

RUYTON XI TOWNS PARISH COUNCIL

6 JULY 2021 MEETING MINUTES

An ordinary meeting of the Parish Council was held at Ruyton XI Towns Village Hall, at 6.30 pm on Tues 6th July 2021.

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

Also in attendance: Lydia Bardsley (Clerk), Nick Bardsley (Shropshire County Councillor), PCSO Stuart Carroll and Corrie Edwards (Response Officer), Oswestry Rural South Safer Neighbourhood Team. Public: 1

Meeting started at: 6:30pm.

18/21. Welcome by Chairman

The Vice Chairman Cllr Shearan took the Chair in the absence of Cllr Spicer and welcomed everyone to the meeting. He gave thanks to the outgoing Chair Cllr Gittins for everything he has done during his time as Chairman.

19/21. Apologies

Apologies were received from Cllrs Denyer and Spicer. It was **RESOLVED** to accept these.

20/21: Declarations of Acceptance of Office

It was **NOTED** that declarations of acceptance of office had been received from the following elected members: Cllrs C Jones, A Lister, and D Spicer (Chairman's Acceptance of Office).

21/21. Disclosure of Pecuniary Interests and Dispensation

None received.

22/21. Public Session

No comments.

23/21. Minutes

It was **RESOLVED** to confirm that the [Annual Council meeting minutes dated 18th May 2021](#) were an accurate record. These were signed by the Vice Chairman.

24/21: Vacant seats on council

No expressions of interest had been received by the clerk. It was **AGREED** that Cllr Gittins will talk to residents, the Clerk will put a post on the PC website, and Cllr Shearan will share this on social media.

25/21: Councillor representatives

It was **RESOLVED** to appoint Council representatives as follows:

- Climate change working group – Cllrs Shearan, Eyles, and Lister.
- Planning working group – Cllrs Collier, Eyles and Jones.
- Safer roads group – No changes
- Representative for Oswestry Area Committee meetings – Cllr Jones
- Staffing Committee – All councillors

- Staffing Sub-Committee – Cllrs Shearan, Lister, Eyles
- Village Hall working group – Cllrs Gittins, Lister, Spicer

It was **RESOLVED** to bring forward item 30/21/4 (Keppel Gate Farm Planning application).

30/21: Planning applications – Council to consider and agree response

4. [Proposed Agricultural Workers Dwelling Keppel Gate Farm Grug Hill Elbridge, ref: 21/02595/FUL](#)

Proposal: Erection of farm managers dwelling with farm office, detached garage and installation of package treatment plant (re-submission)

Comments deadline: 16.07.2021

After discussion, it was a **RESOLVED** to support the application with the following comments:

Parish Council view is that they still support application, any previous concerns have been addressed (e.g. scale of property), and applicants have done what has been requested to ensure other conditions are met.

It was **RESOLVED** to return to the normal order of items on the agenda.

26/21. Coronavirus

It was **NOTED** that Central Govt was expected to lift the majority of restrictions on 19th July. The Clerk would follow the latest advice and would liaise with Village Hall/Victoria Rooms for preparing for the next meeting (expected September 2021). PC business would be conducted in the interim using the Parish Council's Scheme of Delegation as needed.

Covid-19 helpline – Cllr Shearan gave an update on demand for the helpline, and the volunteer group are happy that it is no longer needed. It was **AGREED** to cancel this scheme with Numbers Plus (leaving the AED callout scheme in place).

It was **FURTHER RESOLVED** to downgrade the PC's Zoom account to the free Basic account.

27/21. Reports – Council to consider and agree actions.

a) Shropshire Councillor Nick Bardsley (appendix A)

Cllr Bardsley's report had been circulated prior to the meeting and it was **RESOLVED** to note this:

- Local Plan to be adopted at SC meeting next week. Inspection period expected to start Sept. NB will ask to be present at discussions re. concerns about exception site policy wording.
- Big Town Plan – bus services still a concern.
- CIL allocation – hope to get WSP proposals in next week or so. There will need to be consultation with community.
- Birch Grove anti-social behaviour now resolved. It was **RESOLVED** that the PC will write a letter to SC Housing Options (Clerk to liaise with Cllrs Gittins, Spicer, and SC Cllr Bardsley for background).
- Cllrs asked NB about the Henbarns railway bridge sink hole. Cllr Gittins SC Streetworks and Potfolio Holder Steve Charmley who would look into it. Apparently there are issues with local wildlife and SC are waiting for the necessary licence from DEFRA. It was **AGREED** that the clerk will put in a formal complaint to SC about the delays and lack of action.

b) Local Police Report/Rural crime

PCSO Stuart Carroll was welcomed to the meeting and gave the following update. Not many incidents of break ins recently in the parish:

Police reports – Anti-social behaviour issue, now resolved; Attempted burglary at Packwood Haugh School. Nothing taken, amateurish, but has highlighted the importance of SmartWater again. Rural and Business

Crime officer Graham Donaldson has been brought back in, and Police will increase night time patrols in the area; Possible driving offences (in other parishes as well).

Other items (domestic, other crimes, concerns for safety) unfortunately can't share details at this time because of data protection and safety.

PCSO Carroll hoped that communication with the police and PC will improve now that police can attend meetings in person again, and spoke about a new system called Neighbourhood Matters, where members of the public, Parish Councils etc., can sign up for alerts.

Local policing charter – PCSO Carroll explained that the Charter reiterates what police should be doing already, and details how Safer Neighbourhood Teams will engage with the PC, and how long police should be spending in parish. The Charter has been adopted by Oswestry Rural South. 3 priorities do not mean that other concerns will be ignored. PC responses can be submitted through official channels, or emailed to Stuart Carroll/Andrew Neeves.

c) Safer Roads Group

CIL road safety improvements project – A summary from the meeting on 14th June had been circulated previously and included radical proposals for potentially relocating the stone cross monument. The PC has shared VAS data with WSP and they have carried out their own ATC survey. There had been an issue with video footage taken from the HGV survey last week so the camera had been reinstalled and was filming today. Concerns about the ineffective roundabout at Quillets have been forwarded to WSP.

Cllrs agreed there was a need to push for pot holes to be dealt with separately so it doesn't use up CIL road safety budget.

Church Street wall – It was **NOTED** that this is deteriorating again, so cllrs will send photos to the clerk to share with SC.

Pot holes – these had now been repaired between Shottaton and Olden Lane. Clerk had attended a briefing with SC's Mark Barrow and Rob Smith and had asked to join a working group of clerks and SC officers to discuss highways issues, especially with reporting systems and communication. Highways would be presenting a report to SC later this month with proposals for improvements, but it was not expected that changes would have an immediate impact. PCs and residents were encouraged to keep using the SC portal to report pot holes, rather than emailing officers directly. The clerk had also shared an open letter from Deputy leader of SC and Portfolio Holder for Highways Steve Charmley re. Highways plans.

VAS Solar panels – 3 out of 4 solar panels are now fitted to the VAS signs, though one is not currently working. The supplier will fix this before installing the last panel.

d) Climate Change Working Group
Nothing to report.

e) Clerk's update report (appendix B)
It was **RESOLVED** to note the report. The clerk had also reported the Gooseberry Lane handrails as a property damage claim to Royal Mail, and the clerk was liaising with neighbours who had witnessed the collision in order to provide photos for the claims investigating team.

28/21: Policies to review and approve (appendix C).

After review it was **RESOLVED** to approve the following:

- a) ICO Publication Scheme
- b) Privacy notice
- c) Security Incident Response Policy

- d) Subject Access Policy
- e) Grievance and Disciplinary Procedure
- f) Councillor Clerk Protocol
- g) General Reserves Policy

29/20: Parish Matters — Council to receive updates and agree actions.

a) Defibrillator cabinet

The school had received a quote to replace the AED cabinet which is no longer locking properly and comparative quotes had been obtained. It was proposed and **RESOLVED** that the PC should pay to replace this. Clerk to liaise with St John's School to make the arrangements. Clerk will also share Clive PC's AED maintenance policy with Cllr Shearan to share with the school and volunteers.

b) Community Exercise Group

Cllr Lister spoke on this matter. Exercise groups (mostly for older people) had been put on hold due to Covid-19, and Cllr Lister has been talking with the teacher about what might be possible to do when restrictions are fully lifted. There may be cost implications if things need changing to make classes suitable. No specific actions for PC at the moment but there may be a request for financial support to help classes resume.

c) War memorial

Maintenance – The PC was waiting on feedback from the SC Conservation Officer on whether the Memorial Cave should be cleaned/treated in some way. Feedback from SC could help with plans for build out as part of CIL project. It was **AGREED** to respond to resident email re. concerns about deterioration of Memorial Cave and that the PC are interested in seeing what SC feel it is possible to address.

Name plaque – A suitable material had been sourced for the new plaque and the resident leading this project was looking for a stone mason to complete the work. Funding had been sourced for this work, so PC would not need to contribute financially.

d) Old notice board on Cliffe

It was **AGREED** that a notice board is not needed for PC notices in this location. It was agreed to look at replacing this with new signage when the PC looks at renewing other Cliffe signage/information boards.

e) The Cliffe

Access rights – Clerk had responded to local P3 group. No further actions at present.

Local Nature Reserve: Some concerns were raised about whether this is the right thing to do. It was **RESOLVED** to discuss this again in September.

f) Doctors Meadow improvements

Cllr Shearan gave an update. Questionnaire has been designed to go to everyone in the parish to pick top 3 suggestions, which will influence funding options. Questionnaire will cost approx £150. It was **RESOLVED** that Council will order questionnaire to be printed. DSh will share details from supplier with clerk to sort out paying for it.

g) Fibre Optic broadband in Tedsmore and Eardiston (Gigabit scheme)

As no financial support was required from the PC it was **RESOLVED** to support the scheme for the Gigabit Scheme in Eardiston and Tedsmore and help promote this to gain the maximum number of vouchers needed. It was **AGREED** to reply to member of public email and share contact details for Cllr Gittins as he may be able to help.

30/21: Planning applications – Council to consider and agree response

1. [Fern Hollow, School Road, ref: 21/02330/FUL](#)- Considered under Scheme of Delegation, Council to ratify response

Proposal: Erection of detached garage building.

The PC had considered this application under its Scheme of Delegation due to the need to submit comments before the meeting. It was **RESOLVED** to ratify the the decision to object to the application due to concerns about the siting of the proposed garage and impact on neighbouring properties. The PC's full comment can be found on the planning portal using the link above.

2. [Proposed Affordable Dwelling South Of Bay Cottage Little Ness Road, ref: 21/02394/FUL](#) - Considered under Scheme of Delegation, Council to ratify response

Proposal: Erection on an affordable dwelling and detached garage, formation of access.

The PC had considered this application under its Scheme of Delegation due to the need to submit comments before the meeting. It was **RESOLVED** to ratify the the decision to support the application as it is felt the proposals meet the single plot exception site affordable housing policies. The PC's full comment can be found on the planning portal using the link above.

3. [Eardiston House, Eardiston, West Felton, ref: 21/02246/FUL](#) and [21/02247/LBC](#) - Considered under Scheme of Delegation, Council to ratify response

Proposal: Partial removal of boundary wall; reposition gate post and resurfacing of driveway

The PC had considered this application under its Scheme of Delegation due to the need to submit comments before the meeting. It was **RESOLVED** to ratify the the decision to make representation with no comment.

4. [Proposed Agricultural Workers Dwelling Keppel Gate Farm Grug Hill Elbridge, ref: 21/02595/FUL](#)

This application was discussed earlier in the meeting.

31/21: Shropshire Council Planning decisions – Council to note.

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

1. Proposed Development [West Of Darlee Cottage](#), ref: 18/02858/REM – Pending consideration
2. [Proposed Affordable Dwelling, Hillside Cottage](#), ref: 20/03470/FUL – Awaiting decision
3. [Land East Of Wigmarsh Cottage, ref: 21/00202/FUL](#) – Awaiting decision
4. [Caravan site at Barncroft, Olden Lane, ref: 21/00568/FUL](#) – Pending consideration
5. [Butlers Barn, Elbridge, ref: 21/01144/FUL](#) - Refused
6. [North West Relief Road Scheme, 21/00924/EIA](#) – Pending consideration
7. [Caravan rear of Admiral Benbow, Church Street, ref: 21/01219/FUL](#) – Grant permission
8. [Tedsmore Lakes, Tedsmore, West Felton, ref: 21/01278/FUL](#) - Refused

32/21. Payments – Council to consider and approve

- a) Payments made between meetings

It was **RESOLVED** to ratify the following payments:

- L. Bardsley, June salary, £555.37 (no VAT)
- L. Bardsley, May-June expenses, £40.14 (of which £1.29 VAT)
- NEST (direct debit), June pension contributions, £41.31 (no VAT)

b) Invoices/reimbursements to be authorised

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

- L. Bardsley, July salary, £555.37 (no VAT)
- L. Bardsley, June – July expenses, £50.39 (no VAT)
- NEST (direct debit), July pension contributions, £41.31 (no VAT)
- Ruyton XI Towns Village Hall, annual meeting room hire, £30 (no VAT)
- SALC, annual affiliation fees, £489.23 (no VAT)
- L. Bardsley, Aug salary, £555.37 (no VAT)
- NEST (direct debit), Aug pension contributions, £41.31 (no VAT)

c) Urgent invoices to approve after publication of agenda

None. It was **NOTED** that one of the hanging baskets had been stolen from Brownhill by bus stop. This would be replaced next year.

33/21: Finance – to consider and approve

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

- a) Receipts & payments May and June 2021
- b) Bank statement May and June 2021
- c) Bank reconciliation May and June 2021
- d) Schedule of regular payments (DDs, Standing Orders, etc)

It was **RESOLVED** to approve the following regular payments:

Scottish Power: Quarterly, streetlight energy bill

NEST: Monthly, workplace pension scheme (staff and employer contributions)

ICO: Annual, registration fee (usually £35 every March)

Unity Trust: Quarterly bank fee (£18/quarter).

- e) 1st quarter budget monitoring report (appendix D)

This was **NOTED**.

It was **FURTHER RESOLVED** to make the following virements from General Reserves:

- £5000 to a new Earmarked Reserve for Doctors Meadow playing field improvements
- £3000 to the Climate Change Earmarked Reserve.

34/21. Correspondence received

- Queen's Platinum Jubilee Beacons event
- Rural Services Network Village Group – membership offer. Free for rest of financial year (until March 2022), with annual fee of £70+VAT thereafter. It was **RESOLVED** to take up the offer and cancel later if no benefit.

35/21. 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.

- Cliffe Nature Reserve
- Shottaton crossroads – Cllrs were concerned that diversion signs were obscuring visibility at the crossroads. It was **AGREED** that the clerk email the Streetworks team to make them aware.

36/20. Next Council meeting – Council to agree

Next meeting would be the Annual Council meeting, scheduled for Tues 7th Sept 2021 at 6.30pm (Venue TBC).

There being no further business, the Chairman closed the meeting at 20.28 pm.

Confirmed as accurate: _____Chairman. Date: _____