

ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of the Annual meeting of the Parish Council held on Tuesday 14<sup>th</sup> May 2019 in the Arden Centre Alveley, including an Open Forum, commencing at 7.30pm

001. PRESENT

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. Mrs. A. Preece, Cllr. Mr. B. A. Punchard, Cllr. Mr. P.D. Thompson and Cllr. Mr. F.D. Voysey

002. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk), Cllr. Mrs. T. Woodward (Shropshire Council)

003. ELECTION OF THE CHAIRMAN OF THE COUNCIL

Cllr. Ms. P.M. Barker was proposed by Cllr. Miss Jakeman, seconded by Cllr. Punchard, and **unanimously elected** Chairman of the Council for 2019/20.

004. CHAIRMAN'S DECLARATION OF OFFICE

The Chairman's declaration of office was duly received, signed by the Chairman and endorsed by the Clerk.

005. ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL

Cllr. Mr. K.R. Stanton was proposed by Cllr. Miss Jakeman, seconded by Cllr. Mrs. Potter and **unanimously elected** Vice-Chairman of the Council for 2019/20.

006. APOLOGIES FOR ABSENCE

It **was resolved** to accept an apology for absence from Cllr. Mr. K.R. Stanton (personal).

007. DECLARATIONS OF PECUNIARY INTEREST

Cllr. F.D. Voysey declared a prejudicial interest in agenda item 15.1, planning application 19/01487/FUL.

008. AMOUNT OF THE CHAIRMAN'S ALLOWANCE

At the request of the Chairman, it was **agreed** to defer consideration of this item to the next meeting.

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009. OPEN FORUM

There was a discussion regarding the access to the right of way at the end of Bridge Road and Cllr. Thompson explained how the matter was being dealt with.

There were concerns about a hedge obscuring the view for car users at the junction of Greenway Avenue with Daddlebrook Road and a hedge at the end of Cook's Cross which was impeding pedestrians. Cllr. Mrs. Woodward advised that there were many similar situations across the County and Shropshire Highways did not have the capacity to deal with them. It was accepted that the Parish Council had no authority in this area. However, the situation would be monitored and, if necessary, the Clerk would write a polite letter to the residents concerned, asking if they would make some improvements.

010. MINUTES OF THE MEETING HELD ON TUESDAY 2<sup>ND</sup> APRIL 2019

It was **resolved** that the minutes of the meeting held on 2<sup>nd</sup> April 2019 were a true and accurate record.

011. MINUTES OF THE PLAY AREA COMMITTEE HELD ON 9<sup>TH</sup> APRIL 2019

It was **resolved** to receive the minutes without amendment.

012. DELEGATIONS TO COMMITTEES

It was **agreed** that existing delegations should continue unchanged.

013. APPOINTMENT OF MEMBERS TO COMMITTEES OF THE COUNCIL AND OTHER BODIES

After discussion, it was **agreed** to amend the current list of appointments as follows:

- (a) Cllr. Mrs. Hall to replace Cllr. Mrs. Preece on the Staffing Committee;
- (b) Cllr. Ms. Barker to fill the vacancy for a representative on the SALC Bridgnorth & Shifnal Area Committee;
- (c) Cllr. Voysey to replace Cllr. Mrs. Preece on the CPRE (Bridgnorth District Branch).

014. REVIEW OF PARISH COUNCIL POLICIES

1. FINANCIAL REGULATIONS

The Clerk reported minor changes to page 14 of the draft which had been circulated previously and the revised text was handed out. He also noted a few

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areas where current practice was not wholly in line with the Regulations, and undertook to provide a further report to a future meeting. It was then proposed by Cllr. Voysey, seconded by Cllr. Miss Jakeman and unanimously **agreed** to adopt the updated Financial Regulations.

2. REVIEW OF THE COUNCIL POLICIES

It was **agreed** that the next policies to be reviewed would be:

1. Code of Conduct;
2. Model Publication Scheme;

015. ANNUAL ACCOUNTS 2019/20

1. Internal Audit Report – the Clerk referred to the report which had been circulated. He noted that the overall judgement was wholly positive and would be reported as such by the Internal Auditor in the Annual Governance Return (AGAR). The detailed findings provided independent evidence to support the statements in Section 1 of the AGAR, and Section J. of the report validated the figures provided by the Clerk in Section 2 of the AGAR.

It was **agreed** to receive the internal audit report and to **approve** the draft response tabled by the Clerk.

2. Governance and Accountability Return 2018/19 -
  - (1) Section 1 – Annual Governance Statement 2018/19  
Each section of the Statement was considered in turn and an affirmative response was **agreed** in each case, after which it was **resolved to approve** the Statement for signature by the Chairman and Clerk.
  - (2) Section 2 – Accounting Statements 2018/19  
The specific entries were considered in the light of the advice of the Internal Auditor and other information provided by the Clerk, after which it was **resolved to** approve the Statements for signature by the Chairman.
  - (3) It was further **resolved** to approve the statement setting out the Dates of the Period for the Exercise of Public Rights.

016. PARISH MATTERS

The Chairman suspended Standing Orders to allow Cllr. Mrs. Woodward to contribute.

1. Highways – it was noted there were no new pothole problems but that speeding remained a problem along the A442 and Daddlebrook Road.
2. Public rights of way – Cllr. Thompson updated the meeting on his discussions with a local resident regarding BOAT 41. He advised that he would submit a

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written report on rights of way to the July meeting. Some other issues regarding rights of way were noted.

3. Romsley Matters -

- (a) The recent expansion of broadband availability in Romsley was welcomed, although there are still some residents who can't access the new service. It was noted that five or more household can apply to Airband for a feeder mast.
- (b) It was reported that a complete hedgerow had disappeared on land between Romsley and the A442. Cllr. Mrs. Woodward's advice was to report this matter, and any similar concerns, on-line to Shropshire Council Enforcement.
- (d) There was an update on the project to fit a light to the phone box which houses the defibrillator.

4. Matters brought to the attention of the Council not requiring a decision - it was reported that residents have complained about the grass cutting around the sheltered accommodation, which is the responsibility of Star Housing. There have also been complaints about barking dogs, the delay in verge cutting by Shropshire Highways and, subsequently, the loss of wild flowers as a result of verge cutting.

Cllr. Voysey left the room at this point.

017. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received – to make recommendations to Shropshire Council

19/01487/FUL Application under Section 73A of the Town and Country Planning Act 1990 for the erection of toilet block, shower block and change of use to glamping and touring caravan site, Royal Oak, Alveley, WV15 6LL.

The Chairman noted that the initial application had been withdrawn, following refusal by Shropshire Council. The Parish Council had offered conditional support to the initial application, but should consider afresh the new application. Councillors initially expressed a range of views, some considering that this is an inappropriate development in the Green Belt, and others wishing to keep faith with the project, subject again to strict conditions on any planning approval.

There was specific criticism about the proposal to use leylandii for screening purposes; it was felt that hedging should be of mixed native species. There was also concern about the layout of the site; it was considered untidy and not on a par with other similar sites, and it was also judged that the touring caravans would be too close to residential properties.

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After further discussion it was **agreed** to recommend approval of the application subject to strict conditions being imposed with regard to:

- Numbers on site;
- Layout and landscaping;
- Access;
- Noise.

Cllr. Voysey rejoined the meeting at this point.

19/01799/HRM Application to remove one section of hedge totalling 12m on land at Astley Farm, Alveley, to enlarge a farm gateway and improve access for machines.

Councillors were advised that this hedge is several hundred years old. The consensus was therefore that, as part of the natural heritage, it should be preserved as far as possible. On this basis, the removal of a 12m section was considered excessive, especially as it is considered that there is already access for machinery to the land bordering this hedge.

It was **proposed** by Cllr. Voysey, seconded by Cllr. Miss Jakeman and unanimously agreed to recommend refusal.

19/01955/TCA Proposal to fell 1 no Field Maple within Alveley Conservation Area, the Vicarage, Alveley, WV15 6ND

The Clerk explained the circumstances and, after a brief discussion, it was **agreed** to recommend approval.

2. Planning Applications received since the Agenda closed

19/02001/DIS Discharge of conditions of planning permission 17/02794/FUL – erection of 2-storey extension and alterations, Brookfield, Daddlebrook Rod, Alveley.

It was **agreed** to note.

3. Planning Decisions received from Shropshire Council

19/00937/FUL Erection of a single storey extension and alterations for disabled access, 15 Greenleys Crescent, Alveley, WV15 6PQ.  
Parish Council recommendation – grant approval Decision – approved.

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18/05464/FUL Erection of detached dwelling (Revised Scheme) Plot 1 West of Brookfield, Daddlebrook Road, Alveley.

Parish Council recommendation – not to oppose. Decision – refused.

19/01129/FUL Erection of single storey rear extension, the Highlands, Romsley Lane, Romsley, WV15 6HW.

Parish Council recommendation – grant approval Decision – approved.

18/05193/VAR Removal of Condition No 3 attached to Planning Permission 17/05871/FUL dated 3 April 2018, Land adjacent to Severn Trent Treatment Works, Turley Green, Alveley.

Parish Council recommendation – refuse permission Decision – withdrawn.

19/01025/FUL Application to allow for the erection of allotment sheds for individual plots, Land north of the Squirrel Inn, Alveley.

Parish Council recommendation – grant approval Decision – approved.

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

19/01371/FUL Conversion of stables to two holiday lets (amendment to application 17/05720/FUL), land south of Royal Oak, Alveley, WV15 6LL

Parish Council recommendation – neutral Decision – approved.

5. Other Planning Matters

18/03172/FUL Erection of six affordable dwellings and associated works, land east of Meadowbrook Close, Alveley.

It was **noted** that this application was considered by Shropshire Council South Planning Committee on 9<sup>th</sup> April 2019 and that the Committee resolved that “the application be deferred to allow the applicant to give further consideration to the design of the dwellings and the landscaping of the site”.

018. REPORT FROM SHROPSHIRE COUNCILLOR

The Chairman suspended Standing Orders to allow Cllr. Mrs. Woodward to speak.

1. Planning matters – in the light of residents’ concerns about private land use, Cllr. Mrs. Woodward referred to the ‘28 Day Rule’ which gives landowners discretion to use any land for any purpose for that period, subject to certain restrictions. She advised that residents should contact Shropshire Council if they had concerns about something that was going on locally.

In response to a question from the Chairman, Cllr. Mrs. Woodard indicated that , if a planning decision is deferred to allow an application to be amended, the

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Parish Council may not be notified of the eventual outcome; this confirms the need for regular searches of the Planning website.

2. Former Central Garage Site – Cllr. Mrs. Woodward accepted that the site was in poor condition. She explained that Public Protection cannot require the landowner to clear the site, only to secure it. Other avenues could be explored if the development of the site did not go ahead in the near future.
3. Amenity Grass Cutting – it was agreed that there are now conflicting views with some residents unhappy that the grass has grown too long, and others wanting the grass to be left to encourage the growth of wild flowers which assist biodiversity.
4. Highways jetting – some blocked gullies in the Parish Council area have been jetted but others are still to be done. The problem areas are Allum Bridge and Romsley (down from St Peter's Finger).

019. PLACE PLANNING

During consideration of the Clerk's report, a number of specific proposals were put forward for inclusion in Alveley and Romsley section of the new Bridgnorth and Surrounding Area Place Plan, including –

- CCTV (around the shops at Cook's Cross);
- Supporting and improving the public bus service;
- Smartwater.

There was also a suggestion that the 2012 Parish Plan should be used as a starting point.

After discussion it was **agreed** that Cllr. Thompson and Cllr. Voysey should meet with the Clerk to draw up a report for consideration at the next meeting.

020. PLAY AREA REFURBISHMENT

1. The Clerk's report was considered and it was **agreed** -

(a) To **approve** a single payment in excess of £5,000 in accordance with Financial Regulation 1.14.

(b) To **confirm the proposal of the Play Area Committee to:**

(i) vire £1,000 of the budget for Play Area repairs in 2018/19 which was unspent (and is therefore an unallocated reserve) to the Play Area repairs budget for 2019/20.

(ii) Apply £2,000 of Neighbourhood Fund grant to Play Area repairs in 2019/20 from the existing earmarked reserve of £7,147.

in accordance with Financial Regulation 4.2.

(c) **Confirm** that Financial Regulations on Contracts can be waived in this case in accordance with Financial Regulation 11.1.g.

(d) To **confirm** the action of the Clerk in accepting the tender from Streetscape for work totalling £5,975 plus VAT.

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2. The Council also **agreed** to authorise the Clerk, in conjunction with the Chairman of the Play Area Committee, to investigate and, if appropriate, compile a bid for grant to fund new equipment in the Play Area suitable for young children with mobility problems.

021. FINANCIAL REPORT

1. Deposits and Bank Balances 30<sup>th</sup> April 2019  
It was **agreed** to note the deposits and balances at the bank and to agree the Clerk's request to transfer £30,000 from the HSBC Business Money Manager account to the CCLA Account
2. Bank Reconciliation 30<sup>th</sup> April 2019  
**Agreed** to note
3. Invoices for Approval and Cheques for Signature  
During consideration of this item, the Chairman reported that, under the National Pay Agreement for Local Council Clerks (the Green Book), the Clerk was entitled to an annual pay award from 1<sup>st</sup> April 2019, and she was **granted authority** to implement this award. The schedule of payments and invoices for payment was then **approved**, including the award of a grant for £1,500 to Bridgnorth Crime Prevention Panel under LGA 1972 section 137, and Cllr. Mrs. Hall and Cllr. Mrs. Potter were instructed to sign the invoices, cheques and schedule.
4. Proposed Hedge Trimmer  
The Council **approved** the purchase of a Stihl battery operated hedge trimmer for use by the Footpaths and Rights of Way Officer at an estimated cost is £360 which can be met from the earmarked reserve of £500 for footpaths.

022. ITEMS FOR NEXT MEETING

CCTV  
Place Planning  
Rural Crime  
Parish Council Newsletter

023. TO CONFIRM THE DATE OF THE NEXT MEETING

The next meeting of Alveley the Parish Council will be held on Tuesday 11<sup>th</sup> June 2019 in the Arden Centre, Alveley, commencing at 7.45pm preceded by an Open Forum at 7.30pm.

The meeting closed at 21.50.

The Chairman thanked everyone for their attendance.