

Acton Burnell Combined Parish Council

Consisting of Acton Burnell, Pitchford, Frodesley, Ruckley & Langley

PARISH COUNCIL MEETING

At Pitchford Village Hall

Tuesday 15th May 2018 at 7.30pm

MINUTES

18.5.1 The Chairman opened the meeting and welcomed all attendees

18.5.2 Present: Cllr K Faulkner – Chairman, Cllr J Long – Vice Chair, Cllr G Ball, Cllr C Culliss, Cllr R Morgan, Cllr T Johnson, Cllr A Argyropulo, Cllr G Davies and E Wicks - Clerk

Apologies: Cllr P Harrison, County Cllr D Morris

18.5.3 The Clerk asked Cllr Faulkner if he wished to remain as Chairman and if there were any other nominations for chairman. Cllr Faulkner advised he wished to stand down as Chairman. Cllr Faulkner nominated Cllr. J. Long. Cllr Ball proposed, Cllr Culliss seconded and was agreed by all present that Cllr John Long be elected Chairman.

18.5.4 The Declaration of Acceptance of Office was signed by Cllr Long and witnessed by the Clerk.

18.5.5 On behalf of the Parish Council (PC) the Chairman thanked Cllr Faulkner for his many years of devoted and successful service as Chairman of the PC and asked Cllr Faulkner if he would be prepared to act as Vice Chair for one year to ensure a smooth handover. Proposed by Cllr Culliss, Seconded by Cllr Johnson and agreed by all present to elect Cllr Faulkner as Vice Chairman.

18.5.6 The Declaration of Acceptance of Office was signed by Cllr Faulkner and witnessed by the Clerk.

18.5.7 Cllr Morgan proposed to re-elect Cllr G ball as representative on LJC (or any derivative group/committee that the LJC becomes). Seconded by Cllr Faulkner and agreed by all,

18.5.8 Members agreed three representatives for Staff Appraisals Committee: Cllr Ball; Cllr Culliss; Cllr Long.

18.5.9 Members agreed three representatives for Staffing Appeals Committee: Cllr Faulkner; Cllr Morgan; Cllr Harrison

18.5.10 Cllr T Johnson declared that she was an employee at Pitchford Hall, it was noted and accepted that Cllr Johnson would not discuss or vote with regard to the planning application from Pitchford Hall.

18.5.11 The member of the public had no comments or questions.

18.5.12 Highways matters

i) The Clerk advised that feedback was not provided to her as items were logged on the Shropshire Council website.

ii) Cllr Morgan noted that the drain was blocked near the back entrance to Concord College. **Clerk to notify SC.**

iii) The trees opposite the entrance to Castle were overgrown. The land is owned by Acton Burnell Estate. **Clerk to notify the agent.**

iv) Cllr Davies noted that a culvert was blocked at Pub Bank by Wheatley Farm and the road was flooding badly. **Clerk to notify SC.**

Signed.....

v) The bridge by Brook Cottage had a number of bricks out and these were now blocking the culvert.

Clerk to notify SC.

vi) The hedges on the entrance to Longnor village were falling into the road. **Clerk to notify Longnor PC.**

vii) Cllr Faulkner noted that trees were overgrown at Clappers Bank. **Clerk to notify Pitchford Estate.**

viii) The stone wall on the Acton Burnell Estate past the Acton Pigott turning had still not been repaired and was partially obstructing the road. **Clerk to notify Acton Burnell Estate and SC.**

Annual Governance and Accountability Return

18.5.13 Cllr Faulkner proposed to accept the Bank Reconciliation for year 2017/2018. Cllr Ball seconded and was agreed by all.

18.5.14 Cllr Johnson proposed to certify the Council as Exempt from a limited insurance review under section 9 of the local Audit (Smaller Authorities) Regulations 2015. Cllr Morgan seconded and was agreed by all.

18.5.15 The Internal Audit report was received and noted. Cllr Long explained the Council's stance on the depreciation of assets. **Clerk to amend Financial Standing Orders to state office equipment will be depreciated by 25% each year. Standing Orders are reviewed annually at the July PC Meeting.**

18.5.16 Cllr Faulkner proposed to agree the Annual Governance Statement for 2017/2018. Cllr Morgan seconded and was agreed by all.

18.5.17 Cllr Long proposed to accept the Accounting Statements for 2017/2018, Cllr Faulkner seconded and was agreed by all. **Clerk to submit appropriate documents to External Auditors.**

18.5.18 Finance

i) Cllr Ball proposed to approve payments of accounts. Cllr Culliss seconded and was agreed by all

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

Clerk to request payment of Lightsource Benefit Grant directly in to Lightsource Account.

iii) Cllr Faulkner proposed to agree the National Pay award for 2017/2018. Seconded by Cllr Morgan and agreed by all.

iv) Cllr Johnson proposed to agree the Clerks extra hours worked. Seconded by Cllr ball and agreed by all.

v) Cllr Ball proposed to agree Chairman's Expenses. Seconded by Cllr Morgan and agreed by all.

18.5.19 The Clerk presented a report with regard to GDPR (see attached). Cllr Long thanked the Clerk for her hard work on this matter and proposed that the PC accept in full the Clerk's report and recommendations. Seconded by Cllr Ball and agreed by all.

18.5.20 Planning:

i) Clerk to update on existing planning applications

- Reference:17/03895/OUT (validated: 08/08/2017)
Address: Swan House, Frodesley, Dorrington, Shropshire.
Proposal: Outline Application for replacement dwelling.
Status: Granted
- 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: Await decision
- Ref: 18/00327/FUL
Address: 1 Rural Cottages, Pitchford
Proposal: Erection of a single garage
Status: Granted
- Ref: 18/00046/FUL
Address: Duffys Cottage, Ruckley
Proposal: Erection of 5 bay garage and store
Status: Withdrawn

Signed.....

- Ref: 18/00048/FUL & 18/00049/LBC
Address: North of Duffys Cottage
Proposal: Conversion to holiday let
Status: Await Decision
- Ref: 18/00730/VAR
Address: Oak Tree Farm, Frodesley
Proposal: Variation to include extending and closing in porch
Status: Granted
- Ref:18/00752/FUL
Address: Frodesley Hall Farm
Proposal: Change of use to accommodation
Status: Granted
- Ref:18/00972
Address: land adj Burnell House – within Acton Burnell conservation area
Proposal: removal of Yew tree
Status: Consent by Right

ii) Council to consider new planning applications

- Ref:18/00944/FUL (validated: 28/03/2018)
Address: Residential Development Site, Stoneleigh Close, Acton Burnell, Shropshire
Proposal: Erection of two dwellings
Council Agreed to Object. Plots totally unsuitable, reasons given.
- Ref: 18/01471/FUL (validated: 04/04/2018)
Address: Croft Cottage, Pitchford, Shrewsbury, Shropshire, SY5 7DP
Proposal: Erection of two-storey rear extension
Council Agreed to Support.
- Ref: 18/01060/FUL (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.
Council agreed to Support.
- Ref: 18/01973/AGR
Address: Frodesley Grange Farm, Frodesley, Shrewsbury. SY5 7HX.
Proposal: Erection of General Purpose Farm Building for Storage of Machinery, fodder and the Provision of a Covered Feeding
Notification Only.

iii) No new applications received after 08/05/17

18.5.21 Minutes of Previous Meeting: Cllr Faulkner proposed Acceptance of Minutes of 13th March 2018. Seconded by Cllr Culliss and agreed by all.

18.5.22 LJC: No LJC meeting. Cllr Ball provided a report from the Business Meeting of representatives. Decision to made if LJC relevant or merits existing as a different group.

18.5.23 Parish Matters.

- i) Police Commissioners Survey. Chairman to respond.
- ii) Telephone Boxes. **Clerk to contact a new specialist local company to request they assess the boxes in Pitchford and Acton Burnell and quote for all necessary works to restore them.**
- iii) Village Views & Directory. No further grant required at this time, as advertising revenue will cover production costs.
- iv) Parish Plan.

The Chairman reported that the Annual Parish Meeting had gone well. In addition to a very interesting briefing on Shropshire Council by its leader Peter Nutting, Lisa Bedford the Senior Community Engagement Officer had delivered a very helpful talk on Parish Plans. There was now a need to arrange an initial meeting to scope the project with one councillor from each village attending. Cllr Harrison (AB), Cllr Johnson (P), Cllr Culliss (F), Cllr Ball (R&L) were tasked with this together with the Clerk. It was suggested that Lisa Bedford be asked to attend this initial meeting. **Clerk to organise this initial meeting.**

Signed.....

Clerk to write to thank Peter Nutting and Lisa Bedford for attending the Annual Parish Meeting.

v) Other: The PC had received a speculative donation request. **Clerk to respond and advise that the PC only considered charitable donations or grants to organisations that were directly involved with local matters.**

* Cllr Culliss still has issues with the PC email address **Clerk to check.**

* It was suggested that, to avoid accusations of bias towards the Village Hall with regard to any possible future applications for funding, 3 of the 6 regular PC Meetings should be held at Concord College. **Chairman to contact the Principal to see if they could accommodate the meetings.**

18.5.23 Date and time of next meeting; Tuesday 10th July 2018. 7.30pm.

Signed.....