

# RUYTON XI TOWNS PARISH COUNCIL

## 24 MAY 2022 ANNUAL COUNCIL MEETING MINUTES

The Annual meeting of the Parish Council was held at St John the Baptist School, at 6.30 pm on Tues 24th May 2022.

Parish councillors in attendance: Mr T Allison, Mr S Denyer, Mr B Edwards, Mr M Eyles, Mr R Hamlett, Mrs A Lister, Mr L Penton.

Also in attendance:, Lydia Bardsley (Clerk), Nick Bardsley (Shropshire County Councillor), Public: 4

Meeting started at: 6:30pm.

### **01/22: ELECTION OF CHAIRMAN**

After nominations, and a vote, it was **RESOLVED** to elect Cllr Spicer as Chairman. As he was unable to join the face-to-face meeting it was **FURTHER RESOLVED** that the PC would receive his Chairman's declaration of acceptance of office by next ordinary Council meeting.

### **02/22: ELECTION OF VICE CHAIRMAN**

After nominations, and a vote, it was **RESOLVED** to elect Cllr Lister as Vice Chairman. Cllr Lister duly accepted the position and signed the Vice Chairman's declaration of acceptance of office.

### **03/22: Welcome by Chairman**

In the absence the Chairman the Vice Chairman Cllr Lister took the Chair. They opened the meeting and welcomed everyone present to the meeting.

### **04/22: Apologies**

Apologies were received from Cllr Spicer (health concerns), Cllr Gittins (work commitments). It was **RESOLVED** to accept these.

### **05/22: Disclosure of Pecuniary Interests and Dispensation**

Cllr Rob Hamlett declared an interest in agenda item 16/22 (planning applications).

### **06/22: Public session**

Members of the public spoke on the following agenda items:

Agenda item: 16/22. Member of public spoke in favour of cabin application, good for economy, jobs, great for village and local community. Other residents also in support of the application.

Applicant spoke on cabin application. Introduced themselves and their background. Diversification, will help insulate against uncertain farming business. 2 shepherds huts in accordance with Caravan Act, will be discrete, and respectful of surroundings. It will be a place that tourists can visit without impacting negatively on local area. There will be employment opportunities for cleaning and laundry. Huts will provide additional income for applicant's young family, with uncertain farming future and loss of farming subsidies. Diversification is necessary. They will be modest huts, in a quiet location to appeal to customers. Applicants have already spent £5000 before works take place, they are passionate about the project.

Comments had been made previously by the PC about distances to amenities. The applicant clarified that most amenities were within a 15 minutes walk from the site, and Moor Farm shop is within 20min walk,

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they do those walks regularly with pram, can be done via road, or footpaths. Applicant is also happy to provide a passing place on Mill Lane to ease concerns about passing vehicles.

Questions were asked about accessing keys – this would probably be by key locks outside individual shepherds huts. The basis of the refusal decision was that the site was considered to be too rural, but applicants feel that other comparable sites are in very similar rural settings.

As this information had been received and shared after the publication of the agenda it was **AGREED** to defer discussion to an extra ordinary meeting to allow Cllrs more time to consider the extra info and ensure any additional comment is fully informed. It was **AGREED** to meet again on Tues 31st May 6.30pm at School.

3 x members of public left the meeting at 18.59.

### **07/21: Minutes**

It was **RESOLVED** to confirm that the [meeting minutes dated 5th April 2022](#) were accurate and would be signed at a future date.

### **08/22: Council vacancies**

One application had been received for the vacant seat left by Cllr David Shearan. After discussion and a vote it was **RESOLVED** to co-opt Ms Barbara (known as Kerry) Coldwell to the Parish Council.

It was **NOTED** that no by-election had been called for the vacancy left by Cllr Andrew Collier, so the Council could now co-opt to fill this seat. It was **AGREED** to set a deadline for applications of 30.06.2022.

### **09/22: Audit: Annual Governance and Accountability Return (AGAR) 2021-22**

Council to consider, approve, and sign the following (Appendix A) in order:

- a) Annual Internal Audit report (to note) – This was **NOTED**.
- b) Section 1 – Annual Governance Statement

It was **RESOLVED** to approve the Annual Governance Statement. This was dated and signed by the Chairman and the clerk.

- c) Section 2 – Accounting Statements

It was **RESOLVED** to approve the Accounting Statements. These were dated and signed by the Chairman.

- d) Explanation of variances report (to note) -This was **NOTED**.
- e) Period for exercise of public rights

The Clerk/RFO confirmed they would be setting the following dates for the exercise of public rights: Mon 13th June 2022 – Fri 22nd July, as recommended by the external auditor.

### **10/22: Appointment of Council representatives**

- a) Cliffe Crew representatives – Cllr B. Edwards
- b) SALC Area Committee representatives – Cllrs A. Lister, R. Hamlett, L. Penton to take it in turns. Cllr Lister may be able to attend next meeting on 13th June.
- c) Safer Roads Group representatives – Cllrs D. Spicer, B. Edwards, A. Lister, and SC Cllr N. Bardsley
- d) Multi-Agency Group representatives – no longer meets, covers same ground as Safer Roads Group, so it was **AGREED** that no representatives were needed.
- e) Primary School representatives – Cllr A Lister
- f) Climate Emergency Working Group – Cllr M Eyles
- g) Village Hall Working Group – Cllrs A Lister, D Spicer and R Hamlett
- h) Planning Working Group – Cllr M Eyles
- i) Doctors Meadow Working Group – Cllrs L Penton and M Eyles

- j) Staffing Committee and Sub-Committee – All cllrs for committee, Cllrs M Eyles, D Spicer and A Lister for sub-committee.

## **11/22: Policies to review and approve (appendix C).**

It was **RESOLVED** to approve and adopt the following procedural documents:

- a) Standing Orders
- b) Financial Regulations

## **12/22: Council insurance**

It was **NOTED** that some insurance companies had rescinded their quotes because of the open claim for the damage to the Stone Cross monument. After discussion of the remaining quotes, it was **RESOLVED** to renew an insurance policy with Business services at CAS Ltd at an annual cost of £861.64 (though it was **NOTED** this could go up due to the ongoing claim). This would be a single year contract. Clerk would arrange for a payment to be set up for approval.

## **13/22: Reports – Council to consider and agree actions**

- a) Shropshire Councillor Nick Bardsley (appendix C)

SC Cllr Bardsley gave an update on the following:

Local Plan Review - Further to discussions at the previous night's Annual Parish Meeting, there are no changes to the proposed development boundary. But still some concerns about cross-subsidy exception site policy and total housing allocation figure. The Chairman Cllr Spicer had suggested setting up an LPR Working Group to monitor the Local Plan and progress. It was **AGREED** that Cllrs A Lister, D Spicer, B Edwards, and SC Cllr N Bardsley will be on this Working Group.

There was still no news from Highways officer re. CIL/road resurfacing – **It was AGREED clerk will contact members of SC working group to ask for update report.**

- b) Local Police Report/Rural crime

Clerk had shared annual report for the Annual Parish Meeting held on 23.05.2022, and had requested a separate report for April and May 2022 as the annual report only went up to end March 2022 and recent known incidents (arson and indecent exposure) in Marches Meadow play area had not therefore been included. It was **NOTED** that fire was set to pile of leaves, branches etc gathered by residents. Area is looking untidy. PC needs to look into arrangements for maintenance of area with SC to avoid future incidents.

- c) Safer Roads Group (incl. Streetlighting on Brownhill)

SRG was due to meet with Jason Hughes from SC in early June to discuss streetlighting on Brownhill. As had been discussed at APM on 23.05.2022, there was no timeframe for road resurfacing as part of CIL road safety project and communication was no longer as good as it had been previously since SC officer has gone on maternity leave. It was **AGREED** Clerk would follow up SC Cllr Bardsley's emails to the CIL Project group to ask for a progress report on costings, so we can plan for road resurfacing works and community engagement accordingly.

- d) Clerk's update report (appendix D)

Clerk gave an update:

**Streetlight repairs** – concrete column light on Little Ness Rd (R18) had been replaced with black metal column following discussions with landowner. Unsure if lantern repairs had also been done to R30 light on Big Walls/Little Ness Rd junction as not included in latest invoice. It was **AGREED** that the clerk will follow this up.

**Bank mandate** – Cllr Gittins and former Cllr Shearan had been removed from bankmandate, and Cllrs Lister and Denyer now added. They just need to register for online banking to be able to authorise payments.

**Bus service during ST roadworks May-end June** – Clerk was unsure if this had progressed during their annual leave but last contact from Arriva stated that the roadworks would not impact the 576 service.

**CCTV in the village** – PC had received a query from a resident about proper use of CCTV which has now been resolved, but for future reference it was **NOTED** that PC has no remit to investigate matters such as this and cannot get involved with civil disagreements.

**Platt bridge damage** – this was reported after last meeting and SC engineers had already been out to assess the damage and were liaising with Historic team (bridge is Grade II listed).

**Overspilling vegetation on Brownhill pavement** – one property has trimmed back but others may need asking to maintaining their portion of the footpath. Still a bit overgrown but not a major concern. It was **AGREED** clerk would draft a polite reminder to ask residents to maintain vegetation on their property. Cllrs will post this through doors.

## **14/22: Parish Matters – Council to receive updates and agree actions**

### a) Coronavirus

Nothing to report at present.

### b) War memorial and Stone Cross damage

**War memorial** – no further update from SC Historic Environment re. cleaning proposals. It was **AGREED** that Clerk will chase up.

**Stone cross damage** – monument on junction of Olden lane and School rd had been damaged in collision with a commercial HGV. Council is pursuing claim through its own insurance as although third party is known and contact has been made with their insurance, discussions were not progressing. Cllrs Spicer, Lister and Gittins had met with our loss adjuster who was preparing a report. An initial ballpark estimate of repair costs (based on photos, not a site visit) from a surveyor (Phil White Associates, recommended by SC Conservation) was no more than £20k and probably between £10k-£15k. They had quoted £750 for a structural survey (based in Staffs). Clerk had also been quoted approx £200 +VAT for survey through CBS Conservation (based in Oswestry area), and ballpark estimate of £600-£700 (poss + VAT) from Thomas Consulting (offices in Shrewsbury). Full fee proposal would be coming tomorrow from Thomas consulting. May need to check with our insurers if they need a chartered engineer to do the survey as this will impact availability to do an assessment.

Cllrs Lister and Spicer will also be talking with Macmillans (based in Leebotwood) on Thurs to give an idea of what survey might cost. It was **AGREED** to wait until after Thurs meeting for fee proposal before deciding on who to engage to do a structural survey.

It was **NOTED** that Cllr Lister will contact SC Highways to ask if we can temporarily remove barriers around the Cross for Jubilee celebrations.

### c) Cliffe –Local Nature Reserve, access signage

Clerk has not had time to progress LNR since last meeting, but Cliffe contract has been amended and ready to be signed by Cllr and clerk. There was no update from police on whether wording on proposed access signs will allow them to enforce parking rules. **It was AGREED that Clerk will contact Graham White at SC legal to ask if it is ok and will then proceed to place order.**

### d) New email provider update

Clerk had very helpful Zoom meeting with new email provider, and since then David Shearan has stated he would like to help the PC with the switchover as soon as we want this to happen. He is also happy to help

councillors with setting up their new accounts if they struggle. Cllr Eyles is happy to be a tester and help with this process.

It was **AGREED** that clerk will contact David Shearan to see about moving forward with email switchover.

e) Community Governance Reviews

Cllrs Spicer and Allison had made a start at looking at the map to see if there were any anomalies in parish boundaries that could be amended, and some had been identified, but no other major changes are being put forward so far. It was **AGREED** to defer to next meeting.

f) Platinum Jubilee

Cllr Lister gave a summary of activities taking place on Jubilee weekend. It was **AGREED** that any expenditure made by Cllr Lister for the Jubilee activities should be reimbursed accordingly once all receipts had been gathered.

## 15/22: Planning applications – Council to ratify response

### 1. [Wykey Farm, Wykey, Ruyton XI Towns, Ref: 22/01123/FUL](#)

Proposal: Erection of 1MW ground mounted solar array and all associated works.

It was **RESOLVED** to ratify the response in **SUPPORT** with the following points:

There were no concerns or objections to the proposals as they appear to follow all national and local government aims, and the Parish Council is in favour of the introduction of sustainable energy sources. The solar installation would be sited in a discrete location, and it is noted that the location chosen is less suitable for arable purposes, and the applicant also intends to sow wildflower seeds and use the surrounding area for sheep grazing, which mitigates any potential concerns there may have been about loss of arable land.

## 16/22: Planning applications received after publication of the agenda

### 1. Appeal: [Land East Of Mill Lane, Brownhill, ref: 21/04897/FUL](#) (appeal ref: 22/03011/REF)

Deadline for representations: 14.06.2022

As previously discussed under item 08/22, it was **AGREED** to discuss this appeal at an extra ordinary meeting on Tues 31st May 2021.

## 17/22: Shropshire Council Planning decisions

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

1. [North West Relief Road Scheme, 21/00924/EIA](#) – Pending consideration
2. [South Of Bay Cottage Little Ness Road, ref: 21/02394/FUL](#) – Awaiting decision
3. Appeal: [Land Adj Riversdale, Church Street, ref: 21/00567/FUL](#) (appeal ref: 21/02980/REF) – Appeal dismissed.
4. [Wigmarsh Cottage, Wigmarsh, West Felton, ref: 22/01066/FUL](#) – Grant permission
5. [Wykey Farm, Wykey, Ruyton XI Towns, Ref: 22/01123/FUL](#) – Grant permission

## 18/22: Finance – to consider and approve

- a) Receipts & payment April 2022
- b) Bank statement April 2022
- c) Bank reconciliation April 2022

It was **RESOLVED** to approve the above items.

d) Bank mandate and FSCS limit – new savings accounts

Following receipt of precept and CIL neighbourhood fund, PC now exceeds £85k limit for FSCS (currently just under £99k). Clerk has received recommendations from other clerks for savings accounts in Cambridge BS, and Nationwide. Cambridge BS (0.2% interest) can only be managed by post or in branch (all in Cambridgeshire), whereas Nationwide (0.15% interest) can be managed by post, fax, or signed instruction PDF attached to email. **It was AGREED to set up a savings account with Nationwide, with existing bank signatories to go on mandate.**

Cllr Bardsley gave his apologies and left the meeting at 8.30pm.

e) Annual financial arrangements

It was **AGREED** to approve the following direct debits:

ICO (usually £35pa)

NEST pension scheme (variable amounts/month)

Scottish Power streetlight energy (variable amounts/quarter)

## **19/22: Payments – Council to consider and approve**

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

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

- Scottish Power, 4<sup>th</sup> quarter streetlight energy bill, £470.34 (of which £22.40 VAT), DD paid 25.04.2022
- L. Bardsley, May salary, £574.89 (no VAT)
- HMRC, PAYE and NI contributions, £13.20 (no VAT)
- L. Bardsley, April-May expenses, £32.39 (of which £2.40 VAT, non-recoverable)
- NEST (Direct Debit), May pension contributions, £43.74 (no VAT)
- Numbers Plus, annual AED phone line, £118.80 (of which £19.80 VAT)
- SALC, Affiliation fees invoice 1414, £525.63 (no VAT)
- SDH Accounting, Internal audit 2021-22, £175.68 (no VAT)
- Highline Electrical Ltd, streetlight repairs (pre-agreed 05.04.2022), £2052 (of which £342 VAT)

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

It was **AGREED** to approve payment of insurance policy with Business CAS Ltd for estimated cost of £862, on the understanding that price may increase due to open claim with existing insurer.

## **20/22: Correspondence received**

- a) Oswestry area committee call for agenda items for meeting on 13.06.2022
- b) NALC/SALC bulletins and News in brief
- c) West Mercia Police weekly updates
- d) April and May RSN bulletins
- e) Local Plan Review examination
- f) Derwen College Sponsored walk and summer fete

## **21/22: 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.**

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- Community Governance Reviews
- Jubilee debrief and funding
- Working groups
- Casual vacancy

## **22/22: Next Council meeting – Council to agree**

It was **AGREED** that the next extra ordinary meeting would be held Tues 31<sup>st</sup> May. The next ordinary meeting would be scheduled for Tues 5<sup>th</sup> July 2022 at 6.30pm at St Johns School.

There being no further business, the Chairman thanked everyone for their participation and closed the meeting at 8.37 pm.

Confirmed as accurate: \_\_\_\_\_ Chairman.      Date: \_\_\_\_\_