

ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of a monthly meeting of the Parish Council held on Tuesday 12th October 2021 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm

062. PRESENT

Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. C. D. Noble (Vice-chairman), Cllr. Mr. M. A. Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. M. L. Love, Cllr. Mr. R. J. Narburgh, Cllr. Mrs. S. L. Potter, Cllr. Ms. V. N. Voysey and Cllr. Mr. P. W. Whale.

063. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk)

064. OPEN FORUM

Cllr. Miss Jakeman reported that the boundary hedge at Elms Cottage, Alveley was obstructing access to the footpath for pedestrians. The Clerk was instructed to send a polite letter to the householder.

Cllr. Jakeman also referred to the problem of parking in the visibility splay at the junction of Arley Lane with Golden Acres. The Chairman advised that Cllr. Lynch had been discussing this and a number of other highway problems with the Shropshire Council Portfolio Holder for Highways, but that the situation was in abeyance following Cllr. Charmley's resignation.

Cllr. Hadden referred to the poor condition of the parking area in front of the shops at Cook's Cross. In the subsequent discussion, the possibility of a grant to the land owner was raised and it was also reported that car engines are being left running by customers of the Take-away.

065. APOLOGIES FOR ABSENCE

It **was resolved** to accept an apology for absence from Cllr. Mr. J. R. Taylor (personal) and to note the apology of Cllr. Mr. E. L. Lynch (Shropshire Councillor)

066. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None.

067. MINUTES OF THE MONTHLY PARISH COUNCIL MEETING HELD ON TUESDAY 7TH SEPTEMBER 2021

It was **resolved** that the minutes of the meeting held on 7th September 2021 were a true and accurate record.

068. URGENT PARISH MATTERS

- (i) Beauty Bank – It was confirmed that Cllr. Lynch has referred to Shropshire Council concerns which have been reported concerning groundwork activities at Beauty Bank, near the junction with Lindridge Lane. The Clerk

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advised that he had visited the area again on 10th October, but confirmed that the site was not clearly visible from the road because of high hedging and fencing. After discussion, the Clerk was **instructed** to raise this as a planning enforcement query with Shropshire Council.

- (ii) Parish Noticeboards – the Clerk advised that he was in discussion with officers of the Severn Valley Country Park (SVCP), with a view to routine maintenance being carried out by SVCP volunteers, with a donation from the Parish Council in recognition of any work done.

069. MEMBERSHIP OF COMMITTEES

Members reviewed the provisional list that had been agreed on 12th July 2021 (minute 038) in the light of subsequent developments. After discussion, it was **agreed** that:

- (a) Cllr. Love would be the Parish Council representative on the Village Hall Committee;
- (b) Cllrs. Haddon and Miss Jakeman would join the Staffing Committee;
- (c) Cllr. Whale would join the Street Lighting Committee;
- (d) The Chairman would be the Parish Council's 'named person' for Footpaths and Rights of Way.

The updated membership list is attached to these minutes.

It was also **agreed** that the Clerk would propose a future date for the Street Lighting Committee to meet and this would be confirmed at the next monthly Parish Council meeting.

070. BRITISH LEGION POPPY APPEAL AND REMEMBRANCE SUNDAY 2021

The Clerk advised Members that the usual practice of the Parish Council was to make a donation of £200 to the Poppy Appeal. It was **agreed** to donate this amount to the 2021 British Legion Poppy Appeal under Section 137 of the Local Government Act 1972.

The Clerk reported that no details were available at this stage of the local arrangements for Remembrance Sunday on 14th November 2021. At the suggestion of the Chairman, it was **agreed** that, for this year, the Clerk would deliver a wreath on behalf of the Parish Council to the Church, but there would not be an official attendee so that, if a service is held, any Councillor who wished could attend as a resident.

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071. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received – the following were considered:

21/04228/FUL Erection of a dual pitched roof over existing garage and insertion of bay window to front in association with conversion to living accommodation, Jesston, The Woodlands, Alveley, WV15 6LQ.

After discussion, it was **agreed** to support this application.

21/04294/FUL Application under Section 73A of the Town and Country Planning Act 1990 for change of use of agricultural land to form new residential access and parking, Land at Paper Mill, 121, Alveley, WV15 6HE.

Members noted that this was a retrospective application. After careful consideration, most Councillors agreed that this is a totally inappropriate development in the Green Belt, which is out of character both with its immediate surroundings and with the rural setting in which it has been placed. A motion to oppose the application was **proposed** by the Chairman, **seconded** by the Vice-chairman and **carried nem-con**.

21/04409/FUL Erection of a replacement dwelling and installation of package treatment plant, Meadow Ridge, Birdsgreen, Alveley.

It was noted that the footprint of the replacement dwelling is the same as the existing property. The Chairman **proposed** to raise no objection; this was **seconded** by Cllr. Mrs. Potter and **carried unanimously**.

21/04271/FUL Conversion of existing Dutch Barn to provide 1No. dwelling, Dutch Barn, High Barns, Six Ashes.

The Clerk advised that this is an inappropriate development in the Green Belt which is significantly at odds with paragraphs 148 and 149 of the National Planning Policy Framework, especially as it involves a fundamental change of use.

During discussion, there was general agreement on the following points:

- It is incorrect to describe this as a conversion; the significant amount of work involved means that this is a new build or, at the very least, a rebuild.
- The proposed residential accommodation includes five bedrooms; this conflicts with Section 16 of the application form which describes the new residential unit as 'social, affordable or intermediate rent'.
- The appearance of the proposed accommodation is out of keeping with its rural situation.

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It was further **agreed** that there are no very special circumstances associated with this application which would outweigh the harm it would cause to the Green Belt, and that the application should be opposed.

21/04472/FUL Change of use of land for the siting of a static caravan for residential use, Land south of Royal Oak, Alveley.

Councillors considered this to be an inappropriate development in the Green Belt, and disputed paragraph 1.3 of the Planning Statement which claims that the proposed development 'represents an infill plot amongst existing development'. Many Members also considered that the designation of the proposed residence as a caravan, even if this is legally sound, is disingenuous and potentially misleading.

The Parish Council **resolved** that this application does not comply with paragraph 149.f) of the National Planning Policy Framework, as it cannot be regarded as 'infilling', and that the application should therefore be opposed.

2. Planning Applications received since the Agenda closed -

21/04632/FUL Erection of a replacement dwelling, Spring Cottage, 69 Alveley, Bridgnorth.

Members recognised the need for the existing dwelling to be removed or replaced. Many had reservations about the scale of the proposed dwelling and some aspects of its design.

After discussion, it was **resolved** that, if the Planning Authority imposes appropriate conditions to limit the scale and external appearance of the proposed dwelling, the Parish Council would raise no objection to the application.

3. Planning Decisions received from Shropshire Council

21/03476/FUL Erection of a two storey side extension following demolition of existing two storey side extension, High Barns Farm, Six Ashes, Bridgnorth, Shropshire, WV15 6EP

Parish Council recommendation: No objection Decision: Grant Permission

21/03405/FUL Erection of extension to dwelling, High Leasowe, Romsley Lane, Romsley, WV15 6HW

Parish Council recommendation: No objection Decision: Grant Permission

21/03032/FUL Erection of replacement swimming pool building following demolition of existing, Hammer Hill House, Romsley Lane, Romsley, WV15 6HW

Parish Council recommendation: Refuse permission Decision: Refuse permission

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1. Planning Decisions received from Shropshire Council since the Agenda closed – the following were noted:

21/03347/FUL Erection of a riding arena and retrospective permission for the change of existing buildings to stabling, Kingsnordley Farm, Kingsnordley, WV15 6EU.

Parish Council recommendation: No objection, subject to private use only
Decision: Grant permission.

21/03504/FUL Erection of detached garage, The Haybarn, Hall Close Farm, Alveley.

Parish Council recommendation: No objection, subject to ecology survey requirements being met Decision: Grant permission.

2. Other planning matters for information only – the following application was noted:

21/04505/CPL Application for a Lawful Development Certificate for the proposed erection of a garden room following demolition of existing conservatory, and extension of external patio, Cherry Orchard Farmhouse, Tuckhill, Six Ashes.

072. FUTURE COMMUNICATIONS ARRANGEMENTS

In presenting his report, the Clerk thanked Cllrs. Haddon and Taylor for their advice and support.

Microsoft Teams - Members were reminded that Microsoft Teams is a 'collaborative' IT platform which could be used to manage all the Council's meetings and related activities. He suggested that it goes beyond the current requirements of the Parish Council, but accepted that it could be relevant if the Council engaged in major new commitments such as neighbourhood planning. Some Members were concerned that reliance on Microsoft Teams would conflict with key aspects of Standing Orders and would reduce transparency. After discussion, it was **agreed** to take no further action at this stage.

Social Media – discussion focused on the possibility of the Parish Council joining Facebook. Some Members considered that this is a necessary step to enable the Parish Council to improve its communications with the local community. Others were of the view that Facebook is neither representative nor socially responsible. They felt strongly that the Council should approve a formal policy document which limits and controls all aspects of its potential involvement with Facebook or any other social media platforms. After discussion, it was **agreed** that the Clerk would liaise with Cllr. Haddon to bring a formal proposal to the next Parish Council meeting.

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073. FINANCIAL REPORTS

- (a) Future Banking Arrangements – the Clerk's report was received and, after discussion, it was **agreed** to defer a firm decision in the hope that Barclays and Lloyds Banks would resume processing applications to 'switch' business accounts. It was also **agreed** that the Clerk could visit the nearest Metrobank branch at Merry Hill to discuss the possibility of opening a Community Account with them.
- (b) Financial Report
 - 1. Examination of Quarterly Accounts to September 2021 – the Clerk advised that, as part of its internal control procedures, the Council has periodically appointed two Members to examine the accounts prior to a meeting and report back to the Council on their findings so that any necessary action may be taken. The Clerk wished to resume this practice, and it was **agreed** that Cllr. Miss Jakeman and Cllr. Mrs. Potter would examine invoices and accounts from April to September 2021 and report back to the Council at its November meeting.
 - 2. Bank Reconciliation at 30th September 2021 and Verification of Bank Balances at 31st August 2021 -
 - 2.1 The Parish Council **noted** the reconciliation statement.
 - 2.2 The Parish Council **instructed** the Chairman and Cllr. Narburgh to verify the bank balances at 31st August 2021 which were reported to the previous monthly meeting.
 - 3. Budget Monitoring
 - 3.1 Members considered a budget monitoring statement for the period 1st April to 30th September 2021. It was noted that, in the first half of the financial year, total payments were just over 30% of the approved budget.
 - 3.2 The Clerk reported that payments under miscellaneous office expenses had exceeded the approved budget as a result of the decision to increase the Chairman's allowance to £500 (minute 010 of 18th May 2021 refers), and the subsequent decision to renew the annual licence for Zoom Video Conferencing. The Parish Council **agreed** to meet this shortfall by a virement of £215 from the approved budget of £1,000 for Newsletters.
 - 3.3 Closed Churchyard – Members were reminded that a tree inspection was carried out in March 2021. The Clerk advised that, since then, work has been carried out to clear fallen deadwood, but a number of other tasks flagged up in the inspection report are outstanding and that these will need to be carried out by a professional arboriculturalist. In the recent past the Parish Council has employed Lewis Arborcare to do such work, and the Parish Council **authorised** the Clerk to seek a quotation from Lewis Arborcare for the outstanding work.

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- 3.4 The Clerk highlighted two future spending commitments which were not budgeted for i.e.
Four footpath kissing gates requested by Alveley Strollers and Striders - £1,440
Christmas tree and decorations - £1,560
Members noted that it has already been agreed to fund the first commitment from an allocated reserve (£500) and Neighbourhood Fund (£940) – minute 058(iv) of 7th September 2021 refers. The Parish Council **agreed** that the second commitment should be funded by a virement of £1,560 from the budget of £10,000 for Closed Churchyard paths, walls and gateways, which will not be fully spent in 2021/22.
- 3.5 The Parish Council **received** the budget monitoring report to 30th September 2021, and **requested** a further report at its December meeting.
4. External Audit of 2020/21 Financial Year Accounts - the Clerk reported that the external auditors, PKF Littlejohn, have now issued the external audit certificate for the Parish Council's 2020/21 accounts. This confirms that "the information in Sections 1 and 2 of the AGAR is in accordance with "proper practices" and that no other matters have arisen which are not in accordance with relevant legislation and regulations, or which the auditors need to draw to the Council's attention. There is now a requirement to publish a "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 September 2021. The Clerk confirmed that he has fulfilled this requirement. The Parish Council **noted** the position and **endorsed** the Notice of conclusion of audit.
5. Vouchers/Invoices for Approval and Cheques for Signature - the Parish Council **approved** the updated schedule of vouchers and instructed Cllrs. Narburgh and Mrs. Potter to initial the vouchers and sign the cheques to be paid.
074. ITEMS FOR FUTURE MEETINGS
New Councillor induction
Review Parish Council's Code of Conduct
Climate emergency
Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018
Review of the Council's policy for dealing with the press/ media
075. TO CONFIRM THE DATE OF THE NEXT MEETING
The next meeting of the Parish Council will be a monthly meeting to be held on Tuesday 2nd November 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

The meeting closed at 21.35

The Chairman thanked everyone for their attendance.

**APPOINTMENT OF MEMBERS TO COMMITTEES OF THE COUNCIL AND
OTHER BODIES FOR 2021 - 2022**

COMMITTEES

1. Planning – Cllrs. Miss I. D. Jakeman (Chairman), Mrs. S. L. Potter, Mr. J. R. Taylor and Ms. V. N. Voysey
2. Play Area – Cllrs. Mrs. S. Potter, Mr. R.J. Narburgh and Ms. V. N. Voysey with one representative from Alveley Recreation Association
3. Staffing – Cllrs. Mr. M. A. Haddon and Miss I. D. Jakeman
4. Street Lighting – Cllrs. Mr. R. J. Narburgh, Ms. V. N. Voysey and Mr. P. W. Whale

The Chairman and Vice Chairman are ex officio Members of all committees.
All Councillors entitled to attend and vote at a meeting of the Planning Committee.

VILLAGE APPOINTMENTS

1. Footpaths and Rights of Way officer – to remain vacant for the time being with the Chairman as the Parish Council's 'named person'.
2. Tree warden, Flood/Snow and Power Wardens – not made

APPOINTMENT OF REPRESENTATIVES TO THE FOLLOWING BODIES

1. Alveley Parish Memorial (Village) Hall – Cllr. Mr. M. L. Love
2. Alveley Recreation Association – Cllr Ms. P. M. Barker
3. SALC Bridgnorth & Shifnal Area Committee – Cllrs. Ms. P.M. Barker and C. D. Noble
4. C.P.R.E. (Bridgnorth & District Branch) – one vacancy to be filled
5. Local Joint Committee – Cllr. Mr. C. D. Noble
6. Lower Severn Flood Forum – request agenda and minutes
7. Severn Valley Country Park Advisory Group – Cllrs. Ms. P.M. Barker and Mr. M. A. Haddon

APPOINTMENTS TO CHARITABLE TRUSTS

1. Alveley Charity – Cllrs. Mrs S.L. Potter and Ms. V. N. Voysey
2. Whitall Meadows Trust – Cllr. Mr. R. J. Narburgh