of the meeting on 11th September 2019 had been circulated to all members: no amendments were raised.

Cllr. Watson **proposed** that the Minutes be accepted as a correct record of the meeting.

**Proposal seconded** by Cllr. S Povall

**Vote:**  6 in favour, 1 abstention, carried by a majority in support of proposal.

**105/19: Matters arising from the Minutes of the Parish Council Meeting held on 11th September 2019 not dealt with elsewhere on the Agenda**

073/19 – DPC cannot progress its CIL claim until a final estimate for work on the DVH car park is known.

079/19: It was confirmed Vicky Turner has been contacted and asked to revise the Housing Needs Survey and this is being done.

099/19/4. Cllr. S Povall confirmed he has spoken to the farmer whose arable crop is blocking a parish footpath and has been promised the footpath will be cleared.

**106/19 – Reports**

106/19/1 – Chairman’s Report

The Chairman has spent time during the past month on completing a playing fields survey; he has had two discussions with Tim Shrosbree about the Housing Neds Survey; he attended at Shirehall on 17/9 with Cllr. Motley to discuss the planning situation in Corfton and again on 24/9 to represent DPC at the Planning Committee meeting re application 18/03863/OUT – when the application was refused as it exceeds the agreed allocation for Corfton under SAMDev. SC passed a motion that may stop all further applications in Corfton on the basis that Corfton had had more than its fair share of development. The Place Plan cannot be reviewed until 2020 but the proposal means the Planning Committee will take note of it.

Cllr. R Povall asked where this left the pending application 19/03538/OUT for three houses in Corfton. Cllr. Motley advised that a similar planning application involving too many developments in a cluster has just been refused by the Planning Committee. The Planning Officers have taken on board that village clusters are being over-developed. However, if these applications are taken to appeal it remains to be seen what a Planning Inspector’s view will be. The Chairman said the residents of Corfton were grateful for DPC’s efforts and those of Cllr. Motley in this matter.

The Chairman has also been in touch with Maria Howells of SC and Mr Adrian Wilkes – he will report on that at 11 on the Agenda. He has had discussions about the SmartWater scheme and the recent spate of burglaries in the parish. He had a meeting with Mike Woodhouse about DVH car park. He has attended a meeting about the Community Led Housing Scheme.

106/19/2 – Unitary Cllr. Motley’s Report

Cllr. Motley gave a resume of RSN’s continuing efforts on behalf of the rural economy which included a meeting with the head of the Bank of England. The RSN is also supporting the Arts Council to seek faierr funding for rural arts projects.

She fully supports the SmartWater scheme being promoted by the Police Commissioner’s team. Culington and Munslow parishes are getting involved and she hopes Diddlebury will too. The SmartWater signs are proven to deter the gangs of thieves currently targeting the Corvedale.

She reported on the planning issues concerning clusters and confirmed she is sending out strong signals to the planning officers to ensure the agreed number of developments in any cluster are not exceeded. This problem is not limited to south Shropshire but is county-wide.

Cllr. Motley also reported on the current state of budgets vis-à-vis the government, which is not helped by the current Brexit crisis.

106/19/3 – Flood Action Group Report

Cllr. O’Boyle reported that at the FAG meeting on 16th October new supporters from Middlehope, Peaton and Bouldon joined the FAG. John Bellis, the floord anager aty DSC also attended and was well-informed and helpful.

More flood alleviation work is needed in Middlehope and Heath.

DEFRA and the National Flood Forum require evidence that leaky dams work: Cardiff University is currently monitoring the Corvedale leaky dams to assemble this evidence.

106/19/4 – Diddlebury Village Hall report

Cllr. Woodhouse reported on a successful Harvest Supper and the first Flicks In The Sticks event, both of which were well attended. The next film is on 7th November and on 16th November there will be an Italian Evening.

106/19/5 – Westhope Village Hall

Cllr. Watson reported that the Harvest Supper at Westhope too had been well attended. A curry & comedy event is planned for 8th November and whist drives on 14th and 28th November.

**107/19 – Planning applications**

107/19.1**: 19/03896/FUL** – application for the conversion of derelict building into a residential dwelling at The Old Malt House, Delbury Hall, Diddlebury SY7 9DH

The Chairman advised that following a meeting between the Applicant and local residents, the Applicant had agreed to change the access to the development from the Mill Lane track to using instead the main Delbury Hall driveway via the B4368: this change was reflected in amended plans and an amended Design and Access Statement currently on the Planning Portal. It was noted those documents are at odds with the Highways statement of 3rd October which states access to the site is via Mill Lane. However, on the basis of assurances given by the applicant, this application is considered on the basis access is as per the amended plans and amended Design and Access Statement and the Mill Lane access will only be used for agricultural vehicles to reach the field. Mr P Wrigley, on behalf of the Applicant, advised that a fire survey carried out three years ago indicated fire services could only get equipment to the site via the Mill Lane access.

A range of opinions concerning this application were discussed at length, after which:

Cllr. Worthington **Proposed** that Diddlebury Parish Council should strongly supports this application.

The Chairman **seconded** the proposal.

**Vote:**  by a majority of 6 to 2, the proposal was supported.

107/19/2**: 19/04431/AGR** – application for the erection of a general-purpose agricultural building at Honeydene, Diddlebury, SY7 9DH

The Chairman advised this application is covered by a General Development Order and the planners have no problem with the application. It has merely been listed for information purposes. The shed will be screened by a hedge. No members had any comments to make on the application.

**108/19 – Consideration of Correspondence and Communications received since last meeting and to deal with any issues arising therefrom as appropriate.**

The following items were considered:

1. 25.09.19 – email Clerk to Highways Dept. reporting on issues with B4368 by entrance to Corfton Farm.

1a. Response from Highways on 03.10.19 advising a repair order has been issued – number B40826-840827.

1. 25.09.19 – letter Clerk to Tally Ho re home-made advertisement in Mill Lane.

2a. 01.10.19 – response from Mr S Copson, manager of the Tally Ho indicating he is saddened to hear there are complaints about the sign: he is obtaining two flower baskets to improve its look and will adjust its position to preserve sightlines once he returns from holiday on 26.10.19. He has found his home-made sign attracts more customers than the brown sign and hopes the parish will support it.

1. 13.09.19 – emails between Mr. Waite and Diddlebury Village Hall Committee re signage and access.
2. 25.09.19 – letter from DPC to Mrs S Thomas in support of her application for Arts Council funding for “Where Dragons Lead”.

4a. Response from Mrs Thomas thanking DPC for its support,

1. 25.09.19 – email Clerk to Lois Dale of SC requesting that BT do not remove the payphones from Mill Lane and Bouldon, stating reasons.

5a. 26.09.19 – response from Lois Dale acknowledging DPC’s request re BT telephone kiosks.

1. 01.10.19 – email from Westhope resident asking that the bus shelter in Westhope be repaired and cleaned. Westhope bus shelter is not on DPC’s Register of Assets.

6a. email Clerk to Westhope resident advising the matter will be discussed at the DPC meeting on 23rd October as it does not appear DPC owns the bus shelter.

 **Matter to be discussed at the October meeting and a decision taken over whether to assume responsibility for cleaning and maintaining this bus shelter.**

1. 25.09.19 – email Clerk to Vicky Turner asking for a Housing Needs Survey to be amended before publication to indicate the survey covers the whole parish and not just Diddlebury village. Matter also taken up by the Chairman.

7a. 27.09.19 response from Vicky Turner indicating changes will be made to the Survey.

1. Notification from SSAFA (Armed Forces charity) of plans for local and parish councils to take a lead in the VE Day 75 Celebrations on 8th – 10th May 2020. A list of suggested events is included.
2. 10.10.19 Notification from SC Planning Dept. re outline application 18/03863/OUT – proposed erection of detached cottage and garage to include means of access on land behind the Sun Inn, Corfton.

Application refused at full planning committee meeting.

1. 30.10.19 – email from Ms E. Stock of West Mercia Police who is coordinating a “We Don’t Buy Crime” project. She offers to attend a DPC meeting to inform parishes about the anti-crime initiatives West Mercia Police are running including the SmartWater security system.

**Councillors to decide whether to invite Ms Stock to a DPC meeting or whether a public meeting should be held in Diddlebury Village Hall.**

1. 14.10.19 email from The Moors’ residents advising of burglaries which have taken place – cars and sheds are being broken into.

They also ask if a cul de sac/dead-end sign can be placed at the entrance to The Moors.

**Both issues to be considered by DPC at the meeting on 23. October 2019.**

1. 06.10.19 email from G Neden’s Googlegroup advising that 2 further burglaries have been attempts in Diddlebury and people wearing head-torches have been seen looking into gardens until chased off.
2. 15.10.19 Request from SC for feedback from parish councils on various public consultations about accessibility to Theatre Severn and the Old Market Hall cinema in Shrewsbury; about Shropshire Libraries strategy and about proposed changes to parking strategies. Details available from tellus@shropshire.gov.uk or by 0345 678 9077.
3. 16.10.19 – email from Shrewsbury & Telford Hospital NHS Trust seeking views on patient experiences. Details via sath.patientexpetience@nhs.net or 01743 261000 ext 3032.
4. 22.10.19 – email from Michael Lewis, Library Service Manager, Shropshire Council, seeking responses to a Library Strategy Consultation (which has the further weeks to run). Contact him on 01743 255023 for details.

Responses:

Item 6a

DPC were not prepared to take on responsibility for cleaning or repairing this bus shelter. It does not belong to DPC and is not covered by its insurance. The Clerk was asked to write to Westhope Collage raising the issue with them as they are believed to own the shelter.

Item 10

Two issues arose. (1) Whether to invite Ms Stock to attend a DPC meeting, or a public meeting in DVH about the “We Don’t Buy Crime” initiative and the supply and sale of SmartWater kits to individual households at a cost of £8.90 plus VAT and (2) whether or not DPC should purchase a supply of the kits in bulk in which case they could possibly be sold for £6.68 plus VAT on a discount basis. It is understood that some parish councils are purchasing these in bulk and handing them out free to households. A financial calculation showed this is not financially feasible for DPC to do. No councillor was available to organise and host a public meeting – and it was not felt many parishioners would attend. It was therefore agreed that Ms Stock be invited to attend DPC’s meeting on 27th November 2019 to talk about the “We Don’t Buy Crime” initiative and members of the public be invited to attend via the website and notice boards.

Item 11

Cllr. Watson advised there is already a cul-de-sac sign on the B4368 re The Moors. She and her husband have cleaned and re-angled the sign so it is now more visible. The Chairman thanked her for their efforts.

Item 15: Cllr. O’Boyle agreed to respond to the Library Strategy Consultation.

**109/19 – Minor Highways and Environmental matters**

The Clerk advised she has had no response from SC re the request for a mirror on the B4368 opposite Bache Mill lane which had been met with a demand for £600, and will chase the matter again.

**110/19 - Finance Report**

**110/19/1: Finance Report for October 2019**

**Precept balance b/fwd from September 2019 £4,625.49**

**Less:**  Cheques authorised to be drawn on Precept Funds on 23.10.19

1. Clerk’s net salary for October 2019 £214.17
2. PAYE on Clerk’s October salary £ 6.00
3. Chairman’s travelling expenses 17/9 and 24/9

to Shirehall, Shrewsbury: 104 miles @45p per mile £ 46.80

1. Mr G Trim – DPC asset maintenance – repair to

notice board and cleaning Corfton bus shelter £43.28

1. Administrative expenses incurred by the Clerk in

October 2019 on behalf of DPC:

* October contribution to telephone &

Broadband @ £20 per month £20.00

* Pack of Epson 29XL compatible inks £14.98
* Travelling expenses claimed at 45p

per mile: 23.10.19 – to Diddlebury

Village Hall for PC meeting – 44 miles £19.80

Total of administrative expenses £54.78 £ 54.78

Total claim on Precept funds in October £365.03 £ 365.03

 **Balance of Precept Funds c/fwd £4,260.46**

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

* Community Infrastructure Levy (rec’d 25.04.18) **£2,440.29**
* Environmental Grant – balance b/fwd from Sept. £1,987.16

Less: Claim 24.09.19 from Mr G Trim

for strimming works around the parish £ 66.45

 £1,920.71 **£1,920.71**

* **Transparency Code Grant fund – bal. b/fwd** £484.49

**Less:** Mr A Holmes – IT assistance 8/10/19 £ 20.00

(Paid by Clerk & reclaimed by her) £464.49 **£ 464.49**

* War Memorial Fund – balance b/fwd **£ 45.13**
* Funds held for Diddlebury Flood Action Group £156.57

Less: Claim by Mr G Neden 17.10.19 £ 26.48

 £130.09 **£ 130 09**

* Ear-marked reserves for village hall car park resurfacing **£5,412.29**

Cllr. Watson **Proposed** that the cheques listed above be authorised for payment.

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

**Vote:** Unanimous in support of the proposal

1. **Balance held by DPC following authorisation of cheques on**
	* 1. **£14,673.46**

**110/19/2 : Bank statement and cash book reconciliation**

Councillors O’Boyle and Watson verified the Clerk’s reconciliation between HSBC bank statement number 325 and DPC’s Cash Book.

**110/19/3: Resolutions re addition of the Clerk to the HSBC bank mandate**

The Chairman outlined difficulties which have arisen with DPC’s bank account.

On the 11th September 2019 a letter was sent to HSBC asking them to note the Clerk’s change of address. The letter was signed by the Chairman and Cllr. O’Boyle. On the 17th September the bank responded that the request could not be processed because one of the signatures on the letter did not match the signature on the bank mandate and the account is thus currently suspended. It was very difficult for the Clerk to deal with the matter as she is not a signatory to the bank account and thus HSBC staff initially refused to communicate with her. On the advice of HSBC the Clerk must be added to the bank mandate. This involves drawing up a new mandate form.

The Chairman **Proposed** the following Resolutions: that the Clerk, Mrs J de Rusett, be added to DPC’s HSBC bank account mandate as a cheque signatory, to enable her to deal with the bank and that all existing cheque signatories (Cllr’s D. Hedgley, A. Watson, R Povall, M Thomas and T O’Boyle) also complete the new bank mandate form. In addition, it be resolved that the parish council approves and signs a Customer Change of address and Contact Detail Authority form.

**Proposals seconded** by Cllr. R Povall

**Vote: The members voted unanimously in support of the proposed Resolutions**

The Chairman advised that once the bank mandate form and change of address form are completed and the Minutes of this meeting are duly approved, he and the Clerk will attend at HSBC’s Shrewsbury Office with the mandate, change of address form, approved Minutes and their identification documents, after which it is hoped the suspension on the account will be lifted.

**111/19 – Briefing by the Chairman on the progress of the Housing Needs Survey**

 Following the Resolution passed by DPC on 11th September 2019 to engage in a Community Led Scheme based on the House Needs Survey, the Chairman and Mr Brian Powell attended an information day event on 22nd October at The Coppice. At this meeting they met other councillors whose parishes are actively engaged in CLSs and they acquired a lot of information about the workings of CLSs which they imparted at length.

In short, in order for DPC to be involved in a CLS, Maria Howells, the Housing Enablement Officer at SC must identify a need for any particular type of housing in this parish, and a landowner must be found who is willing to grant land for a maximum of £10,000 per plot and a housing association must be found to carry the CLS forward. If all these elements come together, if affordable houses are built to rent. DPC can produce a Local Letting Plan. If however the affordable houses are for sale, DPC can have no say in whom they are sold to.

The CLS cannot be progressed any further until Maria Howells reports back with any identified people in need of affordable homes and negotiations with a local landowner are completed.

**112/19- Any Other Business (for dissemination of information only)**

112/19/1 – Social Media Policy. This matter is deferred to the next meeting.

112/19/2 – Arrangements for an EGM to get these Minutes approved and signed. It was agreed that an EGM will be held at 12 noon on Wednesday 30th October at Diddlebury Village Hall for the sole purpose of getting these Minutes signed, so they can be taken to HSBC bank in support of the new bank mandate. Councillors are urged to attend - it will be a very short single-issue meeting.

**113/19 – Exclusion of the press and public:**

A Resolution was proposed by the Chairman, seconded by Cllr. R Povall and passed unanimously excluding the press and public from the remainder of the meeting so confidential matters relating to the code of conduct and other protocols can be discussed.

There being no further business, the Chairman closed the meeting at 10.10pm

**Date and venue of the next two Diddlebury Parish Council meeting**

**EGM to be held at 12 noon on Wednesday 30th October at Diddlebury Village Hall**

**Next full meeting - Wednesday 27th November 2019 – 7.30pm at Diddlebury Village Hall**

**MINUTES SIGNED BY David Hedgley**

 30th October 2019

**DATED**