

# RUYTON XI TOWNS PARISH COUNCIL

## 6 APRIL 2021 MEETING MINUTES

An ordinary meeting of the Parish Council was held online at 6.30 pm on Tues 6th April 2021.

Parish councillors in attendance: Mr T Allison, Mr A Collier, Mr S Denyer, Mr M Eyles, Mr S Gittins (Chairman), Mrs C Jones, Mrs A Lister, Mr A Prince, Mr D Shearan, Mr D Spicer (Vice Chairman).

Absent: Cllr G Barrett

Also in attendance:, Lydia Bardsley (Clerk), Nick Bardsley (Shropshire County Councillor), Public: 0

Meeting started at: 6:30pm.

### 156/20. Welcome by Chairman

The Chairman opened the meeting and welcomed everyone present to the meeting. The Clerk reminded everyone that we are in purdah (pre-election period) and that councillors should avoid promoting themselves/other candidates standing for election during the course of the meeting.

### 157/20. Apologies

None received.

### 158/20. Disclosure of Pecuniary Interests and Dispensation

None received.

### 159/20. Public Session

No members of the public present.

### 160/20. Minutes

It was **RESOLVED** to confirm that the [Council minutes dated 2nd March 2021](#) were accurate and would be signed at a future date.

### 161/20. Coronavirus

**Remote meetings legislation:** The clerk had written to MPs Robert Jenrick and Owen Paterson re. the need to extend remote meetings legislation and had not received any response to date. It was **NOTED** that the government's decision to extend Emergency Powers for another 6 months, DID NOT include remote meetings legislation for local authorities, which will expire immediately after the election, and therefore remote meetings will no longer be lawful.

It was **RESOLVED** to call an extra ordinary remote PC meeting on 27th April 2021 to conduct any business necessary before remote meetings legislation expires, e.g. planning applications, insurance, annual returns, etc.

It was **NOTED** that the newly elected Parish Council would be legally obliged to meet in person between 11th and 26th May as a minimum for the Annual Council Meeting. Minimum legal requirements for the meeting are the election of the chairman of the PC, and to receive declarations of acceptance of office from all elected councillors. Clerk will discuss arrangements with local venues.

It was **RESOLVED** to wait until find out if PC election is contested or not, then discuss specific dates for an in-person Annual Council Meeting (venue TBC).

To keep this meeting as short as possible, the agenda would ideally only cover the business required by law (e.g. election of Chairman, receipt of declarations of acceptance of office, General Power of Competence declaration) and to approve last month's minutes, and annual return if not already agreed, but there would be no other business on the agenda unless urgent. Parishioners would be made aware of this fact, and encouraged to raise any important parish matters at the late April meeting, or in writing before the Annual Council Meeting.

It was **RESOLVED** that the Parish Council would review the situation again after the May Annual Council Meeting, and if the consensus is to pause in person PC meetings until it is felt to be safe, then PC business would be conducted in the interim using the Parish Council's Scheme of Delegation (see agenda item 163/20a).

It was **FUTHER RESOLVED** to call a remote Annual Parish Meeting on 27th April, as by law this has to be held between 1st March and 1st June each year. It was **AGREED** that this would be a short meeting before the extra ordinary parish council meeting on the same date. It was **AGREED** that a separate in-person Parish meeting could be called later in the year when it was felt safe to do so, which would include the usual parish business, reports from local organisations etc.

**Covid-19 helpline:** It was **NOTED** that no calls were made to the covid-19 helpline in the last month.

## **162/20. Reports – Council to consider and agree actions.**

### **a) Shropshire Councillor report (appendix A)**

The PC received an update on the following matters:

- Local Plan Review – to be submitted to cabinet in July
- Shrewsbury Big Town Plan – bus station is still to be included in Riverside development, and nothing in these plans suggests that the bus station will be replaced in another location. SC recognise large numbers of public objections to losing bus station. It may well be that re-development can proceed, but could possibly exclude bus station site.
- CIL allocation for road safety in Ruyton – next meeting 10th May.
- Birch Grove – disturbances and anti-social behaviour (now resolved).

### **b) Local Police Report**

It was **RESOLVED** to note the report. Clerk had shared example newsletter update from Bridgnorth SNT re. Cleobury Mortimer. It was **AGREED** that clerk will feedback questions raised from previous report and ask SALC to make representations on the PC's behalf for more detailed reports.

The PC briefly discussed the Police Community charter consultation. The clerk would double check the response date and check with Monitoring Officer if the PC is allowed to consult the community on such matters during purdah. If permitted the PC will put a post on the website inviting residents to share their 3 areas of concern.

It was **NOTED** that there has been increased drone activity in daytime in Brownhill area.

It was further **NOTED** that SmartWater signage had been installed at the various entry points to the parish to warn would be criminals that the parish is Smartwater protected. The larger A1 signs are being prepared with the wording "Ruyton XI Towns Parish" and will be installed when they are available.

### **c) Safer Roads group**

**CIL funding:** An update was received from the recent SRG meeting re. WSP involvement. Cllrs will aim to have an informal conversation with SC officers about moving forward. Some ideas had been discussed about priorities for the project.

### **d) Clerk's update report (appendix B)**

It was **RESOLVED** to note the report.

### **163/20. Policies to review and approve (appendix C).**

It was **RESOLVED** to approve the following.

#### **a) Scheme of Delegation**

The clerk suggested that the Council review the Action Plan again after the election to establish priorities for the year ahead.

### **164/20: Parish Matters — Council to receive updates and agree actions.**

#### **a) May elections**

Clerk reminded all present that she is happy to provide polling and district numbers for proposers/seconders, but that the deadline for hand-delivering nomination papers is 4pm on 8th April, so advised candidates not to leave it too late. It was **NOTED** that SC elections team will check nomination papers when they are delivered, but if something needs changing/is missing there may not be enough time left to do this before the offices close. Clerk also reminded everyone that all candidates must complete an elections expenses return, even if nothing has been spent, and regardless of whether someone is elected or not. (This is for transparency purposes not for candidates to claim back any expenditure).

It was **AGREED** that when the clerk finds out whether the election will be contested or not (9th April), then councillors can discuss at the late April meeting possible nominations for Chairman and Vice Chairman.

#### **b) Community Governance Reviews**

It was **AGREED** that the Council had no requests for boundary changes for the Parish Council, and no changes for no. of seats, and would prefer governance arrangements to remain unchanged for RPC. The clerk would email the SC democracy team to notify them of this.

#### **c) Doctors Meadow improvements**

PC received an update: Initial concept had been shared via FB and email, lots of ideas were received and a couple of volunteers have come forward. Ideas have been collated and shared with volunteers. Next step will be to meet and agree how to involve community in shortlisting and voting for improvements to take forward. Next meeting Friday 9<sup>th</sup> April.

#### **d) PC Social Media Account**

It was **RESOLVED** to defer this to the next meeting.

#### **e) Cliffe – Local Nature Reserve status**

**Local Nature Reserve:** It was **NOTED** that SC have agreed to delegate authority to the PC to designate the Cliffe as a Local Nature Reserve. Clerk has written to Natural England to confirm next steps, but according to Gov.uk website, the Parish Council now has to send final declaration document to Natural England which will need to be signed by PC reps. The PC should also put an advert in local paper for declaration of Local Nature Reserve (though this may need to wait until after purdah – clerk to check with SC legal), and put up declaration notices and map in public places for public to inspect free of charge.

It was **NOTED** that there is an old notice board at the foot of the Cliffe that apparently belongs to the PC, but it is not included on any recent asset records. This matter will be deferred to the next meeting.

**Mountain biking:** It was **NOTED** that existing MTB tracks have now been mapped out on Cliffe. Next steps will be to visit and assess suitability of each route (H&S, ecology etc). Overall expectation is that usage will be self-policing in future. It was **AGREED** that after the election, PC will ask the community how they feel about this approach.

#### **f) Climate emergency**

CLLrs discussed ground source heat pump proposals. It was **AGREED** to obtain 3 quotes for a feasibility study for the paddock land adjacent to the Pentons Dairy Site.

#### **g) Community website and hosting costs**

There was a proposal for a community website with information on local clubs, organisations, etc., possibly using the existing Ruyton XI Towns domain. Some concerns about having lots of different/redundant websites attempting to do the same thing. It was **AGREED** that if this goes ahead, then PC will pay hosting fees for this (approx £70/yr).

#### **h) War memorial maintenance**

The clerk has now received guidance from SC conservation team on conservation and management of War Memorials.

Clerk will share the guidance and with the council to consider if there are any specific actions that could in theory be taken for the Cross and/or Memorial Cave, though it was **NOTED** that conservation teams generally don't encourage attempts to return an asset to a pristine state.

#### **i) Solar panels for remaining VAS signs**

PC received an update on performance of solar panel on Brownhill. First solar panel has been in place for 9 weeks, is at 100% battery now, and lasted 3 times as long as other VAS batteries without any volunteer intervention.

Due to the very successful performance of the Brownhill VAS solar panel, it was **RESOLVED** to place an additional order for 3 more solar panels and brackets with UPS Ltd for the remaining VAS signs on Church Street (x 2) and School Road. Expected cost: £1095 +VAT for all three panels.

### **165/20. Planning applications**

#### **1. [Butlers Barn, Elbridge, ref: 21/01144/FUL](#)**

Proposal: Erection of single storey link extension

Comments deadline: 18.04.2021

After discussion, it was **RESOLVED** to support with the following comments: positive contribution to street scenes, and no concerns from access and design point of view.

#### **2. [North West Relief Road Scheme, ref: 21/00924/EIA](#)**

Proposal: North West Relief Road scheme. comprising - construction of 6.9km single carriageway (7.3m wide) road; severance of local roads and footpaths; provision of combined footway/cycleway; erection of three bridged structures over carriageway; diversion of existing bridleway/footpath via an underpass; climbing lane on westbound approach; 670m long viaduct; bridge over railway; two flood storage areas; provision of two new roundabout junctions and improvements to two existing roundabouts; associated traffic calming measures, landscaping and drainage schemes

Comments deadline: 07.05.2021

It was **AGREED** to discuss this application at the late April meeting to allow more time for the planning working group to consider the documentation.

### **166/20. Shropshire Council Planning decisions – Council to note.**

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

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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. [Maple Villa](#), Little Ness Rd, ref: 21/00066/FUL – Permission granted

Proposal: Erection of single storey extension to rear (adjoining to previous extension).

4. [Woodfield House](#), School Rd, ref: 21/00185/FUL – Awaiting decision

Proposal: Adaption to half the existing detached double garage to provide ancillary accommodation

5. [Land East Of Wigmarsh Cottage, ref: 21/00202/FUL](#) – Pending consideration

Proposal: Erection of an affordable single plot exception house

6. [Land adj. To Riversdale, Church street, ref: 21/00567/FUL](#) – Pending consideration

Proposal: Conversion of stable block to rear of Riversdale to form two bedroom dwelling, refurbishment of existing cottage and erection of new four bedroom dwelling on adjacent land; formation of new crossover and driveways.

7. [Caravan site at Barncroft, Olden Lane, ref: 21/00568/FUL](#) – Pending consideration

Proposal: Change of use of land and siting of ten static caravans (expansion of existing caravan site); creation of new vehicular access and visibility splay to include removal of tree(s)

## 167/20. Payments – Council to consider and approve

### a) Invoices/reimbursements to be authorised

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

- Clerk, April salary: £555.37 (no VAT)
- Clerk expenses: £32.39 (no VAT)
- NEST (direct debit), April pension contributions: £41.31 (no VAT)

It was **NOTED** that no invoice had been received yet for Scottish Power, 4<sup>th</sup> qtr streetlight energy bill. This payment would be ratified at the late April meeting.

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

None received.

## 168/20. Finance – to consider and approve

It was **RESOLVED** to note and approve the following. Hardcopies of documents would be signed retrospectively once face to face meetings had resumed.

- a) Receipts & payment report y/e 2021
- b) Bank statement y/e 2021
- c) Bank reconciliation y/e 2021
- d) Y/e budget monitoring report and VAT claim
- e) Y/e asset register
- f) Internal controls check

Clerk apologised that accounts files had not yet been dropped off with Cllr Eyles for internal controls checks, but would do so as soon as possible.

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## **169/20. 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.**

- Internal audit report
- 2020-21 Annual return
- Insurance
- Social media
- It was **NOTED** that the ground level foliage along the Baschurch straight still needs addressing.

## **170/20. Next Council meeting – Council to agree**

Next meeting provisionally scheduled for Tues 27<sup>th</sup> April 2021 (online).

There being no further business, the Chairman closed the meeting at 8:00 pm.

Confirmed as accurate: \_\_\_\_\_ Chairman, Cllr Simon Gittins. Date: \_\_\_\_\_