

Hopton Wafers Parish Council

Clerk: Mrs D McBride

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The Willows
Cleobury Mortimer
Kidderminster
DY14 0HB

4th May 2020

**To: All Parish Members
The Public
The Press**

Members are summoned to attend the on-line Parish Council Meeting being held on Monday 11th May 2020 commencing at 7pm for the transaction of business as set out in the Agenda below.

Members of the public are welcome to join the meeting but can only speak during the Public Participation Session. Please contact the Clerk for the Meeting ID and password.

Yours Sincerely



Clerk to the Council

AGENDA

- 123/01 Election of Chairman and receive signed Declaration of Acceptance of Office.
- 123/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office.
- 123/03 Apologies
To receive and accept apologies and reasons for absence from Members.
- 123/04 Declarations of Interest
Disclosable Pecuniary Interests – *Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.*
 - i) To declare any Disclosable Pecuniary Interests.
 - ii) To declare any non-pecuniary Interests.
- 123/05 Public Participation session.
- 123/06 Approval of Minutes
To confirm the Minutes of the Parish Council meeting held on Monday 9th March 2020.
- 123/07 Matters Arising – Clerk/Lengthsman and Councillor Reports
 - i) Clerk's Progress Report.
- 123/08 Annual Review of Council procedures and Committees
 - i) To review councillors' roles, appointments to committees and representatives to outside bodies.
 - ii) To set dates and venues for Parish Council meetings for the forthcoming year.
 - iii) To review Standing Orders, Financial Regulations and other Council policies.
 - iv) To review Risk Assessments, Assets and Insurance requirements

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123/09 Financial Matters

- i) To note receipt of Precept and Neighbourhood Fund - £15,688.88
- ii) To confirm no conflicts of interest with PKF Littlejohn LLP.
- iii) To consider Internal Auditor's Report.
- iv) To consider and approve AGAR Section 1 - Annual Governance Statements 2019/20.
- v) To consider and approve accounts and bank reconciliation for year ending 31st March 2020.
- vi) To consider and approve AGAR Section 2 - Accounting Statements 2019/20.
- vii) To resolve to certify the Parish Council exempt from a limited assurance review and complete the Certificate of Exemption.

123/10 Payments

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

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)
 - 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)
 - iii) Reference: 20/01448/PMBPA (validated: 14/04/2020)
Address: Proposed Barn Conversions The Old Coach House, Hopton Bank, Hopton Wafers, 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)

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(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.
- 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 updates on outstanding planning matters

123/12 Unitary Councillors' Reports
To receive Unitary Councillors' Reports.

123/13 Parish Matters/Highways
To receive any new Parish matters.

123/14 Future Agenda Items.

123/15 To confirm the date and time of the next meeting:
Monday 8th June 2020, 7pm at Doddington Village Hall – to be confirmed.