

RUYTON XI TOWNS PARISH COUNCIL

3 MARCH 2020 PARISH COUNCIL MEETING MINUTES

An ordinary meeting of the Parish Council was held at The Victoria Room, Ruyton XI Towns at 6.30 pm on Tuesday 3rd March 2020.

Parish Councillors in attendance: Mr T Allison, Mr S Gittins (Chairman), Mrs A Hall, Mrs A Lister, Mr I Pinner, and Mr D Shearan.

Also in attendance: Nick Bardsley (Shropshire County Councillor), Lydia Bardsley (Clerk), PCSO Charles Iremonger, and 7 members of the public.

144.19	WELCOME BY CHAIRMAN – The Chairman opened the meeting and welcomed everyone present to the meeting.
145.19	APOLOGIES - The Chairman reported that apologies for absence had been received from the following councillors: Cllrs Mr R Edwards (unwell), Mr R Harrison, (university), Mrs A Sanders Royle (unwell), Mr D Spicer (unavailable), Mr S Denyer (work commitments). These were accepted by the Council.
146.19	COUNCILLORS DECLARATIONS OF PECUNIARY INTERESTS & DISPENSATIONS – No declarations received.
147.19	PUBLIC SESSION Members of the public spoke on the following matters: Residents raised serious concerns about number of potholes (approx. 57 between Platt Bridge and stone cross). It was AGREED that the Clerk will ask SC (Cllr Steve Davenport) if there are any plans for re-surfacing as had been suggested by a contractor. Another resident raised issues concerning the fallen leaves and tree debris in Marches Meadow play area in the parish. It was AGREED that the Clerk will follow this up with SC as a request had been submitted previously.
148.19	MINUTES It was RESOLVED to confirm that the draft minutes of the council meeting held on 4 th February 2020 were accurate.
149.19	REPORTS a) Clerk's update report – See Appendix A. It was RESOLVED to note this. b) Shropshire Councillor Nick Bardsley (incl. Multi-agency group) – SC's Chief Executive Clive Wright had resigned recently. There were plans for an interim replacement to be arranged fairly quickly. In the meantime, two directors, Karen Bradshaw (Executive director of children's services) and Andy Begley (Executive director of adult social care and housing) are 'holding the fort'. Multi-agency group – Cllrs Hall and Sanders Royle are putting a bid together by end of the month for police grant funding. The extension

	<p>of the 30mph limit to beyond the entrance to Packwood Haugh school is in progress. It appears to be within the SC Highways budget, so it is hoped that the School will put the money they had set aside towards another VAS, but nothing has been agreed yet. There will be a consultation period for the traffic regulation, and hopefully there will be no objections. The next Multi-agency group meeting should be early May. It was noted that Cllr Sanders Royle had required medical assistance following the multi-agency group meeting but that those present had been able to access the defibrillator whilst awaiting paramedics. However, it was a bit daunting to use if not familiar with it as the voice instructions are very loud. It was <u>AGREED</u> that the Clerk will contact Heartstart re. organising some CPRD training in the parish to raise awareness and familiarise parishioners with steps to take in an emergency.</p> <p>Cllr Bardsley also emphasised the importance of parishioners getting involved and sharing their views in the upcoming consultation on the Shrewsbury North West relief road. The nearest events will be in Bomere Heath and Shrewsbury.</p> <p>c) Local Police Report – PCSO Iremonger gave the report for Jan and Feb which consisted of 4 separate RTCs, 1 case of theft of machinery from a building site (no CCTV), and phone calls re. a male claiming to be checking boilers in the area, which they believe may have been legitimate, as there were no other calls and police couldn't locate the male in question. He emphasised the importance of notifying the police and RSPCA of loose sheep on the road. It was noted there had a couple of sheds broken into in Weston Lullingfields (outside Oswestry patch). The Chair thanked PCSO Iremonger and he left the meeting at 18.59.</p>
150.19	<p>NEIGHBOURHOOD PLAN</p> <p>Cllr Shearan gave an update on the Steering group's discussions with both Kinnerley and Eddie West at Shropshire Council. It was noted that Kinnerley does not have a full Neighbourhood Plan as they decided to pull out before the final examination process. Members of the Ruyton XI Towns Steering group had established all pros and cons of the Neighbourhood Plan process before their meeting with Eddie West. They discussed the lack of clarity of the previous version of SC's cross-subsidy exception site policy, and that the main reason for doing a Neighbourhood Plan was to get a larger portion of CIL Neighbourhood Fund (25% instead of 15%). Eddie had explained that the parish council could still apply for funds in the CIL Local 'pot'. It was noted that some recently approved plans had taken 6 years work, and up to £50,000 in costs. It was noted that the examination process was tougher now. Eddie's recommendation was to wait until May when new the cross-subsidy policy will be published, and then decide whether to embark on a Neighbourhood Plan. There will be another steering group meeting this week. Shropshire Cllr Nick Bardsley echoed the need for clarity re. the cross-subsidy policy but emphasised there were also difficulties associated with applying for CIL local funds.</p> <p>It was proposed to make a donation to Café XI as thanks for keeping the café open in the evening for the Neighbourhood Plan meeting with Kinnerley held on Tues 11th February. It was <u>NOTED</u> that there were funds remaining in the Parish Plan Steering Account which could be</p>

	<p>used as a donation. It was AGREED that the treasurer of the Neighbourhood Plan steering group would arrange a donation from this pot.</p>
<p>151.19</p>	<p>PARISH MATTERS</p> <p>a) Safer Roads Group – Cllr Shearan gave an update in Cllr Spicer’s absence. There was a feeling that there are different groups trying to achieve the same thing, i.e. Multi-agency and SRG, with lots of cross-over. This will be discussed with Cllr Spicer once he is available again, but there was a definite need for better coordination between the two groups if they stay separate. It was noted that no further horse-riding incidents had been reported so it had been decided not to pursue this matter for the time being.</p> <p>b) The Cliffe – The next Cliffe Crew meeting is Sunday 8th March. 4 bird boxes have been installed. As per the clerk’s report, deed documents had been collected from former clerk. It was RESOLVED to store these securely at the clerk’s office. It was NOTED that the clerk had contacted the Land Registry to clarify which forms are needed update the contact details for the parish council and would be actioning this. It was AGREED that the clerk will ask Shaun Burkey to provide a report on the first year of the trial agreement using the SC Outdoor Partnerships Team to manage the land on behalf of the parish council.</p> <p>c) Surface water flooding. Clerk had reported blocked drains along Olden Lane to SC. It was AGREED that no further actions were necessary for the time being.</p> <p>d) SmartWater – Cllr Lister reported that the school were happy to accommodate volunteers inside (or outside if weather permits) to register kits during school drop-off and pick up times. It was RESOLVED to ask police for their availability and book sessions to suit police and volunteers, and then confirm with school. Once dates agreed, the clerk will prepare posts for website and newsletter, and Cllr Shearan will promote on social media. Cllr Gittins offered to print posters as needed. Concerns were raised about handling requests from families from other parishes. It was AGREED that the council should only give out kits to those within the parish in order to achieve the desired coverage within the parish, especially as they have been purchased using taxpayers’ funds. It was NOTED that West Felton parish has SmartWater, but Baschurch does not. A member of the public left at 19.29</p> <p>e) Notice board at Birch Grove – The clerk and Cllr Shearan had liaised re. the precise location, and the clerk had provided a plan to SC including details of location, model and supplier of the notice board and costs. SC had given approval from a Highways perspective, however the land is actually managed by STaR Housing, so their permission would be needed. Clerk to action. It was AGREED that the parish council will then ask SC to use their contractor to do the installation (free of charge). It was NOTED that Cllr Lister had found a resident willing to update the new board who will arrange printing notices through the School for free.</p> <p>f) Doctors Meadow (bridge and car park): SC have now power-washed the bridge and as some planks are rotten, they have closed the bridge whilst they obtain quotations for repairs. It was noted that the works need doing sooner rather than later as people may</p>

	<p>not respect the closure for long. It was noted that contractors had driven across playing fields and basketball pitch to get to the bridge. The Clerk and Cllr Shearan will put posts on website, Facebook, and newsletter to notify the public of the closure. SC had offered to provide gravel to fill in the holes in the car park but had no budget for labour. It was NOTED that the chairman had offered to bring some machinery down to spread out the gravel once this has been delivered.</p> <p>g) War Memorial names – A member of the public gave an update. Samples had been received from one mason but were not a good match for original stonework. They were waiting to hear from 2 other stone masons. Clerk to notify conservation officer at SC of plans.</p> <p>h) VE 75 day 08.05.2020 – Member of public gave an update. They are looking for a bugler for Friday commemoration event. Saturday 9th - Celebration day on at 12-3pm at school, incl. fancy dress contest, traditional games, and hopefully a souvenir badge for children. There will be an exhibition at The Barn at the Talbot. Sunday 10th - Church service and parade to Memorial (with Brownies). The church porch will be decorated with red, white, and blue flowers. They have poppies for lampposts, and children will be decorating shields to go on streetlight columns. It was AGREED that clerk will look into risk assessments for VE day activities and check public liability insurance limits.</p> <p>i) Annual parish meeting 2020 – It was RESOLVED that the annual council meeting would take place at 6.30pm on Tues 5th May in the Victoria Room, and that the clerk would enquire as to whether Café XI would be available for the annual parish meeting at 7.30pm.</p> <p>It was RESOLVED that the clerk will ask Shaun Burkey for a report on the management of the Cliffe to be presented/considered at the annual parish meeting. It was further RESOLVED that the SRG would give an update on the VAS signs’ impact over the last 12 months. It was RESOLVED that cllrs would also be on hand to register SmartWater kits with attendees.</p> <p>It was NOTED that the parish council will have overpaid the PCC for room hire by £57 (including the booking for April 2020). It was RESOLVED that the surplus be used as credit towards room bookings for 2020-21. As the Council has already paid for room hire for April 2020, it was further RESOLVED that the Council would make a payment for ten room bookings up front for the next financial year (May 2020 – March 2021).</p>
152.19	<p>PLACE PLAN</p> <p>It was RESOLVED that cllrs would meet informally after this meeting to consider whether priorities have changed for the parish. Cllrs will bring clear updates to be approved at the April council meeting.</p>
153.19	<p>CLIMATE CHANGE</p> <p>Cllrs and members of public will look at QEII field, The Spinney, and Doctors Meadow to discuss numbers and species, and will speak to SC about permissions, and relocating the saplings by</p>

	<p>Platt Bridge. Cllr Shearan had shared information about declaring a climate emergency. It was noted that other county and parish councils are doing this and it was felt that Ruyton XI Towns should be doing this as minimum.</p> <p>A resident raised concerns about packaging waste from Dairi Pak in surrounding fields and Brownhill, and the environment impact on the River Perry. It was AGREED that Cllrs Shearan and Lister will look at this when looking at trees.</p>
154.19	<p>WEBSITE ACCESSIBILITY REGULATIONS</p> <p>It was NOTED that Cllr Shearan had already completed lots of work on this, and there is already an Accessibility Statement on the website. It was RESOLVED that the clerk and Cllr Shearan would liaise re. how to make council documents more accessible on the website.</p>
155.19	<p>PLANNING APPLICATIONS</p> <p>Reference: 20/00528/AGR (validated: 06.02.2020) For information only Proposal: Agricultural building to provided sheltered space for agricultural machinery maintenance and the secure storage of machinery and tools. Address: Land South Grug Hill Lane And South West Shelvock Hall Elbridge, Shelvock, Ruyton-xi-towns https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q58SXNTDKNU00 This was NOTED.</p> <p>2. Reference: 20/00673/FUL (validated: 24.02.2020) Proposal: The erection of an agricultural building for storage of machinery, produce and housing of livestock Address: Shelvock Coppice Ruyton-xi-towns Shropshire https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q5PH39TDKUY00 It was RESOLVED to make representation with no comments.</p> <p>3. Reference: 20/00391/REM (validated 06/02/2020) Proposal: Approval of reserved matters (access, appearance, landscaping, layout and scale) pursuant to outline permission 19/00560/OUT for the erection of 5No. dwellings Address: Development Land To The South Of, Aldersley Way, Ruyton Xi Towns, Shropshire https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=Q4VU8CTDKHV00</p> <p>This planning application had been missed off the agenda, so it was AGREED that the Clerk will ask for an extension until after April meeting. If not possible, clerk will gather comments by email to submit to SC. In this case any comments would be ratified at the April meeting.</p> <p>PLANNING DECISIONS BY SHROPSHIRE COUNCIL – Council RESOLVED to note the following.</p> <p>1. Reference: 20/00049/AGR (validated 16.01.2020) Proposal: Erection of a steel frame building Address: Park Cottage, The Rough, Ruyton Xi Towns, Shrewsbury, Shropshire, SY4 1JB Decision: Approval not required</p>

2. Reference: 18/02858/REM (validated: 10.07.2019)
 Proposal: Approval of reserved matters (appearance, layout, landscaping, scale) pursuant to 14/04168/OUT - for residential development of two detached houses; formation of vehicular access with visibility splay; to include removal of trees
 Address: Proposed Residential Development West Of Darlee Cottage Brownhill Ruyton XI Towns Shropshire
Decision: Pending consideration

156.19

DONATION REQUEST

a) St John the Baptist School (AED project) – It was **RESOLVED** to approve the request for £150. The clerk would set up a bank payment to the school asap.

157.19

PAYMENTS

a) Council **RESOLVED** to approve the following invoices/reimbursements to be authorised for payment.

Payee	Description	NET	VAT	TOTAL
Clerk	March salary	558.52	0.00	558.52
Clerk	Feb-March expenses	33.84	0.37	34.21
Wyevale	Resurfacing of Café XI	2000.00	0.00	2000.00
ICO	ICO registration fee (direct debit)	35.00	0.00	35.00
SALC	VAT training (split with Clive PC)	13.50	0.00	13.50

b) And any urgent invoices received after the date of issue of the agenda. **RESOLVED** to approve.

CHQ/BACS	Payee	Description	NET	VAT	TOTAL
BACS	St John the Baptist School	Donation for AED Scheme	150.00	0.00	150.00
BACS	D. E. Peate	Village maintenance (2 x invoices)	187.05	0.00	187.05

158.19

FINANCE

a) Bank reconciliations for Jan – **RESOLVED** to approve.
 b) Fixed assets register (Appendix C). The Council considered the draft asset register and clarified a few queries. It was **RESOLVED** to take up the offer to add the Platt Bridge notice board to the parish council’s asset register. Further Streetlight queries would be followed up with Cllr Shearan. It was noted there may be a bench missing from asset register. It was **AGREED** Cllr Allison will check the memorial plaque and send info to the council. It was otherwise **RESOLVED** to approve the asset register and the insurance and

	<p>asset values. The Council also considered condition reports for assets. It was NOTED that the village gates on Olden Lane need cleaning, and the Chairman will arrange this.</p> <p>c) Internal audit arrangements – It was NOTED that the clerk had been unable to reach the internal auditor Bernard Townson but would chase this and make arrangements for internal audit as soon as possible following year end.</p> <p>Shropshire Cllr Nick Bardsley gave his apologies and left meeting at this point.</p> <p>d) Financial Regulations – The council reviewed the updated regulations (Appendix D) and RESOLVED to adopt these.</p>
159.19	<p>CORRESPONDENCE -It was RESOLVED to note the following.</p> <p>a) Lengthsman scheme, Herefordshire</p> <p>b) Briefing on Severn Trent Funding (31/03/2020)</p> <p>c) SALC Monday News in Brief</p> <p>d) 1911 People project reminder – Cllrs who had not signed up would do so asap.</p> <p>e) Road closures – Little Ness Rd (16-29/03/2020), Station Rd, Baschurch (02.05.2020), Cefn-y-Wern to Tedsmore junction (19.05.2020), various flooding updates.</p> <p>f) Shrewsbury NW Relief Road consultation</p> <p>g) Connecting Shropshire broadband update</p> <p>h) Operational Improvements towards Zero Carbon</p> <p>i) Performance Scrutiny meeting re. youth support provision</p>
160.19	<p>EXCLUSION OF PRESS & PUBLIC</p> <p>It was RESOLVED to exclude the press and public under Public Bodies (Admission to Meetings) Act 1960, so as to discuss the following confidential matters.</p>
161.19	<p>STAFFING MATTERS</p> <p>The clerk gave an update on pension scheme. The chairman signed the necessary staff notices to be issued. It was RESOLVED to wait until after staging date of April 1st to enrol clerk.</p>
162.19	<p>FUTURE AGENDA ITEMS</p> <p>Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</p> <p>a) Shrewsbury NW Relief Road consultation</p> <p>b) Cliffe management contract</p> <p>c) Cllr Pinner will be attending a Severn Trent training event on testing water quality.</p> <p>d) Cllr Allison advised everyone to avoid using Watery Lane beyond Coton Side, due to slurry across bridleway.</p>
163.19	<p>NEXT MEETING: 7th April 2020, 6.30 pm at The Victoria Room, Ruyton XI Towns.</p>

There being no further business the Chairman closed the meeting at 20.23 pm and thanked everyone for attending.

Confirmed as accurate..... Chairman, Cllr Simon Gittins Date

Appendix A: Clerk's report; Appendix B: Place Plan; Appendix C: Fixed Asset Register; Appendix D: Financial Regulations.