

# NEEN SAVAGE PARISH COUNCIL

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Minutes of Meeting of the Parish Council held on Wednesday 27<sup>th</sup> June 2018 at Neen Savage Parish Hall commencing at 7.30pm.

Chairman: Cllr Arthur Ratcliff.

Clerk: Mrs D McBride.

Present: Cllr Arthur Ratcliff, Cllr Olwen Sales, Cllr George Haywood, Cllr Andy Vanderhook and Unitary Cllr Madge Shingleton.

324/01 To receive apologies and reasons for Absence from Members

Cllr Michael Tomkinson - holiday  
Cllr Sue Del Mar – personal commitment  
Cllr Stephen Hinton – holiday

324/02 Declarations of Interest

Cllr Sales declared an interest in Agenda Item 324/09 (a) iii & iv.

324/03 Public Participation Session

There were two members of public present. No matters were raised.

324/04 To confirm the Minutes of Parish Council Meeting held on Wednesday 23<sup>rd</sup> May 2018

It was RESOLVED that the minutes of the Parish Council Meeting held on Wednesday 23<sup>rd</sup> May 2018, be signed and ADOPTED as a true record.

324/05 Matters Arising/Clerk and Councillors' Progress Reports since the last meeting

- i) The Clerk has confirmed with Mrs Haywood and Mr Whitworth that they were appointed last year to the Edwards and Hinckesman Foundation for a four-year period. A reply has been received from Mr Mills regarding the proposed removal of the Phone Box. Mr Mills states that the wall by the phone box was put in by BT and is their responsibility. Two dates have been amended for Council meetings – October 24<sup>th</sup> (not 23<sup>rd</sup>) and January 2<sup>nd</sup> (not 26<sup>th</sup> December). The Clerk has ordered 2x Silent Soldier Silhouettes from the British Legion but the price has now gone up to £150. Council agreed to just purchase one because if the Armed Forces Covenant Fund application is successful it could furnish another two and we don't want too many. There are no deeds at MFG so the Clerk will check Land Registry to see what is registered to Council. The Clerk and Cllr Vanderhook have both met with Open Reach regarding the installation of broadband at the Parish Hall. Due to difficulties with the distance from the current pole to the building they propose installing a new post in the hedge by the churchyard near the chestnut tree. A survey will be undertaken and a quote supplied for the work. Footpath 44R Modification Order has been upheld by the inspector following the Public Enquiry in April. This includes an additional official path from the caravan park to Catherton Road. The next SALC area meeting is on Wednesday 18<sup>th</sup> July at Bridgnorth Fire Station. There is councillor training at Shirehall on Wednesday 26<sup>th</sup> September. There has been no direct response from highways but Cllr Shingleton has had success with reporting work required between Stepple and Broome Park – this is now with Kier for actioning.
- ii) Cllr Vanderhook informed Council that the GDPR Briefing was very informative. This Council has actually done a lot of work towards achieving compliance and Cllr Vanderhook and the Clerk have gone through what still needs to be done. This is mainly adopting policies, most of which are to be adopted this evening – see Agenda item 324/08. Neen Savage Parish Council is the data controller. There is no need for a Data Protection Officer.
- iii) Cllr Sales reported that the website is up-to-date with Minutes, Agendas, Finance etc. She asked everyone to have a look at it and let her know if there should be additional items or any changes. Cllr Sales is working on a Social Media Policy for Council.
- iv) Cllr Ratcliff reported on the LJC Meeting held last night at Kinlet. It was fairly well attended and had presentations from Future Fit and Defend our NHS. The Future Fit consultation runs until 4th September and there will be more public exhibitions and pop-up displays. Comments can be sent in through the survey booklet or on-line. Steve Brown, (Shropshire Council's Highways, Transport and Environment Commissioning Manager) gave a report on the highways situation and Kier. Shropshire Council has received extra money for pot holes and has 30 gangs working through all the jobs. Tubs of tarmac will not be available for parish councils as this work is contracted to Kier. The Highway Repair Manual is the reference for all work.

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## 324/06 Financial Matters

- i) Council confirmed no conflict of interest with PKF Littlejohn LLP.
- ii) Council considered and RESOLVED to approve the Internal Auditor's report.
- iii) Council considered and RESOLVED to approve AGAR Section 1 – Annual Governance Statements.
- iv) Council considered and RESOLVED to approve the accounts and bank reconciliation for year ending 31<sup>st</sup> March 2018.
- v) Council considered and RESOLVED to approve AGAR Section 2 – Accounting Statements 2017/18.
- vi) Council discussed the proposed Parish Hall building works and RESOLVED to offer a maximum of £1,000 subject to the whole project going ahead through other grants and fund-raising.

## 324/07 Approve Payments

Council RESOLVED to approve the following payments:

- i) Mrs D McBride – Wages (June) – £185.64 (includes tax refund) (Cheque)
- ii) SmartWater – 80 packs – £854.40 (Cheque)

## 324/08 General Data Protection Regulations

- i) As noted earlier in the meeting Council is well ahead with working towards compliance.
- ii) Templates provided have been edited for Council who RESOLVED to adopt the Data Consent Forms, Privacy Notices for staff and councillors, general public and for email, and the Subject Access Policy. The next step will be to finalize the Privacy Policy, Personal Data Management Policy and Audit Log and a Data Retention, Management of Documents Policy.

## 324/09 Planning Matters

### (a) Planning Applications

- i) Reference: 18/02042/FUL (validated: 21/05/2018)  
Applicant: Mr And Mrs S Morton  
Address: Stepple Hall, Catherton Road, Cleobury Mortimer, DY14 0LH  
Proposal: Erection of new amenity outbuilding following demolition of existing timber garage/storage building; Form external sunken patio area and new access from main house; Extend existing timber loggia over part new sunken patio area and erection of utility room following demolition of existing  
Outcome: Council RESOLVED to support this application.
- ii) Reference: 18/02043/LBC (validated: 21/05/2018)  
Applicant: Mr And Mrs S Morton  
Address: Stepple Hall, Catherton Road, Cleobury Mortimer, DY14 0LH  
Proposal: Erection of new amenity outbuilding following demolition of existing timber garage/storage building; Form external sunken patio area and new access from main house; Extend existing timber loggia over part new sunken patio area and erection of utility room following demolition of existing  
Council RESOLVED to support this application.

At 8.18pm Cllr Sales left the meeting for the following two items.

- iii) Reference: 18/01554/FUL (validated: 04/04/2018) (Reconsultation for amendments)  
Applicant: Mr & Mrs J Sales  
Address: Proposed Manege And Premises at Reaside, Neen Savage, DY14 8ES  
Proposal: Formation of (1800sqm) riding manege with 1.2m high boundary fencing to include the change of use of land.  
Outcome: Council RESOLVED to support this application.
- iv) Reference: 18/01555/FUL (validated: 04/04/2018) (Reconsultation for amendments)  
Applicant: Mr & Mrs J Sales  
Address: Proposed Manege And Premises at Reaside, Neen Savage, DY14 8ES  
Proposal: Erection of an agricultural implement and fodder storage building with hardstanding.  
Outcome: Council RESOLVED to support this application.

At 8.23pm Cllr Sales re-joined the meeting.

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## 324/10 Unitary Councillors' Reports

Unitary Cllr Madge Shingleton reiterated Cllr Ratcliff's remarks on the LJC meeting and urged everyone to complete the Future Fit consultation. There are some unanswered questions regarding highways however, but people must keep reporting all highway problems. Shropshire Council has launched a new scheme 'Right Home Right Place' where people can register for housing. This will help the Housing Enabling Team to understand what housing is needed. Investigations into Homepoint's system are taking place due to some issues. Local connections planning conditions are not set on all social housing properties and this is causing a lot of upset. In-depth investigations are nearly complete on Neighbourhood Fund and CIL. There is a lot of confusion on what the various monies can be used for. The Diamond Bus Public Enquiry was held last week in Kidderminster. The report is due within 28 days. Cllr Shingleton is chasing a response to her complaint to the Traffic Commissioner. The Youth Partnership meeting was held this week - Guides, Brownies and Scouts etc are offering a good range of activities, being proactive and there is a vibrant interest in their groups but they need more leaders. They cover a large local area and are available for a wide range of ages of young people.

## 324/11 Parish Matters / Highways

- i) The Clerk has continued to report highway issues to little avail. Council agreed that we repeat our requests for work at the ford including the footbridge and the return of the parish maps, copying in Cllr Shingleton and Steve Brown. The water pipe leak between Nash and Clump Cottage and also between Neen Farm and Lower Neen need attending to.
- ii) The Clerk has ordered the SmartWater packs and been in touch with Mick Simpson regarding a launch date. Council RESOLVED to set the date for Saturday 4<sup>th</sup> August, 9 – 11am at the Parish Hall for residents to collect their packs. Thereafter, packs will be available at Council meetings and can also be delivered. The Clerk will send an article to the Vital Link to advertise the event.
- iii) The Ford area was discussed. It is in a very poor state generally and needs tidying up. The bench needs repairing urgently and the litter bin needs to be emptied more often. Ownership of the various parts will be established and then a plan for a revamp will be made.

## 324/12 Consultations/Surveys

- i) The Clerk had formulated a response to the Police & Crime Commissioner's town and parish council survey from the individual responses received. Council RESOLVED for the Clerk to complete and send this on Council's behalf.
- ii) Council RESOLVED that Cllr Vanderhook will look through the Shropshire Great Outdoors Strategy 2018-2028 consultation (ends 31<sup>st</sup> July) and send information by email to the Clerk to formulate a response.

## 324/13 Future Agenda Items

- i) Discuss distribution of SmartWater.
- ii) Update and progress GDPR.
- iii) Consider improvements at the Ford area and new benches for Six Ashes.
- iv) Future Fit response.
- v) Quarterly budget review, appoint internal auditor for current year.

## 324/14 Date and Time of Next Meeting

The next Parish Council meeting will be held on Wednesday 25<sup>th</sup> July 2018 at 7.30pm at Neen Savage Parish Hall. The meeting closed at 9.15pm.

**It was agreed at the Parish Council Meeting (Minute Ref 325/04) that these minutes are a true record of the meeting, subject to the following corrections:-**

**Arthur Ratcliff**

**Signed.....Chairman**

**25<sup>th</sup> July 2018**

**Date.....**