

# Hopton Wafers Parish Council

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Minutes of Parish Council Meeting held on Monday 10<sup>th</sup> May 2021 at Hopton Wafers Village Hall commencing at 7pm.

Present: Chairman Cllr Barry Buffery, Cllr Mark Humpage, Cllr Derek Bytheway, Cllr Harold Deane, Cllr Linda Clayton, Cllr Maria Cook and the Clerk Mrs D McBride.

The Chairman welcomed everyone to the meeting and stated that after many months of holding Zoom meetings it was a pleasure to meet face-to-face. All members of the Parish Council introduced themselves to the public.

- 135/01 Election of Chairman and receive signed Declaration of Acceptance of Office  
Cllr Barry Buffery was elected Chairman (proposed Cllr Bytheway, seconded Cllr Deane). Cllr Buffery signed the Declaration of Acceptance of Office.
- 135/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office  
Cllr Mark Humpage was elected Vice-Chairman (proposed Cllr Clayton, seconded Cllr Deane). Cllr Humpage signed the Declaration of Acceptance of Office.
- 135/03 To receive and accept apologies and reasons for Absence from Members  
There were no apologies.
- 135/04 Declarations of Interest  
There were no declarations of interest.
- 135/05 Public Participation Session  
There were 13 members of public present.  
The Chairman made a statement to the public acknowledging the strong views and opinions regarding a planning application for 16 houses in Doddington. The Parish Council understand how important this planning application is and requested an extension, which was granted, to the consultation time in order to consider all views and opinions before discussing the proposals at a formal meeting. The Parish Council can only discuss this item once and this is why it is not on the Agenda tonight as we want to dedicate a meeting specifically for this one item. However, in light of the public's frustration with wanting a meeting we are proposing bringing forward the meeting to next Monday, 17<sup>th</sup> May. The applicant has declined our invitation to attend. The Parish Council has no say on the public consultation time for planning applications although the Clerk has asked if it can be extended also. We have not received this confirmation and as such we urge everyone to submit their comments onto the Planning Portal regardless of when the Parish Council holds their meetings. Please remember that the Parish Council is only one consultee. The Parish Council cannot discuss items which are not on an Agenda as all items discussed must have been publicly notified prior to each meeting. This also covers Public Participation and is noted in our Standing Orders and Public Participation Policy. However, if Council agreed the Chairman felt it would be appropriate to allow a further Public session at the end of the meeting once the business of the Agenda is concluded due to the exceptional circumstances with Council's approval. Council resolved to allow a further public session at the end of the meeting.  
The Chairman asked if anyone wished to speak and if so, they stand, state their name and the relevant Agenda item.  
Mr Eyre commented on planning application 21/01615/FUL (The Birches). The property is a neighbour of his parents and they object to the proposals to convert the Salon to a separate residential unit due to the proposed access which bisects the family land and has never been used as an access previously. The proposals have changed today and are now for an annexe as opposed to a separate residential unit and as such are back out for consultation.
- 135/06 To confirm the Minutes of Parish Council Meeting held on Monday 12<sup>th</sup> April 2021  
The Minutes of the Parish Council Meeting held on Monday 12<sup>th</sup> April 2021 were taken as read.
- 135/07 Matters Arising – Clerk/Lengthsman and Councillors' Reports  
i) Clerk/Lengthsman Report  
**Proposed Bus Shelter at Doddington**  
The drawings for the bus shelter were received on 15<sup>th</sup> April and forwarded straight to MQP but they need more location detail so the plans will need re-drawing to a larger scale and ensure the concrete base is also included.

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## 135/07 Matters Arising – Clerk/Lengthsman and Councillors’ Reports (cont’d)

### Footpath issue

Reports of bridleway 0537/UN2/2 being blocked and way markers missing were forwarded to Shropshire Council Access Team to visit and take appropriate action. They have logged the report and passed to the area team for action.

### Litter Picking

The equipment was ordered, received and five sets dropped off with volunteers in Hopton Wafers. Six sets of additional equipment have been ordered from Shropshire Council which should be arriving soon. Perhaps Council could consider having a few sets of equipment at Hopton Bank/Doddington for people to borrow?

### Parish Plan

Unfortunately, the printer was unable to print the required copies. Cllr Humpage is helping source quotes from other printers.

### BT Phone Box in Hopton Wafers

The Clerk has confirmed with The Community Heartbeat Trust that we want to adopt the Phone Box from them and completed the on-line application and paid the transfer fee. The contract has now been received to transfer ownership of the Phone Box to the Parish Council from The Community Heartbeat Trust. They also arranged for us to obtain paint and undercoat free of charge from Crown Decorating. The paint has been collected ready for the volunteers.

### Election Results

As you are aware we have three vacancies on the Parish Council which we hope to fill as soon as possible and within 35 days. If anyone is interested, please contact the Clerk.

### Annual Parish Meeting

The Annual Parish Meeting had been proposed for Monday 17<sup>th</sup> May but due to the public concern the planning matter for Doddington would be discussed instead. The Annual Parish Meeting could be held at a later date.

- ii) Cllr Buffery had given an update on Council meetings during the Public Participation Session and had nothing further to add.

## 135/08 Annual Review of Council procedures and Committees

- i) To review councillors’ roles, appointments to committees and representatives to outside bodies. This item will be deferred until the next full Council meeting once the councillor vacancies are filled.
- ii) To set dates and venues for Parish Council meetings for the forthcoming year. Council RESOLVED to set the meeting dates for the second Monday of each month. It is hoped to alternate venues between Hopton Wafers and Doddington Village Halls once they are both open. The Clerk will book meeting dates with the Halls and publish a list on the website and notice boards when confirmed.
- iii) 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.

## 135/09 Payments

Council RESOLVED to approve the following payments:

- i) Mrs D McBride - Clerk’s Wages (May) - £336.60 (Cheque)
- ii) HMRC – PAYE – (May) - £37.80 (Cheque)
- iii) Mrs D McBride – re-imburement for Litter Picking Equipment and BT Phone Box transfer fee - £253.53 (Cheque)
- iv) Came & Co – Annual Insurance premium - £400.95 (Cheque).

## 135/10 Planning Matters

(a) New Planning Applications:

- i) Reference: 21/01069/FUL (validated: 17/03/2021)  
Address: Glasshouse Cottage, Hopton Bank, Hopton Wafers, DY14 0QH  
Proposal: Erection of detached self-contained residential annexe, ancillary to main house  
Applicant: Mr M Burbridge (Glass House Cottage, Hopton Bank, DY14 0QH)  
Outcome: Council had noted at the last meeting that the planning documents had not been published. The plans have now been released. Council RESOLVED to support the proposals.

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## 135/10 Planning Matters

### (a) New Planning Applications (cont'd):

- ii) Reference: 21/01431/FUL (validated: 07/04/2021)  
Address: Tylers Hill, Doddington, Hopton Wafers, Kidderminster, DY14 0NR  
Proposal: Erection of single storey rear extension  
Applicant: Mr C Chittick (Tylers Hill, Doddington, Hopton Wafers, DY14 0NR)  
Outcome: Council RESOLVED to support the proposals.
  
- iii) Reference: 21/01615/FUL (validated: 19/04/2021)  
Address: Former Beauty Salon, The Birches, Cleeton St Mary, DY14 0QT  
Proposal: Change of use of former beauty salon to a one bed residential unit  
Applicant: Ms Martine Lee (The Birches, Cleeton St Mary, DY14 0QT)  
Outcome: The Chairman confirmed that the planning application has now been amended to convert the former beauty salon to an annexe. There are two comments online, one supporting, one objecting. Mr Eyre handed photographs of the proposed access to the Clerk which were shown to Council. Council considered the initial planning proposal and RESOLVED to object to the proposal to change the Beauty Salon to a new residential unit.  
Council then considered the amendment for an annexe and RESOLVED to support this providing that the annexe remains ancillary to the main dwelling. Additionally, the access issues raised by neighbours with regards to the original application should be investigated and resolved fairly for all parties.

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

- i) Reference: 19/01329/FUL (validated: 16/04/2019)  
Address: Proposed Residential Development Land To The South Of Doddington.  
Proposal: Erection of 2no. detached dwellings  
Decision: Grant Permission
  
- ii) Reference: 21/00730/FUL (validated: 12/02/2021)  
Address: Jenton, Cleeton St Mary, Kidderminster, Shropshire, DY14 0QP  
Proposal: Erection of family room and porch  
Decision: Grant Permission.

## 135/11 Parish Matters/Highways

- i) It was noted that some pot holes have been filled. One on the main road at the junction adjacent to Hopton Bank Garage needs urgent attention as it can force drivers across the road on a bend.
- ii) An update on the timescale to replace the cattle grid at Hillhouses is required.

## 135/12 Future Agenda Items

There were no further items raised.

## 135/13 Date and Time of Next Meeting

The Chairman stated there will be a meeting next Monday 17<sup>th</sup> May to co-opt new councillors and discuss the planning application for 16 houses at Doddington. The next full Parish Council meeting will be held on Monday 14<sup>th</sup> June 2021. Both meetings will be at 7pm at Hopton Wafers Village Hall. When Doddington Village Hall is open again the Council will alternate between both halls.

The Chairman closed the meeting at 7.38pm and opened the floor for the public to speak as agreed earlier. The Chairman reminded everyone that the Parish Council will listen and take in views tonight but will discuss the planning application and make its decision at a formal meeting next week.

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Mr Turnbull expressed concerns that the Parish Council had brought the meeting forward to the 17<sup>th</sup> May which left no time to hear from parishioners. Cllr Buffery explained that we initially wanted to hold the meeting on 2<sup>nd</sup> June but due to public requests and concerns we were trying to be helpful and therefore brought the meeting forwards and re-iterated that the Council can only discuss this matter once. The Chairman has read the objections and can see a lot of time has gone into the statements. Cllr Clayton expressed her disappointment that the applicants will not attend a meeting. Mr Turnbull is still trying to get an extension to the public consultation time. Several people commented that not everyone in Doddington has been notified of the planning application, even those who live directly opposite the site. Also, the application is very complex and people need more time to compile comments before attending a Parish Council meeting. Mr Barratt asked if there was any update on the mains sewage scheme. The Clerk confirmed that Severn Trent have approved funding for a scheme at Hopton Bank but no details have been released yet. Cllr Clayton informed the Parish Council that in order to facilitate the planning application at Doddington some land has been transferred between the adjacent landowner and the Hall Trustees.

The Chairman proposed that as the Parish Council has an extension for its comments and the public want a delay in our meeting then he was willing to ask Council to defer next week's meeting. The Chairman confirmed that we will pick up all the comments on the planning portal and urged everyone to send their comments in online as soon as possible in case the public consultation extension is not granted. Also, it would be helpful if they focus their comments to us at the Parish Council meeting through a spokesperson.

The Chairman re-convened the meeting and asked Council to consider deferring next week's meeting until Wednesday 2<sup>nd</sup> June which had been booked previously. Council approved this proposal. The Clerk will inform the applicant of this date and invite them to attend. The Planning Officer and our Unitary Councillors will be informed and a site visit will be requested. The Chairman reminded everyone that numbers may still be restricted on 2<sup>nd</sup> June and we will check with the Hall trustees what restrictions may be in place.

Mr Turnbull thanked the Parish Council as he appreciated our efforts. Cllr Humpage confirmed that we will send out updates and information through normal channels and on Facebook.

There will be no meeting on Monday 17<sup>th</sup> May 2021. The Co-option of new councillors and the Doddington planning application will be discussed at a meeting on Wednesday 2<sup>nd</sup> June 2021, 7pm at Hopton Wafers Village Hall. The full Council meeting due to be held on Monday 14<sup>th</sup> June 2021, at 7pm at Hopton Wafers Village Hall will take place as scheduled.

The Chairman thanked everyone for attending and closed the meeting at 8.20pm.

**It was agreed at the Parish Council Meeting (Minute Ref 137/04) that these minutes are a true record of the meeting, subject to the following corrections:-**

**S Turner**  
Signed.....Chairman

**14<sup>th</sup> June 2021**  
Date.....