

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

Parish Council Meeting
Tuesday 13 July 2021 at 7.30pm
Pitchford Village Hall

MINUTES – DRAFT

- 21.7.1** The Chairman welcomed all to the meeting and explained the proceedings.
- 21.7.2** **Present:** Cllr P Harrison – Chair, Cllr J Long, Cllr G Ball, Cllr C Culliss, Cllr T Johnson, Cllr A Hotchkiss, Cllr R Morgan, Cllr K Faulkner, Mrs A Morris – Clerk.
Public Attendees: Mr P & Mrs S Farren, Mrs C Higgins, Mr M Price – Pitchford Village Hall.
Apologies: Cllr G Davies, County Cllr D Morris
- 21.7.3** **Declarations of Pecuniary Interest:** There were no declarations of interest made.
- 21.7.4** **Public Session** – The Chair brought forward several agenda items to the public session:
- Mr P Farren outlined his planning application for Croft Cottage (Ref: 21/02860/FUL) **Agenda item 21.7.11.1** and answered Councillors' questions. Following this discussion the Council agreed to remain neutral on this application but to highlight in its consultation response the need for a soakaway and appropriate drainage; neighbours' concerns regarding the height of the proposed building; that a sandstone frontage would be more appropriate than the proposed red brick; and the ground space size of the proposed garage relative to the existing cottage.
 - Mrs C Higgins updated the Council on issues with the bridleway at Bentley Ford Farm in Frodesley. **Agenda item 21.7.13.1.2.** The definitive route is not passable and any diversion would require significant infrastructure work. Mrs Higgins is concerned that accidents may occur if people divert through the farmyard. The Council advised that it will continue to press Shropshire Council to undertake diversion work as soon as possible and in the meantime advises the public, particularly cyclists and horse riders, that this route should be avoided. **Action: Cllr Harrison to contact SC to enquire if the route could be officially closed until the diversion is in place.**
 - Mr M Price from the Village Hall Committee attended to answer any questions on their Lightsource CBF grant application. **Agenda item 21.7.14.1.**
- 21.7.5** **Confirmation and Acceptance of the Minutes of the Previous Meeting:** Members confirmed that the previous minutes were a correct record. Cllr Long proposed to accept the minutes of 11 May 2021. Cllr Ball seconded and all agreed.
- 21.7.6** **Police Report:** No report was received.
- 21.7.7** **Shropshire Councillor's Report:** The Parish Council received a written update from Cllr D Morris and noted that, following a boundary commission review, it is proposed that the Parish will move into the Parliamentary Constituency of Ludlow and Bridgnorth.
- 21.7.8** **Finance:**
- 21.7.8.1 The Council received the list of Accounts for payment, as outlined below. Cllr Culliss proposed to pay all accounts listed, seconded by Cllr Faulkner and agreed by all.

Signed:
Date:

Chairman

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

Payee	Item	Amount £
J Long	Chairman's Expenses	150.00
SALC	Subscription fees	283.18
Clerk	May Pay	293.08
O2	Mobile phone	9.73
Clerk	June Pay & additional hours Jan-May	880.67
HMRC	NI	31.35
ICO	Data protection registration	35.00
O2	Mobile phone	9.73
Clerk	Stamps, envelopes, facemasks, sanitiser	25.00
Web Orchard	Website hosting and support	228.00
SLCC	Membership fees	103.00
Total		2048.74

21.7.8.2 Cllr Long proposed to accept the Bank Reconciliation, seconded by Cllr Morgan and agreed by all.

21.7.8.3 Cllr Johnson proposed to agree payment for the Clerk's extra 34 hours worked, seconded by Cllr Faulkner and agreed by all.

21.7.8.4 The Council reviewed expenditure against budget year to date and all members agreed the predicted overspend on salary.

21.7.8.5 Cllr Long proposed to accept and adopt the revised Lightsource Grant Application form, seconded by Cllr Ball and agreed by all.

21.7.9 General Power of Competence

21.7.9.1 Council agreed in principle to the Clerk starting CiLCA training in October. Council to consider necessary amendments to Clerk's contract and finalise details at next meeting.

21.7.10 PC Working Documents

21.7.10.1 Cllr Ball proposed adopting the Terms of Reference for the Staff Appraisals Committee, seconded by Cllr Long and agreed by all. **Action: Clerk to revise Terms of Reference for Staff Grievance Committee for review and adoption at next meeting.**

21.7.10.2 Councillor's Code of Conduct. Council agreed to defer adopting LGA Code of Conduct until it receives notice that Shropshire Council has adopted it.

21.7.10.3 Council agreed to defer adoption of Press/Media policy to the next meeting.

21.7.10.4 Freedom of Information and data protection – Subject Access Request Policy.

Action: Clerk to revise policy and bring to next meeting for adoption. All members were asked to ensure they use Acton Burnell email server for Council related communications.

Action: Cllr Harrison to provide new password for Cllr Culliss.

21.7.10.5 Cllr Long proposed adopting the Investment Strategy, seconded by Cllr Hotchkiss and agreed by all. **Action: Clerk to draft General Reserves Policy for review and adoption at net meeting.**

21.7.11 Planning:

21.7.11.1 Council considered new planning applications:

Ref: 21/02860/FUL (validated 07/06/2021) Deadline for comments: 22/07/21

Address: Croft Cottage, Pitchford, SY5 7DP

Signed:
Date:

Chairman

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

Proposal: Removal of existing outbuildings and construction of new double garage with attic home office over

See 21.7.4 Public session above

Ref: 21/02425/FUL (validated 12/05/2021) Deadline for comments already passed 2/7/21

Address: 2 The Villas, Frodesley

Proposal: Erection of a general purpose agricultural building plus amended access

Council had no comment.

21.7.11.2 Clerk updated Council on existing applications

Ref: 21/01638/OUT (validated 31/03/2021)

Address: Proposed Residential Dvpt Land to the East of Stoneleigh Close, Acton Burnell

Proposal: Outline application for a residential development to include means of access (resubmission)

Status: Awaiting decision

Ref: 21/01474/FUL (validated 22/03/2021)

Address: 2 The Paddocks, Pitchford, SY5 7DW

Proposal: Erection of a single storey extension to front and two storey extension to rear

Status: **Permission granted**

Ref: 21/01360/FUL (validated 16/03/2021)

Address: Acton Pigott Farm, Acton Pigott, SY5 7PH

Proposal: Erection of a grain store following demolition of existing building

Status: **Permission granted**

Ref: 21/01157/FUL and 21/01158/LBC (validated 8/03/2021)

Address: The Old School House, Acton Burnell, SY5 7PQ

Proposal: Erection of single storey rear extension affecting a Grade II Listed Building

Status: **Permission granted**

Ref: 21/00873/FUL (validated 19/02/2021)

Address: Hunters Moon, Acton Burnell, SY5 7PA

Proposal: Erection of a rear two storey extension

Status: **Permission granted**

Ref: 20/00473/LBC (validated: 13/02/2020)

Address: Acton Pigott Farm, Acton Pigott, SY5 7PH

Proposal: Conversion of agricultural buildings to form student and staff accommodation (modification to previously approved 17/02108/LBC)

Status: **Permission refused**

Ref: 19/03636/FUL (Amended application submitted: 6/2/20)

Address: Broadlands, Concord College, Acton Burnell.

Proposal: Erection of 3 extensions, relocate gas tanks and provide oil tanks

Status: **Withdrawn**

21.7.11.3 Clerk updated Council on Other Planning Notices

Ref: 19/06414/ENF (validated: 7/2/2019)

Address: Frodesley Lodge, SY5 7QH

Issue: Alleged breach...erection of large wooden framed building.

Ref: 19/06442/ENF (validated: 21/2/2019)

Address: Adj. Stoneleigh, Acton Burnell

Issue: Alleged Breach...construction of visibility splays.

Action: Clerk to chase SC on these notices again.

Signed:

Date:

Chairman

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21.7.12 Highways Matters:

21.7.12.1 The Clerk reported improvements in communication and issue resolution from Shropshire Council since May (see Clerk's report).

21.7.12.2 Cllr Culliss updated Council that flooding at the bottom of Frodesley Hill outside Luckington Stud is the result of broken pipes. **Action: Clerk to request update from Shropshire Council.**

21.7.13 Environmental Issues

21.7.13.1 Bridleways and paths

21.7.13.1.1 Council discussed the bridleway diversion at Home Farm in Acton Burnell and noted the need for good signage at this location. **Action: Clerk to contact SC to request signage on the gate to make clear bridleway should not be obstructed by vehicles parking.**

21.7.13.1.2 Bentley Ford Farm Bridleway. **See 12.7.4 Public session.**

21.7.13.2 Dog mess signs. **Action: Clerk to order signs**

21.7.14 Lightsource grant application – Pitchford Village Hall

21.7.14.1 The Council reviewed and discussed a Lightsource Community Benefit Fund grant application from Pitchford Village Hall Committee requesting £18,600 in order to make repairs to the gable ends. The Village Hall Committee had identified a further £22,000 worth of repairs and improvements required to make the Village Hall fit for use, which it intends to fund itself.

The Council decided to support a grant for £15,000 on the basis that an agreement could be drawn up between the Parish Council and the Village Hall Committee to ensure proper use of the grant. The Council agreed that one of the provisions of the agreement should be that the Village Hall Committee will not receive further funds from the Lightsource CBF within the next 5 years. **Action: Cllr Harrison and Clerk to prepare a draft agreement.**

The Council's discussion highlighted the need for greater community involvement in order to make the Village Hall financially viable in the short term, and a strategic plan for maintaining a Village Hall within the Parish in the long term with the consideration that the existing building's lease expires in 2045.

21.7.15 Parish Matters

21.7.15.1 Future of Pitchford Village Hall. **See 21.7.14.**

21.7.15.2 Acton Burnell and Pitchford Playgroup – Council is awaiting update on progress once Village Hall reopens in the autumn.

21.7.15.3 Frodesley traffic calming and signs – Council is awaiting design and price options from SC to discuss at next meeting.

21.7.15.4 Acton Burnell Post Office and shop – Council noted that opening hours have been reduced. It is understood that the current lease expires in approximately 2 years. **Action: Cllr Harrison to approach Concord College (who own the building) regarding long term plans for the building and shop.**

21.7.15.5 Airband – Council received update that work should be completed in Ruckley in Q3/Q4. A representative will attend the next meeting to answer questions. Concerns were expressed regarding burial depth of cables in the verges across field entrances.

21.7.15.6 There were no additional Parish Matters.

Signed:
Date:

Chairman

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21.7.16 Platinum Jubilee lighting beacons

21.7.16.1 Council deferred discussion to the next meeting.

21.7.17 Defibrillators

21.7.17.1 Pitchford defibrillator continues to be out of order. **Action: Clerk to follow up with Cllr Johnson and Defibrillator company.**

21.7.17.2 It was agreed that the Council should have a Defibrillator Maintenance Policy and that Defibrillators should be tested on a monthly basis and all tests should be logged. **Action: Clerk to draft maintenance policy and log book for review and adoption at next meeting.**

21.7.18 Policing

21.7.18.1 Council discussed Community Policing Charter to be returned to the SNT and decided its top community issues are thefts from farms and outbuildings, and speeding.

21.7.18.2 PCC questionnaire – **Action: Cllr Long to complete PCC questionnaire on behalf of Parish Council.**

21.7.19 Time, Date and Location of Next Meeting

21.7.19.1 7.30pm, Tuesday 14 September 2021. Pitchford Village Hall.

DRAFT

Signed:
Date:

Chairman