

EATON UNDER HEYWOOD & HOPE BOWDLER PARISH COUNCIL
Chairman: Cllr. Graham Watts

MINUTES

OF THE MEETING HELD AT HOPE BOWDLER VILLAGE HALL

on MONDAY 24th FEBRUARY 2020 at 7.30pm

013/20 - Present

Cllr. G. Watts - Chairman
Cllr. P. Jenkins
Cllr. C. Pugh
Cllr. L Gray
Cllr. S Jones
Cllr. B Orme

Apologies for absence were received and accepted from:

Cllr. T Madeley

In Attendance

Clerk, Mrs J de Rusett and one member of the public.

014/20 - 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 of interest were made.

015/20 – Public question time

The parish council were asked what was happening with the retrospective planning application 19/02197/FUL for the change of use of an area of pastureland, woodland and surrounding pools to camping for up to 50 tent pitches, 8 glamping units and retrospective permissions for shower and toilet block at Oaklands Leisure Campsite and Fishery at Harton. The Planning decisions in previous applications 18/013161/COU and 15/04136/FUL had been breached.

The Clerk advised no decision had been published by the Planners, despite the parish council's objections and enforcement request having been lodged with the Planning Officers on 24th June 2019.

The parishioner was concerned, as in the meantime the site continues to operate.

016/20 - Approval of the Minutes of the meeting held on 20th January 2020

The Minutes of the Parish Council meeting held on 20th January 2020 had been circulated and considered by the councillors. No objections were raised to the Minutes.

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

Proposal **seconded** by Cllr. Pugh

Vote: The members present voted unanimously to approve Minutes of 20th January 2020 and they were duly signed by the Chairman as being a true record of the meeting.

017/20 Matters arising from the Minutes of the meeting of 20th January 2020 not dealt with elsewhere on the Agenda

008/20/1: It was noted the broken railing at the war memorial in Ticklerton had not been repaired. Cllr. Pugh and Cllr. Madeley will endeavour to repair it.

008/20/2: The Clerk had still not received a useful response from the Highways Department for flood alleviation work, namely replacing the culvert, by Whitefield Farm, Darby Lane. Cllr. Pugh reported Michael Lawton is frequently seen attempting to clear the culvert when the lane floods.

018/20 – Unitary Councillor’s Report

Cllr. Motley was unable to attend the meeting. The Chairman and the Clerk will be attending Cllr. Motley’s meeting at Culmington Village Hall tomorrow.

019/20 – Planning applications

20/00552/FUL – application for the erection of a general purpose agricultural building for machinery/hay/straw at Pheasant Cottage, Birtley, Church Stretton.

The Clerk advised there were no objections to this application on the planning portal. The applicants were unable to attend this meeting but had confirmed to her that the shed was for domestic use only, no commercial use was intended.

The councillors considered the plans and the application. They were concerned that such a large shed – 30 x 60 - was being proposed for such a small holding of land – 2.5 hectares. No screening proposals were included. After discussion it was:

Proposed by the Chairman that the council votes to support the application but ask that as per the specified materials, the cladding on the walls will be juniper coloured and the roofing material will be grey coloured, in order that the proposed building blends into the area. The parish council would not welcome light green roofing materials as this would be an unwelcome visual intrusion in this very rural setting. It was felt that the parish council should draw attention to the fact that this is a rather large building given the size of the applicants’ landholding, which appears to be only 2.5 hectares.

Proposal seconded by Cllr. Jones

Vote: Unanimous in favour of the proposal.

020/20 – Minor Highway & Environmental matters

The letters the Clerk had written to the Highways Department since the last meeting were discussed. It was agreed the lack of communication with and lack of action by Highways will be raised by the Chairman at the meeting with Cllr Motley tomorrow.

There was much discussion about the frequent flooding in the hollow by the old rail bridge in Harton. Cllr. Orme reported many vehicles had suffered engine damage as a result of the

flooding and often the school bus could not get through. Flash flooding there has almost submerged vehicles on occasions. It was agreed that the height of the road through the hollow needs to be increased and the drainage system improved. The parish council will monitor what response is received to the Clerk's report and photographs submitted to Highways on 14th February 2020: to date they had merely logged it.

021/20 – Consideration of Correspondence and Communications

The councillors considered the following items and discussed any necessary responses:

1. 21.01.20 – Information about a Community Led Housing Training course being run in four modules at a cost of £250. It's a training course on creating affordable housing in Shropshire.
2. Up-dates from Vicky Turner, Shropshire Council, about the progress of the Housing Needs Survey. As at 22.01.20 only 22 households in the parish had responded.
3. Continuing correspondence between the Clerk and Lois Dale, Shropshire Council, about the telephone kiosk in Soudley, which the parish council has decided not to adopt or purchase due to its poor condition.
4. 06.02.20 – email from SALC about links to review SC Cabinet's decisions on Youth Support.
5. 06.02.20 – leaflet inviting the parish council to purchase large Lamp Post Poppies for VE/VJ day as well as Remembrance Day. £3 each – orders have to be in by 1st May 2020

Responses: It was agreed that the Clerk should purchase five large poppies at £3 each: two for Hope Bowdler, two for Ticklerton and one for Eaton.

022/20 – review of Shropshire Council's Housing Needs Survey

The Clerk reported that as at 22.01.20 only 22 households in the parish had responded to this survey, out of a total of 404 residents living in 167 homes. The results of the survey are awaited.

023/20 – Finance Report for February 2020

1. Precept Fund: balance b/fwd from 20.01.20	£3,502.00
Less: HSBC Bank charge omitted from previous Finance Report	<u>£ 10.00</u>
	£3,492.00
 Less: Cheques to be authorised for payment on 17.02.20	
1. Clerk's net salary for February 2020	£149.33
2. HMRC – PAYE on Clerk's February 2020 salary	£ 37.20
3. The Information Commissioner: data protection fee renewal	£ 40.00
4. <u>Administrative expenses paid by Clerk in February 2020 on behalf of parish council and reclaimed by her</u>	

• Contribution towards telephone/Broadband provision for February 2020 @ £20 p.m.	£20.00		
• 1 x ream of A4 copy paper	£ 2.95		
• £5 electricity for heating Hope Bowdler Village on 17.02.20	£ 5.00		
• Postage stamps	£ 4.36		
• Travelling expenses claimed at 45p per mile 21.01.20 – to HSBC Bank, Shrewsbury with new bank mandate form - only 15 miles claimed as journey combined with visit to Much Wenlock. 17.02.20 – to Hope Bowdler Village Hall for Parish council meeting – 36 miles Total mileage: 51 miles @ 45p	£22.95		
Total of Clerk's February 2020 admin. expenses	<u>£55.26</u>	£ 55.26	
		<u>£ 281.79</u>	£ 281.79
Balance of Precept Fund c/fwd to March 2020			<u>£3,210.21</u>

2. Ring-fenced sums held by Parish Council

<u>Environmental Grant:</u> balance b/fwd from January 2020 No claims made in February 2020			<u>£790.93</u>
<u>Transparency Code grant:</u> - balance b/fwd from Jan. 2020	£564.17		
<u>Less:</u> Invoice from Andy Holmes for IT support	£ 20.00		
	<u>£544.17</u>		<u>£544.17</u>
<u>Neighbourhood Fund grant/CIL</u> received 26.04.19			<u>£3,145.35</u>

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

Proposal **Seconded** by Cllr. Orme

Vote: councillors voted unanimously in support of the proposal.

3. Total funds held by parish council following presentation of the above cheques:

• Precept Fund	£3,210.21
• Environmental Grant Fund	£ 790.93
• Transparency Code grant	£ 544.17
• Neighbourhood Fund	<u>£3,145.35</u>
	<u>£7,690.66</u>

4. Bank Statement/Cash Book Reconciliation

HSBC Bank Statement number 100 presented to members to verify the Clerk's reconciliation between the bank statements and the parish council's Cash Book. Cllr. Jones duly verified the reconciliation.

024/20 – Review and/or adoption of documents for the 2019/2020 Audit

The Clerk advised she had reviewed the parish council's Standing Orders, Fixed Assets Register, Data/GDPR Policies and IT back-up procedures. She advised councillors these documents needed no revisions in this financial year.

However, she had made minor revisions to the Strategic Risk Assessment, which the councillors considered. The Chairman **Proposed** that the revised Strategic Risk Assessment be adopted

Proposal seconded by Cllr. Jones

Vote: members voted unanimously in support of the proposal.

The Clerk advised that NALC had revised the Financial Regulations to which the council is subject. Copies of the revised Regulations were circulated to councillors prior to this meeting and the new issues were considered and noted.

The Chairman **Proposed** that the revised Financial Regulations should be adopted by the parish council.

Proposal seconded by Cllr. Jenkins

Vote: members voted unanimously in support of the proposal.

Cllr. Madeley had made a request that in future revision of the Clerk's salary should be debated when the Precept Budget is fixed and should be an agenda item.

025/20 - To pass a Resolution to add Cllr. P. Jenkins to the parish council's HSBC bank account mandate and for all signatories to complete the necessary mandate form and to authorise the closure of HSBC bank account ending 669.

The Clerk had visited HSBC bank with the new mandate on 21.01.20 but the bank had declined for a second time to implement it.

The bank wanted an account ending in 669 to be closed.

The Chairman **proposed** that the bank account ending 669 be closed forthwith.

Proposal seconded by Cllr. Jenkins

Vote: members voted unanimously in support of the proposal.

A letter addressed to HSBC bank asking it to close the account ending in 669 was signed by two cheque signatories.

A new bank mandate was presented to and signed by the existing cheque signatories – Cllrs. Watts, Pugh, Madeley, Orme and the Clerk.

The Chairman **Proposed** that Cllr. P Jenkins should also be added to the bank mandate as a cheque signatory.

Proposal seconded by Cllr. Gray

Vote: members voted unanimously in support of the proposal.

Cllr. Jenkins added his details and signature to the bank mandate.

026/20 - Questions for the Chairman

The Clerk advised the meeting that a SmartWater presentation had been made to Diddlebury Parish Council by West Mercia Police. For domestic households a SmartWater kit costs £8.90 and can be applied to any goods, chattels and even pets. If recovered after a theft SmartWater marked items can be returned to the owner as each kit contains a unique identifier. Statistic quoted at the Diddlebury meeting indicated that households displaying SmartWater signs outside their properties have proved to be a very successful deterrent to criminals.

It was agreed the Clerk will obtain posters and leaflets about the scheme for distribution around the parish.

There being no further business to conduct, the Chairman closed the meeting at 9.10pm

Date & Venue of the next Parish Council meeting
Monday 16th March 2020 at Ticklerton Village Hall – 7.30pm

SIGNED Graham Watts

DATED: 16th March 2020