

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

Parish Council Meeting Tuesday 14 September 2021 at 7.30pm Pitchford Village Hall

MINUTES – DRAFT

- 21.9.1** The Chairman welcomed all to the meeting and explained the proceedings.
- 21.9.2 Present:** Cllr P Harrison – Chair, Cllr J Long, Cllr G Ball, Cllr C Culliss, Cllr A Hotchkiss, Cllr R Morgan, Cllr K Faulkner, Cllr G Davies, County Cllr D Morris, Mrs A Morris – Clerk
Public Attendees: Mr C Leworthy - Airband
Apologies: Cllr T Johnson
- 21.9.3 Declarations of Pecuniary Interest:** Cllr Morgan declared an interest in Home Farm Barns, Acton Burnell.
- 21.9.4 Public Session** – the Chairman suspended Standing Orders
- 21.9.4.1 **Airband** – Clive Leworthy, Community Ambassador for Airband, gave a presentation and question and answer session on the Connecting Shropshire project. Installation of superfast fibre broadband directly to properties which are currently unable to receive this service began in Quarter 1 and is scheduled to be completed in Quarter 3. Airband superfast broadband should be available to most of the parish in the coming months, potential customers can check availability and register their interest on the Airband website. The service does not require a telephone line. After 18 months the service will become available via other Internet Service Providers.
Standing Orders were reinstated.
- 21.9.5 Confirmation and Acceptance of the Minutes of the Previous Meeting:**
- 21.9.5.1 Members agreed that the minutes of the previous meeting on 13 July 2021 should be amended to clarify that the Council is seeking a temporary rather than permanent closure of the bridleway at Bentley Ford Farm under item 21.7.13.1.2. With this amendment members confirmed that the minutes were a correct record. Cllr Long proposed to accept the amended minutes, Cllr Ball seconded and all agreed.
- 21.9.5.2 Members confirmed that the minutes of the extraordinary meeting on 19 August 2021 were a correct record. Cllr Hotchkiss proposed to accept the minutes, Cllr Faulkner seconded and all agreed.
- 21.9.6 Police Report:** No report was received.
- 21.9.7 Shropshire Councillor's Report:** Shropshire Cllr Morris reported the following:
- Shropshire Council approved the Local Plan (2016-2036) in July and will find out in the New Year whether it is signed off by the Government;
 - The plan for the North West Relief Road has been amended to reduce carbon pressure and budget;
 - Shropshire Council wards are scheduled for boundary review;
 - There have been some changes in the structure of the Council's planning department with a new cabinet member and lead officer.

Signed:
Date:

Chairman

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Cllr Harrison raised the issue that, despite being designated as 'Open Countryside', the parish's population is still growing and Shropshire Council could do more to help the Parish to improve amenities in line with population growth.

Action: Cllr Morris to chase an update on CIL funding for the proposed footway extension to Stoneleigh in Acton Burnell.

21.9.8 Finance:

21.9.8.1 The Council received the list of Accounts for payment, as outlined below. Cllr Long proposed to pay all accounts listed, seconded by Cllr Ball and agreed by all.

Payee	Item	Amount £
Clerk	July Pay	293.08
O2	Mobile phone	9.73
Clerk	Aug Pay and additional hours	669.80
O2	Mobile Phone	9.73
Pitchford Village Hall	Lightsource Community Benefit Fund Grant	15,000.00
Total		15,982.34

21.9.8.2 Cllr Ball proposed to accept the Bank Reconciliation, seconded by Cllr Morgan and agreed by all.

21.9.8.3 Cllr Long proposed to agree payment for the Clerk's extra 16 hours worked, seconded by Cllr Hotchkiss and agreed by all.

21.9.8.4 The Council reviewed expenditure against budget year to date. Cllr Culliss proposed to approve the predicted overspend on salary, seconded by Cllr Ball and agreed by all.

21.9.8.5 The Council agreed to set up a working group comprising Cllr Ball, Cllr Harrison, Cllr Culliss and Cllr Hotchkiss to brainstorm forward planning for Lightsource Funds and report back to Council at its meeting in January 2022.

21.9.9 General Power of Competence

21.9.9.1 Council approved the agreement drawn up for the Council to pay the Clerk's training fees and hours to complete CiLCA training and the conditions for the Clerk to repay funds should she fail to complete the course or leave employment within 3 years of completion.

Action: Cllr Harrison to circulate finalised document.

21.9.10 PC Working Documents

21.9.10.1 Cllr Ball proposed adopting the Terms of Reference for the Staff Grievance Committee, Staff Grievance Policy and Staff Disciplinary Policy, seconded by Cllr Culliss and agreed by all.

21.9.10.2 Cllr Long proposed adopting the Press/Media policy, seconded by Cllr Morgan and agreed by all.

21.9.10.3 Cllr Culliss proposed adopting the Subject Access Request Policy, seconded by Cllr Faulkner and agreed by all.

21.9.10.4 Cllr Long proposed adopting the General Reserves Policy, seconded by Cllr Hotchkiss and agreed by all.

21.9.10.5 Council agreed to defer adoption of the Defibrillator Maintenance Policy to the next meeting. Cllr Culliss suggested that a simple check list similar to that used when

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defibrillator tests are logged with the Circuit could be used as a format for the local records. **Action: Clerk to finish drafting policy for adoption at next meeting.**

21.9.11 Planning:

21.9.11.1 The Council considered the following new planning applications:

Ref: 21/04053/LBC (validated 3/09/2021) Deadline for comments: 4/10/2021)

Address: Acton Lodge, 1 Acton Burnell, SY5 7PA.

Proposal: Replacement of 3No windows affecting a Grade II Listed Building

Council position: Council had no comment on this application.

Ref: 21/03635/VAR (validated 23/07/2021) Deadline for comments: 14/09/2021

Address: Agricultural Buildings Home Farm, Acton Burnell

Proposal: Variation of Condition No. 2 attached to planning permission 18/05229/FUL dated 19 May 2020

Council position: Council took a neutral position on this application but agreed to express its surprise at the number and magnitude of changes, in particular, for example, the size of the dovecote window.

Ref: 21/03631/FUL (validated: 23/07/2021) Deadline for comments: 13/09/2021

Address: The Bungalow, Pitchford, SY5 7DW

Proposal: Erection of single storey side and rear extensions; demolition of existing single storey garage; new cladding to existing walls and new roof coverings

Council position: Council agreed to object to this application on the basis that it is not in keeping with the village, particularly with regard to the block-like design of the extension and the cladding.

21.9.11.2 The Clerk updated the Council on existing applications

Refs: 21/03986/TCA, 21/03985/TCA, 21/03984/TCA, 21/03983/TCA, 21/03982/TCA (validated 18/08/2021) Deadline for comments: 01/09/2021

Address: Various locations at Concord College, Acton Burnell

Proposal: Various works to trees and felling within Acton Burnell Conservation Area. See reports on Shropshire Council's Planning Portal for full details.

Status: Consent by right - trees

Ref: 21/02307/CPL (validated 12/08/2021) - for information only

Address: Frodesley Lodge, Frodesley, SY5 7QH

Proposal: Certificate of lawfulness of proposed use of land relating to the siting of a mobile home

Status: Pending consideration

Council position: Council agreed to email Shropshire Council to outline concerns regarding the definition of this structure as a mobile home and ask for further clarification on this application.

Ref: 21/02860/FUL (validated 07/06/2021)

Address: Croft Cottage, Pitchford, SY5 7DP

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

Status: **Permission refused**

Ref: 21/02425/FUL (validated 12/05/2021)

Address: 2 The Villas, Frodesley

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

Status: **Permission granted**

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

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Date:

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21.9.11.3 The Clerk updated the 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.

Status: See second item in 21.9.11.2 above

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

Address: Adj. Stoneleigh, Acton Burnell

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

Status: No further information available.

21.9.12 Highways Matters:

21.9.12.1 The Clerk is awaiting an update from Shropshire Council regarding broken pipe at Luckington Stud.

21.9.12.2 There were no further highway matters.

21.9.13 Environmental Issues

21.9.13.1 Cllr Harrison is awaiting an update from Shropshire Council on the bridleway at Bentley Ford Farm.

21.9.14 Parish Matters

21.9.14.1 Pitchford Village Hall – Mr M Price provided a written update on the building works which are in progress and going to plan.

21.9.14.2 Frodesley traffic calming and signs – the Clerk is still awaiting design and price options from SC to discuss at next meeting. Cllr Culliss asked that a mirror to help visibility for people turning out of Frodesley be added to the aspiration list.

21.9.14.3 Acton Burnell Post Office and shop – Cllrs Harrison and Long have a meeting with the bursar at Concord College scheduled for October, in which they will ask the College (who own the building) for further information on this matter.

21.9.14.4 Playground – this will be discussed at the meeting with Concord College in October.

21.9.14.5 Acton Burnell-Pitchford footpath – Council agreed to set up a working group comprising Cllr Hotchkiss, Cllr Morgan, Cllr Harrison and, if she wishes, Cllr Johnson to look into the feasibility of a footpath and hold exploratory talks with landowners.

Action: Cllr Harrison, Cllr Morgan, Cllr Hotchkiss to look at maps for potential route.

Action: Clerk to contact SC for advice on the process for creating new permissive footpath.

21.9.14.6 There were no additional Parish Matters.

21.9.15 Platinum Jubilee lighting beacons

21.9.15.1 The Council discussed possible activities to mark the Queen's Platinum Jubilee celebrations in June 2022. The Council agreed to support beacon lighting plans. Cllr Faulkner will lead on this with A Bruce-Smythe in Ruckley. **Action: Clerk to register this with national event organisers.** The Council also agreed to look into the possibility of planting trees to mark the event, possibly one per household. Cllr Faulkner and Cllr Long will lead on this. **Action: Cllr Faulkner and Cllr Long to look into finding land and organising trees for planting. Action: Clerk to check Woodland Trust website for timelines for receiving free saplings to plant.** The Council agreed not to play a direct role in organising any additional events and that these would be left to local groups to

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organise on an individual basis. Cllr Johnson is considering forming a team to organise an event at Pitchford Hall.

21.9.16 Time, Date and Location of Next Meeting

21.9.16.1 7.30pm, Tuesday 9 November 2021. Pitchford Village Hall.

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Signed:
Date:

Chairman