

Hopton Wafers Parish Council

Minutes of Meeting of the Parish Council held on Monday 14th May 2018 at Cleeton St Mary Village Hall commencing at 7pm.

Chairman: Cllr John Price

Clerk: Mrs D McBride.

Present: Cllr John Price, Cllr Derek Bytheway, Cllr Sue Turner, Cllr Roger Hayward, Cllr Peter Cuthbert, Cllr Barry Buffery, Cllr Harold Deane and Cllr Linda Clayton.

- 100/01 Election of Chairman and receive signed Declaration of Acceptance of Office
Cllr John Price was elected Chairman (proposed Cllr Hayward, seconded Cllr Bytheway). Cllr Price signed the Declaration of Acceptance of Office.
- 100/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office
Cllr Roger Hayward (proposed Cllr Clayton, seconded Cllr Buffery) and Cllr Derek Bytheway (proposed Cllr Deane, seconded Cllr Buffery) were elected as Vice-Chairmen. Cllr Hayward and Cllr Bytheway signed the Declaration of Acceptance of Office.
- 100/03 To receive apologies and reasons for Absence from Members
Cllr John Thomson – personal commitment.
Unitary Cllr Madge Shingleton – Kinlet Council meeting.
Unitary Cllr Gwilym Butler – Kinlet Council meeting.
- 100/04 Declarations of Interest
There were no declarations of interest.
- 100/05 Public Participation Session
There were no members of public present.
- 100/06 To confirm the Minutes of Parish Council Meeting held on Monday 12th March 2018
It was RESOLVED that the minutes of the Parish Council Meeting held on Monday 12th March 2018, be signed and ADOPTED as a true record.
- 100/07 Matters Arising/Clerk and Councillors' Reports since the last meeting
S.137 Donations – letters of thanks have been received for our donations to Cleobury Youth Partnership and Hopton Wafers PCC.
Highways – potholes and road issues reported regularly. Streetscene were due to be litter picking along the main road in April. Fly tipping reported near Ashcroft has been removed.
Policing – Free property marking session at Clee Hill Village Hall on Monday 21st May, 12 noon – 3.30pm. Cleobury Crime Reduction Meeting is also on Monday 21st May at 11am at the Sports & Social Club. There have been positive reports received regarding PCSO Matthews' attendance at the Annual Parish Meeting.
Lengthsman's Report – Mr Bargman gave an overview of work undertaken over the past year following his written report presented at the last meeting. He has recently filled pot holes on Catherton Lane and in Hopton Wafers near the Village Hall; drains have been cleared near Crown Cottages, along Woodhouse Lane and Stockhall Lane; the bus stops have been checked and litter removed; paths cleared at Doddington near cattle grid. A new strimmer head and cord has been purchased as well as some replacement safety equipment. Council thanked Mr Bargman for his work and are happy for him to carry on in this capacity. Council will chase the order for more tubs of tarmac. Boards missing off the bus shelter at Hopton Bank will be checked.
- 100/10 Approve Payments
Council RESOLVED to approve the following payments:
i) Clerk's Salary - £318.96 (Standing Order)
ii) Lengthsman salary and equipment – £161.21 (Cheque)
iii) SALC – Affiliation Fee - £306.28 (Cheque)
iv) Came & Co – annual insurance - £384.83 (Cheque)
v) Doddington Village Hall – room hire - £54.00 (Cheque)
vi) Mrs D McBride – Clerk's admin expenses - £116.14 (Cheque)

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100/08 Annual Review of Council Procedures and Committees

- i) Council reviewed roles and appointments to Parish Council committees. These were agreed as follows:-
 - Emergency Officer – Cllr John Thomson (reserve Cllr John Price).
 - Parish Plan Review reps – Cllr Linda Clayton and Cllr Sue Turner.
 - Highway Maintenance reps – Cllr Harold Deane (Coordinator), Cllr John Thomson and Cllr John Price.
 - Quality Council Project Manager – Cllr John Price.
 - Staffing Committee – Cllr John Price, Cllr Linda Clayton and Cllr Roger Hayward.
 - Disciplinary and Grievance Committee – Cllr Harold Deane, Cllr Derek Bytheway and Cllr Roger Hayward.
 - Appeals – Chairman John Price in first instance.
- ii) Council reviewed the representatives to outside bodies and agreed the following:-
 - SALC Reps – Cllr Barry Buffery and Cllr John Price.
 - LJC Rep – Cllr Sue Turner (reserve Cllr John Price).
 - Clee Hill Commoners Association Rep – Cllr Linda Clayton (reserve Cllr Peter Cuthbert).
 - Clee Hill Partnership Rep – Cllr Linda Clayton (reserve Cllr Peter Cuthbert).
 - Cleobury Patient's Voice Rep – Cllr Linda Clayton.
 - Hopton Wafers Village Hall Committee Reps – Cllr Derek Bytheway and Cllr Roger Haywood.

Council reviewed the Non-Councillor roles and confirmed that Mr Hodge has been managing the web-site until recently but it needs updating urgently. Clerk to contact Mr Hodge to request access to web-site and report back to next meeting.

- iii) Council RESOLVED to set the meeting dates and venues for the forthcoming year as follows:
June 11th (Doddington), July 9th (Hopton Wafers), August 13th (Doddington), September 10th (Hopton Wafers), October 8th (Doddington), November 12th (Hopton Wafers), December 10th (Doddington), January 14th (Hopton Wafers), February 11th (Doddington), March 11th (Hopton Wafers), April 8th (Doddington), May 13th (Hopton Wafers).
Notices will be displayed around the parish advertising the meeting calendar and informing parishioners that they are welcome to attend any Council meeting and can raise matters during the Public Participation Session at the beginning of each meeting.
- iv) Council reviewed the following council policies: -
Standing Orders – Council RESOLVED to approve the updated Standing Orders.

The following policies were reviewed:

Financial Regulations (adopted 04.08.14, updated May 2017).

Code of Practice in Handling Complaints (adopted 12.07.10, updated May 2017).

Press and Media Policy (adopted June 2017).

Public Participation Policy (adopted 14.02.11).

Freedom of Information Policy and Model Publication Scheme (adopted 10.05.10)

Data Protection registration is renewed each January.

Council RESOLVED to approve these Council policies as being correct and up-to-date but realize they may require slight amendments following implementation of the new General Data Protection Regulations.

As required in the new Standing Orders a policy covering Employment matters will be drafted for approval for the next meeting.

- v) Council reviewed the Asset Register and RESOLVED to confirm it was up-to-date. Risk Assessments were reviewed and Council RESOLVED to confirm that they were correct. The insurance schedule has been reviewed against our requirements and Council RESOLVED to confirm it met our needs.

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100/09 General Data Protection Regulations

To review compliance with new legislation

- i) The Clerk reported on the progress of GDPR legislation and requirements of the Parish Council. Council members must understand its obligations under GDPR and the process necessary as we work towards compliance. Local training will be available for council members in the Bridgnorth and Ludlow areas again soon and it is vital that some members attend and report back to advise Council.
- ii) The Clerk is reviewing all data held, destroying that which is no longer needed and will list all files kept. We need to formulate a Retention Policy to monitor data storage and processing.
- iii) Council RESOLVED to adopt the Data Consent Forms and Privacy Notices as advised by SALC.

100/11 Planning Matters

(a) Planning Applications:

- i) Reference: 18/01447/FUL (validated: 05/04/2018)
Address: Land Adjacent The Dingle, Hopton Wafers.
Proposal: Erection of 2no detached dwellings with garages and formation of vehicular access
Applicant: Mr And Mrs Perry (Hillocks Farm, Hopton Wafers, DY14 0EB)
Outcome: Council RESOLVED to object to this planning application due to the impact on the character and appearance in the village and conflict with Shropshire Council's Core Strategy. The design and style is inappropriate and will stand out against the predominantly brick houses. The houses are very close to the lane and will appear imposing. Whilst keeping the ancient hedge is an improvement the proposed trees could obscure visibility for road users and neighbours. Highway safety is still a major concern as the entrance to the site is onto a narrow lane, barely 3m wide in places, with high verge/hedges, two blind bends and no passing places. Council is extremely disappointed and concerned that Highways think the site entrance is safe. Any site works from this entrance will cause severe damage and disruption to the locale and create serious dangers for other road users, let alone the on-going issues of the new residents accessing/egressing from the drive. The current pasture has a rich ecological environment, despite reports to the contrary - again Council is disappointed in Shropshire Council's lack of regard for the rural environment and the habitats which will be destroyed. Council feel that the proposals continue to conflict with CS4, CS6 and our SAMDev statement where only limited number of single plot affordable houses would be acceptable in Hopton Wafers and Doddington villages. Seven houses have already been permitted in Hopton Wafers. Five houses/plots are currently for sale in Hopton Wafers and we feel there is no need for additional houses at this moment. Building more houses in Hopton Wafers is not sustainable as there are no facilities nor services in the village. There is no shop, no school and an irregular bus service hence residents will need cars to go about their daily lives, with a greater environmental impact.
- ii) Reference: 18/01800/FUL (validated: 30/04/2018)
Address: Land East Of The Woodlands Farm, Cleeton St Mary, DY14 0QU
Proposal: Erection of agricultural worker's dwelling (revised scheme)
Applicant: Mr & Mrs Bowen (Tyglas, Hopton Bank, DY14 0QH)
Outcome: Council RESOLVED to support this application as the only revision to the previously approved application (ref 16/04511/FUL) is a change of location for the agricultural dwelling resulting in the removal of the pole barn. Council expect that Shropshire Council will amend the S.106 agreement on the agricultural dwelling with reference to the new plans/drawings.

(b) Planning Decisions - FOR INFORMATION ONLY:

- i) Reference: 18/00523/FUL (validated: 31/01/2018)
Address: Glasshouse Cottage, Hopton Bank, Hopton Wafers, DY14 0QH
Proposal: Application under Section 73A of the Town and Country Planning Act 1990 for erection of a garage and workshop
Applicant: Mr S Evans
- ii) Reference: 17/05408/FUL (validated: 20/11/2017)
Address: Upper Down Farm Barn, Doddington, Cleobury Mortimer, DY14 0DL
Proposal: Erection of an outbuilding for indoor swimming pool and games room to serve a barn with existing planning permission (SS/1/04/15524/F)
Decision: Grant Permission

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(b) Planning Decisions - FOR INFORMATION ONLY (cont'd)

- iii) Reference: 18/01276/FUL (validated: 15/03/2018)
Address: Oaktree Cottage, Cleeton St Mary, DY14 0QP
Proposal: Erection of detached garage with office/study over
Applicant: Mr K Phillips
Decision: Grant Permission
- iv) Reference: 17/05546/FUL (validated: 27/11/2017)
Address: Land opposite Ditton Mill Caravan Park, Doddington. DY14 0DJ.
Proposal: Installation of outfall/dissipation structure adjacent to Hopton Brook.
Applicant: Severn Trent Water Ltd.
Decision: Grant Permission

(c) To receive updates on outstanding planning matters:

- i) Council noted that the Clerk has written again to the Planning Inspector's office requesting an opinion on recent developments at Doddington Heights. There has been a lot of groundwork taking place and concerns raised over the lost amenity of the lower part of the field site.
- ii) Council noted that concerns regarding installation of fuel tanks at the Hopton school building would be covered by the Building regulations.
- iii) On-going concerns regarding the lack of progress at the building site near the water works in Hopton village have been raised as well as the lack of CIL money for the community.
- iv) Councillors raised concerns that there may be many more than the proposed 14 houses for Doddington (6-8 affordable and 4-6 market houses). Council feel it is vital to be involved with the Local Connections aspect of this and will formally request the ages and locations of the 15 families wanting affordable housing in Hopton Wafers.

100/12 Unitary Councillors' Reports

There were no Unitary Councillors present.

100/13 Consultations/Surveys

- i) Council discussed and gave opinion on the West Mercia Police & Crime Commissioner's town and parish council survey. Clerk will complete and return.
- ii) Council discussed the proposed mobile service for Clee Hill now that the Post Office has closed. Council will raise concerns over safety due to the vulnerability of a post office van in an isolated car park but also question the time periods offered – half an hour is ridiculously short and not viable.
- iii) Council discussed and support the proposed updated Environmental Maintenance Grant regulations.

100/14 Parish Matters/Highways

- i) Council discussed the proposal for double yellow lines outside Hopton School building. There have been a few issues recently with vehicles parked at the front of the building but a long-term concern that when the houses are occupied the new residents will park on the road for easy access to their homes. Council agreed that parking can be a problem at times but most people park considerately. As there would be no enforcement of double yellow lines Council would not support this proposal.
- ii) Cllr Bytheway raised on-going concerns about the disabled parking in Cleobury being abused. There is also a problem with parking on pavements and double yellow lines. Cllr Buffery will raise this with Cleobury Crime Group meeting and the Clerk will raise this with Cleobury's Clerk.

100/15 Future Agenda Items

Update on mains drainage at Hopton Bank from Severn Trent Water. Request MQP to replace marker posts at Cuckoo Quarry. Cllr Bytheway asked if members of the House of Lords have to declare Pecuniary Interests on EU matters as they are landowners. Cllr Turner asked for a discussion on the proposed downgrading of the Princess Royal Hospital. Cllr Bytheway has still not received a clear response to his question on the cost of training nurses in Shropshire. Quotes required for proposed bus shelter. Update on outstanding CIL money.

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100/16 Date and Time of Next Meeting

The next Parish Council meeting will be held on Monday 11th June 2018 at 7pm at Doddington Village Hall. The meeting closed at 9.35pm.

It was agreed at the Parish Council Meeting (Minute Ref 101/04) that these minutes are a true record of the meeting, subject to the following corrections:-

J Price

Signed.....Chairman

11/06/18

Date.....