

ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Tuesday 5th June 2018 in the Arden Centre Alveley commencing at 7.45pm, preceded by an Open Forum at 7.30pm.

023. PRESENT

Cllr. Mr. K. R. Stanton, Cllr. Ms. P. M. Barker, Cllr. Mrs. J.M. Hall, Cllr. Miss I. D. Jakeman, Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter, Cllr. Mr. B. A. Punchard and Cllr. Mr F.D. Voysey

024. IN ATTENDANCE

Mr. D. H. Rawlinson(Clerk)

025. OPEN FORUM

Mr. Paul Thompson (Rights of Way Officer) gave a progress report which covered:

- (1) Lake House Project – the owner has agreed to install gates on this footpath to eradicate the need for stiles. The original intention was to have three gates, but there is now a better solution which requires two gates. This work is pending.
- (2) Potential Crop Obstruction – in March Shropshire Council send out notices to farmers reminding them to keep footpath lines distinct where crops have been planted. The key areas have been surveyed and the information has been sent to Shona Butter and the Clerk but with no response. It would be appropriate to send a reminder letter to those landowners who have not complied. In subsequent discussion it was suggested that this might be an item for the Parish Council newsletter.
- (3) Footpaths 49, 52 and 53 – a major concern is the ‘de facto’ obstruction of Footpath 52 by the owner of Pool Hall and this should be challenged; otherwise other sections of the footpath will become redundant. With regard to Footpath 49, the “permissive” route which goes between the leylandii should be formalised, subject to the removal of the right hand (westerly) line of shrubs to increase the width of the path.
- (4) Footpath 117 in Romsley – work has been done to reopen this footpath, which can now be used. There needs to be more usage to preserve this right of way.
- (5) Bridleway 53 (Bridge Road to Recreation Ground) – following a complaint, which was not wholly justified, this has been cleared.
- (6) Going forward – apart from chasing up the Lake House project, PT will continue to identify stiles that need upgrading.

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026. APOLOGIES FOR ABSENCE

It **was resolved** to accept apologies for absence from Cllr. Mrs. A. Preece (personal) and Cllr. Mr. D. Preece (personal).

027. DECLARATIONS OF PECUNIARY INTEREST

Cllr. Mrs. S.L. Potter declared an interest in agenda item 12 (Environmental Maintenance Grant)

028. MINUTES OF THE MEETING HELD ON TUESDAY 8TH MAY 2018

It was **resolved** that the minutes of the meeting held on 8th May 2018 were a true and accurate record.

029. TO CONSIDER PARISH MATTERS

1. Highways – A number of Members raised concerns about potholes. Specific locations included Dog Kennel Lane, Romsley Lane, Greenway Avenue, Hollow Ash Close and Meadowbrook. There were complaints that Shropshire Council has been informed but no action has been taken, even when vehicles have been damaged. The Clerk was instructed to write to the local MP.

Fire Hydrants – a Member reported that the locations were all overgrown so that the hydrants could not be seen and were in urgent need of strimming. It was suggested that this might be a suitable use of Environmental Maintenance Grant. In the meantime, the Clerk was instructed to consult with the Fire and Rescue Service.

Street lighting – it was reported that the new lamp in Peacock Hill was being obscured by an adjacent tree. The Chairman considered that it was not feasible to require residents to cut back their trees or hedges; after discussion, it was suggested that this might be an item for the next Parish Council newsletter.

2. Public rights of way – already dealt with under minute 025.

3. Romsley Matters – Cllr. Mrs. Potter reported that Eon and Western Power were being consulted about supplying electricity to light the telephone box. She also advised that a defibrillator had been supplied by the Alveley First Response Team and that £400 was now required to purchase the box to store it in.

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4. Matters brought to the attention of the Council not requiring a decision

Village Planters – it was confirmed that the Parish Council had not been able to recover any of the costs of repairing the Planter damaged in the recent road traffic accident.

Grass cutting – Cllr. Voysey reported that, following complaints about cutting of grass around council houses in the village, he had approached Star Housing, without success. He had then raised the issue at the Town and Parish Council Forum and this had led to intervention by Steve Brown, a senior Shropshire Council officer, who confirmed that this was a contractual responsibility of Star Housing and agreed to take the matter up with them.

Future Fit – Cllr. Voysey referred to this consultation exercise which is concerned with transforming hospital services in Shropshire and mid-Wales, with a focus on the future roles of the major hospitals in Shrewsbury and Telford. The consultation period began on 30th May and runs for 14 weeks. There is a public event taking place at Bridgnorth Leisure Centre on 25th July. Cllr. Voysey pointed out that Alveley receives some services from Worcester Royal Hospital, and might be disadvantaged as a result.

030. INTERNAL AUDIT REPORT

The Internal Audit Report for 2017/18 was received and the draft response was **approved** for signature by the Clerk. Members noted that the report had been posted on the Parish Council website.

031. ANNUAL RISK ASSESSMENT

The updated draft document was received and **approved**, subject to the reference to the Vice-chairman being amended to read “Chairman of Staffing Committee”.

032. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18

1. Section 1 – the Annual Governance Statement 2017/18, was received, each of the individual statements was agreed, and the Statement was approved for signature by the Chairman and Clerk.
2. Section 2 – the Accounting Statements 2017/18, was approved for signature by the Chairman and Clerk.
3. The Dates of the Period for the Exercise of Public Rights were approved as Monday 11th June to Friday 20th July 2018.

033. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Applications received from Shropshire Council – to make recommendations
None received

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2. Planning Applications received since the Agenda closed Council to make recommendations to Shropshire Council
None received
3. Planning Decisions received from Shropshire Council
18/01230/LBC Elm Cottage, 65 Alveley, WV15 6NB
Internal alterations to a listed building
Parish Council recommendation: Grant permission, Decision: Grant permission
4. Planning Decisions received from Shropshire Council since the Agenda closed
None received
5. Other planning matters

18/001995/DIS Brookfields, Plot 3, Daddlebrook Road
Discharge of eight conditions relating to Planning Permission 16/05523/FUL, superseded by Application 18/00168/FUL – addition of garage
The Clerk reported that this application had been withdrawn.

The Clerk also reported that he had been notified of an application for a Lawful Development Certificate for the proposed erection of a single storey side extension at 8 Daddlebrook Road, Alveley.

Concerns were raised about ongoing activities on the Royal Oak Public House site. The Chairman advised that Shropshire Council has made one visit, and that a further visit is pending.

034. TO RECEIVE A FINANCIAL REPORT

1. Deposits and Bank Balances at 22nd May 2018

A schedule showing the Council's deposits from 1st April 2018 to 22nd May 2018 and the balances at bank at 22nd May 2018 was received and **noted**.

2. Invoices for approval and cheques for signature

An updated schedule of invoices/direct payments was received and approved, and Cllr. Mrs. Hall and Cllr. Mrs. Potter were instructed to sign the invoices, cheques and schedule.

3. Examination of Quarterly Accounts

Cllr. Miss. Jakeman and Cllr. Noble reported that they had examined the accounts relating to the new financial year and had found no irregularities or discrepancies.

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4. Bank Reconciliation at 22nd May 2018

The bank reconciliation at 22nd May 2018 was received and **noted**.

035. PARISH COUNCIL NEWSLETTER

There was general agreement that September would be a suitable time for the next newsletter. Members discussed the future of the Newsletter, and the publication arrangements, given that email and publication on the Parish Council website offered alternatives to paper. There was also concern about the implications of GDPR for the current approach which uses named address labels. After discussion, the Clerk agreed to bring a report to the next meeting, setting out the issues and options, and taking into account the requirements of GDPR.

036. ENVIRONMENTAL MAINTENANCE GRANT

Members were informed that Shropshire Council's consultation process regarding the future arrangements for this grant had begun on Monday 4th June (the previous day). The Task and Finish Group have requested an application form from the Council. The Group were of the view that the money might be distributed on a "first come, first serve" basis. The Task and Finish Group asked if Council would agree in principle that, if quotes were needed to support the application, an advertisement could be put out via the Clerk seeking potential contractors. After discussion, the Chairman said that Council would agree in principle.

037. GENERAL DATA PROTECTION REGULATION (GDPR)

On behalf of the Task and Finish Group, Cllr. Ms. Barker reported that the Clerk had been passed templates, based on those adopted by another Parish Council, for three key forms dealing with data privacy under GDPR. The only area of disagreement within the Group concerned reference in the consent form template to "communication by social media". One Member considered that reference to the possible use of social media by Council Members or staff should be avoided because there was no inclination within the Council to use social media or the expertise to do so safely and securely, but the other Members of the Group preferred to retain the reference to social media. After discussion, it was **agreed** to retain the reference to social media, but to add the caveat "when available".

038. ITEMS FOR NEXT MEETING

Parish Council website
Street lighting
Housing Needs Survey
Parish Council Newsletter and GDPR

039. TO CONFIRM THE DATE OF THE NEXT MEETING

The next meeting of Alveley the Parish Council will be held on Tuesday 3rd July 2018 in the Arden Centre, Alveley, commencing at 7.45pm preceded by an Open Forum at 7.30pm.

18/19/12

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040. EXCLUSION OF PRESS AND PUBLIC

It was resolved that the press and public be excluded from the meeting under s.2 of the Public Bodies (Admission to Meetings) Act by virtue of the business to be transacted; that is, it concerns the terms and conditions of employment of staff.

041. See confidential addendum

The meeting closed at 21.30.

The Chairman thanked everyone for their attendance.