

Hopton Wafers Parish Council

Minutes of Meeting of the Parish Council held on Monday 13th May 2019 at Hopton Wafers Village Hall commencing at 7pm.

Chairman: Cllr John Price

Clerk: Mrs D McBride.

Present: Cllr John Price, Cllr Barry Buffery, Cllr Derek Bytheway, Cllr Roger Hayward, Cllr Harold Deane, Cllr Sue Turner.

- 112/01 Election of Chairman and receive signed Declaration of Acceptance of Office
Cllr Roger Hayward was elected Chairman (proposed Cllr Price, seconded Cllr Bytheway). Cllr Hayward signed the Declaration of Acceptance of Office.
- 112/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office
Cllr Barry Buffery was elected Vice-Chairman (proposed Cllr Turner, seconded Cllr Deane) and signed the Declaration of Acceptance of Office.
- 112/03 To receive and accept apologies and reasons for Absence from Members
Cllr Peter Cuthbert – holiday.
Cllr Linda Clayton – family reasons.
Unitary Cllrs Madge Shingleton and Gwilym Butler – other meetings
- 112/04 Declarations of Interest
There were no declarations of interest made.
- 112/05 Public Participation Session
There were two members of public present. Concerns were raised over a new planning application for two additional houses off Earls Ditton Lane through a site with contentious planning matters outstanding. Waste fires are still continuing and there are issues with dogs. The impact of any further housing will affect the road and junction onto the A4117.
- 112/06 To confirm the Minutes of Parish Council Meeting held on Monday 8th April 2019
It was RESOLVED that the Minutes of the Parish Council Meeting held on Monday 8th April 2019, be signed and ADOPTED as a true record. Cllr Bytheway felt it should be noted that the Parish Council were not told that defibrillator pads and battery need to be replaced every time they are used which has financial implications for the Parish Council.
- 112/07 Matters Arising/Clerk and Councillors' Reports since the last meeting
- i) Clerk's Report
Road Closure: Hopton Bank End of to Sproseley Farm Jcn, Hopton Wafers
Start Date: 17th July 2019 **End Date:** 22nd July 2019
Purpose: Road Closure: Ex Long >12m Full Ex 32mm MDPE new water connection 3x32mm MDPE for domestic dwellings Carriageway type 4 (up to 0.5 MSA) Job in Carriageway.
Works Promoter: Severn Trent Water
Enforcement pattern for Hopton Bank End of to Sproseley Farm Jcn, Hopton Wafers: 24hrs
- Defibrillators
Two new defibrillator pad sets have been ordered – one to replace the set at Hopton Bank Garage and a spare set to be kept by the Clerk.
- Environmental Maintenance Grant
Report sent to Shropshire Council for last year. Have asked if we can keep grant and use up this year as we didn't have time to organize the ditching.
- The Good Councillor Guide
This has been updated and available to purchase. Councillors to let Clerk know if they would like one ordered.

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112/07 Matters Arising/Clerk and Councillors' Reports since the last meeting (cont'd)

Place Plan

Cllr Buffery, Cllr Turner and the Clerk attended the Place Plan meeting held on Thursday 9th May. It was well attended from all neighbouring parishes and officers from Shropshire Council – Vicky Turner (Place Plan Officer), Ian Kilby (Planning Services), Steve Brown (Highways, Transport, Waste) and Phil Wilson (Education). Cllr Buffery confirmed that not much has been actioned since the original Place Plan was set up many years ago. There are a lot of wishes for infrastructure but little detail on their funding and implementation. The revised Place Plan will be available in next few weeks and is to be reviewed by each Parish Council and submitted to Vicky Turner. Council needs to think about what it would like to include and discuss this at the next Council meeting. Cllr Buffery spoke to Steve Brown at this meeting about our on-going highway issues and is expecting a call back soon.

- ii) Lengthsman Report – Mr Bargman has cleared drains in Hopton Wafers village, Court Bank, Woodhouse and Stockhall Lanes as well as strimming grass on islands and clearing litter.

112/08 Annual Review of Council Procedures and Committees

- i) Council reviewed councillors roles, appointments to Parish Council committees and representatives to outside bodies. These were agreed as follows:-
- Emergency Officer – Cllr John Price.
 - Parish Plan Review reps – Cllr Linda Clayton and Cllr Sue Turner.
 - Highway Maintenance reps – Cllr Harold Deane (Coordinator) and Cllr John Price.
 - Staffing Group – Cllr John Price, Cllr Linda Clayton and Cllr Roger Hayward.
 - Disciplinary and Grievance Group – Cllr Harold Deane, Cllr Derek Bytheway and Cllr Roger Hayward.
 - Appeals – Chairman Cllr Roger Hayward in first instance.
 - SALC Reps – Cllr Barry Buffery and Cllr John Price.
 - LJC/Place Plan Reps – Cllr Sue Turner and Cllr Barry Buffery (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 Rep – Cllr Roger Haywood.

Council confirmed that Mr Chris Bargman would continue as Web-site/IT specialist.

- ii) Council RESOLVED to set the meeting dates and venues for the forthcoming year as follows:
June 10th (Doddington), July 15th (Hopton Wafers), August 12th (Doddington), September 9th (Hopton Wafers), October 14th (Doddington), November 11th (Hopton Wafers), December 9th (Doddington), January 13th (Hopton Wafers), February 10th (Doddington), March 9th (Hopton Wafers), April 20th (Doddington), May 11th (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.
- iii) Council RESOLVED to approve all policies, which had been updated with minor amendments following the implementation of General Data Protection Regulations, as follows:
Standing Orders
Financial Regulations
Code of Practice in Handling Complaints
Press and Media Policy
Public Participation Policy
Freedom of Information Policy, Model Publication Scheme (Data Protection registration is renewed each January), all Data Protection and GDPR Policies and Notices – further polices to be adopted next month.
Employment Policies and Procedures.
- iv) 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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112/09 Financial Matters

- i) Council noted receipt of Precept and Neighbourhood Fund - £18,027.42
 - ii) There were no conflicts of interest declared with PKF Littlejohn LLP.
 - iii) Council considered and NOTED the Internal Auditor's Report.
 - iv) Council considered and RESOLVED to approve AGAR Section 1 - Annual Governance Statements 2018/19.
 - v) Council considered and RESOLVED to approve the accounts and bank reconciliation for year ending 31st March 2019.
 - vi) Council considered and RESOLVED to approve AGAR Section 2 - Accounting Statements 2018/19.
 - vii) Council considered and RESOLVED to certify the Parish Council's exemption from a limited assurance review.
- All relevant sections of the Annual Governance and Annual Return were duly completed and signed.

112/10 Payments

- (a) Council RESOLVED to approve the following payments:
- i) Clerk's Salary (May) - £340.89 (Cheque)
 - ii) HMRC – PAYE (May) - £8.40 (Cheque)
 - iii) Mr C Bargman – Highway Maintenance - £50.00 (Cheque)
 - iv) Came & Co – annual insurance - £380.81 (for long-term three-year agreement) (Cheque)
 - v) Andrew Deptford – 2 x replacement Defibrillator packs - £228.00 (Cheque)
 - vi) SALC – Affiliation fees - £310.94 (Cheque)

112/11 Planning Matters

- (a) To consider new planning applications:
- i) Reference: 19/01628/FUL (validated: 11/04/2019)
Address: Birches, Cleeton St Mary, Kidderminster, Shropshire, DY14 0QR
Proposal: Erection of a two-storey extension and alterations
Applicant: Mrs D Jordan (The Birches, Cleeton St. Mary, DY14 0QU)
Outcome: Council RESOLVED to have no major objections to the proposals providing the extensions clearly remain subservient to the original dwelling and that all Listed Building considerations are observed.
 - ii) Reference: 19/01629/LBC (validated: 11/04/2019)
Address: Birches, Cleeton St Mary, Kidderminster, Shropshire, DY14 0QR
Proposal: Erection of a two storey extension and alterations affecting a Grade II Listed Building
Applicant: Mrs D Jordan (The Birches, Cleeton St. Mary, DY14 0QU)
Outcome: Council RESOLVED to have no major objections to the proposals providing the extensions clearly remain subservient to the original dwelling and that all Listed Building considerations are observed.
 - iii) Reference: 19/01533/FUL (validated: 03/04/2019)
Address: Proposed Affordable Dwelling SE Of Oaktree Cottage, Cleeton St Mary, Shropshire
Proposal: Erection of affordable dwelling and detached garage; installation of package treatment plant
Applicant: Mr L Phillips (Oaktree Cottage, Cleeton St Mary, DY14 0QP)
Outcome: Council RESOLVED to support these proposals for an affordable dwelling.
 - iv) Reference: 19/01832/FUL (validated: 03/05/2019)
Address: Turf House, Catherton, Kidderminster, Shropshire, DY14 0JH
Proposal: Erection of extensions to dwelling, to provide disabled accommodation and erection of a timber studio building to provide carer accommodation and physio room
Applicant: Mrs S Morrison
Outcome: Council RESOLVED to support this application.

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112/11 Planning Matters

(a) To consider new planning applications (cont'd):

- v) Reference: 19/01329/FUL (validated: 16/04/2019)
Address: Proposed Residential Development Land To The South Of, Doddington, Shropshire
Proposal: Erection of 2no. detached dwellings
Applicant: Mr Wade Davies (18 Furlongs Road, Cleobury Mortimer, DY14 8AR)
Outcome: Council RESOLVED to strongly object to this application due to being speculative market housing in open countryside. Also, the local highways are unsuitable for the additional traffic which would be created on an already unsuitable lane and junction with the A4117. Planning and Highways must consider the cumulative impact of all the recent planning applications in this area and the Parish Council will urge them to listen to our concerns.

(b) Planning Decisions (for information only)

- i) Reference: 19/00585/FUL (validated: 01/03/2019)
Address: Roche Head Farm, Hopton Wafers, Shropshire, DY14 0HD
Proposal: Use of annexe as holiday accommodation, and erection of extension linking it to main dwelling
Decision: Grant Permission
- ii) Reference: 18/05808FUL (validated: 18/12/2018)
Address: Development Land West of Water Works, Hopton Wafers, DY14 0HD
Proposal: Erection of 1no dwelling (modification to previously approved 13/05064/FUL- plot 1 only)
Decision: Grant Permission

(c) To receive updates on outstanding planning matters:

- i) 18/03718/FUL – erection of two dwellings adj to The Dingle. This is still pending consideration.
ii) 18/05739/FUL – Earls Ditton Lane – erection of two dwellings. Continuing concerns were raised regarding the current use of the site but the planning application is still pending consideration.
iii) 18/04598/FUL – glamping site in Hopton Wafers. This is still pending consideration.

112/12 Unitary Councillors' Reports

There were no Unitary Councillors present but they will be attending the Annual Parish Meeting next week.

112/13 Parish Matters/Highways

- i) The Parish Plan review needs moving on – Clerk to contact those involved for an update.
ii) The Clerk and Cllr Buffery are chasing up Highways to discuss the proposed bus shelter and other highway/speed management issues.
iii) The cattle grid at the top of New Road needs emptying.

112/14 Future Agenda Items

Data Retention and Management of Information Policy and further GDPR Policies and Notices to be adopted.
Place Plan Review

112/15 Date and Time of Next Meeting

The next Parish Council meeting will be held on Monday 10th June 2019 at 7pm Doddington Village Hall.
The Annual Parish Meeting is being held on Monday 20th May 2019, 7pm at Hopton Wafers Village Hall.

The Chairman thanked everyone for their support and closed the meeting at 8.40pm.

It was agreed at the Parish Council Meeting (Minute Ref 113/04) that these minutes are a true record of the meeting, subject to the following corrections:-

R Hayward **10/06/19**
Signed.....Chairman **Date.....**