

# RUYTON XI TOWNS PARISH COUNCIL

## 7 MARCH 2023 COUNCIL MEETING MINUTES

An ordinary meeting of the Parish Council was held at the Victoria Room, at 6.30 pm on  
Tues 7th March 2023.

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

Also in attendance: Lydia Bardsley (Clerk), Shropshire Cllr Nick Bardsley, PCSO Charlie Iremonger (police),  
Public: 5

Meeting started at: 6:32pm.

### **144/22: Welcome by Chairman**

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

### **145/22: Apologies**

Apologies were received from Cllr Spicer (health concerns). It was **RESOLVED** to **NOTE** these. It was **NOTED** that Cllr Bob Edwards had sadly decided to resign from the PC as of today. The Clerk has arranged for the necessary statutory casual vacancy notices. PC will send a card and good wishes.

### **146/22: Disclosure of Pecuniary Interests and Dispensation requests**

Cllr Bibow declared an interest in agenda item 153/22: Ruyton Hall planning application ref: 23/00562/FUL

It was **RESOLVED** to bring forward agenda item 151/22b) Local Police report/rural crime:

### **151/22: Reports – Council to consider and agree actions**

b) Local Police Report/Rural Crime

PCSO Charlie Iremonger spoke on the police report which had also been circulated prior to the meeting.

Many of the matters had been dealt with e.g. concerns for safety, and missing person was found safe and well. Cllrs were concerned that the new format reports are lacking dates, PCSO Iremonger will go back to the police and ask if these can be added as it makes it difficult to differentiate between incidents of a similar nature.

Cllrs asked when the vehicle involved in the RTC on Olden Lane will be removed and whose responsibility it is (Police/Highways/owner). Motorists are driving in the middle of the carriageway to give crashed vehicle a wide berth even though it is on verge, and there are concerns that if there is another collision in this spot that it will be more serious than just hitting the hedge. PCSO Iremonger clarified that it is down to owner of vehicle to arrange removal, or Highways can recover it and bill the owner. If the vehicle was an obstruction on the highway then the police would have powers to get it removed. It was **AGREED** that clerk will ask Highways if they can remove bits of broken plastic and debris that have been left on the road following the other recent RTC in the parish.

### **147/22: Public session**

Members of the public spoke about the following items.

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1. Mountain bikes on the Cliffe – they are interested in helping with the Countryside working group and discussions with local riders. It is apparently the most popular activity in village, but does need some management.
2. AED – Member of public was on the original AED group which went through ambulance service and asked about AED groups and trained volunteers moving forwards. It was explained that the recommendation from British Heart Foundation and The Circuit nowadays was for AEDs to be self-service as they are designed to be used by anyone, rather than relying on a small number of volunteers who may not be available to help when it is needed. Cllr Coldwell explained that all schools will be getting an AED by end of year if they haven't got one already, and that govt are introducing changes to help make school defibrillators publicly accessible (though it won't be mandatory). Member of public asked if there is going to be a trained group of volunteers to help in a broader sense not just with AEDs, to avoid long waits for ambulances. Cllr Coldwell had been advised that if someone needs assistance and can't get ambulance quickly then it is worth trying the fire service as they do have paramedics. This may not be available in all regions but it is worth checking if local fire service does offer this service.
3. Safer Roads – They asked for an update on this. It was **AGREED** they will send an email to clerk and we will see if the SRG report can be shared with the public at this stage.
4. Opening new school playground ceremony. It was **AGREED** that Cllr Lister will attend and will cut the ribbon if Headteacher is unavailable.

2 members of the public left the meeting at 18.56.

It was **AGREED** to bring forward agenda item 149/22: Casual vacancy.

### **149/22: Council vacancy**

It was **NOTED** that one application had been received.

The candidate introduced himself and their motivations for applying to be a councillor at Ruyton XI Towns. Their original plan was to build a house on land they own on Olden Lane. They are buying a house next to that land to live in, but they are living in another parish currently which is more than 3miles away from Ruyton. As the Council has never had an application from a candidate who does not live or work within 3 miles of the parish before, there were some concerns that the candidate may not be eligible because the land they own has to be occupied by them as owner or tenant for at least 12 months prior to their nomination, and the advice from SALC and the Electoral Commission is not very clear on what is meant by occupy in the specific legal sense. After discussion it was **AGREED** that the PC will defer making a decision on this application until it has a definitive answer from NALC Legal on the specifics of occupying land as owner. The clerk will also suggest that Shropshire Council's co-option application template can be amended to be clearer on this specific part of the eligibility criteria.

1 member of the public left the meeting.

It was **AGREED** to resume the normal order of agenda items.

### **148/22: Minutes**

It was **RESOLVED** to confirm that the [Council minutes dated 07.02.2023](#) were an accurate and true record.

### **150/22: Policies to review and approve**

It was **RESOLVED** to approve the below policies (a-b):

- a) Grant Awarding Policy
- b) Records management policy
- c) Draft Countryside Working Group Terms of reference

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It was **AGREED** that Cllrs Eyles, Spicer, Hamlett, Penton, and Allison would be on this Working Group. It was **AGREED** to adopt these Terms of Reference.

d) Equal Opportunities Policy (corrected)

There was a discussion about some of the terminology in the policy, and whether the recommended terms for some of the protected characteristics in the NALC template might be confusing. It was **AGREED** that the Clerk will double check terms that should be used with NALC, and it was **AGREED** to approve the above policy once clarification has been received.

## **151/22: Reports – Council to consider and agree actions**

a) Shropshire Councillor Nick Bardsley

SC Cllr Bardsley gave the following report:

- CIL Project meeting update – Pedestrian crossing modelling report, he has chased WSP for an update on when we'll receive this.
- Meeting with Dean Carroll re. STaR Housing and Shropshire Housing options. SC Cllr Bardsley will suggest another meeting to follow this up.
- Adcote Mill Bridge (for info only): The necessary work on Adcote Mill Bridge will almost certainly be delayed beyond this year, bringing it to nearly ten years since bridleway bridge collapsed.

b) Local Police Report/Rural Crime

Council to consider priorities for Policing Charter (deadline 28.03.2023)

It was provisionally **AGREED** to the reply to the policing charter request with the following priorities:

1. Traffic and motoring offences

2. Thefts

3. County lines (drugs)

Cllr Lister will look at this again and check there is nothing else the PC needs to mention.

c) Safer Roads Group

It was **RESOLVED** to **NOTE** the SRG report which included updates on the timeframes for modelling impact on traffic for zebra crossing proposals, designing, and public information sessions for feedback on the proposals. It was **NOTED** that the CIL project is being split into Phase 1, which will include resurfacing, traffic calming measures, and streetlight upgrades from the zebra crossing eastwards through the village and beyond the parish boundary at Platt Bridge. Phase 2 will focus on the Stone Cross junction proposals and will be dealt with separately.

The report also included an update on a recent meeting with the project manager Phil White on next steps for the Stone Cross LBC applications which were also **NOTED**.

There was some discussion on information sessions and consultation with residents. It was clarified that the plan was to do a leaflet drop to all households notifying residents in advance of when and where the proposals will be viewable, when and where the information sessions with SC and WSP will be held, and how residents can send their feedback i.e. via post or email.

d) Planning Working Group

No updates at this time.

e) Climate Emergency Working Group

Clerk and Cllr Coldwell gave an update. Clrk and Cllr Spicer had been in touch with members of the public and were in the process of organising a preliminary Zoom meeting to discuss possible activities and areas to address. It was **AGREED** that the Working Group will investigate Electric Vehicle charging points and

whether there is demand for public charging points in Ruyton. It was **NOTED** that there is a need to identify how many households don't already have space on driveway for chargers at their own home. It was **NOTED** that Dairi Pak have 2 chargers on their site, but these are not publicly accessible. Some possible suggestions for sites were mentioned but there is also a need to establish who is going to pay for the electricity i.e. will they be pay as you go chargers. It was suggested that the working group might look at whether there are other villages of similar size to Ruyton that have had electric vehicle chargers installed.

f) Clerk's update report (appendix B)

This was **NOTED**. It was **FURTHER NOTED** that the switch to SC Energy Scheme for the PC's streetlights is progressing and should hopefully be completed on 1st April. It was **FURTHER NOTED** that the PC's maintenance contractor had asked about tree maintenance on Bridge Inn Field near Platt Bridge and whether this work could be planned to coincide with resurfacing work in summer to minimise disruption. Clerk has emailed relevant departments in SC to ask whether this is possible, but it was **NOTED** that this is not a tree for which the PC is responsible, so SC would need to undertake the work. It was **FURTHER NOTED** that the Amateur dramatics society, RATS, had decided not to put in a grant application to the PC this year.

SC Cllr Nick Bardsley gave his apologies and left the meeting at 19.46.

## **152/22: Parish Matters – Council to receive updates and agree actions**

### **a) Cost of living crisis**

Council to receive update

There were no specific actions or updates at this point, but Councillors were reminded that if they are aware of any households in the parish that may be struggling that they may be eligible for support from the BMMT.

### **b) Council assets**

#### **i. Assets inspections**

Cllr Bibow will send updates on what she has checked. It was **AGREED** that Cllrs Lister and Bibow will check the welcome gates and if needed will give them a clean. Cllr Lister will check the Little Ness Road bus shelter, and Cllr Penton will check the notice boards in Wykey and Elbridge. It was **NOTED** that the PC still needed to arrange handover for VAS accessories with volunteer, and that the VASs need to be raised in height.

It was **AGREED** that the clerk will contact the PC's contractor and ask them to assess the arboretum benches and whether they can be repaired.

It was **AGREED** that Cllr Lister will notify the landowner that the information boards at arboretum are faded, and some are tipping over.

#### **ii. Stone Cross damage - Council to receive update**

This was covered under agenda item 151/22c Safer Roads Group report. Clerk was awaiting visualisations from WSP for various proposals and an informal meeting would be set up so councilors could consider these possible options internally before agreeing on next steps re. planning applications.

#### **iii. War memorial name and info plaques**

The clerk had circulated a first draft LBC application for info, which was **NOTED** but additional information was still needed from the stone mason for drawings and access requirements, method statements etc. It was **AGREED** that the clerk would chase stone mason for this info.

### **c) Shropshire Housing Options and StaR Housing Association**

Council to consider update on tenancy housing decision-making process and agree actions

This had been discussed earlier under SC Cllr Bardsley's report (item 151/22a). No PC actions at present.

### **d) Basnett, Mathews, and Minton Trust (BMMT)**

Council to receive update

It was **NOTED** that the third person involved in the Trust is not technically a trustee as they were not formally appointed by the Council, and they did not wish to be appointed formally as a trustee due to other commitments. Another member of the public had been approached and was interested, Mrs Fiona Blount. Cllr Lister spoke about the recommendation and how Mrs Blount met the criteria and would be a good fit for the Trust. After consideration, it was **AGREED** to appoint Mrs Fiona Blount as nominative trustee to the Basnett Mathew and Minton Trust, subject to her signing the relevant trustee declaration forms. This appointment would be for a period of four years ending on 7<sup>th</sup> March 2027.

e) **Coronation (May 2023)**

The clerk had circulated an info pack on Coronation Big Lunch. It was **AGREED** that Cllr Lister will check if the WI are planning on doing anything. They could possibly do a small cream tea at the Village Hall. It was **NOTED** that a member of the public has donated a katsura tree (world peace tree) which has been planted at St John's School and will have a plaque to show it has been donated for the Coronation.

f) **Highways Agency and A5 accidents**

It was **NOTED** that the resident who had been sadly killed was laid to rest on the weekend, with large numbers in attendance and over 130 cars. The clerk had drafted a letter to the National Highways and police are in the process of collating data on RTCs in this location to help give weight to a request for double white lines on the stretch of Holyhead Rd. Cllr Penton confirmed the accident had taken place between Rodefern road and Little Ensdon road. Once the police data has been received this will be added to the letter and will be sent to National Highways. Copies of the finished letter will be sent to Baschurch PC, Great Ness & Little Ness PC, and Montford PC.

g) **The Cliffe**

- i. Tractors driving on the Cliffe - Consider advice from SC Outdoor Partnership and agree actions

The clerk shared the reports that had come from the Cliffe Crew and SC. It was **AGREED** that the clerk would draft a letter to send to the resident as per the advice from the SC rangers.

- ii. Mountain Bikes on Cliffe – Council to consider reports and agree actions

Clerk had received reports from a resident of several near misses with cyclists descending the hill at speed, at various locations. The clerk had asked for specific locations and was awaiting a response. It was **NOTED** that there were also reports of damage being caused by people digging up roots to make jumps, as well as reports of other people creating "traps", e.g. holes with sticks, branches slung between trees etc., to deter mountain bike riders which are very dangerous for cyclists and horse riders as well. It was **AGREED** that Countryside Working Group would liaise with local riders to arrange soft education and revisit the project to decide on some permissive cycle routes that would be clearly marked for cyclists to avoid conflict with other users. The Working Group could liaise with SC and Nesscliffe as well about how they are managing their land which adjoins the PC-owned part of the Cliffe. It was **AGREED** that the PC should to get clarification on liability if someone was to get injured whilst riding a bike on a permitted route.

h) **AED (volunteers and community training)**

It was **NOTED** that so far only 3 people had expressed an interest in AED and CPR training. The First Responder trainer that the clerk had contacted had some availability mid-March, but it was too short notice to organise this now and trainer would not be available much after March. Cllr Coldwell informed the PC that there is a National Restart a Heart Day every year in October which is like an open day with drop in training sessions, and suggested the PC could do an event at school over a whole day. It was **AGREED** that Cllr Coldwell would provide some training (with no charge to the PC) for CPR and AED and will advise of availability in next few months, and in October for Restart a Heart day. The school had advised that they can accommodate a training session in the evenings after 4.30pm, or on weekends (but would need to arrange key collection in this case).

## **153/22: Planning applications/enforcement – Council to consider and agree response**

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**1. Castle Hill Barn, Eardiston, ref: [23/00332/FUL](#) and [23/00333/LBC](#) (latter now withdrawn)**

Proposal: Siting of solar panels on south facing roof of single storey section of barn conversion affecting a Grade II Listed Building **Deadline for comments: 09.03.2023**

It was **NOTED** that SC Historic Environment have commented and no objections to the proposals. After discussion, it was **RESOLVED** to MAKE REPRESENTATION with no objections and is in favour of the adoption of sustainable energy sources like solar panels.

**2. [Ruyton Hall, Olden Lane, ref: 23/00562/FUL](#)**

Proposal: New access **Deadline for comments: 17.03.2023**

Cllr Bibow answered questions from cllrs and then left the room at 20.27.

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

There were no concerns with the proposals and they seem to be a very sensible course of action to improve highways safety. The new access arrangements will greatly improve visibility for vehicles exiting Ruyton Hall onto Olden Lane, and will also mean that vehicles entering the property will not have to stop whilst partially in the road to open and close gates, which currently presents a hazard to other road users on Olden Lane. It is also noted that the proposals are to rebuild the wall sympathetically and re-using as much of the original material as possible in order to retain the character of the original wall.

Cllr Bibow returned to the meeting at 20.29.

**3. Wykey Farm, ref: 23/00664/AGR Permitted development application (no comment required)**

Proposal: Proposed agricultural storage building. **Deadline for comments: Not applicable**

It was **RESOLVED** to note the above application (no comment required).

**154/22: Shropshire Council Planning decisions – Council to note.**

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

1. [North West Relief Road Scheme, 21/00924/EIA](#) – Pending consideration
2. [Land Adjacent To Melville House Station Road Baschurch, ref: 22/03752/FUL](#) – Awaiting decision
3. Enforcement case, The Grange, Brownhill – Pending consideration
4. [Proposed Residential Development Land North Of, Olden Lane, ref: 22/05574/OUT](#) – Refused
5. [Glendale, Olden Lane, ref: 22/05711/FUL](#) – Pending consideration
6. [The Gables, Blackbow Hill, ref: 23/00210/FUL](#) – Permission granted
7. [Castle Hill Barn, Eardiston, ref: 23/00333/LBC](#) – Withdrawn

1 member of the public left the meeting at 20.33.

**155/22: Finance – to consider and approve**

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

- a) Receipts & payments Feb 2023
- b) Bank statement Feb 2023
- c) Bank reconciliations Feb 2023

**156/22: Payments – Council to consider and approve**

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

- a) Invoices/reimbursements - to be approved

- SALC, training invoice 1772 (Fundamentals for Cllrs x1), £30 (no VAT)
- Clerk, March staffing costs (salary, home allowance, expenses), £846.94 (of which £2.40 VAT, unrecoverable)
- HMRC, March PAYE and NI contributions, £95.14 (no VAT)
- NEST (Direct Debit), March emp'ee and emp'er pension contributions, £65.61 (no VAT)

#### **b) Urgent invoices received after publication of agenda**

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

- Ruyton XI Towns PCC, meeting hire Victoria Room Nov -March 2023, £149.50 (no VAT)
- D.E. Peate, Village maintenance, amount TBC as invoice not yet received. It was **RESOLVED** that if the invoice was received in the next few days it could be approved by Cllrs on email and payment sent asap so it could be cleared within the current financial year.

#### **157/22: Correspondence received**

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

- NALC update on amendments tabled for Levelling Up and Regeneration Bill
- Oswestry Area Committee minutes and agenda
- Sites for additional EV chargers in Shropshire – It was **AGREED** to put this on April agenda, and Climate Emergency Working Group will look into it as well.
- Football Foundation – Grass pitch improvement programme
- Invite to St John's playground opening ceremony 17.03.2023 – It was **AGREED** that Cllr Lister will attend this.
- Road works: Big Walls Severn Trent works (3-5.04.2023).
- Road works: Station Rd, Baschurch (10-14.04.2023)
- Road works: B4397 resurfacing – currently rescheduled to 26.07-02.08.2023.

#### **158/22: Exclusion of Press and Public**

To pass resolution to exclude the public under Public Bodies (Admission to Meeting) Act 1960, so as to consider the following confidential matters.

#### **159/22: Staffing matters**

Council to consider recommendations in confidential report and agree actions

It was **RESOLVED** to approve the recommendations in the confidential report re. staff salary point and travel to meetings expenses.

#### **160/22: 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.**

- Locations for Electric Vehicles Chargers.
- Office equipment – costs for clerk replacement headset.
- Informal meeting to discuss projects for the parish
- What3words for reporting pot holes, drains etc – Councillors were asked to use this tool when asking the clerk to report problems in specific locations.
- Packwood AED equipment location and public use.

- Cllrs reported an increase in dog waste bags in hedges on the Cliffe and other places in Ruyton XI Towns

### **161/22: Next Council meeting – Council to agree**

It was **AGREED** that, depending on availability, the next ordinary meeting would be provisionally scheduled for Mon 17<sup>th</sup> April 2023 at 6.30pm at the Victoria Room.

There being no further business, the Chairman thanked everyone for their participation and closed the meeting at 20.52pm.

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