

## KINNERLEY PARISH COUNCIL

### Minutes of the Meeting of the Council

Held at Kinnerley Parish Hall

Monday 23<sup>rd</sup> July 2018, at 7pm

#### PRESENT

Cllr Nick Barclay (Chair), Cllr Sheila Bruce, Cllr Alan Lewis, Cllr Mandy Chapman, Cllr Sharon Quayle, Cllr Lorraine Jones, Cllr Betton Cambridge, Cllr John Pinder, Cllr Maurice Jones

#### IN ATTENDANCE

Two members of the public were present

#### CLERK

Ms Marian Giles

#### 78.18 APOLOGIES

Cllr Charles Green

Cllr James Peto

#### 79.18 DECLARATIONS OF INTEREST AND DISPENSATIONS

a) None declared.

b) No dispensations were required for this meeting.

#### 80.18 MINUTES OF COUNCIL MEETING DATED 25<sup>th</sup> JUNE 2018

The Minutes were submitted and circulated as read. **It was RESOLVED (unanimously) that the minutes of the Council meeting be approved and signed as an accurate record of that meeting.**

#### 81.18 PUBLIC PARTICIPATION SESSION

One member of the public raised the issue of the Local Development Plan Review and urged councillors to keep parishioners briefed as quickly as possible. He also queried the basis of Shropshire Council's assessment of housing need, and asked the Parish Council not to be driven by the national or unitary agenda. Cllr Barclay responded by endorsing the Parish Council's commitment to keeping local people fully involved. He explained that Shropshire Council had asked that the content of discussions between the Planning Policy Team and parish councillors be kept confidential for now. He also explained that the Parish Council were actively considering conducting a Housing Needs Survey of its own in order to develop an up-to-date picture of local housing needs.

One other member of the public asked that directions to the small committee room be made more explicit on notice boards and on the Parish Council website for people who may wish to attend. This request was noted.

#### 82.18 PARISH MATTERS

##### a) Reports

No reports had been received from Cllr Matt Lee or PC Mark Moth.

##### b) Management of Parish Assets

A meeting of the working group was being arranged for August, with a view to providing an interim report for the September meeting.

**c) CIL – VAS/Village Gateway Options**

The Clerk reported on further information she had received from Cllr Malcolm Blake of Woore Parish Council, who had installed a Viasis 3003 system approximately 4 years ago. The Parish Council has a specific part of its website dedicated to reporting data from the system and councillors were encouraged to visit the site if they were interested in further information ([www.wooreparishcouncil.org](http://www.wooreparishcouncil.org)). Cllr Blake had highlighted some of the technical difficulties in complying with Shropshire Council lighting and Highways requirements which impacted on choice of location for the system. Councillors had a brief discussion about the positives/negatives of a portable versus a fixed system. The Clerk also reported that the price of a system (not including installation) would be approximately £2,300.

It was **AGREED** that the Clerk should gather further technical information and provide a more detailed report for the September meeting, in order to enable councillors to decide on the type of system they wished to purchase, and possible locations in Maesbrook.

The clerk reported less success in attempting to secure indicative pricing for village gateway options, but she would continue to pursue further information for councillors for the September meeting.

**d) WW1 Centenary/Silent Soldier Campaign**

Councillors discussed the purchase of a 'silent soldier' silhouette – priced at £250.

**It was RESOLVED (unanimously) that a silhouette of a soldier should be purchased, and located on the Village Green.**

Cllr Bruce suggested that she might be able to purchase the silhouette more cheaply through her local Royal British Legion Group – she would advise the Clerk as soon as possible if this was a possibility.

**e) Site Meeting to discuss Maesbrook Highways issues**

Cllr Lewis reported on a site meeting that had been organised for councillors to meet with Chris Fisher and Stuart Lockley from Shropshire Council in order to discuss outstanding highways issues relating to Maesbrook. They inspected the area from the village hall to Pen-y-parc and received assurances that identified maintenance work to replace bollards, clear paths etc would be carried out.

**f) To Report on other identified Parish Matters**

- **Halston Field Hedge**

Cllr Bruce reported that several complaints had been received by the Clerk about the overgrown hedge abutting the road and that the Clerk had made her aware of this. At Cllr Bruce's request, the Clerk had organised for the hedge to be cut back on health and safety grounds by the Parish Council's grounds maintenance contractors, Groundforce. The work had been completed at a cost of £144. The net amount would be refunded to the Council by the Parish Hall committee responsible for day to day management of the field. Cllr Bruce felt that the longer term management of the field as a village amenity should be on the Parish Council agenda at some future point. The volunteers who had carried out work in the past were no longer able to undertake it, and there were very limited funds available to pay for work to be carried out. This suggestion was **AGREED**.

Cllr Cambridge offered to undertake the autumn cut of the hedge – top and roadside only. This offer was gratefully accepted by Councillor Bruce.

- **Shropshire Rural Youth Activity Fund**

Information relating to the fund and eligible activities had been circulated to councillors. The second 'window' for bids to the fund would be open from 15<sup>th</sup> October to 12<sup>th</sup> November.

- **Rural Housing Affordability**

Cllr Barclay read out part of a note provided by Cllr Green who had attended the event at St Martin's Centre. The event was primarily about Community Led provision of Rural Affordable Housing, with information provided about successful schemes at Neenton, St Martin's, Whittington, and Wem Rural. All of the schemes had been built by housing associations, and the mechanics of how the schemes were developed was explained to attendees.

- **Overgrown Hedge – open graveyard**

Cllr Quayle reported concerns from people tending family graves that the hedge at the bottom of the churchyard was becoming seriously overgrown. **AGREED** that Cllr Barclay would have an informal word with the church wardens.

**g) To Report on any New Identified Highways Matters**

- **Overgrown Hedge – Village Shop**

Concerns were also expressed about the hedge belonging to the village shop which obstructed the pathway and was impeding a clear view of the road. **AGREED** that a letter should be written to the owner of the shop encouraging him to undertake work to the hedge. Cllr Quayle agreed to deliver the letter in person in order to manage relations in the most positive manner possible.

- **Sunken Drain – Knockin Heath**

Clerk to be provided with a grid reference so that this could be reported on line to Shropshire Council.

## **83.18 PLANNING**

**a) To receive details of planning applications/appeal decisions**

The clerk read out decisions that had been received after the agenda and papers had been sent out, ie:-

- 17/03446/FUL, 17/03447/FUL, 17/03448/FUL**– Three plots South of Chapel Lane, Knockin Heath. Erection of three dwellings with detached double garages and vehicular access.

**Permission Granted**

- 18/00519/OUT** – 1 Mayfields, Bankfields Lane, outline application for the erection of 2 no dwellings.

**Permission Granted**

- b) Current planning applications/appeals for decision** - To consider submitting comments and/or objections on the following:

No applications had been received.

- c) Applications received after agenda sent out**

No applications had been received.

- d) Local Plan Review**

Cllr Barclay explained that the sub group of members had met to discuss papers received from Shropshire Council, and had now met with the Shropshire Council Planning Policy Team. At their request the content of the meeting and papers distributed was to be kept confidential at this stage. A more detailed discussion of the meeting would therefore be deferred to the part of the meeting where a resolution had been taken to exclude the public.

## **84.18 FINANCE AND ACCOUNTS FOR PAYMENT**

**a) Receipts**

None

**b) Payments Made before Meeting**

None

**a) Payments for Approval**

- Clerk's Salary for July 2018 - £683.04
- Clerk's Expenses for June 2018 - £87.97
- Fastrack Maintenance Ltd (Trading as Groundforce Landscape) – 254.57
- Lawrence Direct – 61.34
- SALC – Training Course for Cllr L Jones - £25.00
- Scottish Power - £70.94

vii. Kinnerley Parish Hall - £30.00

**b) Invoices received after the Agenda has been sent out**

None received.

**RESOLVED that the above payments are APPROVED for payment and the bank signatories INSTRUCTED to sign the cheques.**

**c) Requests for Donations**

**Knockin and Kinnerley Cricket Club** – Cllr Barclay had been informed that Knockin Parish Council had declined to make a contribution, although the Chairman was optimistic that this position might change at their September meeting. Cllr Barclay to liaise with Chairman of cricket club.

**d) Quarterly Figures**

Deferred to September meeting – Clerk waiting for bank statement to end of June.

**e) Delegated Authorities for August**

The Clerk requested delegated authority to calculate and pay her August Salary and expenses at the appropriate point in the month.

Clerk also requested delegated authority for herself and Chair/Vice Chair to deal with any routine planning matters in August.

**RESOLVED (unanimously) to grant delegated authority to Clerk, Chair and Vice Chair as requested.**

**85.18 GDPR IMPLEMENTATION**

**a)** Consideration of revisions to the existing **Data Protection Policy** were deferred until the September meeting

**b)** New policies in relation to **Subject Access Requests** and **Security Incident Response** had been pre-circulated to Councillors for their consideration.

**RESOLVED (unanimously) to ADOPT the new Subject Access Request Policy and Security Incident Response Policy.**

**86.18 SHROPSHIRE COUNCIL CONSULTATION ON DISCRETIONARY RATES**

Information on the Shropshire Council policy position in relation to future of discretionary rate relief had been circulated to councillors. It was **AGREED** that the Clerk should draft a response to the current consultation in support of retaining the 20% discretionary rate relief for village halls, emphasising the importance of this to their future sustainability.

**87.18 CORRESPONDENCE – See list below**

**The following correspondence was received and NOTED.**

NALC	Chief Executive's Bulletin	
SALC	Circular on training event June Bulletin No2	
Shropshire Council	Invitation to Community Led Event on affordable housing Notification of Consultation on Licensing Policy Planning Compliance Briefing Note Clarification note on accessing planning on-line register	

St Chad's Church	Request for stories of WW1	
Royal British Legion	Press Release on Poppy Sculpture	
Shrewsbury/Telford Hospital NHS Trust	Press release on pressures on maternity service	
Healthwatch	Information on #Starts With You Campaign	

**88.18 DATE AND TIME OF NEXT MEETING**

Monday 24<sup>TH</sup> September 2018, 7pm at Kinnerley Parish Hall.

Signed by Chair .....

Date .....

**89.18 TO CONSIDER EXCLUSION OF THE PUBLIC**

Councillors **RESOLVED (unanimously)** to exclude the Press and Public for the remainder of the agenda on the grounds that the items may involve the likely disclosure of confidential information under S1 (2) of the Public Bodies (Admission of Meetings) Act 1960.

**90.18 SHROPSHIRE COUNCIL – LOCAL PLAN REVIEW**

Cllr Barclay circulated a confidential five page summary prepared by Cllr Green outlining the key issues presented in documentation received from Shropshire Council, and discussed in the meeting with them. Cllr Quayle raised concerns about the future of the primary school unless suitably affordable homes were built to encourage families into the village. Cllr Cambridge observed that developers were unlikely to deliver affordable homes, and that he felt the lower figure of 11 more houses up to the end of the plan was quite a modest figure, on top of the 39 houses already in the pipeline. Cllrs noted the change in policy from Shropshire Council in no longer designating sites within the plan, in order to avoid inflating their value.

Councillors asked for clarification on the distinction between areas of the Parish designated as open countryside, and those that were designated as clusters.

A potential Housing Needs Survey had been discussed at the meeting with Adrian Cooper, with the offer of some assistance from Corrie Davies, the Community Enablement Officer for the area.

Councillors **NOTED** the report provided by Cllr Green.

**91.18 REPORT FROM HUMAN RESOURCES SUB-COMMITTEE**

The Clerk left the room to allow for the report to be discussed and returned to record the resolution of the Parish Council.

Following discussion, councillors **RESOLVED (unanimously)** to **ACCEPT** the **RECOMMENDATIONS** of the Human Resources Sub-Committee Report, ie:-

- i) To add an additional clause to the Job Description for the Clerk in respect of role as Data Controller for GDPR procedures.
- ii) To award one further incremental point from NJC Scale Point 26 to Scale Point 27 with effect from 1<sup>st</sup> August 2018.
- iii) To reimburse the Clerk for 2017/18 holiday hours not taken ie 36.80 hours (on the understanding that future holiday should be taken throughout the year).

The Meeting closed at 8.55pm

Signed by Chair .....

Date .....