

# RUYTON XI TOWNS PARISH COUNCIL

## 17 APRIL 2023 COUNCIL MEETING MINUTES

An ordinary meeting of the Parish Council was held at the Victoria Room, at 6.30 pm on  
Mon 17th April 2023.

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

Also in attendance: Lydia Bardsley (Clerk), Shropshire Cllr Nick Bardsley, Public: 5

Meeting started at: 6:31pm.

### **162/22: 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.

### **163/22: Apologies**

Apologies were received from Cllr Spicer (health concerns). It was **RESOLVED** to **NOTE** these. Apologies had also been sent for Cllr Denyer (work commitments), but unfortunately these were not seen until after the meeting had finished so they could not be noted by the Council.

### **164/22: Disclosure of Pecuniary Interests and Dispensation requests**

Cllrs Penton and Hamlett declared an interest in agenda item 167/22b Casual vacancy, as they were friends with the candidate.

### **165/22: Public session**

Members of the public spoke about the following matters.

Cars parked on pavement (outside shop and on Brownhill outside last few houses on Quillets) which is blocking footpath and making it unsafe for pedestrians with pushchairs. It was **AGREED** that Clerk will raise this with local police.

Another member of the public asked about re-surfacing the footpath around Doctors Meadow playing field. If the PC does decide to do this could the PC extend the path from car park gate to the path so users don't have to walk on mud to reach the surfaced path, and it will be more accessible.

### **166/22: Minutes**

It was **RESOLVED** to confirm that the [Council minutes dated 07.03.2023](#) were an accurate and true record.

### **167/22: Council vacancy**

- a) Council to receive update on 2nd vacancy and agree deadline for applications

It was **NOTED** that no request for a by-election had been received and therefore the PC could co-opt to fill the vacant seat left by the resignation of Cllr Bob Edwards. It was **AGREED** to set a provisional deadline of 02.05.2023 for receipt of applications for this vacancy (depending on what is agreed for the date of the next PC meeting). The clerk would arrange the necessary promotion.

- b) Council to consider applications received for 1st vacancy and co-opt

It was **NOTED** that one application had been received. The applicant introduced themselves and their connection with the village, and their interest in joining the Council.

Cllrs Penton and Hamlett left the meeting at 18.41.

After discussion and a vote, it was **RESOLVED** to co-opt Mr Nick Kynaston.

Cllrs Penton and Hamlett returned to the meeting at 18.46.

### **168/22: Policies to review and approve**

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

- a) Scheme of Delegation
- b) Equal Opportunities Policy (revised)

### **169/22: Reports – Council to consider and agree actions**

- a) Shropshire Councillor Nick Bardsley

SC Cllr Bardsley gave the following report:

- CIL Project group – visualisations have only just been received this evening, and does not include everything that was expected. This will push back timeframes for engagement.
- The Grange (Yardley) enforcement matter – planning enforcement have apparently been reassured by owners that work was undertaken under consultation from structural engineers and that the groundworks were necessary. Enforcement have visited site and SC Cllr Bardsley understands there is to be no further action, but no official reports have been received yet.
- StaR Housing – no further information from Portfolio holder Dean Carroll. SC Cllr Bardsley will ask for an update and for a Teams meeting with Housing Options officers.

- b) Local Police Report/Rural Crime

It was **RESOLVED** to note the police report. It was **NOTED** that the crashed car on Olden Lane has now been removed but this is a separate RTC from the one listed on the most recent police report.

- c) Safer Roads Group

It was **RESOLVED** to **NOTE** the SRG report. Some (but not all) visualisations had been received. The next CIL Project Group meeting will be held on 18th April.

- d) Planning Working Group

No updates at this time.

- e) Climate Emergency Working Group

Clerk and Cllr Coldwell gave an update. It was **AGREED** that clerk would share draft questions on EV charging points with Cllrs and if no objections, clerk would create survey and arrange for it to be promoted locally. It was **AGREED** to allow a period of 2 months from date survey goes live for people to submit responses.

- f) Countryside Working Group

Council to receive update, to include status of Coton Farm Lane

Cllr Allison gave an update. Lots of good work has been done around local ROWs recently, and suggested PC should include a general thank you to landowners for improvements in the next newsletter. Cllr Allison outlined an issue of misleading signage at Coton Farm Lane, but it was **NOTED** that the ROW is not physically obstructed. A diversion away from front lawn of the property is not unreasonable, and an official diversion would cost landowner approx. £3000.

2 x members of the public left the meeting at 19.07.

It was **AGREED** that clerk would report the matter to SC Outdoor Recreation team but make it clear it is not a complaint or request for action, just a notification.

It was suggested that the Countryside Working Group should arrange amongst themselves to meet and think about projects/issues they would like the PC to address e.g. bikes on the Cliffe.

g) Clerk's update report (appendix B)

This was **NOTED**. It was **AGREED** to purchase a Plantronics USB/3.5mm headset for the clerk's office from The Headset Store at a cost of £39.95+VAT.

It was **NOTED** that clerk is liaising with SC re. direct debits for paying the first period of streetlight energy bills (due in May), but the first payment may need to be by bank transfer depending on timing of the invoice.

It was **NOTED** that Clerk had been advised that it is better to wait until September to update and sign off CIL Annual Monitoring forms as more funds could be spent in the intervening months before the official September deadline.

## **170/22: Parish Matters – Council to receive updates and agree actions**

a) **Council assets**

i. **Stone Cross damage** - Council to receive update

This was covered under agenda item 169/22c Safer Roads Group report. Cllrs asked that drawings for changes to the cross junction should include the full swing of trailers, as they currently swing over the pavement.

ii. **War memorial name and info plaques**

It was **NOTED** that Stone Workshop is finishing off info needed for the LBC application and should be sending it over early this week.

b) **Shropshire Housing Options and StaR Housing Association**

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

As discussed under item 16/22a, it was **AGREED** that SC Cllr Bardsley will speak to Dean Carroll again re. a meeting with Housing options to follow up this matter.

c) **Hanging baskets**

Council to consider quotes and choose supplier

After discussion, it was **AGREED** to place an order for 16qty refills of 16" hanging baskets with Flowerscape at a total cost of £496.

d) **Coronation (May 2023)**

It was **NOTED** that WI are doing their own event and there is a public event planned at Hall Farm. Cllr Lister will ask if they need any support from PC. It was **NOTED** that a resident has also bought badges for school children as a memento and the Chair thanked the resident for this.

e) **Annual meetings**

Council to consider and agree arrangements for Annual Council meeting and Annual Parish Meeting

It was **AGREED** to provisionally schedule in the Annual Council Meeting on 02.05.2023 at Victoria Rooms. It was **AGREED** to ask WSP/SC to talk at Annual Parish Meeting (provisionally w/c 22<sup>nd</sup> May) to launch the start of the engagement around the CIL road safety project. Some provisional agenda items for the annual parish meeting were considered, including: Village Hall update, St John's School update, CIL project update and Stone Cross update, Countryside WG update and call for projects, Climate Emergency WG update and call for projects and members.

SC Cllr Bardsley gave his apologies and left the meeting at 19.47.

f) **Community Emergency Planning Programme**

Council to consider and agree whether to be involved in programme (deadline 28.04.2023)

It was **AGREED** that Cllrs Lister and Coldwell (and possibly Clerk) would ask to take part in workshops over the summer 2023 (no cost to PC).

g) **Mountain Bikes on Cliffe – Council to consider reports and agree actions**

It was **NOTED** that Clerk had still not received any response from insurance company about liability if permissive routes were to be offered to cyclists, but it appears from checking the PC's current insurance policy documents that the PC's public liability cover currently excludes cycling for anything other than normal cycling on a road, so as things stand currently the PC would not be covered for public liability claims for anyone injured whilst cycling on the Cliffe. It was **AGREED** the clerk will check what signage SC display about riding bikes at own risk in Nesscliffe. Apparently SC do allow cycling in a certain spot. It was **AGREED** that the Countryside WG would arrange to meet to discuss this matter with local riders and other users of the Cliffe to consider next steps.

It was **NOTED** that Chairman had also shared some unofficial cycling rules that are currently on display at the Cliffe but had not been put up or endorsed by the PC. It was **AGREED** that the WG would consider these and whether the PC should endorse them officially, taking into account that some signage may imply encouragement and acceptance of liability.

#### h) **Football Pitch Funding**

Council to consider report from Cllr Lister and agree actions

It was **AGREED** that the Countryside WG would consider this matter as a part of Doctor's Meadow Improvements, and would bring recommendations and/or a draft application for funding to the next PC meeting.

#### i) **Council insurance**

Council to consider and note report from Chairman on cover and potential personal liability of Cllrs and parish clerk

It was **AGREED** that a separate meeting would be arranged to discuss this and consider insurance cover levels for the Council.

#### j) **Place Plans**

Council to receive update from Shropshire Council information session

Clerk gave an update. SC had recently shared figures for CIL Neighbourhood Fund due to be received by Parish Councils in April and Place Plan officers would be sending out information this week, to include a list of strategic priority projects that they were putting forward. SC is asking for project nominations from Town and Parish Councils for feeding into the Place Plan review (which had not been done since 2019). Initially this feedback and nominations had been requested for 6 weeks' time, but was accepted that 6 weeks would not be sufficient time for Councils to discuss and put together sufficiently detailed and evidenced project nominations. It was **AGREED** that Councillors would have a meeting of Councillors via Zoom/Teams on (clerk will send round email to ask for availability) to discuss infrastructure priorities for the parish area, and any other neighbourhood projects that could possibly make use of CIL Neighbourhood Funding. This meeting could also consider possible projects for funding from the UK Shared Prosperity Fund (deadline for applications 12.05.2023), as well as funding opportunities for Thriving Children Grants (deadline for applications 02.05.2023).

#### k) **Village Hall donation request**

It was **NOTED** that further detail was needed from the Village Hall Committee, so it was **AGREED** to defer discussion on this matter until the next Council meeting.

## **171/22: Planning applications/enforcement – Council to consider and agree response**

### **1. [Wykey Farm, Wykey, ref: 23/00710/FUL](#) – Council to agree response**

Proposal: Application under Section 73a of the Town and Country Planning Act 1990 for the erection of replacement agricultural building used for grain storage and all associated works. **Deadline for comments:** 14.04.2023

After discussion, it was **RESOLVED** to SUPPORT the application with the following comments: The proposals to modernise the storage facility to be more fit for purpose are reasonable and the Parish Council has no objections.

2. [Marches Farm, Brownhill, ref: 23/01330/AGR](#) – Council to note, no comments required

Proposal: Erection of agricultural building for storage of grain. Deadline for comments: Not required.  
It was **RESOLVED** to note the above.

3. **Possible planning enforcement case, dwelling east of Low Bank Farm**

Council to consider and agree whether to put in report to SC enforcement team

After discussion, it was **RESOLVED** that the PC will submit a report to the Planning Enforcement team ask to investigate.

4. [Keppel gate Farm, Elbridge, ref: 23/01310/AGR](#) – Council to note, no comments required.

Proposal: General Storage and Machinery Storage Building. Deadline for comments: Not required.  
It was **RESOLVED** to note the above.

5. [The Firs, Shottaton, 23/01570/AGR](#) - Council to note, no comments required.

Proposal: Proposed extension to existing straw and grain store. Deadline for comments: Not required.  
It was **NOTED** that the above application had come in after the publication of the agenda, but no comments were required from the PC. It was **RESOLVED** to note the above.

## 172/22: 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](#) – Permission granted
3. Enforcement case, The Grange, Brownhill – Pending consideration (but it is understood there will be no further enforcement action)
4. [Glendale, Olden Lane, ref: 22/05711/FUL](#) – Permission granted
5. [Ruyton Hall, Olden Lane, ref: 23/00562/FUL](#) - Pending consideration
6. [Castle Hill Barn, Eardiston, ref: 23/00332/FUL](#) – Permission granted

1 x member of the public left the meeting at 20.07.

## 173/22: Finance – to consider and approve

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

- a) Receipts & payments March (year-end) 2023
- b) Bank statement March (year-end) 2023
- c) Bank reconciliations March (year-end) 2023
- d) Budget monitoring report March (year-end) 2023

It was **RESOLVED** to note the year-end budget monitoring report for 2022-23. It was **FURTHER RESOLVED** to allocate £576 of underspend from the AED budget header to the AED Equipment fund EMR.

It was **RESOLVED** to use underspend from the SRG budget header to pay for abortive costs for CIL project and to move this into SRG EMR.

It was **RESOLVED** to set up a new EMR for Village Hall and to allocate £1150 from the underspent budget headers of Local Grants, and Youth Grants to this new Village Hall EMR.

e) Asset register year-end 2023 and inspection reports - Council to agree actions

It was **NOTED** that Councillor Bibow had checked the following assets: Birch Grove notice board –fine, and Foot of Cliffe notice board – no urgent issues.

Taking into account the above updates, it was **RESOLVED** to approve the updated Asset Register for year-end 2022-23.

It was **NOTED** that the clerk had contacted the PC's contractor and was awaiting a quote for repairing the arboretum benches. Clerk will chase this. It was **AGREED** that Clerk will get a cost to repair the twisted bracket for the streetlight R23. It was **FURTHER NOTED** that the lantern for R19 was shining directly into a property on Little Ness Road, but this had been reported to Highline and they had already been out and made the necessary adjustments.

f) Internal controls checks (to arrange)

It was **RESOLVED** that Cllr Eyles will undertake the 6-monthly internal controls checks. Clerk will liaise to arrange this.

### **174/22: Payments – Council to consider and approve**

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

#### **a) Invoices/reimbursements - to be approved**

- Clerk, April staffing costs (salary, home allowance, expenses), £894.76 (of which £2.60 VAT, unrecoverable)
- HMRC, April PAYE and NI contributions, £163.65 (no VAT)
- NEST (Direct Debit), April emp'ee and emp'er pension contributions, £72.97 (no VAT)
- Phil White Associates Ltd, Project management fees (Stone Cross), £920.00 (no VAT)

It was **NOTED** that the Clerk will pass on this invoice to the Loss adjuster for the Stone Cross insurance claim.

- Scottish Power, Q4 streetlight energy bill, £232.23 (of which £11.06 VAT)
- Highline, annual streetlight survey and cleaning, £462.00 (of which £77.00 VAT)
- SALC, Chairmanship training invoice 1726 (5th & 12th Oct, 2 x Cllrs), £150.00 (no VAT)

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

None received.

### **175/22: Correspondence received**

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

- a) Child neglect posters
- b) CIL Neighbourhood Fund update from SC
- c) SC Customer Service Opening Times Consultation
- d) Police alert re. stolen quad in North Shropshire
- e) SALC latest bulletins (March and April)
- f) Creating Stepping Stones Nature Recovery event programme 12.05.2023
- g) UK Shared Prosperity Fund (deadline for applications 12.05.2023)
- h) RSN permitted development rights (14.03.2023)
- i) Advice from NALC on Equalities policies
- j) Roadworks: Severn Trent works: Big Walls (3-5.04.2023- no interruption to water supply expected)

It was **NOTED** that no work appears to have been done and closure signs disappeared day work was due to start.

- k) Roadworks: Station Road, Baschurch, 10-14.04.2023
- l) Roadworks: Eardiston Coronation Street Party, (07.05.2023)

m) Roadworks: Cefn-y-Wern jct to Tedsmore (14-16.06.2023)

n) Roadworks: Station Road, Baschurch level crossing (28-31.07.2023, night-time closure only).

### **176/22: 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.**

- Audit 2022-23
- Informal meeting to discuss projects for the parish
- Insurance
- Dog waste bags in hedges. Clerk will ask Shaun Burkey whether he thinks PC needs more bins on Cliffe.

### **177/22: Next Council meeting – Council to agree**

It was **AGREED** that the next ordinary meeting would be the Annual Council Meeting and would be provisionally scheduled for 2nd May 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 20.19pm.

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