

Stottesdon and Sidbury Parish Council

Annual Parish Council meeting held on Monday 21st May 2018 at 7.30pm in Chorley Village Hall.

Present: Cllrs D Young (Chairman), D Ferguson, J Hill, R Abbiss, S Crawford, S Allen, C Smith.

Parishioners: 1

Clerk: Mrs F Morris

1) Election of Officers:

a) Chairman:

Cllr Abbiss proposed Cllr Young, seconded by Cllr Ferguson. There were no further nominations.

RESOLVED Cllr Young be elected Chairman.

b) Vice Chairman:

Cllr Allen proposed Cllr Ferguson, seconded by Cllr Abbiss. There were no further nominations.

RESOLVED Cllr Ferguson be elected as Vice Chairman.

c) Committees:

Personnel – Cllrs Abbiss, Crawford and Allen elected.

Disciplinary – Cllrs Ferguson, Smith and Hill elected.

d) School Governor representative – Debbie Walsh elected last year.

e) SALC Area Committee rep:

Cllr Abbiss.

2) Public participation: Standing Orders were suspended at 7.35pm for this item:

Parishioner attended and explained his recent planning application amendments to Cllrs.

Parishioner also commented on the pothole repairs at Moon House Bank and asked for the position regarding the Fox and Hounds car park. Chairman explained that this was an agenda item under 'Confidential item'.

Chairman thanked the parishioner.

3) Apologies for absence:

Cllr Barratt (dispensation), Unitary Cllrs Shineton (meeting), Butler (work). It was **RESOLVED to accept these apologies.**

4) Declaration of Interests

The Localism Act 2011, Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

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 member's interests maintained by the Monitoring Officer.

None declared.

5) To confirm minutes of the meeting held on 23rd April:

The minutes had been circulated with the agenda and it was **RESOLVED to accept these as a true record and Chairman signed these accordingly.**

6) Matters Arising from the minutes:

(a) Progress report from Clerk:

Silent Soldier Campaign – Clerk confirmed that she had spoken to Richard Wood, STAR housing who had no objections to installing one of these by the millennium stone at Glebe Drive.

Grass cutting, Glebe Drive. Whilst talking to Richard Wood he asked if the grass had been cut at Glebe Drive. Clerk told him yes but as the grass was long it was left and looks untidy.

(b) any other matters arising – none.

7) Planning applications/permissions/refusals:

a) Planning Notification Only

18/01439/CPE - New House Farm

Proposal: Application for Lawful Development Certificate for the existing use of former agricultural building as a commercial joinery workshop

b) Planning reference: 17/05796/FUL

Development proposed: Erection of two dwellings following demolition of redundant farm buildings (amended plans)

Location: Proposed Residential Development Land To The North Of Station Road, Stottesdon, Shropshire, .

Applicant: Mr B Griffiths

Councillors had listened to the amendments from the applicant and had also looked at the plans. Cllrs felt that these amendments of reduced roof level and roof lights were an improvement and fully supported the application as it was supporting a local family and tidying up the site. It was **RESOLVED to support these plans.**

c) Reference: 18/01180/FUL (validated: 19/03/2018)

Address: Rose Cottage, Chorley, Bridgnorth, Shropshire, WV16 6PP

Proposal: Erection of two storey rear extension and replacement conservatory

Decision: Grant Permission

d) Any received after issue of the agenda – none.

8) SALC report:

Cllr Abbiss reported that there is a meeting on 4th June at Wroxeter Hotel, Telford where the speakers will be from Future Fit. All welcome.

Next area committee meeting is 6th June at Bridgnorth Fire Station.

9) Unitary Councillor's report: No report.

10) Financial matters

a) Outstanding payments:

Clerk's salary (bank transfer) - £xx

HMRC PAYE - £82.94

Invar Surveyors account - £90 for additional work on car park

PWLB Repayment Notice- 08411 (Local repayment Fox and Hounds car park) - £2426.43

Any other accounts received after issue of the agenda

Zen Broadband - £36. Clerk pointed out that this invoice needs paying prior to our meetings and asked for permission to pay this when received. It was **RESOLVED that the Clerk pays this when received.**

Silent Soldier - £250 agreed to purchase.

It was **RESOLVED to pay all these accounts via bank transfer.**

Website: Clerk reported that unfortunately Cleobury IT Solutions would be closing down their business and therefore would offer no back up for the website.

It was suggested that the PC could either carry on using the present website or move to another provider. Clerk felt that as the GDPR/new email addresses etc needs putting on the website it might be better to move and had made enquiries with Web Orchard who do other local PC's plus the SALC website. The cost is £200 set up, £300 to migrate information from present website, £190 per year running costs and training costs £180 (on site) or £120 at Shrewsbury. As Clerk will need her other PC website changing the cost of the training could be split between the 2 PC's.

Clerk pointed out that there is still funds available in the Transparency Fund grant for ongoing costs plus money put aside for Data Protection Officer (no longer needed). It was **RESOLVED to use the money as listed by the Clerk and move websites to Web Orchard.**

b) Income since last meeting - Remittance Advice Notification (precept) - £28597.50

c) Bank statement – produced and initialled by Cllr Ferguson.

d) Accounts approval – Clerk had emailed the accounts out to Cllrs and after explaining these it was **RESOLVED that the accounts be approved signed by the Chairman and Clerk.**

e) Audit arrangements – Clerk explained that the date for sending these to the External Auditor had been changed to 2nd June the accounts would have not had the Internal Audit check done in time. Clerk was advised by SALC to ask for an extension and this was now 2nd July.

f) Confirmation of bank transfer payments from last month/receipts:
Clerk produced bank statement and confirmation receipts of payments and these were approved and initialled.

11) Parish matters/problems:

a) Parish problems:

- Potholes – repairs at Moon House Bank unsatisfactory – Clerk has already sent in photographs and Cllr Shingleton has taken the matter up with Officers as the repairs are unacceptable.
- VAS Speed sign at Station Road is a permanent red light – suggest to SC to remove this as it has never worked properly.
- Speeding through Bagginswood
- Potholes between The Highland and Overton
- Screening round bottle banks in Station Road in a bad state and it was wondered how much these banks are used and if perhaps this could be found out with the possibility of removing these. This would create a further parking space.

b) Parish Watch:
Nothing reported.

12) Policy updates:

a) Standing Orders – Clerk had not had the chance to look through these and Cllr Abbiss offered to help as Clerk explained that it was better if 2 people did it together.

b) Financial Regulations – as above.

c) GDPR – Clerk had produced the Privacy Policy and Consent forms and also wording for emails which Cllrs **RESOLVED to accept. Clerk will put these on the website which proves that we are starting to comply.**

13) Correspondence:

Emails forwarded include: *All noted as received unless comments made.*

SALC:

Bulletins

Shropshire Local Plan Review (2016 – 2036)

Local Plan Report

Alterations to the electoral register

Great Dawley Town Council - Child Protection Training, 18th May, 29th June, 20th July

Consultation Shropshire's Great Outdoors Strategy 2018-2028

Stottesdon and Sidbury Parish Council - Policy Wording – dealt with earlier

Integrated Transport Programme 2018/19 (Chorley Speed |Reduction deferred until 2020/21

Reply from Insurance Company re: Lengthsman Information

Tower Press - PRINCE HARRY & MEGHAN MARKLE ROYAL WEDDING COMMEMORATIVE MEDAL FOR SCHOOL AND PARISH COUNCILS

Severn Valley Country Park Bulletin May 2018

Join us in the Big River Clean Up this summer!

Cleobury Country:

CIEH Foundation Certificate in Occupational Health & Safety - 11th June 2018

Emergency First Aid at Work Course - Wednesday 13th June 2018

First Aid at Work - 3 x Day Course - 25,26,27 June

Any other correspondence received after issue of agenda

Reply from Came and Co re: Lengthsman cover for Mark Pearce – need to draw up a letter with Mark's duties and also to check if there is any training available for working on the highways either through SC or Sastak

Clerk also pointed out that she had been approached by Chorley Chapel regarding adding their new play equipment onto the PC insurance. Clerk had emailed the Insurance Company who said that the PC should have overall responsibility for the equipment. Cllrs **RESOLVED not to add this to the policy as it would become the PC's responsibility for Risk Assessment etc.**

Email received from Mr and Mrs Harris re: Fox and Hounds car park which would be dealt with under item 14.

14) **Fox and Hounds car park:

**That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

To Consider Reports sent separately:

Cllrs considered reports/email received and **RESOLVED to continue with advice given as per report.**

15) Date of next meeting:

25th June 2018

There being no other business the meeting closed at 9.25pm.

Payments to make:

Clerks fees - £xx bank transfer

HMRC – £82.94

Invar - £90

ZEN - £36.00

Silent Soldier - £250

Signed: Chairman

Date: