

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

PARISH COUNCIL MEETING

At Pitchford Village Hall

Tuesday 11 September 2018 at 7.30pm

MINUTES

- 18.9.1** The Chairman opened the meeting and welcomed all.
- 18.9.2 Present:** Cllr J Long - Chairman, Cllr K Faulkner - Vice Chair, Cllr A Argyropulo, Cllr G Davies, Cllr P Harrison, Cllr C Culliss, Cllr T Johnson, Cllr R Morgan, County Cllr D Morris and E Wicks - Clerk.
Apologies: Cllr G Ball.
- 18.9.3 Declarations of Interest:** There were none.
- 18.9.4 Public session:** There were no members of the public present.
- 18.9.5** Cllr Faulkner proposed acceptance of the minutes for 11th July, seconded by Cllr Argyropulo and agreed by all.
- 18.9.6 Venue for winter meetings:** Cllr Long confirmed that Concord College had agreed for PC meetings to be held at the College. He also reported that the PVH committee had discussed the use of the Hall at their meeting and he understood that they had agreed that it was 'not fit for purpose' to use for such evening meetings in winter.
- 18.9.7 Clerk's Report:** The Council has received a letter from the Village Views team requesting a further Grant. The Clerk has advised them that the review of newsletter production is included in the agenda of the November Parish Council meeting. The Council authorised the payment of £120 to the Village Views for production of the November issue, which is the final award under the grant agreed for this year. **Clerk to add to the list of approved payments for the November meeting.**
- 18.9.8 Shropshire Councillor's Report:** The proposal by Cllr Morris to ban 'Chinese Lanterns' has been passed. With regard to Business Rates Relief, the recommendation going forward is to continue as now so that Village Halls like Pitchford will not be adversely affected. The proposal regarding Car Parking has been passed and so it will remain free to park after 6pm in Shrewsbury and Ludlow. A new Director of Place has been appointed who will be responsible for Infrastructure, Communities and Economic Growth. LJC has some Community Group Funding available to support Youth Organisations. Lisa Bedford has now left and whilst the Community Enablement Team will continue, it will have less resources. The new contact will be Matthew Mead. Cllr Morris was contacted by a parishioner with regard to a 'Single Plot Exemption Site'. Cllr Morris commented that the decision is very subjective and driven by the opinion of the Planning Officer and Cllr Morris has advised the parishioner to speak to the Parish Council again.
- 18.9.9 Police Report:** None has been received. There has been some concern raised over encroachment by travellers on to farm land. Cllr Morris advised that Shropshire Council Gypsy Liaison Officer can be contacted to help.
- 18.9.10 Defibrillators:** Clerk reported that there had been no progress with the Concord Facilities department in installing the remaining two defibrillators in Pitchford and Ruckley. If nothing further is achieved by the end of October, the Clerk will contact a local electrician. **Clerk to progress.**
- 18.9.11 GDPR:**
- i) Cllr Harrison proposed to accept the Personal Data Management Policy and the General Privacy Notice as PC official documents, Cllr Faulkner seconded and all agreed.

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ii) The Clerk explained the requirements of the Data Audit and provided Councillors with a form for completion. If no personal data is held by the Councillor, then that should be noted, the form signed and returned to the Clerk. **Members to complete data Audit form, sign and return to Clerk.**

18.9.12 Highways Matters:

i) Clerk has reported issues as requested. **Clerk to request updated list from SC.**

ii) a. Signpost for Pitchford & Acton Burnell at Weeping Cross junction is obscured by trees.

b. Water leak not fixed, still flowing on to road, near the old Royal Oak Pub.

c. Pothole in road at Cantlop bank, near the last house on the left.

d. Suggest SC empty gulleys before the heavy rains and all the grit bins are filled before winter.

Clerk to log reported issues with SC.

18.9.13 Finance:

i) Cllr Johnson proposed to approve payments of accounts, seconded by Cllr Harrison and agreed by all.

ii) Cllr Culliss proposed to accept the Bank Reconciliation, seconded by Cllr Morgan and agreed by all.

iii) Cllr Morgan proposed to agree the Clerk's additional hours, seconded by Cllr Faulkner, agreed by all.

18.9.14 Printing Council Paperwork:

i) Cllr Harrison proposed to agree to write off the Council printer, as it is not fit for purpose, seconded by Cllr Davies and agreed by all. **Clerk to update Asset register.**

ii) Cllr Morgan proposed agreement to the Council using the Clerk's printer and to pay for the supply of paper and ink as required, seconded by Cllr Argyropulo and agreed by all.

18.9.15 Planning:

i) Clerk to update on existing planning applications:

- Ref: 17/04986/FUL (validated: 24/10/17)
Address: Oaklands Farm, Pitchford, SY5 7DJ
Proposal: Construction of a reservoir to store water for irrigating crops
Status: Granted
 - Ref: 18/00048/FUL & 18/00049/LBC
Address: North of Duffys Cottage
Proposal: Conversion to holiday let
Status: Await Decision
 - Ref: 18/01060/FUL & 18/01061/LBC (validated: 13/04/2018)
ADDRESS: Pitchford Hall, Pitchford, Shrewsbury, Shropshire, SY5 7DN
Proposal: Change of use of orangery to mixed use venue; internal works/alterations.
Status: Await Decision.
 - Ref: 18/02367/TCA (validated: 12/06/2018 amended 19/07/18)
ADDRESS: Old Blacksmiths Shop Acton Burnell SY5 7PQ
Proposal: Crown reduction of up to 3m of Beech Tree.
Status: No Objection
- Ref: 18/02861/TCA (validated: 21/06/2018)
ADDRESS: Corner House 8 Acton Burnell, SY5 7PE
Proposal: To remove woody species within Conservation Area
Status: Consent by Right

ii) Clerk to report on planning decisions submitted since last meeting, under delegated authority.
There are none.

iii) Council to consider new planning applications received since 01 Sep 18.

2 Planning notices received but did not require consultation as agricultural.

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Cllr Harris raised a point regarding Conservation areas and the governing rules. The Clerk advised that some research had been done at the Chairman's request and an advice document would be provided.
Clerk to produce an advice notice with regard to Conservation Areas and TPOs.

18.9.16 Asset Management: The Clerk was advised by E Jones (a previous Clerk) that the Bus Shelter had been included on both the Asset Register and the Insurance schedule which indicates ownership by the PC, although the land is owned by the Pitchford estate. **Clerk to check the insurance schedule.**

It was confirmed that Frodesley Bus shelter was on Shropshire Council Land and was owned by them.

18.9.17 Parish Plan update/Community Led Plan: Cllr Harrison reported that only 18 Questionnaires had been returned out of 200+ delivered and 3 persons had volunteered to assist the development of a new Plan all of whom were from Pitchford. He provided an analysis report from the returns (see attached). Cllr Faulkner proposed that the closing date for return of the forms be extended to the end of October, Cllr Culliss seconded and all agreed. **Members to let parishioners know.**

18.9.18 LC has not met and is not currently scheduled to meet. The Council is not aware of any Youth Groups within the Parishes that may be eligible for funding.

18.9.19 Parish Matters

i) Telephone boxes: Cllr Johnson reported that the Pitchford telephone box had been cleaned, painted and missing glazing replaced. The only cost to the Council was for the tin of paint. Cllr Long reported that the Acton Burnell Telephone Box had been cleaned and would need a new 'Telephone' sign panel. Both boxes appeared much improved.

ii) The Chairman had met with the Principal of Concord College, Neil Hawkins. He reported that there were no plans for increasing College intake, expansion was concentrated overseas. The science block is impressive and will also be utilised by external bodies. There are plans to build a permanent sports hall. Traffic has increased and comes through the village from all directions, not just the College, however the Principal will again remind his staff to drive sensibly.

iii) Bridleways: The bridleway between Langley and Evenwood is fully restored, it has a new wooden bridge and is gated both ends.

iv) The Chairman will attend a Local Transport Plan meeting on 19th September.

v) There is a meeting regarding the WW1 Service and Beacon with the local Rector, Geoff Garrett, next week.

18.9.20 Training

i) Cllr Harrison reported that he, along with Cllr Ball and the Clerk, had attended a training session at Web Orchard's Offices. Peter White had helped update the Website and explained how to make further changes. Peter advised that the annual fee does include 24/7 online and telephone support. **Clerk to continue to add and maintain Council documentation. Cllr Harrison to manage the news and community items.**

18.9.21 Next Meeting: Tuesday 13th November 7.30pm at Concord College.

Clerk to obtain and circulate room location.

Elizabeth Wicks

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Signed _____ 13th Nov 2018