

## KINNERLEY PARISH COUNCIL

### Minutes of the Meeting of the Council

Monday 27<sup>th</sup> July at 7.00pm

Held Remotely by ZOOM

#### PRESENT

Cllrs Nick Barclay (Chair), Charles Green, Sharon Quayle, Richard Greening, Peter Clarke, Mandy Chapman, Alan Lewis and Lorraine Jones

#### APOLOGIES

Cllr Maurice Jones  
Cllr James Peto (illness)

#### CLERK

Ms Marian Giles

#### MEMBERS OF THE PUBLIC

No members of the public were in attendance

#### 38.20 DECLARATIONS OF INTEREST AND DISPENSATIONS

- a) No declarations of interest were made or identified.
- b) No dispensations were required

#### 39.20 MINUTES OF COUNCIL MEETING DATED 22<sup>nd</sup> JUNE 2020

The Minutes were submitted and circulated as read. **It was RESOLVED (unanimously) that the minutes of the meeting be approved. Minutes to be subsequently signed by the Chair (once Covid 19 restrictions permit) as a correct record of that meeting.**

#### 40.20 PUBLIC PARTICIPATION SESSION

No members of the public were in attendance

#### 41.20 REPORTS

- a) No apologies or report had been received from Cllr Matt Lee. Cllr Barclay confirmed that he had written to Cllr Lee as requested at the June meeting and received a brief e-mail response. This confirmed that he had re-joined the Conservative group within Shropshire Council. It was **AGREED** that the Clerk should write to Cllr Lee asking for his assistance to resolve two longstanding highways issues ie the state of the path from Mountside into the village, and the need for enforcement action to reduce trees/hedging on the Kinnerley/Knockin road bridge. Cllr Lee to be asked to report back formally to the September meeting.
- b) A report had been received from PCSO Iremonger who recorded two specific issues in July relating to anti-social use of off road bikes/quads in the village and Knockin Heath area. He also noted a rise in thefts of generators, farm machinery and quad bikes from farms and other local businesses. Cllr Quayle reported that she had been told that sophisticated drones were now being used by criminals to identify suitable locations/property. Clerk will seek further information from

community police team about how local people should report suspicious drone activity, and include this information in the next edition of Telescope.

c) Clerk's report was taken as read and duly **NOTED**. The map of potential locations for a VAS unit at Knockin Heath had been included in the August edition of Telescope, and the Clerk had already received one e-mail response from a local resident with their preferred location.

#### **42.20 PENTRE/EDGERLEY WARD VACANCY**

a) The deadline for anyone to call for an election had now elapsed. As soon as formal confirmation of this was received from the elections office, the Clerk would prepare the appropriate notices to advertise the vacancy as available to be filled by the co-option process.

b) Filling the vacancy for the Shropshire Helicopter Noise Liaison Group was deferred to the next meeting as Cllr Peto had expressed an interest in it but was not present at the meeting to confirm this.

#### **43.20 CHILDREN'S PLAY AREA**

a) Cllrs noted from the report provided by the Clerk that the repairs and improvements had been completed by the end of June and it was agreed that a good result had been achieved. The cost was in line with the original estimate, with the exception of the groundworks/new drainage system which was higher than the original figure. Overall, the costs were within budget. Cllr Barclay queried whether the original sign would be replaced. The Clerk confirmed she had removed it as it was damaged and a potential safety hazard. She would circulate proposed updated wording for the sign for Councillors to consider.

b) Two areas of particular concern had been identified by the Clerk in completing a new risk assessment for re-opening the play area under Covid guidelines, ie:-

**Risk from waste in the fenced play area.** The three other bins dotted around the wider play area were the responsibility of Shropshire Council, but the two located in the fenced play area were the responsibility of the Parish Council. These had been emptied most recently by Cllr Peto – it was not known how he disposed of rubbish he collected. Following discussion of the options, councillors **AGREED** to develop a rota of local councillors to empty the rubbish once a week. Post Covid, Cllrs could consider adding rubbish removal to the specification for the grounds maintenance contractor.

#### **The need to increase frequency of Visual Risk Assessment (VRA) of the Play Area**

Following discussion it was **AGREED** that local councillors would develop a rota to undertake a simple VRA weekly. Councillors would need to confirm by e-mail to the Clerk that they had undertaken the VRA and raise any identified issues of concern for resolution.

#### **44.20 PLANNING**

a) **To receive details of delegated decisions made since June meeting**

The following delegated decisions were duly **NOTED**.

**20/02256/OUT** – proposed dwelling south of Four Ashes Farm, Maesbrook, Shropshire

#### **OBJECT**

Cllr Chapman reported that new drawings relating to this application had recently been added to the planning portal.

**20/02182/FUL** – Erection of side and rear extensions to existing public house/restaurant and associated works, Black Horse Inn, Maesbrook  
**SUPPORT**

**20/02116/PMBPA** – Change of use from agricultural to residential use. Proposed barn conversion North West of Ivy Cottage, Maesbrook  
**REPRESENTATIONS**

b) **To receive details of planning applications/appeal decisions from Shropshire Council**

The following decisions were duly **NOTED**.

**20/02182/FUL** – Black Horse Inn, Maesbrook.  
Erection of side and rear extensions to existing public house/restaurant and associated works

**GRANT PERMISSION**

**20/01417/FUL** – Parkfields, Maesbrook, SY10 8QX

Erection of rear extension following demolition of existing conservatory and canopy.

**GRANT PERMISSION**

**20/015404/FUL and 20//001505/FUL** – Plots 1 and 2, 1 Mayfields, off Coly Anchor, Kinnerley

Erection of two single self build dwellings including vehicular access

**GRANT PERMISSION**

The Clerk confirmed that a letter seeking clarifications had been sent to the Planning Officer on 26<sup>th</sup> June. No response had been received, but she was aware that he was currently on sick leave. It was **AGREED** that the Clerk should chase up a response and copy the correspondence to Philip Mullineux the Principal Planner for the relevant team.

**20/01265/FUL** – 1 Brookside Cottages, Pentre, SY4 1BW

Erection of single storey side extension following demolition

**GRANT PERMISSION**

c) **Planning applications for decision**

**20/02657/TPO** – Fell 1 No Oak Tree protected by Shropshire Council Tree Preservation Order

Field near Green Bank, Dovaston, Oswestry, SY10 8DP

The Clerk confirmed that no report had been received from the applicant supporting their assertion that the oak tree was 'diseased'. Following discussion, **councillors RESOLVED (unanimously) to OBJECT to the application and to support the decision made by the relevant Tree Team Officer. A replacement tree of same species to be a condition of any permission to fell.**

**20/02702/FUL** – Change of use to domestic curtilage and all weather sports court with green mesh fencing and associated landscaping

Orchard House, Dovaston, SY10 8DP

The application was debated at some length. Cllr Barclay as one of the local ward councillors had received a number of concerns from local residents about potential light pollution if artificial lighting was used, and potential noise nuisance/disruption to

quiet enjoyment of nearby neighbours. Cllr Green queried whether a better location for the courts might be on land to the North of Orchard House rather than the North West.

Cllr Quayle felt that the Parish Council should not deter people from being active and taking exercise. **Following debate it was RESOLVED (4:4 with casting vote to Chair) to make REPRESENTATIONS about the application on the basis of concerns about location and potential light pollution.**

Cllr Quayle asked that it be recorded that she did not support these concerns.

**20/02505/FUL – Erection of two storey side extension  
2 Brookside Cottages, Pentre, Shrewsbury, Shropshire**

**Following discussion it was RESOLVED (unanimously) to SUPPORT the application in line with comments previously made in relation to the adjoining property ie to highlight concerns about flooding and the need to include mitigation measures in relation to this.**

- d) **To consider any planning applications received after the agenda was sent out**  
None received

- e) **Community Infrastructure Levy – Briefing Note on Allocations** (report from Shropshire Council attached)

The information in the report was duly **NOTED**. Cllr Clarke asked for clarification on whether the Parish Council Neighbourhood Plan qualified the Parish for the 25% Neighbourhood Fund contribution. Cllr Green confirmed that the Neighbourhood Plan was not one ratified by formal referendum, and the Parish therefore only qualified for the lower level of Neighbourhood Fund contribution.

Cllr Chapman asked if the footpath improvements agreed as a priority for CIL expenditure could now be expedited. She was aware that the owner of the Black Horse in Maesbrook had recently been talking to Highways about the development plans for the car park, and it would make sense for Highways to consider this in tandem with the creation of improved footpaths on the same stretch of road. Clerk instructed to set up a site meeting as soon as practicable.

- f) **Local Plan Review Consultation Process –** (report from Cllr Green attached)

Cllr Green introduced his report, and following discussion it was **AGREED** that the Local Plan Review Working Group should meet to discuss numbers and potential 'clusters' in relation to the Parish. Membership confirmed by Clerk as Cllr Barclay, Green, Peto, Quayle and Chapman. Additional councillors were keen to be involved, and Cllrs Clarke, Greening and Jones were added to the membership.

Clerk to organise a Zoom meeting for early September.

#### **45.20 FINANCE AND ACCOUNTS FOR PAYMENT**

##### **a) Receipts**

None

##### **b) Payments for Approval**

- i. Clerk's Salary for July 2020 - £697.32
- ii. Clerk's Expenses for June 2020 - £50.89 (includes upgrade to Zoom subscription)
- iii. M.I. and TEM Pritchard – grounds maintenance for June - £633.00
- iv. Scottish Power- street lights - £100.56
- v. Shropshire Council – Play Area repairs and improvements - £5452.20

**c) Invoices received after the agenda has been sent out**

JDH Business Services – internal audit fee - £186.48

**Cllrs RESOLVED that the above payments be APPROVED for payment and bank signatories INSTRUCTED to sign cheques/authorise electronic payments where appropriate**

**d) April – June 2020 – Quarterly Accounts**

Councillors **NOTED** the accounts and that no concerns were highlighted at this early stage in the financial year.

## **46.20 ANNUAL AUDIT**

**a. Internal Auditor's Report**

The internal auditors report had been pre-circulated with the papers for the meeting. The items raised for action were duly **NOTED** as follows:-

**Fixed Asset Register** – In future this would be updated and presented at the same time as the annual accounts

**Procurement of LED Lights** – Cllrs noted concerns raised by the auditor that three quotations had not been obtained for the replacement programme. Cllrs had taken a 'health and safety' focussed approach because of the deteriorating condition of fixings for lamps and agreed that the existing contractor was best placed to carry out the repairs and improvements in order to achieve value for money. All other purchases above £3000 complied fully with the procurement requirements.

**Use of a Purchase Order System** – Clerk will research systems used by other parishes of comparative size. If it was felt that such a system added no real transparency or financial control benefits councillors could consider amending Financial Regulations accordingly.

**Timely reclaim of VAT** – concern noted and claim to be submitted in next few weeks and annually thereafter.

**Councillors NOTED that the audit had raised no significant areas of concern.**

**b. Audit Annual Return for the year ended 31st March 2020**

**To approve the Annual Governance Statement for 2019/20**

The Annual Governance Statement had been previously circulated and was read out section by section for councillors' consideration by the Clerk.

**RESOLVED TO APPROVE the Annual Governance Statement for 2019/20 and Chair and Clerk instructed to sign Section 1 of the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2020.**

c. **Audit Annual Return for the year ended 31 March 2020**  
**To approve the Accounting Statement for 2019/20**

The Accounting Statement for 2019/20 had been previously circulated and was based on the end of year accounts for the Parish (previously considered and agreed).

**RESOLVED to APPROVE the Financial Statement for 2019/20 and the Chair and Clerk instructed to sign Section 2 of the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2020.**

**47.20 CORRESPONDENCE**

Correspondence received by the Clerk was duly **NOTED**.

**48.20 DATE AND TIME OF NEXT MEETING**

a) Following debate it was **AGREED** that holding the Annual Meeting should be deferred until May 2021 as provided for under new Covid regulations.

b) It was further **AGREED** that there was no necessity for the provisional date in August and the next full Parish Council meeting would therefore be held on 28<sup>th</sup> September 2020 at 7pm by ZOOM. The Clerk confirmed that the delegated powers in relation to planning matters and finance agreed at the March meeting remained in place.

**Meeting ended at 8.53pm**

Signed by Chair ..... Date .....