

ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of the monthly meeting of the Parish Council held on Tuesday 3rd December 2019 in the Arden Centre Alveley, including an Open Forum, commencing at 7.30pm

114. PRESENT

Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. K. R. Stanton (Vice-chairman), Cllr. Miss I. D. Jakeman, Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mr. B.A. Punchard and Cllr. Mr. F. D. Voysey.

115. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk) and Cllr. Mrs. T. Woodward (Shropshire Councillor).

116. OPEN FORUM

Cllr. Jakeman advised that the pavement at the junction of Holmes Orchard and Honeybourne Road has been disturbed by tree roots and has now completely disintegrated. This is causing difficulty for the elderly and infirm, and Cllr. Mrs. Woodward would be advised.

Cllr. Voysey referred to a village quiz which had been held in the past. He reported that the Village Hall Committee are keen to reinstate this activity and that twelve teams of four had enlisted so far. He invited the Parish Council to field a team and the Chairman accepted the offer.

117. APOLOGIES FOR ABSENCE

It **was resolved** to accept apologies for absence from Cllr. Mrs. J. M. Hall, Cllr. Mrs. A. Preece, Cllr. Mrs. S. L. Potter and Cllr. Mr. P. D. Thompson (personal).

118. DECLARATIONS OF PECUNIARY INTEREST

None.

119. MINUTES OF THE MONTHLY MEETING HELD ON TUESDAY 5TH NOVEMBER 2019

It was **resolved** that the minutes of the monthly meeting held on 5th November 2019 were a true and accurate record.

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120. PARISH MATTERS

1. Environmental matters

It was noted that the hedgerow to the north of the Primary School along Daddlebrook Road was hampering pedestrians and was in urgent need of trimming. However, this needs to be done sensitively to minimise disturbance to the many birds which frequent the hedge.

Further to minute 099.1 of the previous meeting, Cllr. Voysey sought an update on fly tipping along the BOAT below Coton. Cllr. Mrs. Woodward indicated that she would follow this up.

2. Romsley Matters

The Clerk reported that the noticeboard had been cleaned and retreated, and was now back in place.

3. Matters brought to the attention of the Council not requiring a decision –

BT Payphone Daddlebrook Road, Proposed removal – the Clerk reported that Shropshire Council has objected to the removal of the phone, as recommended by the Parish Council

Temporary Prohibition of Driving on BOAT 29 (Turley Green) – the Clerk advised that the prohibition would be in place from the end of November until the end of April 2020.

Water mains replacement – Greenway Avenue and surrounding roads – the Clerk has been advised by Severn Trent Water that renewal work will begin in January 2020, and that notification letters will be sent to those affected.

121. REQUEST FOR GRANT SUPPORT FOR THE SEVERN VALLEY COUNTRY PARK

The Clerk's report was received. Cllr. Voysey proposed option (d) - to seek up-to-date financial information including details of the business plan on which the recent investment project should have been based, and to delay a final decision until that information is provided – and this was seconded by Cllr. Jakeman. Other Councillors supported this approach and suggested that the Parish Council's grant application form could be used. The proposal was **adopted** unanimously.

122. TRAINING AND DEVELOPMENT POLICY

The Vice-chairman proposed that the draft policy be adopted. This was seconded by Cllr. Punchard and carried unanimously.

123. PARISH COUNCIL IT

Following a verbal report, the Clerk was **authorised** to bring a detailed written report to a future meeting of the Council covering the following issues:

- (a) Replacing the Council's lap-top – the Clerk advised of recent operating problems and noted that the machine uses 'Windows 7' which Microsoft will no longer support from January 2020.
- (b) Accessibility and cyber security – the Parish Council needs to look at how to enhance the accessibility of its electronic communications (especially the website) and to review IT security – personal data, passwords etc.
- (c) The Council's policy on the use of social media – this needs to be reviewed as a means of further improving the communication between the Council and local residents.

124. CLIMATE EMERGENCY

The Clerk's report was received. It was noted that there will be a major report to Shropshire Council during December and, after discussion, it was **agreed** to receive a further report at the next meeting taking account of the approach adopted by Shropshire Council and any associated guidance/advice for Town and Parish Councils.

125. CLOSED CHURCHYARD

The Clerk provided a verbal update as follows:

- The aerial inspection went ahead on Monday 25th November and the findings are awaited.
- Lewis Arborcare have submitted a quote for carrying out the remaining works recommended in the original report.
- The Chairman and Clerk have received a letter plus photographs from a longstanding resident of Bell Lane. This expresses concern about the size of the trees on the east side of the Church and the danger from branches falling into Bell Lane. The letter also went to the PCC. The Clerk has acknowledged receipt.

After discussion, it was **agreed** to accept the quote from Lewis Arborcare and to seek approval from Shropshire Council and the Diocesan Authority for the work to be carried out.

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126. PLANNING APPLICATIONS AND DECISIONS.

1. Planning Applications received from Shropshire Council.

19/04868/FUL Alterations in connection with conversion of part of equine building to provide dog breeding facility at ground floor and provision of a first floor to provide residential accommodation in connection with the businesses on site, Stables at Applecross House, Alveley, WV15 6NB.

It was **agreed** that the Parish Council should register 'no objection' on condition that the accommodation is strictly tied to the business of the Centre.

19/04917/FUL Application under Section 73A of the Town and Country Planning Act 1990 for the siting of mobile home for three years for site security and animal welfare. Applecross Equestrian Centre, Alveley, WV15 6NB.

It was **agreed** that the Parish Council should register 'no objection' on condition that the accommodation is strictly tied to the business of the Centre, and the approval is limited to one year.

19/04930/DIS Barns Discharge of Condition 3 (bat boxes) on planning permission 16/04007/FUL for the conversion of existing office/stores/garage to form one dwelling, High Barns Farm, Six Ashes, WV15 6EP.
Application details provided for information only. It was **agreed** to note.

19/05063/CPE Application for a Lawful Development Certificate for the existing siting of a static caravan for permanent residential use, Royal Oak, Alveley, WV15 6LL.
Application details provided for information only. It was **agreed** to note.

2. Planning Applications received since the Agenda closed

19/05145/FUL Erection of a single storey extension, 25 Birch Grove, Alveley, WV15 6JZ.

It was **agreed** to recommend approval.

3. Planning Decisions received from Shropshire Council – to note

19/04334/LBC Conversion of 2 no. traditional buildings to 2 no. dwellings, associated curtilages, access and parking area affecting a Grade II Listed building, Proposed barn conversion east of Shropshire Farm, Dye Lane, Fenn Green, Alveley.

Parish Council recommendation – Approve; Decision – Approved.

4. Planning Decisions received from Shropshire Council since the Agenda closed - None

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5. Other planning matters - None

127. REPORT FROM SHROPSHIRE COUNCILLOR

The Chairman suspended Standing Orders to allow Cllr. Mrs. Woodward to speak.

Cllr. Mrs. Woodward referred to a number of highways issues, as follows:

- (a) Major damage to the road surfaces in the Tuck Hill area;
- (b) Surface water draining from Coton onto the A442 – Cllr. Mrs. Woodward confirmed that Shropshire Council has a scheme in place but cannot presently identify funding;
- (c) Concern from residents about the state of some gullies – this is being monitored;
- (d) Surface water on Daddlebrook Road – which Cllr. Mrs. Woodward is pursuing;
- (e) Surface water running down Romsley View – which needs to be investigated;
- (f) Grit bin on Birch Grove – the smaller bin will be replaced, but no second bin can be provided.

These were noted.

128. FINANCIAL REPORT

1. Examination of Quarterly Accounts to October 2019

Cllr. Narburgh and Cllr. Jakeman reported that, in accordance with minute 100.4 of 5th November 2019, they had examined the quarterly accounts from August to October 2019 and had found no discrepancies.

2. Bank balances at 30th November 2019 and Proposed Transfers

The Parish Council's bank balances at 30th November 2019 were noted and it was **agreed** that, in order to meet spending commitments for the remainder of this financial year, £30,000.00 should be transferred from the CCLA account to the HSBC Community Account.

3. Bank reconciliation at 30th November 2019

The reconciliation statement was noted.

4. Invoices for Approval and Cheques for Signature

A schedule of invoices/direct payments was **approved** and the Chairman and Vic-chairman were instructed to endorse the invoices and sign the cheques to be paid.

5. Internal Audit 2019/20

The Clerk referred to a letter from Mrs. Hackett of SDH Accountancy & Audit Services regarding internal audit for 2019/20. This confirmed that Mrs. Hackett is available to carry out this work, at a quoted cost of £275.

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Members noted that Mrs. Hackett has been the Council's internal auditor for several years but there was support for this arrangement to continue and the Parish Council **resolved** to appoint SDH Accounting as the Council's internal auditor for 2019/20.

6. Budget Monitoring 2019/20 to 30th November

The Clerk presented detailed information on the Parish Council's spending to date. He advised that the overall position is similar to that reported at the end of September, with no major issues to report. After discussion and questions, the following budget changes **were agreed**:

- (a) £200 to be vired from contingency to Miscellaneous Office Expenses;
- (b) £285 be vired from contingency to the Staffing – CiLCA budget.

It was also noted that there will be full monitoring report to the Annual Finance meeting on 21st January 2020.

129. FORMS OF ADDRESS USED IN COUNCIL MINUTES AND OTHER DOCUMENTS – this item was deferred to the next meeting.

130. ITEMS FOR JANUARY AGENDA

Briefing by Footpaths and Rights of Way Officer (as part of Open Forum)
Forms of address used in Council minutes and other documents
Parish Council's IT arrangements (including laptop)
Parish Council Newsletter
Development and Training Plan 2020/21
Forward plan 2020/21

131. TO CONFIRM THE DATE OF THE NEXT MEETING.

The next monthly meeting of Alveley and Romsley Parish Council will be on Tuesday 7th January 2020 commencing at 7.45pm preceded by an Open Forum at 7.30pm in the Arden Centre Alveley.

The meeting closed at 21.15.

The Chairman thanked everyone for their attendance.