

NEEN SAVAGE PARISH COUNCIL

Minutes of Meeting of the Parish Council held on Wednesday 22nd May 2019 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 Andy Vanderhook and Cllr Sue Del Mar.

The Chairman welcomed everyone to the meeting.

334/01 Election of Chairman and receive signed Declaration of Acceptance of Office

Cllr Arthur Ratcliff was elected Chairman (proposed Cllr Del Mar, seconded Cllr Sales). Cllr Ratcliff signed the Declaration of Acceptance of Office.

334/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office

Cllr Michael Tomkinson was elected Vice-Chairman (proposed Cllr Ratcliff, seconded Cllr Vanderhook). Due to Cllr Tomkinson's absence the Clerk will check that Cllr Tomkinson will accept this position.

334/03 To receive apologies and reasons for Absence from Members

Unitary Cllr Gwilym Butler.

334/04 Declarations of Interest

There were no declarations of interest made.

334/05 Public Participation Session

There were four members of public present. Mr Hardy informed Council that the two potholes between the Golf Club and Mawley Farm which had been marked with paint by Highways for repair several months ago, have still not been filled and the paint has now faded.

PCSO Sue Eden gave a brief report on recent police matters in the parish. There have been four incidents in the past 6 months: a quad bike and Landrover stolen last week, a shed break-in on 1st May and two ANPR activations. There have been a lot more incidents in Cleobury though. The police are aware of concerns raised about children playing in the river and will check periodically. Cllr Shingleton added that the Ford is dangerous, especially on the bottom side and we have had serious incidents due to flooding in the past. Cllr Ratcliff confirmed that the Parish Council has asked for better signage at the Ford.

334/13 Unitary Councillors' Reports

Unitary Cllr Madge Shingleton had been at a Cabinet meeting today. Finances for 18-19 showed a slight surplus due to a small underspend but Council has not achieved all the savings it wanted due to the adult social care and children in care expenditure. The numbers of children in care has doubled in the last five years and whilst the budget has been raided to help cover this, ie from Highways, the full expenditure cannot be forecasted. There is much dissatisfaction with Kier and the restructure of all Highway departments is on-going. There is a consultation on public transport and also for Post 16 and SEND children. Due to the volume of objections the changes may not be as hard as first proposed. Improvements are needed for the 2L contract especially as it affects Shropshire more than Worcestershire. There are many on-going discussions regarding planning, housing, infrastructure and Homepoint as well as Task & Finish Group meetings on Climate change, Recycling etc.

334/06 To confirm the Minutes of Parish Council Meeting held on Wednesday 24th April 2019

It was RESOLVED that the Minutes of the Parish Council Meeting held on Wednesday 24th April 2019, be signed and ADOPTED as a true record.

334/07 Matters Arising/Clerk and Councillors' Progress Reports since the last meeting

i) Clerk's Progress Report

Land Registry Documents

Received acknowledgement from Land Registry for application forms and supporting documents to register Baveney Wood Common and land around Parish Hall. They are experiencing significant increases in the volume of registration applications currently and processing times have thus increased, but do aim to complete the applications as soon as possible.

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334/07 Matters Arising/Clerk and Councillors' Progress Reports since the last meeting

i) Clerk's Progress Report (cont'd)

Highways

Andy Oliver has asked for the locations for jetting culverts either on a map or just a brief description of where they are then he will pass these over to Kier to arrange a jetter visit. We just need to finalise the list as some had improved after being rodded by hand. (Council agreed to add the Stonehouse drains into the list and confirm the list with Cllr Tomkinson before sending in.) Mr Oliver has looked at the signage at the ford and noted that some signage has gone missing and others damaged, so issued orders for replacement signage to be erected as soon as possible. The ford depth gauges are visible from both sides but he noted that some vegetation requires trimming from around the northern gauge which will be carried out along with a check of the mounting heights of both depth gauges.

Environmental Maintenance

A full Report has been submitted to Shropshire Council detailing work carried out and costings, with a request for £1,000 for the current year. Cllr Ratliff noted that the bench at the Ford needs cleaning.

- ii) Cllr Sales reported on the recent Place Plan meeting held on Thursday 9th May which she attended with Cllr Ratcliff, Cllr Vanderhook and the Clerk. There were 30 Councillors and Clerks from all the local parishes, except one. The aim was to look at the Cleobury Mortimer Place Plan area, one of 18 around the county, to discuss what the community needs to help Shropshire Council plan for infrastructure requirements or improvements. It is a live document and will keep evolving. The first draft was created from previous documents including Community Led Parish Plans. Large infrastructure projects, which will unlock development, led by Shropshire Council or other providers are Priority A. Priority B are those infrastructure projects which support development and Neighbourhood Projects are those which will support and are important to an individual community. All the parishes' projects were discussed and the draft will be updated accordingly. Each parish can send in further requests or amendments to these priorities for inclusion in the Place Plan. For Neen Savage this could cover Barbrook Sewerage Plant – resolution of issues, Six Ashes - improve visibility and safety, Ford – safety, Mapping of local footpaths and improve signage, Old Station Business Park – clarify land allocation/expansion potential.

334/08 Annual Review of Council Appointments, Policies and Procedures

- i) Council reviewed roles, appointments to committees and representatives to outside bodies. These were agreed as follows:-

Councillor Duties and Parish Roles

Chairman	Cllr Arthur Ratcliff
Vice-Chairman	Cllr Michael Tomkinson
Employment Sub-Committee	Cllrs Andy Vanderhook, Olwen Sales and Sue Del Mar.
Highways Sub-Committee	Cllrs George Haywood, Michael Tomkinson, Stephen Hinton.
Snow Warden	Cllr George Haywood
Flood Wardens	Highways Sub-Committee
Tree Warden	Mr Chris Butterworth
Policies Sub-Committee	Cllrs Andy Vanderhook, Olwen Sales, Stephen Hinton.
Communications Sub-Committee	Cllrs Olwen Sales, Arthur Ratcliff, Andy Vanderhook.
Emergency Planning Officer	Cllr Sue Del Mar.
Pike Common	Cllr Andy Vanderhook
Baveney Common	Cllr Stephen Hinton

Appointments to Committees outside the Parish Council

Local Joint Committee/Place Plan representatives	Cllr Olwen Sales (reserve Cllr Michael Tomkinson)
Parish Hall Committee representative	Cllr Andy Vanderhook.
SALC representatives	Cllr Michael Tomkinson and Cllr Sue Del Mar

Non-Councillor appointments to Parish Charity

Edwards & Hinckesman's Foundation	Mrs Emma Haywood and Mr Charles Whitworth.
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334/08 Annual Review of Council Appointments, Policies and Procedures (cont'd)

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

Wednesday 26 th June 2019
Wednesday 24 th July 2019
Wednesday 25 th September 2019
Wednesday 23 rd October 2019
Wednesday 27 th November 2019
Wednesday 18 th December 2019
Wednesday 22 nd January 2020
Wednesday 26 th February 2020
Wednesday 25 th March 2020
Wednesday 22 nd April 2020
Wednesday 27 th May 2020

Next year's Annual Parish Meeting will be held on Wednesday 29th April 2020, 7.30pm.

- iii) The Clerk had reviewed all Council Policies and sent out to councillors prior to the meeting. Amendments had been made to improve layout, update review dates and GDPR references to a Data Protection Officer. Council RESOLVED to approve all policies as circulated: Standing Orders, Financial Regulations, Press & Media Policy, Complaints Policy, Data Protection Policy, Employment Policies & Procedures, Data Retention and Management of Documents Policy, Freedom of Information/Model Publication Scheme and all GDPR Policies and Notices. Cllr Sales will update the website with all the reviewed policies and notices. The Clerk has located a draft Social Media Policy from SALC which needs adapting to meet the requirements of the Parish Council – for June meeting.
- iv) Council reviewed the Asset Register which has been updated with current valuations for insurance purposes. Council RESOLVED to write off the remaining bench from Six Ashes as it is proving difficult to restore and confirmed the Asset Register was otherwise up-to-date. The insurance schedule was reviewed against our requirements and Council RESOLVED to confirm that it met our needs and to approve a three-year (long-term) agreement as quoted. Quotes to insure the phone box and projector are incomplete due to the Insurance Broker's delay but can be added later as a mid-term adjustment.

334/09 Financial Matters

- i) Council noted receipt of the Precept - £5411.00 and Neighbourhood Fund - £515.40.
- ii) Council confirmed no conflict of interest with PKF Littlejohn LLP.
- iii) Council considered and NOTED the Internal Auditor's report.
- iv) Council considered and RESOLVED to approve AGAR Section 1 – Annual Governance Statements.
- v) Council considered and RESOLVED to approve the accounts and bank reconciliation for year ending 31st March 2019.
- vi) Council considered and RESOLVED to approve AGAR Section 2 – Accounting Statements 2018/19.
- vii) Council considered and RESOLVED to certify the Parish Council's Exemption from a limited assurance review.

All sections of the Annual Governance and Annual Return were completed and signed.

334/10 Approve Payments

(a) Council RESOLVED to approve the following payments:

- i) Mrs D McBride – Wages (May) – £180.30 (Cheque)
- ii) DM Payroll Services Ltd – Internal Audit Fee - £90.00 (Cheque)
- iii) Came & Co – annual insurance (3-year long-term agreement) - £370.55 (Cheque)

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334/11 Planning Matters

(a) Planning Applications

i) Reference: 19/01816/FUL (validated: 18/04/2019)

Address: Landscape Plants Cleobury Limited, Six Ashes Nursery, DY14 8JF

Proposal: Erection of an extension to Cafe to comprise of a house plant display area linked to the current nursery sales area.

Applicant: Mr P Underhill (Six Ashes Nursery, Cleobury Mortimer, DY14 8JF)

Outcome: Council discussed the proposals and questioned whether this would mean more deliveries as there is nowhere for out-of-hours delivery lorries to park currently. Delivery lorries are known to park at the Six Ashes car park and block the area for others to use. There is nothing in the application covering increases in traffic and Council felt the applicant should provide a parking area on site for delivery vehicles and facilitate surface improvements where their access joins the carriageway.

Subject to the above being implemented, Council would support the application.

334/12 Place Plan Review

Further to Cllr Sales' report earlier, Council discussed the items relevant to Neen Savage and agreed to request the following items be included in the Place Plan:

Priority A – a satisfactory resolution of the outstanding issues of all aspects of administration and operation of the Barbrook Sewerage Plant.

Priority B – improvements to traffic visibility and road safety measures at Six Ashes junction.

Priority B – traffic and safety improvements at the Ford.

Priority B – consider re-design of drainage at Ford and associated safety issues.

Priority B – improve safety of those walking along the B4363 from Newbridge to Six Ashes.

Previous suggestions by the Unitary Councillors for a pavement from Cleobury for those working at the Business Park were discussed. The Parish Council will speak with the Pioneer Centre regarding pedestrian safety of their staff walking on the roads to Cleobury. The capacity for expansion at the Old Station Business Park needs clarifying but perhaps any site expansion should not be considered until the matter of relocating Cleobury's sewerage treatment plant is decided.

Neighbourhood Projects – installation of Phone Line into Parish Hall.

334/14 Parish Matters / Highways

i) The road from Nethercott to Reaside needs repairing where the sides have been washed out. The B4363 where the pipe track was laid some years ago is getting worse and needs urgent maintenance. The road from Six Ashes to Mawley also needs attention.

ii) The WI has asked if there is somewhere in the parish where they can plant a tree to mark the Shropshire Federation's 100th anniversary and the parish's 70th anniversary. Council felt that a native hardwood tree could be planted near the Ford.

334/15 Future Agenda Items

i) Council will look through the Parish Profile and Social Media Policy at the June meeting. The Clerk will request that the Parish Profile is published on Shropshire Council's website.

334/16 Date and Time of Next Meeting

The next Parish Council meeting will be held on Wednesday 26th June 2019 at 7.30pm at Neen Savage Parish Hall. The Annual Parish Meeting will be held on Wednesday 29th May at 7.30pm (refreshments being served from 7pm).

The meeting closed at 9.15pm.

It was agreed at the Parish Council Meeting (Minute Ref 335/05) that these minutes are a true record of the meeting, subject to the following corrections:-

Arthur Ratcliff

26th June 2019

Signed.....Chairman

Date.....