

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

Parish Council Meeting Tuesday 8 March 2022 at 7.30pm Pitchford Village Hall

MINUTES – DRAFT

22.3.1 The Chairman welcomed all to the meeting and explained the proceedings.

22.3.2 Present: Cllr P Harrison – Chair, Cllr J Long, Cllr C Culliss, Cllr G Davies, Cllr T Johnson, Cllr A Hotchkiss, Cllr K Faulkner, Cllr R Morgan, County Cllr D Morris, Mrs A Morris – Clerk
Public Attendees: Ms F Steer – Balfours LP, Mr C Gallagher - Historic Landscape Consultant, Ms C Rogerson – Golding resident, Mr M Price – Pitchford resident.

Apologies: Cllr G Ball

22.3.3 Declarations of Interest

22.3.3.1 Cllr Morgan declared an interest in Castle (formerly Home Farm) Barns, Acton Burnell.

22.3.4 Public Session

The Chairman brought forward **Agenda item 22.3.17.1.1** – Golding Lane. The Council heard from C Gallagher outlining the history of the track, F Steer who advised regarding the S31.6 declaration, originally lodged in 2011, and C Rogerson who expressed the concerns of Golding residents regarding the application to add the Pitchford-Golding Track to the definitive map as a bridleway. A petition from Golding residents had also been received and circulated.

The Parish Council has been asked by Shropshire Council (SC) for its comments on this application. The Council held a ballot on how to respond; 2 supported the application, 3 opposed it, 3 voted for the Council to make no comment. As noted above, 1 Councillor was absent. The Chairman had the casting vote and the final decision was for the Council to make no comment on the application. **Action: Clerk to inform SC the Council has no comment.**

22.3.5 Confirmation and Acceptance of the Minutes of the Previous Meeting

22.3.5.1 The minutes of the previous meeting in January 2022 were accepted as a correct record following a correction to a figure under 22.1.9.2 which should be £1500 not £2000.

22.3.5.2 The minutes of the meeting in February 2022 were accepted as a correct record.

22.3.6 Police Report – no report had been received.

22.3.7 Shropshire Councillor's Report: Shropshire Cllr Morris reported the following:

- SC's finances are increasingly under pressure with growing social care costs and an increasing percentage of its net budget coming from Council Tax rather than Central Government funding.
- SC Cabinet has approved plans to redevelop the Smithfield Road/Riverside area of Shrewsbury town centre. The Shirehall will be sold without first being demolished.
- Parish Councils will be contacted in the new financial year with a package of traffic calming options including gateways signs and asked to make any expressions of interest. The Parish Council would be responsible for all the costs involved in the survey, purchase and maintenance of signs.

Signed:
Date:

Chairman

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22.3.8 Finance:

22.3.8.1 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.

Account	Payee	Item	Amount £
ABFPR&L	Clerk	February pay	581.18
	O2	Mobile phone	9.73
	HSBC	Bank charges	5.00
	Clerk	Stationery reimbursement	7.24
Lightsource	HSBC	Bank charges	5.00
	Total		608.15

22.3.8.2 Cllr Faulkner proposed to accept the Bank Reconciliation, seconded by Cllr Morgan and agreed by all.

22.3.8.3 Cllr Long proposed to agree payment for the Clerk's extra hours worked (8 hours general, 14 hours CiLCA training), seconded by Cllr Johnson and agreed by all.

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

22.3.8.5 Cllr Faulkner proposed to award the Clerk the NJC Pay Claim for 2021/22 and apply the associated pay rise backdated to April 2021, seconded by Cllr Hotchkiss and agreed by all.

22.3.9 Budget and Precept 2022/23

22.3.9.1 Cllr Hotchkiss proposed accepting the revised budget for 2022/23, which has been updated to include Lightsource and CIL funds, seconded by Cllr Culliss and agreed by all.

22.3.10 Financial Forward Planning

22.3.10.1 Cllr Harrison updated the Council on the financial forward planning working document and Council discussed recommendations for investing and earmarking funds.

22.3.10.2 The Council agreed to earmark £50k funds for future projects identified by the financial forward planning task and finish group. **Action: Clerk to circulate statement regarding earmarking funds for approval at next meeting.**

22.3.10.3 Cllr Harrison proposed the Council invest £50k Lightsource funds in a 12 month high interest term account, seconded by Cllr Long and agreed by all. **Action: Clerk to review account options and arrange for application paperwork to be approved and signed at the next meeting.**

22.3.11 Internal Audit and Governance

22.3.11.1 Cllr Johnson proposed approving the reappointment of Kathy Symonds to undertake 2022 internal audit, seconded by Cllr Morgan and agreed by all.

22.3.11.2 Cllr Culliss proposed Cllr Morgan to be the Member to undertake finance checks and sign the bank reconciliations for the next year, seconded by Cllr Harrison and agreed by all.

22.3.12 PC Working Documents

22.3.12.1 Cllr Faulkner proposed adopting the Training and Development Policy, seconded by Cllr Long and agreed by all.

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22.3.12.2 Cllr Faulkner proposed adopting the Equality and Diversity Policy, seconded by Cllr Long and agreed by all.

22.3.12.3 Cllr Long proposed adopting the Information Security Policy, seconded by Cllr Hotchkiss and agreed by all.

22.3.13 Community Governance

22.3.13.1 The Clerk updated the Council on boundary review consultation.

22.3.13.2 Cllr Long proposed the Council inform SALC there are no desired changes to the Parish Council boundaries, seconded by Cllr Harrison and agreed by all. **Action: Clerk to respond to SALC.**

22.3.14 Vice-Chairman position

22.3.14.1 Councillors were reminded that Cllr Long will step down from this position in May and were asked to consider standing for this role.

22.3.15 Planning:

22.3.15.1 New planning applications:

None received for discussion at this meeting.

22.3.15.2 The Clerk updated the Council on existing applications

Ref: 21/05903/FUL (validated 17/01/22)

Address: Bentley Ford Farm, Enchmarsh, SY5 7QH

Proposal: Conversion of traditional agricultural building to form 1no dwelling

Status: Pending consideration

Ref: 21/04666/VAR (validated 12/10/21)

Address: Site of Swan House, Frodesley

Proposal: Variation of Condition No. 1 attached to planning permission 18/05409/REM dated 16 March 2019 showing amended details of the garage only (not the house)

Status: Pending consideration – but the PC has received notification that the applicant has agreed to revert to the original plan for the garage to be single storey.

Ref: 21/04640/FUL (validated 11/10/21)

Address: Evenwood Cottage, Cound Moor, SY5 6BE

Proposal: Erection of new dwelling following demolition of existing dwelling (whilst retaining the existing annex building to the rear)

Status: Pending consideration

Ref: 21/03635/VAR (validated 23/07/2021)

Address: Agricultural Buildings Home Farm, Acton Burnell

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

Status: Pending consideration

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

22.3.15.3 The Clerk updated the Council on Other Planning Notices

Ref: 21/08329/ENF (validated 29/10/2021)

Address: Cottage Farm House, Frodesley, SY5 7HD

Alleged breach...construction of soakaway without appropriate permission

Status: SC decided on 14/2/22 that drainage meets planning conditions and all building work is complete

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

Address: Frodesley Lodge, SY5 7QH

Issue: Unlawful erection of large wooden framed building

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Action: Clerk to check whether six year planning rule applies once development has been ruled unlawful.

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

Address: Adj. Stoneleigh, Acton Burnell

Issue: Alleged Breach...construction of visibility splays

Ref: 20/02807/ENF (dated 2/09/2020)

Address: Land Adjacent To Frodesley Lane, Frodesley, SY5 7QQ

Issue: Appeal against without planning permission, the change of use of the Land from a permitted agricultural use to a mixed use of agriculture and the storage of vehicles and vehicle body parts not associated with agriculture

Status: All vehicles have been removed. **Action: Clerk to check planning portal for update on outcome of case.**

22.3.16 Highways Matters:

22.3.16.1 The Clerk has not received any updates from SC regarding any highway fault reports.

Action: Clerk to ask Cllr Morris to chase response on water erupting from pavement in Acton Burnell.

22.3.16.2 Frodesley traffic calming and parish gateway signs – see 22.3.7

22.3.16.3 The extension of the footway in Acton Burnell to Stoneleigh is now complete.

22.3.16.4 Other highway matters: **Action: Clerk to report road worn away due to flooding on Frodesley Lane. Action: Clerk to report eroded road near Cantlop Crossroads. Action: Clerk to report drain sticking out near Burnt Oak Corner.**

22.3.17 Environmental Issues

22.3.17.1 Bridleways and Paths – **Action: Cllr Harrison to contact landowner to inquire when temporary bridleway diversion will be signed at Bentley Ford Farm.**

22.3.17.1.1 Golding Lane – See 22.3.4 above.

22.3.18 Parish Matters

22.3.18.1 Playground – Cllr Harrison is in discussions with Concord College.

22.3.18.2 Acton Burnell – Pitchford Footpath – Cllr Harrison is awaiting response from J Nason at Pitchford Hall about the possible route.

22.3.18.3 Concord College Shop – The Parish Council contacted Concord College following concerns from a local resident regarding their on-site shop and has received assurances that all required permissions are in place and the College is committed to retaining the village shop. **Action: Cllr Long to draft response to resident.**

22.3.18.4 Ruckley and Langley noticeboard – a spare key has been located, therefore the noticeboard does not need to be replaced immediately. However, the Council will consider the need to replace all parish noticeboards in the future.

22.3.18.5 No additional matters were discussed.

22.3.19 Platinum Jubilee

22.3.19.1 Tree planting – The PC has secured a location to plant trees in Acton Burnell and will continue to look for locations in the other villages. **Action: Clerk to contact Mr Plant to thank him for offer of land to plant trees.**

22.3.19.2 Beacon Lighting - plans are continuing. **Action: Clerk to complete risk assessment for approval at next meeting.**

22.3.19.3 Sunday picnic

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22.3.19.3.1 Organisation of the Jubilee picnic has been delegated to a 'task and finish' group led by Cllr Johnson and comprised of the Clerk and a group of volunteers from the parish. The Council has allocated the group a budget of a maximum of £1,500 from the Lightsource Community Benefit Fund to fund the picnic. Cllr Johnson will report back to the Council at its regular meetings on budget and costs; plans for the day; ticket sales and procedures for handling cash; and risk assessment and insurance in order to formalise any decisions required to be made by the Parish Council. Any actual payments will go through the Parish Council's usual financial governance procedure and will be approved at a Parish Council meeting.

22.3.19.3.2 Cllr Johnson reported that plans for the Jubilee picnic are going ahead within budget.

22.3.20 Annual Parish Meeting

22.3.20.1 The Council decided that the Annual Parish Meeting would take place on Tuesday 10 May 2022, 7pm at Pitchford Village Hall.

22.3.21 Time, Date and Location of Next Meeting

22.3.21.1 7.30pm, Tuesday 10 May 2022, Pitchford Village Hall.

Signed:
Date:

Chairman