

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

Parish Council Meeting
Tuesday 18 July 2023 at 7.30pm
Pitchford Village Hall

MINUTES – DRAFT

Part 1 – Open to the public

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

23.7.2 Present: Cllr P Harrison – Chair, Cllr G Ball, 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: Mr D Price

23.7.3 Declarations of Pecuniary or Personal Interest – Cllr Davies declared an interest in item 23.7.6 and removed himself from the discussion of this item.

23.7.4 Minutes of Previous Meetings – the minutes of the following meetings were accepted as a correct record:

23.7.4.1 Annual Parish Council Meeting - 3 May 2023

23.7.4.2 Extraordinary Parish Council Meeting - 26 June 2023

23.7.4.3 Staff Appraisal Committee Meeting – 26 June 2023

23.7.5 Public Session – None required

23.7.6 Affordable Housing – It was unanimously agreed that the Council should confirm that Mr A Hazan meets the requirements for strong local connection. **Acton: Clerk to provide Mr Hazan with a letter confirming his local connection.**

23.7.7 Shropshire Councillor's Report:

- Shropshire Council (SC) submitted official response to boundary review. Its position is the same as the Parish Council - that Bayston Hill should not be combined with Burnell. SC also proposed that Bayston Hill should be a standalone ward. A final decision will be made in October.
- All primary school pupils eligible for funding under a new cycling pilot.
- SC Cabinet response to interim finding by Planning Inspector on Local Plan Review identified 4 potential new housing development sites in Shropshire to fulfil unmet need from Black Country.
- Recent SC Cabinet reshuffle. Cllr Morris is now Cabinet Officer for Highways.
- Customer Service Centre (telephone) reducing hours 9am-6pm Mon, 9am-3pm other weekdays.

Finance

23.7.8 The Council approved the following payments:

Account	Payee	Item	Amount £
ABFPR&L	HSBC	Bank charge	5.40
	ICO	Data Protection cert	35.00
	Clerk	June Salary	319.28
	HSBC	Bank charge	5.00
	SLCC	Membership	101.00

Signed:
Date:

Chairman

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

	O2	Mobile Phone	11.89
	HSBC	Bank charge	5.00
	Web Orchard	Website hosting	228.00
	Paul Harrison	Chair's allowance	300.00
Lightsource	HSBC	Bank charge	5.00
	HSBC	Bank charge	5.00
	HSBC	Bank charge	5.00
	Total		1025.57

23.7.9 The Council accepted the Bank Reconciliation as presented by the Clerk

23.7.10 The Council reviewed expenditure against budget year to date

Action: Clerk to review options for further investment of Council funds and to bring proposals to next meeting

23.7.11 The Council reviewed and agreed the CIL neighbourhood fund monitoring form

Action: Clerk to add estimated costs for bus shelter and speed management gateways to committed funds section of form and return

23.7.12 The Council unanimously agreed to fund the Lightsource application from Pitchford Village Hall for costs relating to Coronation pub night. **Action: Clerk to transfer funds (£246.22) to PVH Committee**

Clerk's Report

23.7.13 Report on Actions from the Meetings on 3 May and 26 June 2023:

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
23.5.2,4	Declaration of office forms for Chair and Vice Chair to be signed	Yes	
23.5.21	Dates for the exercise of public rights to be advertised	Yes	Dates changed to 19 June-28 July to meet lead time for advertising.
23.5.32	Amend Standing Orders	Yes	See item 23.7.14
23.5.38	Locum Clerk to forward details of SC Highways Manager to Chair	Yes	
23.6.6	Boundary Commission response to be sent and comments uploaded to Facebook page	Yes	

PC Working Documents

23.7.14 The Council reviewed and agreed the amended Standing Orders, removing the requirement to review most Council policies at the Annual Meeting. Policies will be reviewed over a two year period based on a timetable presented by the Clerk.

Highways Matters

23.7.15 Councillors raised the issue of Road Closed signs being left in place after work is complete or when no work is being undertaken and the road is passable. In addition, signs could often be better placed to indicate more clearly where roads are closed. **Action: Clerk to write to Graham Downes to highlight issue.**

Rights of Way

23.7.16 Oaklands Lane – Cllr Johnson raised the issue that this right of way is not being cleared and is not sufficiently accessible. **Action: Councillor Morris to chase response from**

Signed:
Date:

Chairman

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Andy Wilde. Cllr Johnson also noted that there are many other rights of way which are overgrown or where paths across fields are not marked. **Action: Cllr Johnson to draw up list of examples to report to SC Rights of Way team.**

Planning

- 23.7.17** **New planning applications** - None received since last meeting
- 23.7.18** **The Council noted new planning applications where consultation date has passed:**
- Ref: 23/02173/FUL (validated 31/05/23)
Address: The Warren, Acton Burnell, SY5 7PE
Proposal: Proposal for new glazed lobby at The Warren, Concord College
Status: Awaiting decision
- Ref: 23/01804/FUL (validated 26/5/23)
Address: West Farm, Ruckley, SY57HR
Proposal: Conversion of agricultural barn to holiday let unit
Status: Pending consideration
- Ref: 23/01643/FUL (validated 02/05/23)
Address: Proposed Residential Barn Conversions to the South of Acton Burnell
Proposal: Conversion of 2No. barns and erection of 2No. dwellings (on site of existing Dutch barns to be removed) and associated works
Status: Pending consideration
- 23.7.19** **Other planning notices – no new updates**
- Ref: 19/06414/ENF (validated: 7/2/2019)
Address: Frodesley Lodge, SY5 7QH
Issue: Erection of large wooden framed building in breach of planning regulations
- Ref: 19/06442/ENF (validated: 21/2/2019)
Address: Adj. Stoneleigh, Acton Burnell
Issue: Failure to construct visibility splays.
- Ref: 23/09639/ENF (validated 18/05/23)
Address: Park Gate Farm, Kenley, SY5 6NW
Issue: Planning control breach re change in use of farm to builders yard and erection of a dwelling

Parish Matters

- 23.7.20** Acton Burnell to Pitchford footpath – no progress to report
- 23.7.21** Speed management gateways for villages
Action: Task and finish group to come up with recommendations for potential locations for approval at next meeting. Action: Cllr Morris to ask Dave Gradwell for update on Frodesley speed management following site visit earlier in the year.
- 23.7.22** Frodesley bus shelter replacement
Action: Cllr Harrison to request written itemised quotation from Adrian Evans for approval at next meeting.
- 23.7.23** D-day 80th anniversary beacon – The Council agreed to participate in celebration in June 2024. **Action: Cllrs Long and Faulkner to liaise with Adrian Bruce-Smythe.**
- 23.7.24** OPCC survey – **Action: Cllr Harrison and Clerk to amend draft response and return. Action: Clerk to confirm details of current local SNTs and whether it would be possible to receive regular localised reports.**

Time, Date & Place of Next Meeting

- 23.7.25** 7.30pm on Tuesday 19 September 2023 at Pitchford Village Hall

Signed:
Date:

Chairman

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Part 2 – Not open to the public due to the discussion of confidential personal information

23.7.26 Staffing matters - Council received and agreed recommendations from the Staff Appraisal Committee regarding changing the Clerk's SCP backdated to 1 June 2023, and agreed next appraisal for January 2024.

DRAFT

Signed:
Date:

Chairman