

RUYTON XI TOWNS PARISH COUNCIL

1 DEC 2020 MEETING MINUTES

An ordinary meeting of the Parish Council was held online at 6.30 pm on Tues 1st Dec 2020.

Parish councillors in attendance: Mr T Allison, Mr G Barrett, Mr S Denyer, Mr M Eyles, Mr S Gittins (Chairman), Mrs C Jones, Mrs A Lister, Mr A Prince (joined the meeting at 6.45), Mr D Shearan, Mr D Spicer (Vice Chairman).

Also in attendance:, Lydia Bardsley (Clerk), Nick Bardsley (Shropshire County Councillor), Public: 2

Meeting started at: 6:33pm.

93/20. Welcome by Chairman

The Chairman opened the meeting and welcomed everyone present to the meeting.

94/20. Apologies

None received.

95/20. Disclosure of Pecuniary Interests and Dispensation

The Chairman, Cllr Gittins declared an interest in item 102/20 (1), Planning applications considered under the Scheme of Delegation (Keppel Gate Farm, ref: 20/04241/FUL). It was **AGREED** that the Vice Chairman, Cllr Spicer would take the chair for this agenda item.

96/20. Public Session

Applicant for Keppel Gate Farm spoke on agenda item 102/20 (1) Keppel Gate Farm, ref: 20/04241/FUL, and clarified some points of information. They explained that the new dwelling has to accommodate office facilities for both the large farm business and their partner's business as well. Long hours working on the farm are already exacerbated due to travelling to and from current home in Ellesmere, and they would like to reduce emissions from commuting. They reiterated their local connection to the parish. It was **NOTED** that a significant number of farm businesses have been lost in the parish over the last few decades, and that this is an opportunity to help bring one back.

The other member of public was interested in the Safer Roads Group agenda item.

It was **AGREED** to bring forward agenda item: 102/20 (1), Planning applications considered under the Scheme of Delegation, (1. Keppel Gate Farm, ref: 20/04241/FUL).

Cllr Gittins left the meeting at 18.38, and Cllr Spicer took the chair.

102/20. Planning applications

1. [Proposed agricultural worker's dwelling](#), Keppel Gate Farm, Grug Hill, Elbridge, ref: 20/04241/FUL

Proposal: Erection of rural workers principal farm dwelling and adjoining garage, installation of package treatment plant

Consultation expiry date: 25/11/2020

It was **NOTED** that additional information on the application had been circulated prior to the meeting. It was **NOTED** that the owner had no issue with a s.106 agreement tying the building to the farm land, and they would ensure the cladding blends into the surroundings, and that there is sufficient screening with tree planting. After a discussion, and a vote it was **RESOLVED** to withdraw the PC's previous comment and

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recommend that the application be approved subject to a condition attaching agricultural use to the property, i.e. the dwelling can't be sold without being attached to the land.

Member of the public left the meeting at 18.53, and Cllr Gittins re-joined the meeting and took the Chair.

97/20. Minutes

It was **RESOLVED** to confirm that the [Council minutes dated 3rd Nov 2020](#) were accurate and would be signed at a future date.

98/20. Coronavirus

It was **NOTED** that the nationwide lockdown would end on 2nd Dec 2020, and that Shropshire would be classed as Tier 2 (High alert) after that date. The tier would be reviewed every 14 days. It was **NOTED** that financial support was now needed to help Basnett, Mathews, and Minton Trust to support families in need, especially in the lead up to Christmas. It was **AGREED** to release some funding to the Trust as per a previous decision at the April Council meeting (minute ref: 169/19d). Cllr Lister would establish the specific amount needed and would update the Council by email. It was **NOTED** that the Trust and the school would be collaborating to ensure no families were missed, and that there was no duplication of efforts. It was further **NOTED** that a call statement had been received for the coronavirus helpline, but with no charges.

99/20. Reports – Council to consider and agree actions.

a) Clerk's update report (appendix A)

RESOLVED to note. In addition to the report, it was **NOTED** that SC have issued a works order to the contractor to do the work on the pavement between Perry Bridge and Baschurch, and SC are chasing up the contractor to get this programmed in asap. It was **NOTED** that the lamppost poppies would need re-ordering, including name stickers for fallen soldiers, as they are now very worn and damaged. Clerk would add this to a future agenda item.

b) Shropshire Councillor Nick Bardsley report (appendix B)

Cllr Bardsley (NB) gave an update on the following matters:

- Local Plan Review – Disappointed that policy wording does not seem to have changed re. affordable housing exception sites, and affordable housing target for North Shropshire (below South Shropshire target). Concerns that exception site policies (specifically DP7) will be used to fill gap between overall target for affordable housing and affordable housing delivered as a percentage of dwellings in larger developments within the built form of village. There were concerns that this will enable exception sites in open countryside, which could significantly alter character of rural Shropshire. Once the Local Plan allows this, there will be very limited scope for PC to object to planning applications in the future, as developers will be able to say they are complying with policy. PC may need to look at more formal process to put in formal objection to planning inspector (NB will prepare a formal report for the PC to consider).
- CIL allocation for road safety improvements scheme – NB has not been able to find out any more information. He will be speaking to relevant parties in a meeting on Friday, and will ask if anyone else can help progress this project.
- Yardley – It was **NOTED** that the property will be put back on the market for sale.

On the topic of the Local Plan Review, it was suggested that the PC hold a separate discussion in the New Year to ensure PC understands full implications of the proposed exception site policies. Cllrs raised concerns about disparity in affordable housing contribution percentages in different parts of county (20% in South, but only 10% in North), and disparity between CIL contribution rates in the South (£30/sqm) and

North (£80/sqm) and the impact this has on rural businesses. It was suggested that clerk raise these abnormalities with SALC.

c) Safer Roads Group

It was **NOTED** that £225,000 of funding had been allocated for road safety improvements in Ruyton XI Towns parish, and that SC had assured the PC that there would be an onsite meeting to discuss possible proposals and the brief to WSP (SC's engineering agents). As yet no date had been set for this site meeting. Cllrs asked the SRG to ensure that the brief for the road improvement scheme doesn't just focus on Church street, and should include other areas such as Brownhill. Cllrs were also interested to find out whether proposed improvements are in anticipation of additional traffic through the village (potentially in relation to the proposed housing development on Pentons Dairy site). It was **NOTED** that the Place Plan shows the PC as lead for any road safety improvement schemes. Cllr Spicer will share more info on SRG with new cllrs.

It was **NOTED** that the solar panel supplier would need to create a bespoke bracket for the solar panel as it could not be attached directly to the PC's model of VAS sign. This would bring the per panel cost to £365+VAT. It was **RESOLVED** to retrospectively approve this cost for the first solar panel.

d) Local Police Report

Council **RESOLVED** to note the police report. It was **NOTED** that incidents that had recently been reported in the press had not been communicated to the PC at the time.

Smartwater – It was **NOTED** that the clerk had received confirmation of West Mercia Police funding towards the extra 104 residential kits. WM Police will be collecting the address labels and existing 408 kits from the Chairman Weds 2nd Dec and will start registering kits and posting them out over the next month or so. It was **RESOLVED** that the clerk would draft a post for the website, the local mailing list, social media, and a poster to go on local notice boards. It was further **NOTED** that there were 512 households but only 480 addresses on the electoral roll, so PC promotion would need to encourage residents to get in touch if they have not received a kit.

100/20. Parish Matters – Council to receive updates and agree actions.

a) Casual vacancy

It was **NOTED** that no applications had been received for the final casual vacancy. It was **RESOLVED** to re-advertise the vacancy with an application deadline to 22nd Dec 2020. The Council will consider applications at the January meeting.

b) Neighbourhood Plan

The Council considered the findings of the Steering Group and it was **RESOLVED** not to proceed with a Neighbourhood Plan at this time.

c) Green spaces and recreation grounds

Clerk had shared comments raised by other clerks about exercising caution re. the proposal to take over the lease from SC for maintenance of Doctors Meadow, QEII Field, Marches Meadow, Spinney, Birch Grove etc. It was **AGREED** that the Council would not look at taking on full responsibility and liability of all the green spaces, but that if any individual matters arise, then Cllr Shearan will put forward proposals for activities/extra maintenance the PC might want to get involved in to ensure standards are maintained.

Cllr Shearan gave an update on the tree planting proposal (still awaiting approval from SC) and will share some specific costs for tree planting work etc., in QEII Field that can be started once approval granted (majority of other work will be in springtime).

d) Post Office update

It was **NOTED** that the Postmaster for the mobile outreach Post Office had not given a date yet for when they will be starting in Ruyton XI Towns. It is expected the Post Office will be open during a 2 hour

afternoon slot and will be run from the foyer of the Village Hall. Everything Postmaster needs is already in place, so nothing required from Parish Council. Cllr Lister will update the Council (hopefully before Christmas) when she has a start date and opening times, and a list of transactions the mobile outreach Post Office will be able to offer. Adverts can be created once this info is available.

e) Notice board estimates for Birch Grove

The clerk had shared estimates from other suppliers for a notice board on Birch Grove. After discussion, it was **RESOLVED** to place an order with Shelley Signs for the quoted model at £460+VAT.

f) Cliffe – nature reserve

It was **NOTED** that the signed Local Nature Reserve declaration had been sent to Shaun Burkey at Shropshire Council, who would put the application through to Natural England on the PC's behalf. It was **RESOLVED** to defer discussions about mountain bikes to the next meeting.

g) Christmas display in parish

It was **NOTED** that a nativity display would be created in the window of the empty florist shop on Church street, with a Christmas tree (Cllr Lister will ask Barncroft Nurseries if they can donate a tree). It was **AGREED** that the PC will pre-approve up to £100 spend on Christmas tree lights, which Cllr Lister will also source. Cllr Prince also offered to lend a 4ft inflatable Father Christmas for use in the Christmas display.

It was also **NOTED** that the Village Hall Committee would be putting up a "Tree of Light" to raise funds for Severn Hospice and Hope House. The Village Hall Committee had suggested that the PC donate funds that would have gone towards the Home Grown Show (£150) to Severn Hospice and Hope House instead (split evenly). It was **RESOLVED** that council would use s.137 of Local Government Act, 1972 to donate £75 each to Severn Hospice and Hope House charities.

h) Road closures

It was **NOTED** that there had been some recent Severn Trent "emergency road closures" on Brownhill and in Wykey, which actually related to issues that had been reported a long time ago. No prior notification of road closures had been given to either PC or residents. It was **AGREED** that the Chair would send clerk details on closures so the PC can make SC aware. It was further **NOTED** that the road has been closed over the railway bridge at Henbarns (West Felton parish) for approximately 6 weeks, with no evidence of any work taking place. It was **AGREED** that the Chair will also share details of this so the clerk can send a complaint to SC Streetworks team.

i) Climate emergency

Cllr Shearan spoke briefly on hopes to tackle the climate emergency through action in the community. It was **RESOLVED** that Cllr Shearan will put together a report with suggestions actions for consideration at the next meeting.

j) Overgrown hedges – Holyhead Road

After checking maps, West Felton PC clerk agreed that the hedge in question was in West Felton and not Ruyton XI Towns Parish, and that they would address this themselves. No action required for Ruyton XI Towns PC.

k) Planning working group

Cllr Spicer had proposed setting up a working group specifically to learn about planning policy and how to draft well-informed planning responses. He also spoke about the importance of ensuring local applicants know they can attend PC meetings to clarify any queries. It was **RESOLVED** that councillors would discuss this further, and draft some terms of reference for approval at the next meeting. It was generally felt that any such group should not have delegated powers, and that final decisions on planning responses would remain with Full Council. The clerk had previously shared a recorded training video from SALC on Planning,

as well as notes Cllr Spicer had taken on a previous planning training session. The clerk would also share the slides from the recent Planning White Paper training webinar.

It was further **AGREED** that the PC would draft a letter for SC to pass on to applicants for large applications at pre-application meetings, which would invite them to get in touch with the PC during the pre-application stage to discuss plans and help resolve any issues early on in the process.

101/20. Finance – to consider and approve

a) Draft budget proposals 2021-22 (appendix C)

It was **RESOLVED** that councillors would take time to consider budget proposals in more detail and email questions and suggestions to the clerk/Chair/Vice Chair (ideally before Friday 18th December) so that any specific revisions to the budget and precept could be made in good time before the Jan meeting.

b) Receipts & payments report Nov 2020

Council **RESOLVED** to note and approve the report. Hardcopies of documents would be signed retrospectively once face to face meetings had resumed. Clerk would present official bank reconciliation and statement for Nov at the Jan meeting for approval as these had not been available due to the timing of the December meeting.

c) Internal audit quote for 2020-21 year

After consideration, it was **RESOLVED** to appoint Sue Hackett from SDH Accounting as internal auditor for 2020-21 at the quoted price of £175.

d) Donation request – Hope House

After discussion it was **RESOLVED** to use s.137 of the Local Government Act, 1972 to donate £250 towards the cuddle bed project as per the Hope House grant request. This donation would be made separately to the Tree of Light donation discussed under agenda item: 100/20f.

103/20. Shropshire Council Planning decisions

It was **RESOLVED** to note the following decisions:

1. Proposed Development [West Of Darlee Cottage](#), ref: 18/02858/REM – Pending consideration

Proposal: Reserved matters for residential development of two detached houses (14/04168/OUT).

2. [Proposed Affordable Dwelling, Hillside Cottage](#), ref: 20/03470/FUL - Pending consideration

Proposal: Erection of an affordable dwelling with detached garage; formation of access and all associated works

3. [Tedsmore Lakes, Tedsmore, West Felton](#), ref: 20/03319/FUL – Pending consideration

Proposal: Formation of fishing pool (retrospective); siting of 2 lodges and 3 glamping pods for holiday let; erection of toilet/shower block; amendments to two vehicular accesses with formation of on-site vehicular tracks (part retrospective); installation of package treatment plant and the installation of solar panels (partly retrospective).

4. [Proposed agricultural worker's dwelling](#), Keppel Gate Farm, Grug Hill, Elbridge, ref: 20/04241/FUL – Pending consideration

Proposal: Erection of rural workers principal farm dwelling and adjoining garage, installation of package treatment plant

5. **[Proposed Exception Site Dwelling East Of Wigmarsh Cottage, Wigmarsh, ref: 20/04269/OUT - Pending consideration](#)**

Proposal: Outline application (all matters reserved) for the erection of one (local needs) dwelling with ancillary external plant/machinery storage area

104/20. Policies to review and approve (appendix D).

a) **Action Plan (quarterly review and update)**

It was **RESOLVED** to approve the updated version. Cllrs would consider additional actions to add for health and well-being and climate emergency over next few weeks.

b) **Web Guidelines (revised)**

c) **Communications, Press, and Social Media policy (revised)**

It was **RESOLVED** to approve the above policies with some minor amends.

105/20. Payments – Council to consider and approve

a) **Invoices/reimbursements to be authorised**

It was **RESOLVED** to authorise the following payments.

- Clerk, Dec salary: £555.37 (no VAT)
- Clerk expenses: £66.37 (of which £3.09 VAT, not reclaimable)
- NEST (direct debit), Dec pension contributions: £41.31 (no VAT)
- SLCC, training webinar (Planning White Paper): £36.00 (of which £6.00 VAT)
- SmartWater Technology Ltd, additional 104 x kits: £833.04 (of which £138.84 VAT)

b) **Urgent invoices to approve after publication of agenda**

None received.

106/20. Future agenda items

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.

- a) Budget and precept
- b) Support for the village hall
- c) Support for churchyard working party – It was **NOTED** that there is legislation that prohibits local councils from supporting the church/other religious organisations financially. Clerk will share Legal Topic Note from NALC.
- d) Climate emergency
- e) Tree planting in QEII field and costs.

107/20. Next Council meeting – Council to agree

Next meeting provisionally scheduled for Tues 5th Jan 2021 (online).

There being no further business, the Chairman, thanked everyone for their participation, wished everyone a Merry Christmas, and closed the meeting at 20.24 pm.

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