

RUYTON XI TOWNS PARISH COUNCIL

9 NOV 2021 MEETING MINUTES

An ordinary meeting of the Parish Council was held at Ruyton XI Towns Village Hall, at 6.30 pm on Tues 9th Nov 2021.

Parish councillors in attendance: Mr T Allison, Mr A Collier, Mr S Denyer, Mr M Eyles, Mr R Hamlett, Mrs A Lister, Mr L Penton, Mr D Shearan (Vice Chairman).

Absent: Cllr C Jones

Also in attendance: Lydia Bardsley (Clerk), Nick Bardsley (Shropshire County Councillor), Public: 1

Meeting started at: 6:34 pm.

69/21. Welcome by Chairman

The Vice Chairman Cllr Shearan took the Chair and welcomed everyone to the meeting.

70/21: Declaration of acceptance of office

It was **NOTED** that Cllr Luke Penton had signed and submitted the declaration of acceptance of office prior to the start of the meeting, and was able to take his seat on the council.

71/21. Apologies

Apologies were received from Cllr Spicer (dispensation previously granted), and Cllr Gittins (work commitments). It was **RESOLVED** to accept these.

72/21: Disclosure of Pecuniary Interests and Dispensation

Cllr Hamlett declared an interest in agenda item 78/21/a, Planning application ref: 21/04897/FUL.

73/21. Public Session

Member of the public had raised the following with the clerk prior to the meeting: accessibility of council meetings in the Village Hall. It was **NOTED** that some members of the public were unable to attend face to face meetings in the village hall because of the lack of wheelchair access. After discussion it was **AGREED** that Cllr Lister will ask St John's school if PC could hire the school hall for meetings, as it is a bigger space (to allow for social distancing) and is also wheelchair accessible.

It was **AGREED** to permit Cllr Hamlett to be treated as a member of the public and to be able to answer questions from the Council and share relevant information on Planning application ref: 21/04897/FUL, before leaving the room to allow the Council to discuss the application. Cllrs mentioned there were some minor inconsistencies in the Design & Access statement to do with parking provision, and visibility from public footpath, (by definition the site will be visible as one of footpaths is highlighted as a route to the village). These inconsistencies were not especially contentious but were raised as a point to note as something the Planning Officer may pick up on.

Councillors asked about sewage tanks, the applicant explained these would be located underground, adjacent to the shepherd's huts, and will be emptied by extraction. Cllrs also noted that the Design & Access statement placed emphasis on proximity to various local amenities, however most of the amenities mentioned are not in Ruyton XI Towns.

Cllr Hamlett as the applicant gave some background on the application: the intention was to diversify the farm income to bring added financial security for the family. The applicants had assessed reasons for the previous refusal and have scaled down plans accordingly to propose much smaller accommodation (2 x shepherd's huts) than the previous application, which will also be temporary units which can be disconnected and moved within an hour. There will be minimum groundworks required for necessary infrastructure. They have applied under Caravan Act this time. The aim is to create an attractive site that will appeal to walkers, anglers, or as a couple's retreat. Parking provision is for only one car per hut, so traffic movements will be less than previous application. The applicant noted that they could have up to 5 traditional caravans on the site without planning permission but felt the proposal for 2 x shepherd's huts would look better aesthetically.

It was clarified that the huts will be sited next to the hedge rather than the river, and the applicants will let hedge grow up to offer some screening. The aim is to keep the site as pleasing to the eye as possible. There were no further questions, so Cllr Hamlett left the meeting at 18.42.

It was **RESOLVED** to bring forward item 78/21, Planning applications.

78/21: Planning applications – Council to consider and agree response

1. [Proposed Holiday Cabins To The East Of, Mill Lane, ref: 21/04897/FUL](#)

Proposal: Proposed change of use of land to allow siting of 2no. holiday cabins (Shepherds Huts) - Resubmission

After discussion, it was **RESOLVED** to **MAKE REPRESENTATION** with the following comments:

The Parish Council recognises the applicants' efforts to scale down the original plans and address concerns raised in the previous refused application. It is noted that the Design & Access statement puts emphasis on proximity to amenities, however there are not many amenities actually in Ruyton XI Towns itself. However, it is felt that with reduced visitor capacity and scaled down parking provision (just 2 cars) the impact on traffic movements to and from the site will be minimal.

Cllr Hamlett returned to the room at 18.46.

2. [Sherwood, Brownhill, ref: 21/04279/FUL](#) – Reconsidered under Scheme of delegation, Council to ratify response.

Proposal: Works to raise and replace existing roof to create first floor accommodation and erect a single storey rear extension, erection of a detached garage following demolition of existing garage and reposition access gates and wall.

Following receipt of further information from the applicants this application was re-considered under the Council's Scheme of delegation. It was **RESOLVED** to ratify the Parish Council's decision to **MAKE REPRESENTATION** for the above application. The full response can be found under the Comments section on the Planning Portal via the weblink above.

It was **RESOLVED** to resume the normal order of business on the agenda.

74/21. Minutes

It was **RESOLVED** to confirm that the [Council meeting minutes dated 5th Oct 2021](#) were an accurate record. These were signed by the Chairman.

75/21. Reports – Council to consider and agree actions.

a) Shropshire Councillor Nick Bardsley (appendix A)

It was **RESOLVED** to note the report which covered:

- Constitutional planning procedures (re. consultation with local member on whether to go to Planning Committee).
- CIL Highways allocation – Positive news about resurfacing costs, but it is unclear exactly how far resurfacing works will continue beyond Memorial Cave. PC and SRG can now make decisions on priorities knowing that majority of budget will be available for traffic calming, and will not be taken up by routine maintenance. Cllrs asked whether resurfacing will include reinstating high grip buff surface which should be part of basic resurfacing. This will need to be clarified with SC Highways/WSP.
- Local Plan Review update – Programme Officer, Julie Ruler, has been appointed.

b) Local Police Report/Rural crime

No report received as yet.

c) Safer Roads Group

The recent CIL Project meeting (19.10.2021) and follow up Safer Roads Group meeting (02.11.2021) were discussed. It was **NOTED** that: “maintenance works are set to cover the junction with School Road on the B4397, along the B4397, up to and past the memorial on the eastern side of the village[...]the budget for this maintenance work will be covered by the forward maintenance programme, due to commence in the next financial year.” Some of the key next steps were:

- Clarify how far beyond the Memorial Cave will resurfacing be done.
- SRG will meet again before next CIL meeting to agree main priorities to send to CIL Project group.
- WSP will find and share evidence/data on buildout accidents.
- SC officers will obtain origin/destination data on HGVs (from the NWRR team) to clarify whether NWRR will definitely reduce through traffic in Ruyton XI Towns.
- SRG Zoom meeting with Dave Davies (WSP) 15.11.2021 to explore and clarify specific design queries.

d) Climate Change Working Group

Cllr Shearan gave an update. The CEWG had not met for some time, but he will be reviving this soon and looking for ideas from community, and encouraging more people to get involved.

e) Village Hall Working Group

It was **NOTED** that a meeting would be held on 11.11.2021 to continue discussions. The Church had been approached about the possibility of adding a wheelchair ramp on Church land to make the existing building more accessible. Rev. Burns would like to be involved and to be cc'd in to emails to be kept in the loop, and will look into what could be possible with a ramp.

f) Clerk's update report (appendix B)

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

76/21: Policies to review and approve (appendix C).

After review it was **RESOLVED** to approve the following (a-f):

- a) Remote Meetings Protocol
- b) Health & Safety Policy
- c) Communications, Press, and Social Media Policy
- d) Business Continuity Plan
- e) [New LGA Model Code of Conduct](#)

It was **RESOLVED** to adopt the above with the proposed minor grammatical changes in section 7, Use of Resources.

- f) Equal Opportunities Policy

77/20: Parish Matters — Council to receive updates and agree actions.

a) Defibrillator cabinet

The grant application was successful and the Henry Angell-James Memorial Trust have now delivered the new cabinet to the school. It was **NOTED** that it will be the school/PC's responsibility to install and connect the new cabinet to an electricity supply to allow the temperature control system to work (which prolongs battery life for the AED). The school has asked if the PC can help with this. It was **NOTED** that Highline recently installed a cabinet and AED with power supply for Clive PC (£212+VAT). It was **AGREED** that the clerk will contact Highline to ask if they can install and connect the new cabinet, and it was **RESOLVED** that the PC will cover the cost of this. It was further **NOTED** that Dairi Pak will be installing a new AED on their site which will be accessible for members of the public.

b) War memorial

Maintenance – It was **NOTED** that a member of the public and Cllr Eyles had met with the Stone Workshop recently to discuss cleaning methods. A test patch to ensure method is suitable for the sandstone is approx. £400, and approx. £1500-2000 for actual cleaning of the cave itself. Clerk had also shared info on cleaning methods with SC Conservation Officers to check if this would be acceptable, and had also asked about the process for obtaining consent, but had not received a response yet.

c) Doctors Meadow improvements

Cllr Shearan gave an update. The group will be meeting in next couple of weeks, and Cllr Shearan has been in touch with Nick Williams at SC to ask about current mowing regime. He has suggested that either SC increase mowing regime, or that PC supplement this by asking our own contractor to do extra cuts, or the PC takes over all mowing itself. Cost estimates are based on Baschurch playing field which is very well maintained, and this has been factored into draft budget proposals.

It was **NOTED** that the broken fence between Doctors Meadow and Grove Court has been repaired. It was **AGREED** that clerk will follow up previous emails with SC re. private property boundaries and Doctor's Meadow playing field.

It was **FURTHER NOTED** that the Undercastle Close development has been completed and some occupants have moved in, but there is no street sign yet. Clerk will contact the developers for an update.

d) The Cliffe

Motocross bikes – This had been reported to Cllrs and possibly the police as well. It was **AGREED** that Cllrs will monitor and report additional complaints, but no further action will be taken at this stage.

Local Nature Reserve – Council considered the Discussion Paper prepared by Cllr Shearan, the possible reasons for wanting to declare the Cliffe as a Local Nature Reserve, and whether a designation will mean the Parish Council does anything differently. It was **NOTED** that the Cliffe is a very rare type of habitat in the UK (lowland heath), and Cllrs wanted to increase awareness of this (including both wildlife and geology) and conservation efforts, which they felt LNR status would help with. Some of the concerns raised about LNR status related to previous requests to keep dogs on leads during the breeding season. It was **NOTED** that an LNR declaration would not change the legal position of the Cliffe in this respect, and that the rules around dogs would be the same regardless. It was **AGREED** that an LNR declaration will give status to the land, will allow the PC to promote wildlife and conservation, and will encourage users to respect and help take care of the land, which is the main goal.

After discussion, it was **AGREED** to continue with progressing the LNR declaration for the Cliffe. It was further **NOTED** that it may be the worth including in PC communications that the PC does not intend to use LNR status as a means of introducing bylaws to restrict people's freedoms in enjoying the Cliffe. This has been discussed at previous Council meetings and it was agreed at the time that the PC was not generally in

favour of introducing bylaws, and this would only ever be a last resort. The main aim of an LNR declaration is to encourage users of the Cliffe to respect the land.

Signage – Clerk had contacted SC for advice on signage for the private access lane, and was awaiting a response. Re. general signage on Cliffe, Cllr Shearan has asked Shaun Burkey for advice and input on what to include on information boards, and he will follow this up.

i) Remembrance Day

It was **NOTED** that Cllr Denyer had put up poppies on lampposts, but there are not many left. Cllr Lister will put out wreaths on memorials. It was **NOTED** that there is a road closure in Baschurch on Sunday 14th Nov for their Remembrance Day procession.

j) Church Clock maintenance

After discussion, it was **AGREED** that the Parish Council will pay for maintenance with Time Assured Nottigham at £150 + VAT for 1 year (authority used: Parish Councils Act 1957, ss. 2 and 6).

k) Little Ness Road bus stop maintenance

It was **AGREED** that Cllr Lister will speak with the Cliffe Gardening Club about this suggestion. It was **NOTED** that the PC may need to check if the patch of land in question belongs to anyone else before taking any action.

l) Environment Bill and untreated sewage in rivers

No further update since sending out agendas. It was **AGREED** to ask Climate Emergency Working Group to monitor this and report to PC if action is required.

m) Hedge Cutting Little Ness Road/Startlewood Lane

It was **NOTED** that SC normally go down Startlewood Lane and Mill Lane in July to do low level verge maintenance, and local contractors then finish off tops of hedges, etc., but SC have not yet done the work on these lanes this year. It was **AGREED** that the Council will liaise with Cllr Gittins and contact SC Highways to chase.

n) Platinum Jubilee

It was **NOTED** that previous beacon events were held at a property on Brownhill but this is not an ideal location. Cllr Lister had spoken to another landowner re. land behind Talbot Pub as a possible location for a beacon for the Platinum Jubilee, as this would tie in well with food vans and events around school and pub. Landowner was not sure about that particular site, but said they would look at other locations that might be suitable. Another resident will try to revive similar plans from VE day that had been cancelled due to Covid. Cllr Lister will liaise and update the Council.

Cllr Hamlett gave his apologies and left the meeting at 19.56.

79/21: Shropshire Council Planning decisions

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

1. [Land East Of Wigmarsh Cottage, ref: 21/00202/FUL](#) – Pending consideration
2. [North West Relief Road Scheme, 21/00924/EIA](#) – Pending consideration
3. [South Of Bay Cottage Little Ness Road, ref: 21/02394/FUL](#) – Awaiting decision
4. [Tedsmore Lakes, West Felton, ref: 21/03308/FUL](#) - Pending consideration
5. [Sherwood, Brownhill, ref: 21/04279/FUL](#) – Grant permission

It was **NOTED** that another planning application had been received today and the clerk will ask for an extension to ensure there is enough time to prepare a response after the December meeting.

80/21. Payments – Council to consider and approve

a) Invoices/reimbursements to be authorised

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

E: parishclerk@ruytonxitownparishcouncil.org.uk

www.ruytonxitownparishcouncil.org.uk

- Scottish power (Direct Debit paid), 2nd qtr streetlight energy, £245.57 (of which £11.69)
- L. Bardsley, Nov salary, £555.37 (no VAT)
- L. Bardsley, Oct-Nov expenses, £36.14 (of which £3.03 VAT)
- NEST (Direct Debit), Nov pension contributions, £41.31 (no VAT)

b) Urgent invoices to approve after publication of agenda

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

- SALC, Code of Conduct training x 5, 6th Sept 2021, £50.00 (no VAT)

Shropshire Cllr Bardsley gave his apologies and left the meeting 19:59.

81/21: Finance – to consider and approve

It was **RESOLVED** to approve the following (a-c):

- Receipts & payments Oct 2021
- Bank statement Oct 2021
- Bank reconciliation Oct 2021
- Appointing Internal Auditor for 2021-22 Financial Year

It was **RESOLVED** to appoint Sue Hackett (SDH Accounting) as Internal Auditor for the 2021-22 financial year at an anticipated cost of £175.00.

- Draft budget proposals 2022-23 (appendix D)

It was **NOTED** that this was just a first draft, and budget and precept could not be finalised until taxbase figures were received from SC in December. After discussion, it was **AGREED** to defer this matter until December. It was **AGREED** that cllrs will look at draft proposals carefully in the meantime and contact clerk if they have questions. The clerk may need to call a Zoom meeting if details need further discussion between Dec and Jan.

- Internal Controls checks

It was **AGREED** that Cllr Eyles will complete the Internal Controls checks in the next few weeks and would report at the December meeting.

82/21. Correspondence received

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

- SALC News in Brief and bulletins
- Community Reassurance update
- SC Note on personal safety
- Oswestry Health Group invite (26.11.2021, 12.30pm)
- SALC AGM invite (19.11.2021, 6pm)
- SALC training - Managing Projects and major Programmes of Work (09.12.2021, 10.30-1pm)

It was **AGREED** that the clerk will make a booking for themselves, plus Cllr Lister and Shearan to attend this Zoom training (£30pp).

- Roadworks, Baschurch Remembrance Day street closure (14.11.2021), Cefn y Wern, Tedsmore (10.12.2021)
- Military exercise in Nesscliffe training camp area and impact on ROWs
- NALC Chief exec bulletin – It was **RESOLVED** that the clerk will reply to the survey on the return to face to face meetings (deadline 12.11.2021) on the PC's behalf, highlighting concerns about accessibility of face to face meetings, and will repeat concerns raised in previous surveys.
- Carbon Literacy Workshop 11.11.2021 – **NOTED** that Cllr Eyles had signed up for this.
- SALC bulletin including Bus service

83/21. 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.

- Christmas tree – Cllr Lister will approach Barncroft
- Hanging baskets for next year - 3rd quote will be delayed. It was confirmed that only one basket had been stolen and would need to be replaced (other baskets could be refilled).
- Budget proposals and precept
- New email provider

84/21. Next Council meeting – Council to agree

Next meeting would be provisionally scheduled for Tues 7th Dec 2021 at 6.30pm (venue TBC).

There being no further business, the Chairman closed the meeting at 20.22 pm.

Confirmed as accurate: _____Chairman. Date: _____