

Hopton Wafers Parish Council

Minutes of Meeting of the Parish Council held on Monday 11th May 2020 using the Zoom on-line facility commencing at 7pm.

Present: Chairman Cllr Barry Buffery, Cllr Sue Turner, Cllr Peter Cuthbert, Cllr Mark Humpage and Clerk Mrs D McBride.

The Chairman welcomed everyone to the meeting and expressed disappointment that some councillors had not joined this important meeting nor sent apologies.

- 123/01 Election of Chairman and receive signed Declaration of Acceptance of Office
Cllr Barry Buffery was elected Chairman (proposed Cllr Deane, seconded Cllr Turner). Cllr Buffery will sign the Declaration of Acceptance of Office as soon as practicable.
- 123/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office
Cllr Sue Turner was elected Vice-Chairman (proposed Cllr Deane, seconded Cllr Humpage). Cllr Turner will sign the Declaration of Acceptance of Office as soon as practicable.
- 123/03 To receive and accept apologies and reasons for Absence from Members
Cllr Linda Clayton and Unitary Cllr Madge Shineton – technology issues and unable to join meeting.
Cllr H Deane, Cllr J Price, and Cllr Derek Bytheway had given apologies as they were unable to join the on-line meeting but had given their comments on the Agenda to the Clerk prior to the meeting.
Unitary Cllr Gwilym Butler – unwell.
- 123/04 Declarations of Interest
Cllr Turner declared an interest in Agenda Item 123/11 Planning Application – West of Bridge Cottage.
- 123/05 Public Participation Session
There were no members of public present.
- 123/06 To confirm the Minutes of Parish Council Meeting held on Monday 9th March 2020
The Minutes of the Parish Council Meeting held on Monday 9th March 2020 were taken as read and will be signed as soon as practicable.

123/07 Matters Arising – Clerk/Lengthsman and Councillors' Reports

Clerk's Report – issued prior to meeting to all members

Implications of Coronavirus on Parish Council

The April Parish Council meeting could not be held due to Government restrictions. At the time of writing this report we are still in a lockdown period and so the May meeting will be held remotely by Zoom. Those councillors not able to access the internet will have the opportunity to participate by telephone or make their comments on the Agenda prior to the meeting. Members of the press and public are welcome to join the meeting but can only speak during the Public Participation session. We have a timed meeting of 45 minutes and so all reports will be issued with the Agenda and not read verbally at the meeting. The Annual Parish Meeting for Monday 18th May has also been cancelled but we may hold this meeting later in the summer. Going forward, dependent on Government guidance, we may not be able to hold Parish Council meetings in person for several months but we continue to function and will hold meetings in other formats. Councillors and the Clerk are available by telephone or email as usual.

Place Plan/CIL funds

The Clerk had forwarded the detailed all the changes and points covering Hopton Wafers parish in the updated Place Plan to the councillors by email. There are no changes to make at this point but the question of whether CIL Local could be used towards Village Hall projects and road safety measures rather than Neighbourhood Fund remains though. Vicky Turner has acknowledged our comments and will look into this when she has finished with her temporary Covid support role. Dave Palin, CIL Officer has stated that any additional projects need to be in the Place Plan before they can be considered for CIL Local funds and that having match-funding would help the project to be considered.

Highways

Pot holes on Hopton Bank near The Shote have been reported again and are still noted as being outstanding. Blocked drains, including one near Hopton Bank Garage have been repeatedly reported as they have still not been cleaned out. Some work to clean out Doddington Cattle Grid and replace the reflector post has been carried out. Shropshire Council do not have the funds to repaint the gates at the current time but the Parish Council could consider funding this instead.

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123/08 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 Mark Humpage.
 - Disciplinary and Grievance Group – Cllr Harold Deane, Cllr Derek Bytheway and Cllr Mark Humpage.
 - Appeals – Chairman Cllr Barry Buffery 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.

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

- ii) Subject to Government guidelines on public gatherings and social distancing due to the on-going Covid 19 pandemic, Council RESOLVED to set the meeting dates and venues for the forthcoming year as follows: June 8th (on-line), July 13th (Hopton Wafers), August 10th (Doddington), September 14th (Hopton Wafers), October 12th (Doddington), November 9th (Hopton Wafers), December 14th (Doddington), January 11th (Hopton Wafers), February 8th (Doddington), March 8th (Hopton Wafers), April 12th (Doddington), May 10th (Hopton Wafers). The meeting venues will be reviewed on a monthly basis and clearly notified on the website and notice boards. Parishioners 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 confirm on-going approval for all existing Council policies as they stand:
- Standing Orders
 - Financial Regulations
 - Code of Practice in Handling Complaints
 - Public Participation Policy
 - Press and Media Policy
 - Employment Policies and Procedures.
 - Freedom of Information Policy, Model Publication Scheme (Data Protection registration is renewed each January), all Data Protection and GDPR Policies and Notices.
- iv) The Risk Assessments were reviewed and Council RESOLVED to confirm that they were correct. Council reviewed the Asset Register, approved writing off the remaining SmartWater (£62.30) and RESOLVED to confirm it was fully up-to-date. The insurance schedule was reviewed against our requirements and Council RESOLVED to confirm it met our needs.

123/09 Financial Matters

- i) Council noted receipt of Precept and Neighbourhood Fund - £15,688.88
- 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 Statement 2019/20.
- v) Council considered and RESOLVED to approve the accounts and bank reconciliation for year ending 31st March 2020.
- vi) Council considered and RESOLVED to approve AGAR Section 2 - Accounting Statements 2019/20.
- 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 will be duly completed and signed by the Clerk and then passed to the Chairman for signing as soon as practicable.

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123/10 Payments

Council RESOLVED to approve the following payments:

- i) Mrs D McBride - Clerk's Salary (April) - £341.09 (Cheque)
- ii) HMRC – PAYE – (April) - £8.20 (Cheque)
- iii) Mrs D McBride – Clerk's Admin Expenses - £105.14 (Cheque)
- iv) Mrs D McBride - Clerk's Salary (May) - £340.89 (Cheque)
- v) HMRC – PAYE (May) - £8.40 (Cheque)
- vi) Came & Co – annual insurance - £390.73 (for long-term agreement) (Cheque)
- vi) Mrs M Wood – Internal Audit fee - £100.00 (Cheque)

All cheques will be signed as soon as practicable.

123/11 Planning Matters

(a) New Planning Applications:

- i) Reference: 20/01086/FUL (validated: 11/03/2020) – FOR INFORMATION – NO OBJECTION COMMENT SUBMITTED DURING CORONAVIRUS LOCKDOWN.
Address: Proposed Glamping Site To The North Of, Hopton Wafers, Shropshire
Proposal: Change of use of land including existing access route and pathways to provide a six pitch seasonal use glamping site; existing hardstanding to provide parking; retention of temporary toilet/washing facilities and septic tank; provision of a reed bed
Applicant: Hopton Court Estate (The Directors, Hopton Wafers, DY14 0NA)
Outcome: Council confirmed that a comment of No Objection had been submitted.
- ii) Reference: 20/01270/FUL (validated: 06/04/2020)
Address: Proposed Dwelling West Of Bridge Cottage, Hopton Wafers, Shropshire
Proposal: Erection of two storey building comprising one residential unit with balcony and ground floor entertainment/games room
Applicant: Mr Barratt (Bridge Cottage, Hopton Wafers, Kidderminster, DY14 0HH).
Outcome: Council RESOLVED to comment regarding the access onto the main road (A4117). Whilst there is an existing access there are concerns that this development would mean additional traffic entering/exiting the property very close to the double bend and narrow bridge causing a hazard for all. Council also note that the parish's guideline figures for market housing has already been massively exceeded and ask that a local connections affordable house be considered instead.
- iii) Reference: 20/01448/PMBPA (validated: 14/04/2020)
Address: Proposed Barn Conversions The Old Coach House, Hopton Bank, Shropshire
Proposal: Application for prior approval under Part 3, Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use from agricultural buildings to three dwellinghouses (Class C3) and associated operational development
Applicant: Mr T Whiting (C/O Agent).
Outcome: Council RESOLVED to object to this application due to serious concerns with the access onto the main road (A4117). There have been previous accidents at this point on Hopton Bank. There is an existing access but the development for three properties would mean a large increase in the number of vehicles entering/exiting the driveway onto a very steep hill on a blind corner. Vehicles travel at speed down the hill and are less able to stop. Council also raised concerns of having three additional market houses when the parish's guideline figures have already been massively exceeded and question whether all avenues of agricultural or business use for the barns have been exhausted.

(b) Planning Decisions – FOR INFORMATION ONLY:

- i) Reference: 20/00559/OUT (validated: 10/02/2020)
Address: Land East Of, Doddington, Cleobury Mortimer, Shropshire
Proposal: Outline application for the erection of 1No dwelling with detached garage and installation of septic tank (to include access)
Applicant: Mr And Mrs C Court (c/o Agent)
Decision: Refuse.

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(b) Planning Decisions (continued) – FOR INFORMATION ONLY:

- ii) Reference: 20/00665/FUL (validated: 17/02/2020)
Address: 4 Doddington, Kidderminster, Shropshire, DY14 0NR
Proposal: Erection of detached double garage with storage above; temporary siting of shipping container as a storage unit
Decision: Grant Permission.

- iii) Reference: 20/00804/FUL (validated: 25/02/2020)
Address: The Dingle, Hopton Wafers, Kidderminster, Shropshire, DY14 0NB
Proposal: Erection of single storey side extension
Applicant: Mr H Smith
Decision: Grant Permission.

- iv) Reference: 20/00402/FUL (validated: 12/02/2020)
Address: Land Adjacent The Dingle, Hopton Wafers, Shropshire
Proposal: Erection of one dwelling (modification to previously approved); erection of detached double garage
Decision: Refuse

- (c) To receive new updates on outstanding planning matters:
There were no recent updates on any of the outstanding planning matters.

123/12 Unitary Councillors' Reports

There were no Unitary Councillor reports.

123/13 Parish Matters/Highways

Cllr Buffery had received a telephone complaint from a parishioner regarding noise from the digester at Withypool Farm and has asked for this to be put in writing for Council to give further advice.

123/14 Future Agenda Items

Due to saving Village Hall fees during the current coronavirus restrictions the Council felt it could upgrade the Zoom meeting facility to £11.99 per month to remove the time limit of meetings. The Clerk will arrange this on a short-term monthly basis.

123/15 Date and Time of Next Meeting

The next Parish Council meeting will be held on **Monday 8th June 2020**, 7pm on-line using Zoom.
The Chairman thanked everyone for attending and closed the meeting at 7.45pm.

It was agreed at the Parish Council Meeting (Minute Ref 124/04) that these minutes are a true record of the meeting, subject to the following corrections:-

B Buffery

8th June 2020

Signed.....Chairman

Date.....