

ALVELEY AND ROMSLEY PARISH COUNCIL

Clerk to Alveley and Romsley Parish Council:
Mrs Chloe Martin

7 Dadford View
Brierley Hill
Dudley
West Midlands
DY53SX

Email: arclerk229@gmail.com

RFO to Alveley and Romsley Parish Council:
Mr David Rawlinson

43 Church View Gardens
Kinver
Stourbridge
West Midlands
DY7 6EE

Email: rfo@alveleyandromsley.org.uk

Dear Councillor:

You are hereby summoned to attend a **Meeting of the Parish Council of Alveley and Romsley** to be held on **Tuesday, 4th April 2023 at Pavilion, Daddlebrook Road, Alveley** which will commence at 19.45 pm preceded by an open forum at 19.30 p.m. in order to conduct the following business enclosed on the agenda below. The Press and public are welcome to attend.

Signed:



Date: 29.03.2023

AGENDA

01/23 Chairman's Welcome, Announcements and Open Forum

This is a Public Meeting, and the press and public are welcome to attend and are invited to address the Council.

02/23 Present, apologies or absent.

03/23 Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensations

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members interests maintained by the Monitoring Officer.

04/23 To approve the Minutes of the Parish Council Meeting held on the 7th of March 2023 (Appendix One).

05/23 Community Awards Scheme

To decide what refreshments and other items are needed for the event and to decide who will bring the items.

06/23 REPORT FROM SHROPSHIRE COUNCILLOR

To receive an update regarding actions taken concerning the prolonged absence of the district council.

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07/23 TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

Planning Applications received – to make recommendations to Shropshire Council

Reference	23/01229/DIS
Alternative Reference	PP-12021403
Application Validated	Tue 21 Mar 2023
Address	Proposed Development Land East Of Meadowbrook Close Alveley Shropshire
Proposal	Discharge of conditions 5 (Aboricultural Method Statement), 7 (landscaping), 9 (CEMP), 10 (bird & bat boxes), 12 (drainage), 13 (levels) on planning permission 18/03172/FUL
Status	Pending Consideration
Appeal Status	Unknown
Appeal Decision	Not Available

Reference	23/01094/FUL
Alternative Reference	PP-12004267
Application Validated	Mon 13 Mar 2023
Address	Cherry Orchard Farmhouse Tuckhill Six Ashes Bridgnorth Shropshire WV15 6EW
Proposal	Demolish existing conservatory and replace with new orangery to improve thermal efficiency and improve the aesthetic appearance.
Status	Pending Consideration
Appeal Status	Unknown
Appeal Decision	Not Available

Appeal Decision

a) Planning Applications received since the agenda closed and council is to make recommendations to Shropshire Council

b) Planning Decisions received from Shropshire Council

No planning decisions have been received.

c) Planning Decisions received from Shropshire Council since the Agenda closed

To note

i. Other planning matters for information only – to note:

08/23 Cooks Cross (Appendix Two)

To receive a verbal update on the progress of the resurfacing at Cooks Cross.

09/23 FINANCIAL REPORTS – attached as a separate document.

(i) Financial Report.

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(ii) To review the agreement sent by the Severn Valley and agree to allow the clerk to sign on behalf of the council.

10/23 ITEMS FOR FUTURE MEETINGS – to enable councillors to bring items to discuss for future meetings.

11/23 Confidential item - Chairman of Staffing to report on the meeting of the staffing committee.

12/23 To Confirm the date of the next meeting.

The Annual Parish meeting will be held on Thursday April 20th 2023 in the Pavilion, Daddlebrook Road, Alverley commencing at 7.30pm.

The next meeting of the Parish Council will be the Annual Parish Council meeting to be held on Tuesday 2nd May 2023, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

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Appendix One – Draft Minutes

Minutes of the Monthly Meeting of the Parish Council held on Tuesday 7th of March 2023 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm

Present: Cllr P Barker, Cllr I Jakeman, Cllr C Brown, Cllr R Narburgh, Cllr J Taylor, Cllr C Taylor, Cllr R Dowson, and Cllr M Haddon.

In Attendance: Clerk – Mrs Chloe Martin

135/22 Chairman's Welcome, Announcements and Open Forum

No members of the public were present.

136/22 Present, apologies or absent.

Apologies have been received from Cllr V Voysey, Cllr P Whale, and Cllr S Potter.

137/22 Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensations

Pecuniary interests have been raised by Cllr R Dowson in relation to planning applications _____.

138/22 To approve the Minutes of the Parish Council Meeting held on the 7th of February 2023.

The council reviewed the minutes of the meeting from the 7th February 2023. Cllr Jakeman proposed to accept that the minutes presented to the council are a true record of the meeting. This proposal was seconded by Cllr Dowson and agreed unanimously by the council.

139/22 Parish Matters

(i) Website

The clerk presented to the council the preview of the website that she developed at the approval of the council. The clerk was asked to add a banner to the home page of the website with information on the next upcoming meeting of the Parish Council and to remove the duplicated page labelled contact. Cllr Barker proposed to accept the website designed by the clerk and for the clerk to activate the domain name, this was seconded by Cllr Jakeman and agreed unanimously by the council.

(ii) Quiet Lanes Initiative

Cllr Barker updated the council on the correspondence relating to the Quiet Lanes initiative, Mr Richard Marshall will still be asked to attend to discuss with the council the Quiet Lanes initiative. Cllr Barker explained that this is a highways issue and they will need to sign off on the initiative, which was disputed by another member of the council. Cllr Brown suggested that the council moves forward with the plan in order to present the Shropshire Council with an informative proposal in order to help progress the plans. Cllr Barker suggested that the council familiarises themselves with the powers the council has and the documents provided by Cllr Haddon.

(iii) Play area CCTV

Cllr Barker recapped the council on the issues that have happened with the CCTV and updated the council that due to inaction of the decision made regarding the CCTV, the decision is no longer valid and if the council wishes to progress with this, they will need to start the decision again.

(iv) Closed Churchyard – to receive a verbal update.

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Cllr Barker updated the council on the report that has been completed on the trees, this confirmed that no further action needs to be taken at this time. This information was noted by the council.

(v) Village Planters

Cllr Barker updated the council on the correspondence received from an Alveley resident that pointed out that the sign stating 'Welcome to Alveley' is covered and asked for them to be removed or pruned to rectify this. Cllr Barker asked for a councillor to assist in the removal of the plant, Cllr Dowson agreed to do so and was thanked by the chair.

140/22 REPORT FROM SHROPSHIRE COUNCILLOR

Discuss action to deal with prolonged absence of our ward councillor.

The council discussed the issue of the absence of the ward councillor, Cllr Barker proposed the council work with Claverley council in order to ensure that we can develop working relationships and receive support in order to further issues.

141/22 TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

Planning Applications received – to make recommendations to Shropshire Council

23/00745/CPL – Due to Cllr Dowson's proclaimed pecuniary interest in the application he removed himself from the room. Cllr Jakeman proposed that the council would comment 'no objection to the plan but it is concerned that the size of the proposed development is much larger than the existing footprint. This was seconded by Cllr J Taylor and agreed unanimously by the Council.

d) Planning Applications received since the agenda closed
None Received

e) Planning Decisions received from Shropshire Council

22/03792/FUL – The council noted the decision.

22/05672/FUL – The council noted the decision.

f) Planning Decisions received from Shropshire Council since the Agenda closed
None received.

To note

ii. Other planning matters for information only – to note: None Received.

142/22 Severn Valley Country Park Report and Review

The Council reviewed the report and agreed to accept the correspondence unanimously.

143/22 Risk Assessment

Cllr Jakeman proposed to accept the risk assessment subject to corrections that have been pointed out by the council, this proposal was seconded by Cllr Barker and agreed unanimously by the council.

144/22 Forward Plan 23/24

(i) Forward Plan

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Updates to the forward plan, remove items that have already been achieved.

(ii) Discuss projects for community improvement.

- Cllr Jakeman proposed that the council can look into installing an Electric Charging Point. The clerk is to approach Shropshire Council to ask for advice and inform the council.
- Cllr Brown proposed that the council sets up a Green Coronation fund grant pot, she suggests the council puts some money aside to support groups that are doing a project that promotes a green initiative. The grant would be in honour of King Charles as he has historically supported and encouraged green initiatives. Cllr Barker proposed to earmark Fifteen Thousand pounds towards this scheme, this proposal was seconded by Cllr Jakeman and agreed unanimously by the council.
- Cllr Haddon suggested improving/replacing bins in the area. The council discussed and would like for all bins in the parish to be consistent colours and styles of bins going forward. The clerk is to ask Shropshire council to take over the replacement of the bins. Cllr J Taylor proposed that the council earmark a sum of five-thousand pounds (which may be subject to change once prices are investigated), this proposal was seconded by Cllr Dowson and unanimously agreed by the council.
- Cllr Barker suggested that the council could improve the pavement around Cooks Cross shops, subject to the permission of the upcoming vets.
- Cllr Barker suggested that the council commit to refurbishing the Play Area. Cllr Brown proposed that the council earmark an amount of eight-thousand pounds towards the project which was seconded by Cllr Barker and agreed unanimously by the council.
- Cllr Barker reminded Cllrs that a H & S risk assessment of the Closed Churchyard in 2019 had not yet been implemented and amongst areas of concern had been the steps to the east and those to the right of the lower lych gate. Cllr Brown proposed to earmark twelve-thousand pounds for the improvement and refurbishment of the closed churchyard, this proposal was seconded by Cllr Barker and agreed unanimously by the council.

145/22 FINANCIAL REPORTS – attached in appendix three.

(iii) Financial Report.

The council reviewed the financial report produced by RFO Mr David Rawlinson, the payments awaiting authorisation were approved by the council. The clerk apologised as she forgot to bring the invoices, Cllr Jakeman and Cllr Barker agreed to review the invoices and bank reconciliation separately and report back to the council.

Actions from this meeting:

- Clerk to write regarding the Absence of the district councillor
- Clerk to write to Shropshire Council regarding the bins and grit bins.
- Report 20 mile an hour signs missing.
- Look at costs of improving the churchyard and the play area.
- Compile a list of nominees and send it round the councillors.

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146/22 ITEMS FOR FUTURE MEETINGS

Covered in other items.

147/22 Community Recognition Awards – the clerk is to compile a list of nominees and send it around the councillors.

147/22 Confidential item - Chairman of Staffing to report on the Clerk's 6-month review.

Enter confidential session members of the public were excluded from this session. The parish clerk was asked to leave the room for this discussion.

The clerk was called back into the room and the confidential session was ended. The clerk was not included in this discussion and is unable to minute the content or outcome of the discussion.

148/22 To Confirm the date of the next meeting.

The next meeting of the Parish Council will be a monthly meeting to be held on Tuesday 4th April 2023 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

Meeting closed at 21.52.

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Appendix Two

Information regarding the resurfacing area at Cooks Cross

Quote one:

Company – Starmac Surfacing Ltd	
Details	Cost
Area approx. 170m2 <ul style="list-style-type: none">• Plane-out existing surface at an approx. depth of 100mm• Remove all spoil from site• Supply & lay 20mm dense asphalt binder course, at a minimum consolidated depth of 60mm	£ 8,300.00 + VAT
Apply thermoplastic line marking to car parking bays	£750.00 +VAT

Quote Two:

Company – mjp Groundworks	
Details	Cost
Site Visit Conducted - Awaiting quotation.	

Appendix Three – Funding Agreement for the year 2023/24.



ALVELEY AND ROMSLEY PARISH COUNCIL



Shropshire's
**GREAT
OUTDOORS**

2023/24 Funding Agreement

between

Alveley and Romsley Parish Council

and

Shropshire Council

for the Management & Maintenance of
Severn Valley Country Park

PARTIES

ALVELEY AND ROMSELY PARISH COUNCIL (**Funder**)

SHROPSHIRE COUNCIL of Shirehall, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND
(**Recipient**)

BACKGROUND

(A) The Funder has agreed to pay the Funding to the Recipient to assist it in the provision of Countryside Management Services at Severn Valley Country Park.

(B) This Agreement sets out the terms and conditions on which the Funding is made by the Funder to the Recipient.

AGREED TERMS

1. DEFINITIONS

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In this Agreement the following terms shall have the following meanings:

Agreement: means this Funding Agreement.

Commencement Date: 1st April 2023

EIR: means the Environmental Information Regulations 2004 (as amended from time to time)

FOIA: means the Freedom of Information Act 2000 and all subsequent regulations made under this or any superseding or amending enactment and regulations; any words and expressions defined in the FOIA shall have the same meaning in this clause.

Funding: the sums set out in the Schedule 2 to be paid to the Recipient in accordance with this Agreement.

Funding Period: the period for which the Funding is awarded starting on the Commencement Date and ending on 31st March 2024

Parties: the Funder and the Recipient and 'Party' shall mean either one of them.

Services: the provision of the maintenance and services of Severn Valley Country Park site described in Schedule 1.

2. USE OF THE FUNDING

The Recipient shall use the Funding only for the delivery of the Services and in accordance with the terms and conditions set out in this Agreement. The Funding shall not be used for any other purpose without the prior written agreement of the Funder.

3. PAYMENT OF THE FUNDING

3.1

The Funder shall pay the Funding to the Recipient in one instalment in advance in accordance with Schedule 2

4. FREEDOM OF INFORMATION

The Parties acknowledge their respective duties under the FOIA and EIR and must give all reasonable assistance to each other where appropriate or necessary to comply with such duties.

5. DATA PROTECTION

The Recipient shall (and shall procure that any of its staff involved in connection with the activities under the Agreement shall) comply with any notification requirements under the Data Protection Act 1998 (**DPA**) and both Parties will duly observe all their obligations under the DPA, which arise in connection with this Agreement.

6. DURATION

Except where otherwise specified, the terms of this Funding Agreement shall apply from 1st April 2023 until 31st March 2024

7. WAIVER

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No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

8. NOTICES

All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, [e-mailed,] or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered [or if e-mailed] all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

9. DISPUTE RESOLUTION

If any dispute or difference shall arise between the Parties as to the construction of this Agreement or any matter or thing of whatever nature arising under this Agreement or in connection with it then the same shall be dealt with as follows:

9.1

In the first instance a special meeting of both the Parties shall be arranged on 14 days written notice to the other Party and the matter shall be discussed and the representatives shall use their reasonable endeavours to resolve the dispute

9.2

If the dispute cannot be resolved in accordance with the preceding sub-clause then either one of the Parties may serve the Recipient's chief Executive and the Funder or other authorised officer whose details have been notified to the Recipient, with notice of the dispute and those officers shall then appoint their representative to adjudicate and use their reasonable endeavours to resolve the dispute within 21 days of receipt of such notice.

9.3

If the dispute cannot be resolved in accordance with the preceding sub-clause then it shall be referred to a single arbitrator to be agreed between the Parties and failing such agreement within 14 days of the request of one Party to the other in writing that the matter be referred to arbitration such reference shall be to a single arbitrator appointed for that purpose on the written request of either Party by the President for the time being of the Law Society of England and Wales and any reference to arbitration under this clause shall be deemed to be a reference to arbitration under this clause and it is further agreed that if any matter is referred to arbitration then each Party will bear its own costs of such referral.

10.

The site manager will be happy to attend a parish council meeting (date to be advised by Alveley and Romsley Parish Council) and provide a report of what the parish council contribution has been spent on.

11. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

12. GOVERNING LAW


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This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

AGREED by the parties through their authorised signatories

For and on behalf of
SHROPSHIRE COUNCIL

Signature: 

Print Name: Edward Andrews

Job Title: Parks and Countryside Sites Manager (south)

For and on behalf of
ALVELEY AND ROMSLEY PARISH COUNCIL

Signature:

Print Name:

Job Title:

SCHEDULE 1

THE SERVICES

Agreement Area

The agreement area means the Severn Valley Country Park referred to as the 'Site'. Boundary map attached in Schedule 3.

Site Management Functions

The agreement includes the provision/services for the management and maintenance of the Site as set out in the agreed Management Plan.

Generally, this comprises management and improvement of key natural habitats set out below:

- Ancient semi-natural woodland supporting a range of characteristic flora and fauna
- Secondary and plantation woodland
- Amenity grassland

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- Riverside and Top Wildflower Meadows
- Wetland areas
- Cultural Features
- The site's intrinsic appeal and value as an amenity area for quiet informal recreation

Whilst the site is managed to enhance biodiversity and heritage value, it also has an intrinsic appeal and value as an amenity area for quiet, informal recreation by the public. Therefore, Shropshire Council, through the Outdoor Partnership Team will provide as a minimum the statutory requirement set out below:

- To undertake regular site checks to comply with H&S legislation
- To undertake/oversee repairs and maintenance of the Site to ensure that the infrastructure is in such a condition as not to cause any risk to the public using the site. Shropshire Council has a common duty of care for the Health & Safety of the public
- To ensure that any designated natural and cultural heritage features are maintained in a favourable condition, specifically where works have been agreed through management grants, for example from Countryside Stewardship and Heritage Lottery
- To oversee external contractors. Shropshire Council has a responsibility to ensure that employees, contractors and volunteers are not exposed to risks to their health and safety
- To maintain any public rights of way crossing the Site
- Shropshire Council, in exercising its functions, will have regard to conserving biodiversity

Additional non-statutory provision/services provided by the Shropshire Council include:

- To develop and implement site management plans
- To maintain and improve site habitats
- To work with local communities and support volunteering activities
- To provide expert habitat advice and guidance
- To develop projects with partners and stakeholders
- To apply for grant aid to support site development

Shropshire Council will continue to provide the full range of site management and maintenance functions, both statutory and non-statutory (above), and will provide experienced and knowledgeable staff to implement the management plan to maintain the key features and effective working relationships with partners, residents and visitors.

SCHEDULE 2

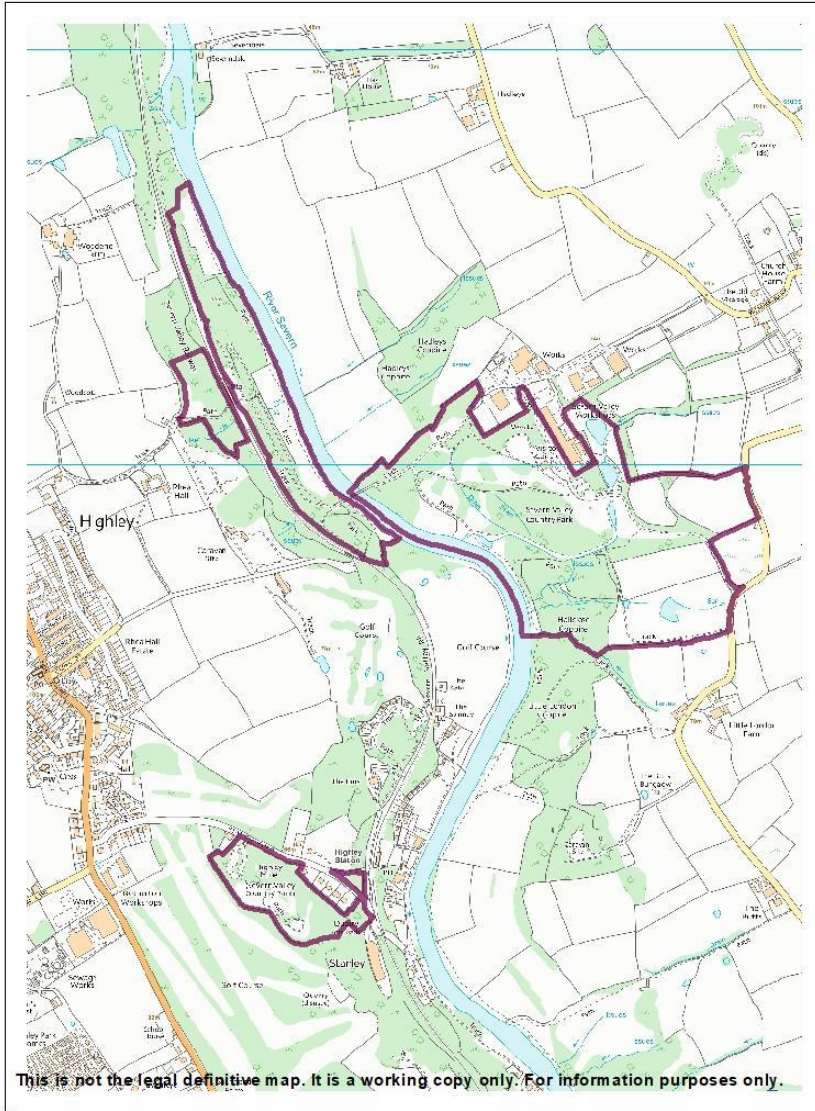
PAYMENT SCHEDULE

The funding from Alveley and Romsley Parish Council will be ring fenced to support the management and maintenance of Severn Valley Country Park, including staff time.

Amount of Grant Payable	Date of Payment
£1,500	1 st September 2023

SCHEDULE 3

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Title: Severn Valley Country Park Boundary

Scale: 1:10,000

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