

CRESSAGE, HARLEY AND SHEINTON

PARISH COUNCIL

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Minutes of Council Meeting held on 5th June 2019

at Cressage Village Hall at 7pm

Present: Cllr. Quenby (Chairman), Cllrs. Aston, Bott, Campbell, Esp, Lawrence and Todd

Absent: None

In attendance: Clerk: Rebecca Turner, Shropshire Cllr. Claire Wild, PS Ram Aston, 13 members of the public

19/1920 **WELCOME TO CLLR. PAUL ASTON & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. Paul Aston was welcomed to the meeting and it was noted he had signed his declaration of acceptance of office prior to the start of the meeting, duly witnessed by the clerk.

Cllr. Aston said he had been in the village 3 years and had been instrumental in securing funds to renovate the Village Hall. He had applied to be on the parish council to improve the village for the community.

20/1920 **PRESENTATION TO FORMER COLLEAGUE AND CHAIRMAN**

The Vice Chairman, Cllr. Bott, gave a presentation to former councillor Richard Tipper. Councillors had collected funds privately and purchased a thank you gift and card for his service on the council. Richard Tipper thanked the council and Cllr. Claire Wild for working with him and for their support when he was chair.

21/1920 **PERSONS PRESENT & RECEIVE APOLOGIES & REASONS FOR ABSENCE**

As recorded above.

22/1920 **DISCLOSURE OF PECUNIARY INTERESTS**

Cllr. Bott declared a pecuniary interest in item 32/1920a - payments to his company.

23/1920 **DISPENSATION REQUESTS**

None.

24/1920 **PUBLIC PARTICIPATION SESSION**

A resident who lives opposite The Eagles spoke. She had expressed concerns last year re anti-social behaviour and dumped white goods. The situation is ongoing and she was concerned people are accessing the building via a window open at high level. She was asking the council to contact the owner and ask him to address the situation. A councillor asked if her concerns still relate to drug related activity and she said she not witnessed this recently.

25/1920 **REPORTS**

a) *Police Report & We Don't Buy Crime*

PS Ram Aston spoke about the We Don't Buy Crime initiative, specifically a crime prevention tool, Smartwater, which would be free to the community. It would lead to a significant reduction in crime, based on experience in other areas. Smartwater is a forensic marking liquid unique to your home. Stickers alerting burglars to Smartwater are a deterrent to thieves as it can link them easily to burglaries of specific premises. Sixty towns and villages are protected in West Mercia. Once have 70% of the area has registered, the parish gets signs for each entrance to the parish

saying it is a Smartwater area, which are worth circa £70 each. The police will assist with the roll-out meetings. The kit costs the council 75% of the cost of the required Smartwater kits which is £8.90 per kit. The PCC pays 25% of the total cost of the required Smartwater kits. Smartwater can also be purchased privately by individuals for a cost nearer to £25 per kit. No monthly police statistics report had been received.

b) Shropshire Council

Cllr. Wild had given a written report as follows:

Bus consultation

The consultation will go to Cabinet on the 12th of June, I will speak on behalf of local residents outlining their concerns. I am totally opposed to any change to the 436 bus service. The service is important to all bus users and any alterations to the daytime timetable will impact on the most vulnerable and add to rural isolation. A regular bus service is essential for our community.

School House Farm

I have received numerous calls expressing concern over the amended plans. It is my opinion that Local residents still have justification in objecting. The proposals will see more visitors than residents, there are no local services, the roads are narrow and no management plan has been included. This application will probably go to the 4th July Planning Committee meeting.

c) Clerk's Report

Issue	Update(s)
New councillor (Item 19/1920c)	<ul style="list-style-type: none"> Paul Aston elected – declaration of results received from Shropshire Council published on the PC website. Cllr, Aston sent Code of Conduct and DPI form which he returned and clerk has submitted to Shropshire Council Website updated with Cllr. Aston added to the councillor section.
Policing matters	<ul style="list-style-type: none"> No police report received (Item 25/1920a) We Don't Buy Crime – Ram Aston to attend June meeting to explain about the scheme (Item 24/1920 & 25/1920a) PCC Annual Parish Council Survey – survey link circulated to councillors – council to agree a response (item 33/1920c) Rural Crime Prevention Evenings - Tuesday 25 June – Shipton Village Hall & Thursday 27 June – Church Preen Village Hall, 7.30pm start (Item 33/1920d) Email sent to PS Thomas asking for date for speed monitoring on Sheinton Road, no reply received (Item 30/1920d)
Renewal of GDPR/DPO service & requests for information (Item 27/1920 a)	<ul style="list-style-type: none"> For the last 12 months, the council has used the services of a professional GDPR/DPO service, DM Payroll to assist un ensuring the council is GDPR compliant. Whilst there is no longer a legal requirement for parish councils to have a DPO, it is considered best practice to do so and councils must comply with GDPR. It is therefore recommended that the GDPR/DPO service is renewed. The cost is £133.33 per year on a 3 year contract. An FOI request for the council's constitution has been received – this means the Standing Orders. I have sought advice from SALC and they suggested also providing the Financial Regs, Code of Conduct and a link to the PC website to the councillors and their responsibilities. A member of the public has asked that the council publish details of the council meetings and key decisions and activities (see Item 33/1920f). This info is on the PC website and it is recommended that the correspondent be advised as such. A member of the public asked for Parish Plan data – I have not yet had time to review the data and it needs to be checked first due to GDPR. I will aim to do this in June.
Application 18/04266/FUL (Item 29/1920(3))	<ul style="list-style-type: none"> Re-consultation received. Deadline is 29th May to respond but case officer has agreed council can have until 6th June.
Cressage Social Club decking (Item 30/1920 a)	<ul style="list-style-type: none"> Liaised with Building Control who have visited the site and provided advice to the club and informed the parish council. In summary Building Control officer advised that Building Control is not mandatory for the decking but would be advisable for it to comply for H & S reasons. The club secretary has advised by email that as a matter of best practice any future changes that the club proposes to make to the decking area in order to obtain formal planning permission will be done as though they did need to comply with Building Regulations. Licensing also contacted and were to investigate – response awaited. The club were informed of the fact the council were referring the matter to licensing and Building Control.

d) *Parish Councillor Reports*

Cllr. Todd had circulated a link to information on the Ironbridge Regeneration plans. Further detailed plans were released at the consultation event. It is proposed to start initial house building in 2021 at the front of the site. Harworth are unsure what to do with the pumping station and were asking the public for ideas. There is still an electricity generating plant there. Cllr. Wild clarified that power is not being created at the site as it is a transformer.

Harworth are starting to assemble traffic data. The parish council had been invited to send two representatives to a Town and Parish Councils meeting to discuss traffic issues on Tuesday 18th June at 4pm at the site office at the Ironbridge Power Station. Cllrs. Quenby and Todd to attend. Cllr. Wild said Harworth also plan to open up the railway and hope to turn it into a passenger railway. It is also hoped to develop a Park and Ride type service in the long term.

e) *Update on fete*

Isobel Trow was invited to speak. She asked if the council had been to check if the pavilion is suitable? Her husband, who works for Severn Trent has been and tested the water and it is safe. She has stalls booked and the local fire service are bringing a Fire Engine. She is also planning to organise some competitions and other activities. She said she will need to request some funding – the chairman asked her to put forward a request so it can be considered. The insurance needs paying for – between £125 and £160 for liability insurance. A temporary license is needed at £20 and the bouncy castle is circa £50. She has had numerous offers of support to organise the fete. The proposed date is 1st September. The chairman advised that there is no August council meeting so all outstanding matters will need to be sorted by the next council meeting.

26/1920 **MINUTES** – it was **RESOLVED** to approve the minutes of the Annual Council Meeting held on 1st May 2019 and they were duly signed by the chairman.

27/1920 **PARISH COUNCIL MEMBERSHIP OF OUTSIDE BODIES & SUBSCRIPTIONS**

a) *Renewal of GDPR/DPO service* – it was **RESOLVED** to renew the contract with DM Payroll at a cost of £133.33 per year on a 3-year term.

28/1920 **PLANNING NOTIFICATIONS**– *For information only*

1) 19/01512/TPO - Old Crown House, Crown Lane, Cressage, Shrewsbury, SY5 6BT
Proposal: To carry out staged coppicing of Alder and Ash (see woodland management plan) protected by Shrewsbury & Atcham Borough Council (Land at Shrewsbury Road, Shore Lane & Crown Lane, Cressage) Tree Preservation Order 2007
Decision: Grant Permission

2) 19/01963/TPO - Orchard House, Harley, Shrewsbury, Shropshire, SY5 6LP
Proposal: To reduce by 20% 2No Birch trees protected by Shrewsbury and Atcham Borough Council (Harley) Tree Preservation Order 1991
Decision: Grant Permission

29/1920 **PLANNING APPLICATIONS FOR COMMENT**

1) 19/01904/LBC - Brant, Harley, Shrewsbury, SY5 6LP
Proposal: Works to facilitate the repair of timber frame and infill panels to west gable elevation and replacement window affecting a Grade II Listed Building
Comments: It was **RESOLVED** to not comment.

2) 18/04266/FUL - School House Farm, Sheinton, Shrewsbury, SY5 6DN
Proposal: Change of use of farm yard and buildings to holiday complex to include: some demolition of buildings; siting of four glamping units and one log cabin; works to and change of use of two buildings to form office and store and leisure facilities, formation of parking areas; and installation of package treatment plant (Amended Description)
Re-consultation on amended plans

The applicant spoke, with the permission of the chairman and said that there will now be a 24-hour warden. Cllr Wild said the plan shows manager of accommodation but that there is no written management plan confirming 24-hour supervision or the details of supervision. Cllr. Wild said there is concern about the scale - the number of people (28 plus staff etc) who

can stay on site exceeds the number of households of Sheinton which is 32. She suggested a meeting with residents being organised again. The applicant said it's not easy for her to organise a meeting hence she had come to this meeting. A meeting in the church was suggested by Cllr. Lawrence. The applicant said she doesn't want to organise a meeting and had been told by the planning officer she does not have to. She then said she would come to a meeting if organised by the public. It was agreed that Cllr. Lawrence would organise a meeting. It is likely that the application will go to SC's July committee meeting.

Comments: None made as the council felt it could not do so until a public meeting has been held.

- 3) 19/02163/VAR - Yarchester Barns, Mill Farm, Harley Hill, Harley, Shrewsbury, SY5 6LP
Proposal: Removal of conditions 4 and 5 attached to planning permission 06/1084/F dated 15 September 2006 to allow unrestricted occupancy
Comments: It was **RESOLVED** to support the application.

30/1920 PARISH MATTERS

- a) *Cressage Social Club – decking* – see clerk's report re the current situation re building regs. The club had also written stating that whilst building regulations approval is not required it will design the revised decking to comply. Cllr. Wild said that the revised plans would need to be submitted by planning. A member of the public was allowed to speak and asked if the parish council will confirm if it can support the revised proposal?

The issue of licensing matters was raised and the clerk advised that the concerns are still being investigated by licensing. In the meantime, it is still in use and this is a concern because the structure does not have permission and potentially in contravention of licensing laws? Concern was expressed re ASB on the decking. One councillor said it has potential to be a facility for the village but it is not in an ideal location and it needs to be implemented correctly.

It was agreed to write to the club and ask if their public liability insurance covers them and ask them why it is still being used after permission was refused? It was further agreed to write to SC Public Protection and ask them to investigate.

- b) *The Eagles Inn* – investigation had revealed that it is now owned by a company called Eagles Mews. The clerk was asked to write to the agent and see if they will meet with the parish council.
- c) *Speeding* – awaiting a response from PS Thomas re speed monitoring on Sheinton Road.
- d) *Waste brick to rear of 10 The Moors* – letter sent to occupier but no response received.
- e) *Village Life* – the chairman said Village Life is needed, particularly for people without internet access and he therefore wished to find a way of publishing information about council meetings. Chair said editors had expressed concern that minutes are too long but can't publish unauthorised minutes. The chairman outlined two options - either do not publish the minutes in VL or the parish council pay for extra pages for the minutes. The editor asked for any information to come as a word file not as an email so it converts to publisher. He also highlighted issues with format of minutes and their length. After further consideration, it was **RESOLVED** that the chair would write a monthly summary report based on the meetings but state that the report is subject to the full minutes being approved and published online.
- f) *Litter picking grant* – a grant of £103 for the kits already purchased has been awarded. Isobel Trow to organise and Cllr Bott to support her on behalf of the council. It was **RESOLVED** to purchase two warning signs, a first aid kit and disposable gloves. Cllr. Bott to purchase and be reimbursed by the council.
- g) *Street lights* – all repairs done but loan awaited for conversion of remaining lights to LED.
- h) *Reports of urgent parish matters (for info only)*
- Guttering on pavilion above the door damaged. Cllr. Bott to repair. It was agreed to put this item on the next agenda to discuss ways to prevent further damage

31/1920 FINANCIAL MATTERS - ANNUAL

- a) *End year bank reconciliation and budget report* – it was **RESOLVED** to approve the report, the end year balance being £18,626.97. See Appendix 1 for full budget report.
- b) *Asset Register to 31.3.19* – **RESOLVED** to approve, total asset value being £78,901
- c) *Annual Governance and Accountability Return 2018/19*
- (i) Internal Auditor's report – noted, no concerns raised

- (ii) Section 1 - Annual Governance Statement – it was **RESOLVED** to answer “Yes” to statements 1 to 8 with statement 9 not being applicable. The chairman and clerk duly signed Section 1, as instructed by council.
- (iii) Section 2 - Accounting Statements - it was **RESOLVED** to approve the accounting statements. The chairman and RFO duly signed Section 2, as instructed by council.
- (iv) Electors’ Rights – the RFO confirmed the intention to display the notice and dates for exercise of electors’ rights would be 1st July to 9th August 2019
- d) *Confirmation of use of DDs and SOs for certain payments* – it was **RESOLVED** to confirm authorisation of the continued use of SOs/DDs for water/sewerage bills, salary, grounds maintenance contract, ICO, electricity supply for pavilion and street lights.

32/1920 FINANCIAL MATTERS - OTHER

- a) *Payments including payments made between meetings* – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Chq	Net	VAT	Gross
P15-1920	Water Plus	Water	DD	£38.52	£0.00	£38.52
P16-1920	SLB Grounds Maintenance	Maintenance contract May	SO	£643.40	£0.00	£643.40
P17-1920	R Turner	Salary May	SO	£372.64	£0.00	£372.64
P18-1920	R Turner	Expenses May	2193	£73.73	£0.00	£73.73
P19-1920	EON	Street light repairs	2194	£4,954.46	£990.90	£5,945.36
P20-1920	SCPF	Pension May	2195	£84.36	£0.00	£84.36
P21-1920	SDH Accounting	Internal audit	2196	£150.00	£0.00	£150.00
P22-1920	Cressage Village Hall	Room hire	2197	£120.00	£0.00	£120.00
P23-1920	D & M Evans	Sign repair	2198	£65.00	£13.00	£78.00

- b) *Income received*

Ref	Payee	Item	Amount
R3-1920	Lloyds	Interest May	£0.30
R4-1920	SALC	Transparency grant	£190.08

- c) *EMG – grant awarded* – £1,500 grant awarded.
- d) *Signatories to bank account* – it was **RESOLVED** to add Cllrs. Esp and Aston as full power signatories.

33/1920 CORRESPONDENCE

- a) *SALC Bulletins* – noted.
- b) *Harley to Cressage Road Closure - 13th June 2019 to 19th June 2019 - Surface Dressing will be completed 13/14 and 15th June 09.30 - 16.00 and markings will be replaced 19th June 09.30 - 16.00* – noted.
- c) *PCC Annual Town and Parish Council Survey* – noted.
- d) *Rural Crime Prevention Evenings 25th June at Shipton Village Hall, 7.30pm and Thursday 27 June at Church Preen Village Hall, 7.30pm* – noted.
- e) *Shropshire CCG and Telford & Wrekin CCG – proposal to become one organisation* – noted.
- f) *VCSA on Friday 21st June 2019, 9am – 1pm in the Council Chamber at Shirehall, Shrewsbury*
- g) *FOIA request for information about meetings and reports of meetings* – noted – clerk to advise that monthly reports to VL to be resumed and that the minutes are on the council’s website, once approved
- h) *FOIA request for council’s constitution* – clerk to respond.

34/1920 NEXT MEETINGS

- a) *Date of next meeting*
 - It was **RESOLVED** to hold an extra meeting on 12th June re 18/04266/FUL in order that the council can comment before it goes to planning committee. A public

meeting will be held at 7pm immediately prior to the council meeting which will then start at 8pm

- Next regular council meeting - 3rd July, 7pm at Cressage Village Hall.

b) *Items for agenda- to note requests*

- Press/Media Policy
- Asset Condition Report
- Collapsed road on Severn Way
- Bollards on Wood Lane
- Remembrance Sunday arrangements (Sep agenda)
- Code of Conduct training 18th July, 2pm to 4pm– councillors to email clerk if wish to attend

*It was **RESOLVED** that pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press should be excluded during discussion of/ Items 35 & 36/1920, due to the likely disclosure of confidential information*

35/1920 **CRESSAGE PAVILION** – it was **RESOLVED** to carry out the following works, for which the number of quotes required by Financial Regulations had been sought:

- Wall mounted heater – Electricpoint.com to supply a Heatrae Sadia Santon at cost of £79.58+VAT
- Sink unit and worktop and sundries – Howdens at a cost of £321.59 plus VAT and delivery
- Electrical work – John Peters to connect electric supply to water heater – estimate £30 to £40
- Plumbing – connection of water supply to sink and water heater and associated works re fitting and securing worktops – estimate £200 from James Elwell.

36/1920 **PLANNING ENFORCEMENT CONCERN** – no update.