

**ALVELEY AND ROMSLEY PARISH COUNCIL
NEAR BRIDGNORTH, SHROPSHIRE
Chairman Pam Barker**

David Rawlinson

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43 Church View Gardens

Kinver

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DY7 6EE

27th October 2020

Dear Councillor

You are hereby summoned to attend the next meeting of the Parish Council to be held on Tuesday 3rd November 2020 at 7.45pm, preceded by an Open Forum at 7.30pm. This will be a 'Zoom' meeting in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

Yours sincerely

DRawlinson

David Rawlinson, Clerk to the Council

AGENDA

1. OPEN FORUM
2. TO RECEIVE APOLOGIES FOR ABSENCE.
3. TO RECEIVE DECLARATIONS OF ANY PECUNIARY/PREJUDICIAL INTEREST.
4. TO CONFIRM THE MINUTES OF:
 - (i) THE MONTHLY MEETING HELD ON TUESDAY 13TH OCTOBER 2020.
 - (ii) THE SPECIAL MEETING OF THE PLANNING COMMITTEE ON TUESDAY 22ND SEPTEMBER 2020.
5. TO CONSIDER PARISH MATTERS [written reports to be provided in advance to the Clerk].
6. VACANCIES FOR PARISH COUNCILLORS - report attached.
7. PARISH COUNCIL CODE OF CONDUCT – report attached.
8. TREES IN CLOSED CHURCHYARD – report attached.
9. ALVELEY RECREATION ASSOCIATION – update by Chairman.
10. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS.
 1. Planning Applications received from Shropshire Council – to make recommendations or to note.

20/04149/FUL Erection of a wooden garage, The Bungalow adjacent Lyndon, Kidderminster Road, Alveley, WV15 6LN.

20/04164/FUL Erection of first floor extension over existing ground floor rear extension, together with internal modifications to ground floor layout, Woodlands, The Woodlands, Alveley, WV15 6LQ.

2. Planning Applications received since the Agenda closed - Council to make recommendations to Shropshire Council.

3. Planning Decisions received from Shropshire Council – to note

20/02669/FUL Retrospective Application under Section 73A of the Town and Country Planning Act 1990 for use of land as a travellers' caravan site comprising 3 in number caravans, land adjacent to the Round House, Fenn Green, Alveley.
Parish Council recommendations – Approve, Decision – Approve.

4. Planning Decisions received from Shropshire Council since the Agenda closed
To note.

5. Other planning matters.

11. REPORT FROM SHROPSHIRE COUNCILLOR
(Chairman to suspend Standing Orders)

12. PARISH COUNCIL NEWSLETTER – Clerk to report.

13. TO RECEIVE A FINANCIAL REPORT – attached.

14. ITEMS FOR FUTURE MEETINGS
Footpaths and Rights of Way Officer
Rubbish and litter collection
Climate emergency
Training and Development Plan

15. TO CONFIRM THE DATES OF FUTURE MEETINGS.
The next meeting of Alveley and Romsley Parish Council will be the monthly Parish Council meeting to be held on Tuesday 1st December 2020 at 7.30pm. This meeting will be a 'Zoom' meeting in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

To: Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. K. R. Stanton, (Vice Chairman),
Cllr. Mrs. J. M. Hall, Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter,
Cllr. Mr. B. A. Punchard, Cllr. Mr. J. R. Taylor and Cllr. Mr. F. D. Voysey

Cc: Cllr. Mrs. T. Woodward

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Minutes of the monthly meeting of the Parish Council held on Tuesday 13th October 2020, including an Open Forum, commencing at 7.30pm. This was a remote meeting using 'Zoom' software in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

047. PRESENT

Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. K. R. Stanton (Vice-chairman), Cllr. Mrs. J. M. Hall, Cllr. Mr. R. J. Narburgh, Cllr. Mrs. S. L. Potter, Cllr. Mr. B.A. Punchard, Cllr. Mr. J. R. Taylor and Cllr. Mr. F. D. Voysey

048. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk), Cllr. Mrs. T. Woodward (Shropshire Councillor) and one resident for part of the meeting.

049. OPEN FORUM

The Chairman reported the death of Mrs. Lesley Noble and offered the sympathies of the Parish Council to Cllr. Noble and his family.

Cllr. Mrs. Potter referred to a current road closure on the A442 and asked the Clerk whether he had received any prior notification of the work. The Clerk acknowledged that he received frequent notifications of road closures and diversions from Shropshire Highways. Some were given well in advance but others were at very short notice and were subject to last-minute changes. He could remember notifications in recent weeks relating to Arley Lane but was not aware of roadworks affecting the A442 at this time. Cllr. Voysey and Cllr. Mrs. Woodward confirmed that they had not seen any communication about this closure.

050. APOLOGIES FOR ABSENCE

It **was resolved** to accept an apology for absence from Cllr. Mr. C. D. Noble (personal).

051. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

Cllr. Mrs. S. L. Potter declared a pecuniary and prejudicial interest in agenda item 11.1 (planning application 20/04020/FUL Severn Valley Alpaca Ltd.)

052. MINUTES -

(i) MONTHLY MEETING HELD ON TUESDAY 8TH SEPTEMBER 2020.

It was **agreed** unanimously that these were a true and accurate record.

(ii) SPECIAL MEETING OF THE PLANNING COMMITTEE ON TUESDAY 22ND SEPTEMBER 2020.

The Clerk reported that these had not yet been finalised and would be presented to the next monthly meeting.

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053. URGENT PARISH MATTERS

None.

054. VACANCIES FOR PARISH COUNCILLORS

The Clerk referred to his report and advised that Mr. Richards was not yet on-line and could therefore not attend the meeting. His recommendation that Mr. Richards' application should be deferred to a future meeting was **agreed**. With regard to Mr. Fry's application, the Clerk reported that he had received a text message from Mr. Fry which indicated that Mr. Fry wished to withdraw his application. Subject to any further communication from Mr. Fry, the Clerk's recommendation of no action at this time was **agreed**.

055. PARISH COUNCIL APPOINTMENTS –

The Parish Council considered a number of vacancies which had been deferred at the previous meeting and **agreed** the following appointments:

(a) CHARITABLE TRUSTS:

- (i) Alveley Charities – Cllr. Mrs. Potter was appointed to serve with Cllr. Stanton.
- (ii) Whittall Meadows Trust – Cllr. Narburgh was appointed to replace Miss. Jakeman.

(b) PLANNING COMMITTEE CHAIRMAN – The Chairman proposed the appointment of Cllr. Voysey. This was seconded by the Vice-chairman and **agreed** unanimously.

(c) PLANNING COMMITTEE MEMBERSHIP – The Chairman reported that, at the previous Parish Council meeting, there had been consensus that a membership of between five and seven was appropriate, but this had not been formally resolved. After further discussion the Chairman formally proposed that the membership of the Committee should be up to seven. This was seconded by Cllr. Voysey and carried unanimously. The Chairman reported that Cllr. Noble wished to be on the Planning Committee; this was **agreed** and other Councillors were requested to register their interest with the Clerk outside the meeting.

(d) BRIDGNORTH AND SHIFNAL AREA COMMITTEE – Parish Council representatives – Cllr. Mrs. Hall and Cllr. Noble were appointed to replace the Chairman and Mrs. Preece.

056. BRITISH LEGION POPPY APPEAL – The Clerk invited Parish Councillors to consider a donation to the 2020 Poppy Appeal under Section 137 of the Local Government Act 1972. He advised that, in recent years, a donation of £200 had been agreed, but suggested that the donation might be increased for this year, given the restrictions which the Coronavirus Pandemic would impose on fund-

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raising by all charities, including the British Legion. A donation of £250 was initially proposed but, after discussion, the Chairman formally proposed a donation of £300. This was seconded by Cllr. Mrs. Hall and was **agreed** unanimously.

057. REMEMBRANCE SERVICE AT ST. MARY'S CHURCH, ALVELEY, SUNDAY 8TH NOVEMBER 2020 – The Clerk confirmed that there would be special arrangements this year, with a socially distanced gathering adjacent to the Village Green. Councillors confirmed their wish for a wreath to be presented on behalf of the Parish Council and, after consideration of the designs available, it was **agreed** to opt for a 17 inch circular wreath of red poppies
058. PARISH COUNCIL CODE OF CONDUCT – The Parish Council considered a proposed addition to the approved Code drafted by the Clerk. Cllr. Voysey raised a number of objections to the proposed wording. After discussion it was **agreed** that Cllr. Voysey would submit an alternative form of words to the Clerk and that this would be considered alongside the original proposal at the next Parish Council meeting.
059. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS.

Cllr. Mrs. Potter withdrew from the meeting.

1. Planning Applications received from Shropshire Council since the Agenda closed.

20/04020/FUL Change the use of land from agricultural grazing land (for alpacas) to a mixed use of alpaca trekking and agricultural grazing land, and associated works, Severn Valley Alpacas Ltd, Valley View, Romsley.

Cllr. Narburgh drew attention to a number of inaccuracies in the documents provided in support of this application. He also pointed out that the site is subject to an enforcement notice because its current use is in breach of the original planning permission. In his view, this meant that the application should not be allowed to proceed at this time. Other Councillors supported this view and expressed concern that the applicant proposed to use neighbouring bridleways for alpaca trekking. The consensus was that the proposed alpaca trekking enterprise would not be sustainable in practice. After further discussion, the Vice-chairman formally proposed that the Parish Council recommend refusal of this application on the grounds that it is an inappropriate development in the Green Belt and is unsustainable. This was seconded by the Chairman and **approved** unanimously.

Cllr. Mrs. Potter rejoined the meeting.

2. Planning Decisions received from Shropshire Council since the Agenda closed.

20/03213/FUL Conversion of part of building to 1 in no. live/work unit, Stables at Applecross Equestrian Centre, Alveley.

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Parish Council recommendation – no objection as long as the application meets Shropshire Council's conditions for live/work accommodation in the green belt.
Shropshire Council decision – refuse.

3. Other planning matters – the Parish Council **noted** –

- (a) That retrospective application 20/02669/FUL for use of land as a travellers' caravan site comprising 3 in no. caravans on land adjacent to the Round House, Fenn Green, was to be considered at Shropshire's Southern Planning Committee on 20th October 2020, with officers recommending refusal.
- (b) That an application has been made for re-pollarding work on a protected ash tree at the Woodlands (off Bridge Road).

060. REPORT FROM SHROPSHIRE COUNCILLOR – the Chairman suspended Standing Orders to enable Cllr. Mrs. Woodward to speak.

Cllr. Mrs. Woodward referred to the earlier discussion under agenda item 1. regarding roadworks on the A442, and suggested that these were probably on behalf of Worcestershire County Council. This would account for the lack of advance notification.

She then referred to the briefing note that had been circulated in advance. This covered a number of local issues and is attached to these minutes. Discussion focused on the future of Alveley Industrial Estate, and the statement by Shropshire Council officers following a recent exempt report to their Council. This indicates that discussions are taking place between Shropshire Council and a group of tenants at the Industrial Estate, and that one of the preferred next steps is a meeting involving the Parish Council.

Cllr. Mrs. Woodward confirmed that, at a meeting in 2019, she had been briefed confidentially by Shropshire Council officers that the possible sale of Alveley Industrial Estate was being considered, but emphasised that this information could not be made public.

Cllr. Voysey expressed the view that the Parish Council should have been consulted much earlier in the process, preferably before any report to Shropshire Council. It seemed that a decision had been made in advance of consultation, not the other way round. Cllr. Mrs. Woodward appreciated and shared these concerns. During subsequent discussions, she confirmed that consultation meetings would be 'virtual' and that they would be open to all Parish Councillors. Finally Cllr. Mrs. Woodward provided an update on the vehicle (mobile catering van) which had been parked on the green next to 2 Chapel Lane, and had been the focus of complaints from nearby residents. She advised that the vehicle has now been moved onto the drive, but is concerned that the towbar interferes with the adjacent footway, and will continue to investigate.

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061. PARISH COUNCIL NEWSLETTER

The Clerk reported the results of Cllr. Noble's initial research into the possibility of using the Royal Mail to deliver the newsletter. The Royal Mail website indicates that local items such as the newsletter will be delivered for about £70, but three weeks' notice of the intended delivery date is required. Cllr. Noble's suggestion is that articles are put together during the rest of October and throughout November, with a view to having the completed newsletter ready to go out before Christmas. Cllr. Noble has also indicated that he is willing to retain his editorial role.

Cllr. Voysey made clear his support for this proposal, given his longstanding misgivings about relying on residents to access the Parish Council website. Related issues such as printing costs were also discussed. In conclusion the Parish Council **agreed** in principle to adopt this approach for the next newsletter, subject to detailed costings being provided by the Clerk.

062. FINANCIAL REPORT

1. Bank Reconciliation at 30th September 2020 – the reconciliation statement was **noted**.

2. Clerk's Salary and Expenses -

The Parish Council **noted** the Clerk's reports on the April 2020 pay award and his expense claim for the first six months of the 2020/21 financial year.

3. External Audit Certificate, 2019/20 Financial Year

The Clerk confirmed that the Parish Council's external auditors, PKF Littlejohn, have now issued the external audit certificate for the Council's 2019/20 accounts. He also confirmed that there were no issues that the External Auditor wished to raise.

He also presented a draft of the "Notice of conclusion of audit" which details the public's right of inspection. This notice, along with Sections 1, 2 and 3 of the AGAR must appear on the Council's website by 30th November. The Parish Council **noted** the report and **approved** the draft Notice of conclusion of audit.

4. Invoices for Approval and Cheques for Signature

The Vice-chairman proposed that the Council **approve** the schedules of invoices and direct payments, subject to the Poppy Appeal donation under Section 137 being increased from £200 to £300. This was seconded by Cllr Mrs. Potter and **approved** nem con. The Chairman and Cllr. Mrs. Potter were instructed to sign the cheques and supporting vouchers after the meeting.

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063. ITEMS FOR FUTURE MEETINGS

Vacancies for Parish Councillors

Parish Council newsletter

Footpaths and Rights of Way Officer

Closed churchyard

Climate emergency – possible presentation by Cllr. Alan Wilson, Vice-chairman of SALC on Shropshire Carbon Action Partnership to December meeting.

064. FUTURE MEETINGS.

It was **confirmed** that the next meeting of Alveley and Romsley Parish Council will be the monthly Parish Council meeting on Tuesday 3rd November 2020. The format/venue of this meeting will be determined by the Clerk, in consultation with the Chairman, but it is likely to be a 'Zoom' meeting in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

The meeting closed at 20.51.

The Chairman thanked everyone for their attendance.

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Minutes of the special meeting of the Planning Committee held on Tuesday 22nd September 2020, commencing at 7.30pm. This was a remote meeting using 'Zoom' software in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

039. PRESENT

Cllr. Ms. P. M. Barker (Chairman of Parish Council), Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter, Cllr. Mr. J. R. Taylor and Cllr. Mr. F. D. Voysey.

040. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk).

041. ELECTION OF CHAIRMAN

Cllr. Ms. Barker proposed that Cllr. Voysey be elected Chairman for the meeting. This was seconded by Cllr. Narburgh and **adopted** unanimously.

042. APOLOGIES FOR ABSENCE

It **was resolved** to accept apologies for absence from Cllr. Mrs. J. M. Hall (personal) and Cllr. Mr. K. R. Stanton (personal).

043. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None

044. URGENT PLANNING MATTERS.

The Chairman advised that he has been alerted to a recent article in the Shropshire Star which indicated that there is a proposal for Alveley Industrial Estate to be sold by Shropshire Council. In response to a question, Cllr. Ms. Barker reported that she had contacted Cllr. Mrs. Woodward, our Shropshire Councillor, who confirmed that the matter is confidential and cannot be discussed at this time. The Chairman was concerned that the Parish Council has not yet been informed and considered that the it should be consulted before final decisions are taken. This was **agreed** by a majority of other Councillors and the Clerk was **instructed** to send a short letter to the Chief Executive of Shropshire Council to this effect.

045. GOVERNMENT PROPOSALS SET OUT IN THE CONSULTATION DOCUMENT 'CHANGES TO THE CURRENT PLANNING SYSTEM'.

1. The Chairman explained that this document sets out interim proposals to improve the current planning system in advance of the major changes set out in the White Paper 'Planning for the Future'. He advised that the deadline for responding via the National Association of Local Councils (NALC) had passed and that a response direct to the Ministry of Housing, Communities and Local Government was required by 1st October. He referred to a briefing note which he had prepared

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which had been circulated to all Members. Section B dealt with the proposals in this consultation document.

2. A Member registered his objection to the suggestion in various parts of the consultation document that a shift to on-line data rather than documents would make the system more accessible to the public. He suggested that this was not necessarily the case, especially for older people.
3. Members then agreed with the Chairman's suggestion that the focus should be on the main issues, rather than the 35 detailed questions listed in the consultation document.
4. Discussion then focused on three key proposals:
 - (a) Temporarily lifting the small sites threshold below which developers do not need to contribute to affordable housing, to up to 40 or 50 units to support small/medium builders as the economy recovers from the impact of Covid-19; there was unanimous agreement that this would drastically reduce the supply of rural affordable homes, and should be opposed.
 - (b) Securing of First Homes, sold at a discount to market price for first time buyers, including key workers, through developer contributions in the short term until the transition to a new system; it was agreed by 5 votes with one abstention, to oppose this measure on the grounds that it would reduce the supply of rural exception sites in non-designated areas, and hence the ability to meet the full range of housing needs.
 - (c) Extending the current Permission in Principle to major development so landowners and developers now have a fast route to secure the principle of development for housing on sites without having to work up detailed plans first; it was agreed by three votes with three abstentions to oppose this measure because it will restrict the ability of local communities to engage meaningfully in the planning process.
5. It was **agreed** to instruct the Clerk to submit a response to the Ministry of Housing, Communities and Local Government by 1st October 2020 which reflected the above views.

046. WHITE PAPER 'PLANNING FOR THE FUTURE'.

1. The Chairman's suggestion to go through the 26 individual questions within the White Paper was supported. Members considered the proposed responses set out in the Chairman's briefing note and, after discussion, the following responses were agreed:

Question 1 - What three words do you associate most with the planning system in England?
Response - Complicated, unwieldy/slow and inconsistent.

Question 2 - Do you get involved with planning decisions in your local area?
Response - Yes.

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Question 3 - Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?

Response - By e-mail from the Planning Authority to our Clerk plus weekly lists in local newspapers.

Question 4 - What are your top three priorities for planning in your local area?
[Building homes for young people / building homes for the homeless / Protection of green spaces / The environment, biodiversity and action on climate change / Increasing the affordability of housing / The design of new homes and places / Supporting the high street / Supporting the local economy / More or better local infrastructure / Protection of existing heritage buildings or areas / Other – please specify]

Response -

- * Providing sufficient number of well-designed affordable homes.
- * Protecting the Green Belt & countryside.
- * Better infrastructure

Question 5 - Do you agree that Local Plans should be simplified in line with our proposals?

Response - Agree that local plans should be simplified but do not support all the detailed proposals. The new regime will only be acceptable if Government supply adequate funds to meet changes and there is proper provision to challenge planning proposals.

Question 6 - Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally?

Response - Generally, agree, but plans must be able to reflect local differences.

Question 7 –

- a) Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of “sustainable development”, which would include consideration of environmental impact?

Response - Not sure that a consolidated test of “sustainable development” will create a fairness in decision-making and could be too broad based.

- b) How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate?

Response - Not sure.

Question 8 –

- (a) Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced?

Response - Don't agree that, when applied to local area circumstances, the standard method will produce equitable results. The focus seems to be on getting the 'right' national total.

- (b) Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated?

Response - No comment

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Question 9 -

- (a) Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent?

Response - No - this provides too easy an access for developers, and prevents local community engagement.

- (b) Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas?

Response - No comment

- (c) Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime?

Response - No comment

Question 10 - Do you agree with our proposals to make decision-making faster and more certain?

Response - Yes, as long as there is a willingness to adapt them in the light of practical experience.

Question 11 - Do you agree with our proposals for accessible, web-based Local Plans?

Response - Yes, but there must also be access to paper versions for those who are not web-enabled.

Question 12 - Do you agree with our proposals for a 30 month statutory timescale for the production of Local Plans?

Response - Yes.

Question 13 -

- (a) Do you agree that Neighbourhood Plans should be retained in the reformed planning system?

Response - Yes – they will be very important in the new system and should be given appropriate status.

- (b) How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?

Response - No comment.

Question 14 - Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?

Response - No.

Question 15 - What do you think about the design of new development that has happened recently in your area? [Not sure or indifferent / Beautiful and/or well-designed / Ugly and/or poorly-designed / There hasn't been any / Other – please specify]

Response - The design of new developments has been generally satisfactory, but a few developments have left something to be desired.

Question 16 - Sustainability is at the heart of our proposals. What is your priority for sustainability in your area? [Less reliance on cars / More green and open spaces / Energy efficiency of new buildings / More trees / Other – please specify]

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Response - There needs to be greater determination to protect the Green Belt and countryside and more focus on using Brown Field sites. High priority should also be given to energy efficiency and sustainable infrastructure to help the community to move towards zero-carbon.

Question 17 - Do you agree with our proposals for improving the production and use of design guides and codes?

Response - Yes, but these need to be intelligible or to have supporting statements which are accessible by members of the public

Question 18 - Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making?

Response - Not sure.

Question 19 - Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England?

Response - Not sure.

Question 20 - Do you agree with our proposals for implementing a fast-track for beauty?

Response - Yes. However, 'beauty' is a subjective term and cannot be applied uniformly across all areas/sites. A development which blends well with its natural surroundings might well be considered beautiful in a rural location, but a striking design might be preferred in an urban situation. This must be allowed for.

Question 21 - When new development happens in your area, what is your priority for what comes with it? [More affordable housing / More or better infrastructure (such as transport, schools, health provision) / Design of new buildings / More shops and/or employment space / Green space/ Don't know / Other – please specify]

Response - More affordable homes and better infrastructure.

Question 22

(a) Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?

Response - Not sure. We would support a simpler system, but only if it delivered more resources locally.

(b) Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally? [Nationally at a single rate / Nationally at an area-specific rate / Locally]

Response -Not sure.

(c) Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities? [Same amount overall / More value / Less value / Not sure. Please provide supporting statement.]

Response - More value. This is necessary because the current system does not deliver sufficient resources.

(d) Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?

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Response - Yes in order to increase spending on long-term projects e.g. highways, drainage.

Question 23 - Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights?

Response - Different scheme needed- at specific rate with certain procedures.

Question 24

(a) Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present?

Response - Yes. However, we can see no prospect under the revised scheme of more affordable homes and the likelihood is that there will be fewer.

(b) Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities?

Response - No comment

(c) If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk?

Response - No comment

(d) If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality?

Response - No comment

Question 25 - Should local authorities have fewer restrictions over how they spend the Infrastructure Levy? If yes, should an affordable housing 'ring-fence' be developed?

Response - Yes- there should be ring -fenced funds for affordable housing which are sufficient to meet local demand.

Question 26 - Do you have any views on the potential impact of the proposals raised in this consultation on people with protected characteristics as defined in section 149 of the Equality Act 2010?

Response - We are concerned that there is little or no reference in the White Paper to practices or measures that will support the most vulnerable groups, especially the elderly and those with disabilities or learning difficulties.

2. It was **agreed** to instruct the Clerk to prepare a draft submission to NALC on this basis and to circulate it for comment.

The meeting closed at 20.50.

The Chairman thanked everyone for their attendance.

VACANCIES FOR PARISH COUNCILLORS

1. Purpose

- 1.1 To deal with an application for co-option to fill one of the existing vacancies for Parish Councillor.

2. Background

- 2.1 At the last Parish Council meeting, two applications for co-option were received from:

Bertram Richards of Townsend Farm Bungalow, Alveley and
Peter Fry of 2 Peacock Hill, Alveley.

However, the Clerk reported that Mr. Richards was not yet on-line and the Clerk's advice that his application should be deferred was accepted. The Clerk also reported that he had received a text message from Mr. Fry indicating that Mr. Fry did not wish to pursue his application at this time (this was subsequently confirmed when Mr. Fry joined the meeting).

- 2.2 The Clerk has now received a further application for co-option from:

Ms. Alexa Buffey, The Brewhouse, Dudmaston Hall, Quatt.

Ms Buffey has been sent information about the work of a Parish Councillor, including the Council's Code of Conduct and the 'Good Councillor's Guide' published by NALC. She has also been advised that, if co-opted at this time, her term of office will end in May 2021.

- 2.3 Ms. Buffey has been invited to attend this meeting, and her application form is attached.

3. Proposed Action

- 3.1 The Parish Council is **recommended** to proceed as follows.

(a) If Ms. Buffey is in attendance, the Parish Council will consider her application at this meeting.

(b) The procedure will be as follows:

- A formal motion to co-opt Ms. Buffey will be proposed and seconded.
- Ms. Buffey will be invited to address the meeting.
- Councillors will have the opportunity to question Ms. Buffey.
- A vote will be taken on the motion to co-opt.
- If carried, the Clerk will arrange for Ms. Buffey to make a Declaration of Acceptance of Office as soon as possible.

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APPLICATION FOR CO-OPTION TO THE ABOVE COUNCIL TO FILL A CASUAL VACANCY FOR A COUNCILLOR

Please complete this form and return it to the Clerk.

Clerk: David Rawlinson Address: 43 Church View Gardens, Kinver, Stourbridge, DY7 6EE

If successful, you will be required to complete an entry in the Parish Council's Register of Members' interests. This public entry will contain your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc .

Full name of candidate	Mr / Mrs / Ms / Other ____ First name Alexa Other names Surname Buffey
Address of candidate	The Brewhouse, Dudmaston Hall, Quatt WV15 6QN
Are you over 18 years of age? If not, please give your date of birth	Yes / No
In order for your eligibility to be confirmed, please tick any of the following that apply to you (it is not necessary for you to tick all these statements; any one will do)	<ol style="list-style-type: none">1. I am a registered elector for Alveley and Romsley Parish.2. I have lived in the Parish or within 3miles/4.8kms of the Parish boundary (as the crow flies) for at least 12 months.3. My main place of business is based in the Parish.4. I own property within the Parish.
Please indicate in no more than 200 words why you would like to join the Parish Council. If you are already active in the community, please indicate in what capacity. If you have particular experience and/or expertise that you think will be useful in the role of Parish Councillor, please give details.	I am interested in supporting the work of the Parish Council and representing its communities. I am keen to develop a strong relationship with residents, listening to and responding to their concerns. I hope to provide a voice for residents concerned with local issues and would actively work to find realistic and sustainable solutions to concerns such as traffic management, climate change and community support. With the current pandemic, I'm particularly keen to represent residents who are isolated and are in need of additional community support. I have volunteered with Bridgnorth Mutual Aid and would be keen to support the work of the group currently operating in Alveley. I have volunteered within Alveley as part of the core team setting up Severn Valley Parkrun. I have also been part of the steering group working to create a Parish Plan for Quatt Malvern. This has involved consulting local residents on their priorities to put together a workable plan for the communities within the Parish and is an ongoing piece of work. I work for the National Trust, and have experience of managing built heritage sites. Professionally I have developed excellent communication skills and experience of working with various stakeholders and partners.

<div>Signed</div> <div>Date</div>	<div>I wish to be considered for co-option to the Parish Council. I am not aware of any disqualification to my serving as a Councillor. I consent to the above information being disclosed to Parish Councillors and discussed at a public meeting.</div> <div></div> <div>20/10/20</div>

PARISH COUNCIL 3RD NOVEMBER 20202

Agenda item

PARISH COUNCIL CODE OF CONDUCT

1. **Purpose**

- 1.1 To approve an addition to the Council's Code of Conduct.

2. **Background/Introduction**

- 2.1 At the Parish Council meeting on 13th October 2020, the Clerk proposed an addition to the Council's Code of Conduct. Cllr. Voysey raised a number of objections to the proposed wording. After discussion it was agreed that Cllr. Voysey would submit an alternative form of words to the Clerk and that this would be considered alongside the original proposal at the next Parish Council meeting. Minute 058 refers.

3. **For decision**

- 3.1 The additional paragraph recommended by the Clerk is as follows:

You must not participate in a discussion or vote on a matter to be considered at a meetingⁱⁱⁱ if you or your partnerⁱⁱ have previously made written or verbal comments in the public domain, such that a member of the public with no previous connection to the issue but with knowledge of the relevant facts could reasonably conclude that your mind is made up to the extent that there is nothing that anyone can say or do to change it. You may speak on the matter in advance of any discussion or vote but only if members of the public are also allowed to speak at the meetingⁱⁱⁱ.

The wording proposed by Cllr. Voysey is as follows:

In the interests of equity Councillors should not in any way have their views on the merits of a planning application released into the public domain before it has been considered by Council. If they so they will not be permitted in formal session of the meeting to debate or vote on the application. However, Councillors may speak and make a statement on the application at the Council meeting in advance of formal session, but only if members of the public are also allowed to speak at the meeting.

- 3.2 The Parish Council is **requested** to agree one or other versions, with or without amendment, or to resolve no further action.

PARISH COUNCIL 3RD NOVEMBER 2020

Agenda item 8

TREES IN THE CLOSED CHURCHYARD

1. Purpose

- 1.1 To review current concerns on the part the Church Wardens and Rector of St. Mary's Church in respect of the trees in the Closed Churchyard.

2. Background/Introduction

- 2.1 The Parish Council has a responsibility for the maintenance of the Closed Churchyard under the Local Government Act 1972 s.215. This responsibility covers tree inspection and maintenance. Whilst the Council is responsible for its maintenance and upkeep, the Closed Churchyard remains in the ownership of the Church. The Parish Council's insurance cover therefore does not include the Closed Churchyard but the Council does have a duty of care to the users of the Churchyard, including members of the public who might visit or walk through it, under Health and Safety legislation. The Parish Council has no responsibility for the maintenance or upkeep of the Church building.

3. Current Issues

- 3.1 Following representations from the Parochial Church Council (PCC) and owners of properties which border the Churchyard, the Parish Council commissioned a tree survey from Shropshire Council. This was carried out on 27th July 2019. The main conclusion from the subsequent report was that there are no 'high risk' trees and that no urgent work was required. However, an aerial inspection of some trees was recommended and this took place in November 2019. Limited pruning work was then recommended on four lime trees and this was subsequently carried out. It was also recommended that all trees at the site should be inspected on a regular basis.
- 3.2 A previous report on the Closed Churchyard was presented to the Parish Council on 1st October 2019, and the following actions were agreed;
- (i) The Chairman, Vice-chairman and Clerk to meet with representatives of the PCC to agree a future programme of maintenance work which addresses the requirements that have been identified, but also enables the Parish Council, as far as possible, to meet the associated costs

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within its approved budget plan. This programme to be brought back for Parish Council approval.

- (ii) The Clerk, in consultation with the Chairman and Vice-chairman of the Parish Council, be authorised to commission any work that is required urgently on health and safety grounds.
- (iii) The necessary authorisations from Shropshire Council and the Diocesan Authorities to be sought for any work that is required.
- (iv) The Clerk to develop, in conjunction with the PCC and other authorities, a management plan for the Closed Churchyard which includes a regime of regular inspection and routine maintenance. This should enable the Parish Council to exercise some control over the associated costs and to have early warning of major problems.

Minute 088 (19/20/32) refers.

- 3.3 Since then the focus has continued to be on the trees in the Closed Churchyard, although progress has been halted by COVID-19 restrictions. A letter has now been received from the Church Wardens and Rector of St. Mary's (attached) that reiterates their concerns for the safety of users of the Closed Churchyard and nearby residents. It includes a suggestion that the trees should be subject to a regular (at least annual) inspection. Given the increased prevalence of extreme weather (especially high winds), this is a reasonable suggestion which is probably justified on health and safety grounds. An annual inspection would impose an additional cost on the Parish Council, but this should be manageable. In the meantime, the Clerk, in conjunction with the Chairman and Vice-chairman of the Parish Council has requested a site meeting with a representative of Lewis Arborcare, who carried out the previous tree survey, to assess whether immediate further work is required on health and safety grounds.

4. **Conclusions and Recommendations**

- 4.1 The outcome of the site meeting with Lewis Arborcare will be reported to the Parish Council as soon as possible so that appropriate measures can be determined.
- 4.2 It is **recommended** that a subsequent meeting is arranged with the Church Wardens and Rector to set out the Parish Council's position, to agree a way forward in the short term and to develop a management plan based on paragraph 3.2 (iv) above.



St Mary's & St Andrew's
Parishes

Alveley Parish Council

Dear Parish Council,

ST MARY'S CHURCH - TREES IN THE CLOSED CHURCHYARD

Thank you for your response to our concern over the trees in the top churchyard. We felt that the suggestion of having the same inspector come out would not give another professional view which we feel was needed. Because we have started to have more concerns about individual trees and also a tree that is not in the top church yard (so our responsibility and one we are going to resolve), we asked Mike Carter of IGM to examine the trees on our behalf. He pointed out more dead broken branches than we had seen. Even since his visit on Tuesday, we have identified one more which is near the steps into Bell Lane. We have cordoned-off part of the churchyard as a safety precaution. Behind the church there are branches which have fallen in the last few weeks, thankfully no one was hurt. Two huge branches on two different trees have broken off and are resting on other branches so could fall at any time. In our opinion, the issues mainly seem to arise from no regular inspection of the trees. We believe that this course of action was suggested in Ian Cupper's report last year. It would seem proper to have an inspection at least once a year to make sure the trees are as safe as possible. We also continue to have neighbours to the church contact us over their continuing concerns. Please see the attached photographs given to us from neighbours of branches that have recently fallen down.

Mike confirmed that Ian Cupper's report was correct when it said last year that the trees were healthy but that a lot has happened since then that no-one could have anticipated. The die-back is serious. Although the trees will not fall over as far as we can see, significant branches will fall however. And that is the issue. Whereas we were initially annoyed by the frequent build-up of debris on our roof, we suddenly found ourselves confronted by the unwelcome prospect of injury to the public.

Please understand we really want to maintain a positive relationship with the Parish Council and - especially in these uncertain times - appreciate your time and investment in the community, but we are becoming more and more concerned that without regular inspection the trees are becoming increasingly hazardous. We must remind you that the Parish Council is legally liable should any accident occur because of these trees.

If you would like to meet us at the church, we will be happy to show you the trees in question.

We appreciate that funds are tight in these unprecedented times, but would welcome your thoughts in this matter.

Yours sincerely,

The Church Wardens and Rector of St Mary's



, Alveley, Bridgnorth, Shropshire, WV15 6ND • 01746 780 882 • stmary01church@outlook.com •
www.alveleyandquattparishes.co.uk

ALVELEY AND ROMSLEY PARISH COUNCIL
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PARISH COUNCIL 3RD NOVEMBER 2020
FINANCIAL REPORT

Agenda item 13

1. **Purposes**

To deal with the following matters:

- (a) Deposits/receipts to 31st October 2020;
- (b) Bank reconciliation at 31st October 2020;
- (c) Clerk's Annual Leave Entitlement;
- (d) Fee for Payroll Services;
- (e) Invoices for approval;
- (f) Budget monitoring 2020/21.

2. **Deposits/Receipts 2020/21 to 31st October 2020**

Shropshire Council Precept Payment	£53,765.00
Neighbourhood Fund (CIL)	£1,201.93
Refund of VAT	£7,499.88
CCLA Public Sector Deposit Fund/HSBC Bank Interest	£101.00
Miscellaneous income (wayleave)	3.45
	<u>£62,571.26</u>

3. **Bank Reconciliation at 31st October 2020**

Bank		£
Business Money Manager Account		19,244.57
Community Account		19,285.08
CCLA Public Sector Deposit Account		<u>65,000.00</u>
		103,529.65
Less unrepresented cheques -		
	202226	1,000.00
	202241	2,111.40
	202243	30.00
	202244	1,350.00
	202245	300.00
		<u>98,738.25</u>
Cash Book		£
Opening balances as		
at	01/04/2020	61,348.70
Add receipts to	31/10/2020	62,571.26
Less payments to	31/10/2020	<u>-25,181.71</u>
		<u>98,738.25</u>

3.1 The Parish Council is **requested** to note this information.

4. **Clerk's Annual Leave Entitlement**

- 4.1 As part of the 2020/21 National salary award, the minimum leave entitlement for staff under Local Government (NJC) conditions has been increased from 21 to 22 days with effect from April 2020. This applies to all staff with less than 5 years' service, and to part-time staff on a pro-rata basis. The increase of 3.1 hours in the Clerk's leave entitlement can be accommodated within existing working arrangements.
- 4.2 The Parish Council is **requested** to note this information.

5. **Fee for Payroll Services**

- 5.1 The Clerk has been notified that, from 1st April 2021, the fee for payroll services from Diane Malley will increase from £81 to £120 per year. This significant increase (48%) has been justified because the existing fee has been unchanged since April 2017. The new fee would equate to £10 per month.
- 5.2 The Clerk is aware that some Parish Clerks who are sole employees do their own payroll calculations. The Clerk advises against this approach because it would reduce internal control, and it would add to the Clerk's workload. The Clerk will, however, investigate whether the service can be procured from elsewhere in future at a lower cost.
- 5.3 The Parish Council is **requested** to note this information and to receive a further report as part of the Annual Finance meeting on 19th January 2021.

6. **Invoices for Approval and Cheques for Signature**

- 6.1 A schedule of invoices/direct payments is attached.

Recommendation: The Council is **requested** to approve the schedule of invoices/direct payments and to instruct two Councillors to sign the cheques to be paid.

7. **Budget Monitoring 2020/21**

- 7.1 There has been significant activity in the last month especially with regard to routine contracts. However, overall spending is still within profile. As can be seen from the attached budget monitoring report, spending to 31st October 2020 totals 40% after 7 months (58%) of the financial year.
- 7.2 Of the major budget headings, staffing, play area maintenance and street lighting electricity are currently well under control. Some budget lines e.g. Audit, Insurance and Subscriptions, have now been fully spent for the year. Significant underspends can be expected on street lighting capital and the six-yearly inspection. There will be a significant overspend on office expenses,

ALVELEY AND ROMSLEY PARISH COUNCIL
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where there have been significant payments which relate to the last financial year, as well as the added cost of purchasing Zoom software. The grants budget is also overspent because of the emergency COVID-19 payments. The report on the Closed Churchyard elsewhere on the agenda suggests that significant new spending commitments may well be incurred before the end of the year.

- 7.3 The next detailed budget monitoring report will be provided as part of the Annual Finance Meeting on 19th January 2021.
- 7.4 The Parish Council is **requested** to note the above information.

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3RD NOVEMBER 2020

SCHEDULE OF PAYMENTS AND CHEQUES TO BE APPROVED AND SIGNED

CHEQUE	PAYEE	NET	VAT	TOTAL	ITEM	COUNCIL POWER
D.D.	Southern Electricity	282.49	53.50	335.99	Street Lighting electriciy September 2020	Parish Councils Act 1957 s.3
S.O.	Payroll	645.70		645.70	October payroll	L.G.A. 1972 s. 112
202249	HMRC	171.76		171.76	PAYE and National Insurance	
	Expenses -					
	Travel	26.32	26.32			
	Office expenses	86.66	86.66			
	Bus Shelters	30.00	30.00			
	Other	20.00	20.00			
202250	Clerk	162.98	14.35	177.33	Authorised expenses Oct 2020	L.G. (Finan. Prov) Act 1963 s 5
TOTALS		1,262.93	67.85	1,330.78		

Signed

D Rawlinson

D.H. RAWLINSON
Clerk/R.F.O.

Chairman

BUDGET MONITORING 2020/21	2020/21		
BUDGET ITEM	Approved	To 31 Oct 20	%
STAFFING			
Salary	9,500	5,173	54.5%
CiLCA	0	0	
Salary increase	180		
Employer NI	120	45	
	9,800	5,218	53.2%
TRAVEL			
Councillors	50		
Clerk	470	68	
	520	68	13.0%
OFFICE EXPENSES			
Website	60		
Paper/envelopes	80		
Printer cartridges	100	36	
Stamps	150	30	
Misc.	320	498	
Office rent	215	216	
	925	780	84.3%
OFFICE EQUIPMENT	150		0.0%
AUDIT			
Internal	300	280	
External	300	300	
	600	580	96.7%
INSURANCE	1,120	1,206	107.7%
TRAINING			
Councillors	1,050		
CiLCA	0		
Other Clerk training	100	30	
Conferences	0		
	1,150	30	2.6%
ROOM HIRE			
Monthly meetings	100		
Committee meetings	30		
Arden Centre other meetings	20		
Meetings other venues	30		
	180	0	0.0%
SUBSCRIPTIONS			
Shropshire Assoc. Local Councils	820	875	106.7%
Society of Local Council Clerks	140	140	
CPRE	40	0	
	1,000	1,015	101.5%
NEIGHBOURHOOD FUND	0	0	
GRANTS AND DONATIONS			
Severn Valley Country Park	1,500	1,500	
Not section 137	500	2,580	
Section 137	500	300	
	2,500	4,380	175.2%
OTHER SECTION 137			
The Pound	140	120	
Jubilee Bank	360	340	
	500	460	92.0%

BUDGET MONITORING 2020/21	2020/21		
BUDGET ITEM	Approved	To 31 Oct 20	%
CLOCK MAINTENANCE	0	0	
CHURCHYARD MAINTENANCE			
Tree inspection	0		
Tree work	2,000	525	
General maintenance	1,690	1,990	
Paths/walls/gateways etc	10,000		
Mole control	100	50	
	13,790	2,565	18.6%
PLAY AREA MAINTENANCE			
Grass cutting etc	2,900	1,993	
Annual inspection	100	65	
Fortnightly inspection	675		
Sand for sandpit	350		
Repairs	1,000	165	
	5,025	2,223	44.2%
PLAY AREA EQUIPMENT			
	500		0.0%
FOOTPATHS (£500 in Allocated Reserves)	0		
STREET LIGHTING CAPITAL			
Replacement columns and LEDs	6,000	1,171	19.5%
STREET LIGHTING REVENUE BUDGET			
Electricity	5,800	1,788	30.8%
Six yearly inspection	4,000	1,760	
Repairs and maintenance	2,000		
	11,800	3,548	30.1%
ENVIRONMENT AND HIGHWAYS			
Highway verges	420	270	
Other verges	100	100	
Footpaths	0		
Amenity land grass cutting	0		
	520	370	71.2%
(MOBILE LIBRARY)			
LOCALISM RESERVE	0	0	
COMMUNITY LED PLAN (£1,000 in Allocated Reserves)	0	0	
ELECTIONS			
Parish Council 2017	0	0	
NEWSLETTERS			
3 per year	150		0.0%
SUNDRIES			
	0	0	
CONTINGENCY			
	2,000	0	0.0%
TOTAL	58,230	23,613	40.6%
VAT TO BE RECLAIMED	4,500	1,569	34.9%
TOTAL INC VAT TO BE RECLAIMED	62,730	25,182	40.1%