

**EATON UNDER HEYWOOD & HOPE BOWDLER PARISH COUNCIL**

**MINUTES**

**OF THE MEETING HELD AT HOPE BOWDLER VILLAGE HALL**

**Monday 16<sup>th</sup> APRIL 2018 at 7.30pm**

**024/18 - Present & Apologies for absence**

**Present**

Cllr. G Watts - Chairman

Cllr. S Jones

Cllr. C Pugh

Cllr. L Gray

Cllr. P Jenkins

Cllr. B. Orme

**Apologies for absence were accepted from:**

Cllr. T Madeley

**In Attendance**

Clerk, Mrs J de Rusett

**025/18 - Declarations of Interest relating to this meeting.**

Members are requested to declare any Disclosable Pecuniary or Personal 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 were made.

**026/18 – Public question time**

No members of the public attended.

**027/18 - Approval of the Minutes of the meeting held on 19<sup>th</sup> February 2018**

The Minutes of the meeting on 19<sup>th</sup> February 2018 had been circulated and considered by the councillors. No objections were raised to them.

Cllr. Jenkins **proposed** that the Minutes be approved by the members.

Proposal **seconded** by Cllr. Jones

**Vote:** the members present approved the Minutes and they were duly signed by the Chairman as being a true record of the meeting.

**028/18: Matters arising from the Minutes of the 19<sup>th</sup> February 2018 not dealt with elsewhere on the Agenda**

015/18: The members enquired whether any response had been received from the Planning Department concerning the parish council's concerns that the new property at Sayang House was not being built in accordance with the plans submitted. The Clerk advised no response had been received: she was instructed to write and ask for a response.

020/18: Potholes: The Clerk confirmed she had contacted the Highways Dept. about the dangerous state of the potholes on the B4371 between the top of Sandford Avenue and Hope Bowdler

### **029/18 – Reports**

#### **029/18 – Clerk's Report**

The Clerk reported that no further LJC meetings are to be held unless some crucial issue arises: instead Cllr. Motley will use her Chairmen's Meetings to discuss relevant local issues and pass on information.

### **030/18 – Planning Applications**

18/01316/COU: application for Change of Use of land to form campsite (up to 50 tents) and siting of five seasonal touring caravan at Oaklands Leisure Campsite & Fishery at Harton, Shropshire SY6 7DL.

Objections had been received by the parish council from some local residents concerned, inter alia, about the access lane to the campsite and environmental issues. The applicant's agent had been invited to attend the meeting to assist the councillors but did not attend. The merits of the application were debated, namely the economic benefits to the community tourism could generate. Weighed against those benefits were the various problems the proposal would generate: noises, congestion/disturbance on the private access lane and the narrow highways around Harton, plus ecological issues. After considerable debate:

The Chairman **PROPOSED** that the parish council should object to the application, on the following basis:

1. Traffic: Up to 50 tent pitches and five touring caravans will generate a significant amount of traffic along the access lane to the camp site. This is a narrow unmade-up private lane, which is also the access to some private dwellings. The parish council has been contacted by local residents who are concerned by the potential disruption and inconvenience the significant increase of traffic on this lane will create if this site is allowed to develop to such a large degree.  
Additionally, there are highways issues. The lanes serving this area are all narrow. There is no public transport and thus most of the campsite users will arrive by car. Up to 50 cars and five caravans travelling to the site will pose considerable inconvenience to other road users, especially lorries.
2. Noise: The small development permitted by the 2015 application – 15/04136/FUL – was acceptable. However, the scale of this proposed development has the potential to attract over 100 people to the site at any one time: an inevitable consequence of this will be noise – music, children playing, traffic etc. The potential noise level could damage the peace of this quiet rural community.
3. Ecological impact: We note that no ecological survey has been submitted with this application, reliance being placed on an ecological survey dated 1<sup>st</sup> December 2015

which was submitted with application 15/04136/FUL. We urge the Planning Department to order a new ecological survey to report on the impact this large development will have on the wildlife, trees, fauna and watercourses: the level of disruption generated by this development would not have been envisaged by the 2015 report.

We note from the planning portal that conditions attached to application 16/01562/DIS relating to the discharge of conditions relating to this site have the status “Discharge Condition Part Approved”. We trust any outstanding conditions will be fulfilled.

4. Sewage and foul water disposal: The 2015 application envisaged a shower block and sewage arrangements for a small development. There is no mention in this application of what additional facilities are to be provided to accommodate 50 tent and five touring caravan users. In addition to extra shower and WC facilities, we would have assumed a significant sewage treatment plant would be necessary, but there is no mention of these matters in this application.

Cllr. Jones **SECONDED** the Proposal

**VOTE:** By a majority the members voted not to support this planning application. Reasons for their refusal to be communicated to the Planning Department.

### **031/18 - Minor Highways and Environmental matters**

031/18/1: The recent JCB works carried out by Kinch Parry Ltd. were considered and approved.

031/18/2: The consultation process concerning the Environmental Grant scheme was considered and it was agreed not to respond to it. It was noted that last year Shropshire Council had a fund of £162,000 available to be divided up between town and parish councils for this grant. This year the sum is £75,000 and the grant terms are now onerous: individual risk assessments will have to be prepared for each and every job carried out by the EMO which will generate a lot of work for the Clerk. As the parish may only receive around £800 consideration will need to be given whether to continue with this scheme.

031/18/3: The vexed issue of potholes was debated and the Clerk was asked to contact Highways again: the potholes on the B4371 to be raised, the absence of tarmac around New Hall in Eaton, and in Wolverton to be raised. The Chairman will also raise the issue at Cllr. Motley’s Chairmen’s meeting tomorrow.

### **032/18 - Correspondence and Communications**

The councillors considered the following items of correspondence:

1. 12.03.18 email Clerk to Highways asking for action on the potholes on the B4371 from Sandford Avenue to Hope Bowdler:  
Response received 12.03.18 indicating our request has been passed to Will Crofts, Highways Technician and Andy Keyland for their attention.
2. 07.03.18 – email Clerk to David Hardwick, SC seeking a response to our request for two new kissing gates on Hope Bowdler footpath to replace broken stiles.  
Response received 08.03.18. advising he is currently out of stock of kissing gates and also the ground conditions are too wet: he hopes to install the gates in April

with assistance from Shrewsbury Ramblers, but would welcome additional local assistance if any volunteers are available.

3. 23.03.18 telephone call to Clerk from a parishioner concerned about lack of response from Planning Officers re application 17/05225/FUL. Email to Planning Department who responded advising on the reasons for the delay and confirming they hope to be able to proceed with the application shortly.
4. 20.02.18 Letter Clerk to Kinch Parry Limited asking for more information on their invoices as to where in the parish they have been working and what works have been carried out.
5. Notifications that the centre of Ludlow and the Dinham area will be closed to traffic from 2<sup>nd</sup> to 8<sup>th</sup> May 2018 due to the May Fair. Castle Square will be subject to “Prohibition of Waiting at any time” restrictions from 26<sup>th</sup> April to 15<sup>th</sup> May.

### **033/18 – Finance**

#### 033/18/1 - Finance Report for March & April 2018

#### **1. Precept Funds - Balance b/fwd. £2,342.26**

**LESS: Precept cheques** authorised for payment on 16<sup>th</sup> April 2018

- |  |         |
|--|---------|
| 1. Clerk’s net salary for March & April 2018   | £272.27 |
| 2. HMRC – PAYE on Clerk’s March & April salary   | £ 66.60 |
| 3. SALC – 2018/2019 subscription   | £197.64 |
| 4. Ticklerton Village Hall hire fees June 2017 to Jan. 2019  | £ 87.50 |
| 5. <u>Expenses incurred by the Clerk in March &amp; April 2018 in connection with Parish Council business:</u> |         |
| • Contribution towards March & April telephone & Broadband Expenses @ £15 per month                            | £30.00  |
| • Refund to Clerk re cash settlement of invoice From Andy Holmes for IT work on Data Protection Regulations    | £30.00  |
| • 12 x 2 <sup>nd</sup> class stamps  | £ 6.96  |
| • 1 x Epson ink cartridge, 1 x HP364 ink<br>1 x ream of copy paper   | £ 22.75 |
| • Electricity for meeting in Hope Bowdler Village Hall – 16.04.18  | £ 5.00  |

• Travelling expenses claimed at 45p per mile: 16.04.18 Hope Bowdler V.H for PC meeting 45 miles @ 45p	£20.25		
Total of Clerk's March/April 2018 expenses	£114.96	£114.96	
		£738.97	£ 738.97
<b>Balance of Precept c/fwd to May 2018</b>			<b><u>£1,603.29</u></b>

## **2. Highways & Environmental Grant**

Balance of Highways & Environmental Grant b/fwd			£3,554.68
LESS: Invoice 171849 from Kinch Parry Ltd for JCB Works around the parish			£ 530.40
<b>Balance carried forward to May 2018</b>			<b><u>£3,024.28</u></b>

## **3. Transparency Code Grant Funds**

Balance brought forward			£ 227.40
ADD. Further Transparency Code Grant			£1,367.77
			£1,595.17
LESS: C.M. Smith (Stretton Internet) – website administration invoices for March & April			£ 60.00
<b>Balance carried forward to May 2018</b>			<b><u>£1,535.17</u></b>

### **Total funds held by parish council following this meeting:**

<b>Precept balance</b>			<b>£1,603.29</b>
<b>Highways &amp; Environmental Grant</b>			<b>£3,024.28</b>
<b>Transparency Code Grant</b>			<b>£1,535.17</b>
			<b><u>£6,162.74</u></b>

Authorisation of Precept, Highways Grant and Transparency Code Grant cheques as itemized above:

**Proposed by:** Cllr. Jones

**Seconded by:** Cllr. Gray

**Vote:** Proposal carried unanimously.

## **4. Bank Statement/Cash Book reconciliation**

HSBC Bank Statements numbered 77 and 78 presented to members to verify the Clerk's bank statement/cash book reconciliation as at 04.04.18 and duly verified by Cllr. Jones.

## **5. Review of Shropshire Council's council tax calculations for 2018/2019**

The Chairman will raise at the meeting with Unitary Cllr. Motley tomorrow the calculations provided by Shropshire Council on parishioners' council tax demands as they appear to be misleading.

## **035/18 – Consideration, approval and/or adoption of (1) Strategic & Operational Risk Assessment, (2) Retention of Documents Policy, (3) Privacy Policy, (4) the Data Protection Impact Assessment, (5) Standing Orders and (6) Financial Regulations adopted in March 2015**

The Clerk had circulated documents (1) – (4) to the councillors prior to the meeting to give them time to peruse the documents. The Clerk advised that a new set of Standing Orders

were shortly being issued by SALC and also Financial Regulations, so they will need to be reviewed and adopted at a later stage in this financial year so no steps need to be taken tonight concerning items (5) and (6)

The Councillors considered the Strategic & Operational Risk Assessment and were satisfied with its drafting and proposed no amendments or additions.

Councillors considered the Retention of Documents Policy, the Privacy Policy, and the Data Protection Impact Assessment, which are required by the General Data Protection Regulations which come into force on 25<sup>th</sup> May 2018. They were satisfied with the documents as drafted.

Cllr. Orme **PROPOSED** that the Parish Council approves and adopts

- (1) the Strategic & Operational Risk Assessment
- (2) The Retention of Documents Policy
- (3) The Privacy Policy
- (4) The Data Protection Impact Assessment

Proposal **SECONDED** by Cllr. Pugh

**VOTE:** The councillors voted unanimously to approve and adopt these documents. The Clerk and Chairman duly signed the Data Protection Impact Assessment confirming the implementation of steps taken to conform to the Regulations.

#### **035/18 - Questions for the Chairman**

No questions were raised.

There being no further business to conduct, the Chairman closed the meeting at 9.05pm

**Date & Venue of the :  
Annual Parish Council meeting,  
The Annual General Meeting and the ordinary business parish council meeting will all  
be held on  
Monday 14<sup>th</sup> May 2018 in Ticklerton Village Hall**

**MINUTES SIGNED BY:** Graham Watts

**DATED:** 14<sup>th</sup> May 2018