

Hopton Wafers Parish Council

Minutes of Parish Council Meeting held on Monday 9th May 2022 at Doddington Village Hall commencing at 7pm.

Present: Cllr Barry Buffery, Cllr Harold Deane, Cllr Sue Turner, Cllr Maria Cook, Cllr Tim Evans, Cllr Paul Blakeway and the Clerk Mrs D McBride.

Cllr Barry Buffery welcomed everyone to the meeting.

148/01 Election of Chairman and receive signed Declaration of Acceptance of Office

Cllr Buffery stated he would not stand again as he had done three years as Chairman and felt that now was the right time to rotate the duties. He thanked everyone for all their support.

Cllr Mark Humpage was elected Chairman (proposed Cllr Buffery, seconded Cllr Turner). As Cllr Humpage is on holiday, he will be asked to confirm the appointment and sign the Declaration of Acceptance of Office before the next Parish Council meeting.

148/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office

Cllr Sue Turner was elected Vice-Chairman (proposed Cllr Deane, seconded Cllr Buffery). Cllr Turner signed the Declaration of Acceptance of Office and took the Chair for the meeting.

148/03 To receive and accept apologies and reasons for Absence from Members

Cllr Linda Clayton - family commitment.

Cllr Derek Bytheway – unwell.

Cllr Mark Humpage – holiday.

Unitary Cllrs Gwilym Butler and Simon Harris – group AGM in Shrewsbury.

148/04 Declarations of Interest

Cllr Cook declared an interest in Agenda Item 148/10 (c) (i) Planning Appeal and took no part in this item when discussed.

Cllr Turner declared an interest in Agenda Item 148/10 (b) (i) Planning Decision.

148/05 Public Participation Session

There were no members of public present.

148/06 To confirm the Minutes of Parish Council Meeting held on Monday 11th April 2022

The Minutes of the Parish Council Meeting held on Monday 11th April 2022 were taken as read and signed.

148/07 Matters Arising - Clerk/Lengthsman and Councillor Reports

i) Clerk's Report

Vehicle Activated Signs

Shropshire Council has all the information it needs to install the poles. An order has been placed with Coeval for the signs. The Clerk has been chasing the Traffic Engineer to install the poles but also to confirm the diameter of the poles for the brackets to be made by the VAS supplier.

Post Box at Doddington

Philip Dunne MP wrote to Royal Mail on our behalf about moving the Post Box at Doddington and has received a positive response. The post box will be moved to a more accessible location for customers. It may take 6-10 weeks to relocate. Cllr Buffery felt that more information on the new location is required and asked if a site visit could be arranged to agree the best location.

Accounts

The accounts for 2021-22 are currently with internal auditor and will be ready for the June Agenda. We will be subject to an external audit this year as our expenditure exceeded £25,000 due to the Vehicle Activated Signs.

ii) Matters Arising from previous meeting

Doddington Cattle Grid

Cllr Deane will ask the Lengthsman if he can replace the rotten post at Doddington Cattle Grid.

Initials.....**ST**.....

Hopton Wafers Parish Council

148/08 Annual Review of Council procedures and Committees

- i) Council agreed the councillors' roles, appointments to committees and representatives to outside bodies as follows:

Chairman – Cllr Mark Humpage.

Vice-Chair – Cllr Sue Turner.

Emergency Officer – Cllr Maria Cook.

Parish Plan Review reps – Cllr Linda Clayton, Cllr Sue Turner and Cllr Mark Humpage.

Highway Maintenance Reps – Cllr Harold Deane (Co-ordinator) and Cllr Tim Evans.

Staffing Group – Cllr Tim Evans, 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.

Website management: Cllr Mark Humpage, Clerk Mrs Dorothy McBride, Mr Chris Bargman.

Facebook management: Cllr Mark Humpage and Cllr Linda Clayton.

Appointments to outside Committees

SALC Reps – Cllr Barry Buffery (reserve Cllr Linda Clayton).

LJC/Place Plan Reps – Cllr Sue Turner and Cllr Barry Buffery.

Clee Hill Commoners Association Rep – Cllr Linda Clayton (reserve Cllr Maria Cook).

Cleobury Patient's Voice Rep – Cllr Linda Clayton.

- ii) Council RESOLVED to set the dates and venues for Parish Council meetings for the forthcoming year as follows:

<u>Date of Meeting</u>	<u>Venue</u>
Monday 13 th June 2022	Hopton Wafers Village Hall
Monday 11 th July 2022	Doddington Village Hall
Monday 8 th August 2022	Hopton Wafers Village Hall
Monday 12 th September 2022	Doddington Village Hall
Monday 10 th October 2022	Hopton Wafers Village Hall
Monday 14 th November 2022	Doddington Village Hall
Monday 12 th December 2022	Hopton Wafers Village Hall
Monday 9 th January 2023	Doddington Village Hall
Monday 13 th February 2023	Hopton Wafers Village Hall
Monday 13 th March 2023	Doddington Village Hall
Monday 17 th April 2023	Hopton Wafers Village Hall
Monday 8 th May 2023	Doddington Village Hall

- iii) Council RESOLVED to approve the amendments regarding procurement in the Standing Orders and Financial Regulations. All other Council policies are on a four-year cycle (subject to any legislative changes which will override this frequency).
- 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 not been received yet and will be reviewed at the next meeting.

148/09 Payments

- (a) Council RESOLVED to approve the following payments:

- i) Mrs D McBride - Clerk's Wages (April/May) - £624.00 (Cheque)
ii) HMRC – PAYE – (April/May) - £124.80 (Cheque)
iii) Mrs D McBride – Quarterly admin expenses - £152.83 (Cheque)
iv) SALC – Affiliation Fees - £388.42 (Cheque)
v) Hopton Wafers Village Hall – Room Hire - £60.00 (Cheque).

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148/10 Planning Matters

(a) New Planning Applications:

- i) Reference: 22/01159/FUL (validated: 07/04/2022)
Address: The Glass House, Hopton Bank, Shropshire, DY14 0QH
Proposal: Erection of a two-storey rear extension
Applicant: Ms M Phipps
Outcome: Council RESOLVED to support this application.
- ii) Reference: 22/01743/FUL (validated: 11/04/2022)
Address: Keepers Cottage, Hopton Wafers, Kidderminster, Shropshire, DY14 0JL
Proposal: Erection of two storey side extension
Applicant: Mr R Voce - 1984 CRD Woodward Settlement, Keepers Cottage, Hopton Wafers DY14 0JL
Outcome: Council RESOLVED to support this application.

(b) Planning Decisions – FOR INFORMATION ONLY:

- i) Reference: 20/04929/FUL (validated: 21/12/2020)
Address: 1 Crown Barn, Hopton Wafers, Cleobury Mortimer, DY14 0HA
Proposal: Application under Section 73A of the Town and Country Planning Act 1990 for the retrospective erection of 3.3m high boundary fence
Decision: Grant Permission
- ii) Reference: 21/01665/FUL (validated: 21/04/2021)
Address: Proposed Residential Development Land NE Of the Village Hall, Doddington, Hopton Wafers, Shropshire
Proposal: Hybrid Application for: -Full application for 3No. open market dwellings and 8No. affordable dwellings together with two new road junctions and access roads; including new access to Village Hall following closure of its existing access and installation of drainage. Outline application (all matters reserved) for the erection of 5No self-build dwellings
Decision: Refuse

(c) Planning Appeal:

- i) Appeal Reference: 22/03004/REF (Application Reference: 21/05298/FUL).
Address: Proposed Residential Development Land adjacent Ashcroft, Hopton Wafers, Shropshire.
Description of Development: Erection of 2no.self-build open market dwellings with detached garages.
Appellant's name: Mrs Jennifer R Perry.
Outcome: Council agreed to let the appeal take its course and had no further comments to make.

148/11 Unitary Councillors' Reports

The Unitary Councillors' annual report had been circulated to all members. There were no questions raised.

148/12 Parish Matters/Highways

- i) A resident of Hopton Wafers has asked if the road markings can be reviewed at the junction at the bottom of Stockhall Lane as they are not easy to understand.
- ii) Cllr Buffery had reported a number of issues in Earls Ditton Lane on Fix My Street. He received an update to say all the work had been done but only a few pot holes had been filled so an additional report will be raised for the remaining issues.
- iii) Cllr Buffery spoke about the recent highway works on Hopton Bank. The road was closed for three days but little work was actually done. The letter to residents said the road would be surface dressed but only a few patch repairs were done and white lines only painted on the new patches. Cllr Buffery would have raised this with the Unitary Cllrs had they been present so the Clerk will ask instead.
- iv) Cllr Evans raised on-going issues with the new development of two houses off Earls Ditton Lane. The ditches have been squashed in several times despite Cllr Evans cleaning them out twice. The site of the road is breaking up too. The Clerk will raise these issues with Highways and Planning.

148/13 Future Agenda Items

The accounts, annual return and insurance will be discussed at the next meeting.

Initials.....**ST**.....

Hopton Wafers Parish Council

148/14 Date and Time of Next Meeting

The next Parish Council meeting will be held on Monday 13th June 2022, 7pm at Hopton Wafers Village Hall.

The Chair thanked everyone for attending and closed the meeting at 7.40pm.

It was agreed at the Parish Council Meeting (Minute Ref 149/04) that these minutes are a true record of the meeting, subject to the following corrections:-

Signed..... *S Turner*Chairman Date..... *13th June 2022*