

Hopton Wafers Parish Council

Minutes of Parish Council Meeting held on Monday 9th August 2021 at Hopton Wafers Village Hall commencing at 7pm.

Present: Cllr Barry Buffery, Cllr Mark Humpage, Cllr Sue Turner, Cllr Derek Bytheway, Cllr Linda Clayton, Cllr Maria Cook, Cllr Tim Evans, Cllr Paul Blakeway and the Clerk Mrs D McBride.

The Chairman, Cllr Barry Buffery welcomed everyone to the meeting.

139/01 To receive and accept apologies and reasons for Absence from Members

Cllr Harold Deane – work commitment.
Unitary Cllr Simon Harris – another meeting.

139/02 Declarations of Interest

There were no declarations of interest.

139/03 Public Participation Session

There was one member of public present. No matters were raised.

139/04 To confirm the Minutes of Parish Council Meeting held on Monday 12th July 2021

The Minutes of the Parish Council Meeting held on Monday 12th July 2021 were taken as read and signed.

139/05 Matters Arising – Clerk/Lengthsman and Councillors' Reports

i) Clerk's Report

Proposed Bus Shelters

The Clerk has chased the architect to prepare the required drawings as requested by Midland Quarry Products (MQP) for the proposed bus shelter at Doddington. There are frustrations that it is taking a long time to obtain these drawings but also that MQP may require lease agreements for their land which will also take time to do. As this is all very time-consuming, Council felt that other sites could be investigated for a bus shelter in Doddington and will be explored in the meantime.

Cllr Deane has met with residents at Crumpsbrook following a request for a new bus shelter near the BT phone box. Shropshire Wildlife Trust have responded to our enquiry and wish to be kept informed of progress. It is proposed to install a timber framed shelter on a concrete base.

Website

Mr Bargman has met with the Clerk and Cllr Humpage for a training session. The website has since been further updated but there are still a few Councillor profiles outstanding.

Defibrillators

The Clerk has given Hopton Bank Garage the spare pads/battery pack as the parts ordered back in June are still unavailable. There is a shortage of materials which may not be available until October.

Planning and Highways Concerns

Further concerns raised by a resident regarding heavy machinery damaging the road junction of Earls Ditton Lane/A4117 were forwarded onto Planning and Highways. Highways confirmed they would send their technician out and also noted that the white lines should be repainted. The Clerk pointed out the cats' eyes are also due to be replaced and should be added to the work request. There has been no response from Planning.

Hillhouses Cattle Grid

The full cattle grid replacement by Kier requires a period of four weeks to allow for critical curing time between each stage plus some allowance for unforeseen circumstances. The work is expected to be completed on target and the cattle grid should be open this week. Shropshire Council have kept us informed and apologised throughout the process for the inconvenience.

Parish Plan

The Clerk has ordered 55 copies in order to get free delivery from the printer. Both Hopton Wafers and Doddington churches, Cleobury Library and Hopton Bank Garage are happy to have copies available. We are just awaiting confirmation from the Hopton Crown.

Policing

The Clerk has sent our top three policing concerns to PC Mellor.

The application is complete for PCC funding towards Vehicle Activated Signs (VAS) with just the updated quotes required for inclusion. Cllr Evans will send previous VAS information to the Clerk.

Initials.....**BB**.....

Hopton Wafers Parish Council

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

Licensing Update for the One Tribe Festival

Shropshire Licensing confirmed the Parish Council are not a statutory consultee. The licence has been agreed the following timings:

Thursday 2nd September – music until 11pm, alcohol until midnight, hot food and drinks until 2am,
Friday 3rd September – music and alcohol until 1am (4th September), hot food and drinks until 3am,
Saturday 4th September – music and alcohol until 1am (5th September), hot food and drinks until 3am
Sunday 5th September – music until 11pm, alcohol until midnight, hot food and drinks until 2am and
Monday 6th September – music until 10pm, alcohol until 11pm, hot food and drinks until 2am.

Litter Picking Equipment

The Clerk is still chasing for the litter pick equipment which was expected from Shropshire Council at the end of April. Fortunately, Council took the initiative to purchase a small amount of equipment in the Spring to enable litter picking to be carried out by volunteers.

- ii) Cllr Clayton informed Council that the planned Commoners Association meeting was postponed. Cllr Clayton could not attend the re-arranged meeting due to being contacted by Covid Track and Trace. Cllr Clayton will forward the Minutes when she receives them.

139/06 Council Policies

Council RESOLVED to approve the drafted Social Media Policy which mainly covers the Council’s use of Facebook.

139/07 Financial Matters

- i) Council RESOLVED to add Cllr Humpage and remove Mr J Price from the Bank Mandate. The Clerk will prepare the paperwork for signing at the next meeting.
- ii) Council noted that the external auditor PKF Littlejohn has received and logged the notification of exempt status for the year ended 31 March 2021 and that there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation to be issued for this reporting year.
- iii) Council RESOLVED to not renew the Zoom annual subscription as it is expected to continue with in-person meetings.

139/08 Payments

Council RESOLVED to approve the following payments:

- i) Mrs D McBride - Clerk’s Wages (August) - £312.00 (Cheque)
- ii) HMRC – PAYE – (August) - £62.40 (Cheque)
- iii) Hopton Wafers Village Hall – Hire for meetings - £60.00 (Cheque)
- iv) SALC – Handling Difficult Situations training - £30.00 (Cheque)
- v) Chris Bargman – Website training, updates, domain and hosting fees - £100.00 (Cheque)

139/09 Planning Matters

(a) Planning Decisions – FOR INFORMATION ONLY:

- i) Reference: 21/02256/VAR (validated: 04/05/2021)
Address: Proposed Dwellings East Of, Doddington, Shropshire
Proposal: Variation of Conditions No.2 (approved plans) and No.3 (temporary caravan) attached to planning permission 18/05739/FUL dated 14/08/2019
Decision: Grant Permission

Cllr Bytheway asked if the caravan has been removed yet but it was confirmed that it can stay until the two houses are built.

139/10 Unitary Councillors’ Reports

Unitary Cllrs Gwilym Butler and Simon Harris had sent reports which had been circulated prior to the meeting but they were not present to take any questions.

Initials.....**BB**.....

Hopton Wafers Parish Council

139/11 Parish Plan

Cllr Humpage went through the four items in the Parish Plan which are marked for completion in 3-6months.

- Some people felt the footpaths and bridleways were not maintained in an acceptable condition and need better waymarking. Action proposed was to work with Cleobury Mortimer Footpath Association (CMFA) and Shropshire Council to ensure improvements. Council felt that all issues should be reported to us in the first instance as we need to know what the issues are and we may even be able to deal with some minor problems. Cllr Humpage will prepare a notice to explain the procedure of reporting issues and encourage people to use map references or what3words as well as Path numbers if possible. We will check if we can report footpath issues on the Fix My Street app otherwise, we will forward issues to the Access Team at Shropshire Council. We can keep a note of all issues reported and monitor progress for audit purposes to see how effectively issues are dealt with.
- Lack of physically accessible information boards and walk maps. Action proposed was to, with permission, install information boards at public buildings and at cattle grids. Council felt that we could advertise links to walking routes on our website, Facebook and the notice boards. The Clerk will prepare a notice to direct people to look at CMFA's website, use Ordnance Survey maps or view Shropshire Council's Definitive Map.
- Enable easier access / finding properties by emergency services. Action proposed was to promote 'what3words.com' and encourage residents to consider clear signage. Council felt publicising 'what3words.com', explaining how it works and encourage people to use it to find their locations, also help their family, friends and neighbours to find the details and keep the information by their phone.
- Lack of Neighbourhood Watch. Action proposed was to provide more information to residents on local scheme, through website and social media. Council felt that residents need to set up localised groups for themselves. There is a lot of information available online and various messaging services too. The Clerk will invite a representative from our local policing team to speak about Neighbourhood Watch at our September meeting.

All matters to be reviewed in a few months to see how these above issues have been actioned and look at other issues on the Parish Plan.

139/12 Annual Parish Meeting

Council RESOLVED to defer holding a Parish Meeting this year but will plan to hold the formal Annual Parish Meeting next Spring with all community organisations. It is noted that traditional Annual Parish Meetings are not well attended apart from representations from the three churches who give a report and include how the Parish Council's grant money has been spent. These payments have now stopped and many organisations are still not up and running again so there would be little to report on this year. The Clerk will write to all community organisations and inform them of the decision not to hold a Parish meeting this year but state that we plan to hold one next Spring and will invite them to attend then but if they need any support from us in the meantime then they can always get in touch with the Clerk.

139/13 Parish Matters/Highways

- i) Cllr Humpage asked when we can have the Community Speed Watch (CSW) training. The Clerk will ask Mark Booth, the CSW co-ordinator for some dates. Cllr Buffery stated more volunteers are needed for Doddington. Cllr Humpage will put a request on Facebook but if none are forthcoming the volunteers in Hopton Wafers would help cover both sites. It was felt important to continue with Speed Watch even if we do install VAS as both systems reinforce the message and we feel we need to take every opportunity to do what we can to encourage reduced speed.
- ii) Cllr Clayton confirmed she would attend the Charitable Trust training courses in September.

139/14 Future Agenda Items

There were no other matters raised.

139/15 Date and Time of Next Meeting

The next Parish Council meeting will be held on Monday 13th September 2021, 7pm at Hopton Wafers Village Hall.

The Chair thanked everyone for attending and closed the meeting at 8.10pm.

It was agreed at the Parish Council Meeting (Minute Ref 140/04) that these minutes are a true record of the meeting, subject to the following corrections:-

Signed.....	B Buffery	Chairman	13th September 2021	Date.....
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