**DIDDLEBURY PARISH COUNCIL**

**Chairman: Cllr D Hedgley**

Clerk: Mrs Jean de Rusett, The Grange, Leinthall Earls, Leominster, Herefordshire HR6 9TS Tel: 01568 770640 "e" mail address: diddleburypc@gmail.com

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**MINUTES**

**Of the ordinary business meeting of the Parish Council**

**held on 22nd May 2019 at 8.20pm in Diddlebury Village Hall**

**051/19: Present and apologies for absence**

 Cllr. D Hedgley - Chairman, Cllr. A Watson, Cllr. T O'Boyle, Cllr. K Worthington, Cllr. S Thomas, Cllr. S Povall

**Apologies**

Apologies were received and accepted from Cllr. Robert Povall, Cllr. M Woodhouse and Cllr. M Thomas

**In attendance**:

The Clerk, Mrs J de Rusett, Unitary Cllr. C Motley and three members of the public.

**052/19: Declarations of Interest relating to this meeting.**

Members are requested to declare any Disclosable Personal or Pecuniary Interests they may have in matters to be considered at this meeting in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

No declarations of interest were made.

**053/19: Public involvement session:**

No matters were raised.

**054/19: Approval the Minutes of the Meeting held on 27th March 2019**

The Minutes of the Parish Council Meeting held on 27th March 2019 had been circulated prior to the meeting. That they were an accurate reflection of the business of that meeting and should be signed as a correct record was **Proposed by:** Cllr. K Worthington

**Seconded by:** Cllr. O’Boyle

**Vote:** The proposal was approved by a majority vote, there being one abstention. The Chairman thereafter signed the Minutes.

**055/19: Matters arising from the Minutes of the Parish Council Meeting on 27th March 2019 not dealt with elsewhere on the Agenda**

034/19 – Community Infrastructure Levy

The Chairman reported that the revised Place Plan now includes resurfacing of community car parks as a legitimate item for CIL funds. Neighbourhood Infrastructure Projects now include playgrounds, car parks and local road safety projects. The Place Plan is easier to follow and reflects a lot of local needs including flood alleviation, fly tipping and speed sign, so all the items DPC wanted are now included.

036/19 – Item 9

Cllr. Worthington advised she had not responded to SC’s consultation concerning the proposed withdrawal of local bus subsidies as DPC has no local bus service.

**056/19 – Reports**

The Chairman had delivered his report at the Annual Parish Meeting, as had the other councillors.

Unitary Cllr. Motley reported that Cllr. Gwilym Butler is now in charge of the Local Joint Committee (LJC): there have been no meetings since Lisa Bedford left SC and she has discussed with him when or whether they are likely to re-commence. His response was when the LJC was set up it operated as a sub-committee of SC and so had a budget to cover venue hire and the administration needed to service it. There is now no budget available to service the LJC which is unfortunate as they would both like the LJC to work closely on the Place Plan reviews and administration as the Plan evolves. The Chairman stated he felt the Chairs’ Meetings which Cllr. Motley had held were very useful and he hoped they would continue. Cllr. Motley advised these meetings were serviced from the LJC budget and administered by Lisa Bedford: now there is no one to undertake the administration and Minutes or cost of venue hire. It was agreed Cllr. Motley will discuss this with other parishes: maybe parish council Clerks would be prepared to take it in turn to service the Chairs’ Meetings.

**057/19 – Consideration of Correspondence and Communiations received since last meeting.**

The following items were considered:

1. 02.04.19 - Email Clerk to Mr M Waite responding to his emails of 18th and 21st March 2019 which were considered at the 28th March 2019 meeting.

03.04.19 acknowledgement of Clerk’s email from Mr Waite.

08.04.19 – detailed response from Mr. Waite

18.04.19 – further detailed response from Mr Waite plus photograph

22.05.19 – email from Mrs C Waite to Chairman, received shortly before this meeting.

1. 2 x emails and one telephone call from users of Footpath 20 who have been chased and harassed by cattle whilst taking their children to and from school along footpath 20, seeking assistance and advice from DPC.

Email from Mr Tim Brooker, Animal Health Officer – Health Protection Team, Shropshire Council, detailing the advice given to farmers of the risks they need to assess when the public has access to their land. Special care needs to be taken where groups of children and walkers with dogs use the public rights of way on farm land.

Email from Ms Lucy McFarlane, Rights of Way Officer, Shropshire Council

Tel. 01743 255058, email lucy.mcfarlane@shropshire.gov.uk. She advises:

If an incident occurs where injuries result, contact the Police and report the matter to them. Then contact her and report it to her, as the Police always contact her about such incidents: the more complaints she receives, the more likely it is that action can be taken and such information would also form an evidential dossier should civil proceedings be contemplated. Further, report the incident to the landowner/tenant involved so they can report the matter to the Health & Safety Executive and/or take action to protect their own interests.

She also suggests that when cattle are newly introduced into the fields adjoining FP20, perhaps a group of parents from the school and members of the Parish Council should walk the footpath with the children for perhaps 2 weeks, to log any incidents.

1. 04.04.19 – letter Clerk to Shropshire Council’s Passenger Transport Commissioning Group giving DPC’s response to their consultation – they are proposing to remove travel assistance from any newly arrived special needs children from September 2019 onwards – children already in receipt of the travel assistance are said not to be affected.
2. 01.04.19 – email and sketch plans from Mr A Turnell, agent for Mr & Mrs Rowbotham who hope to build a new house at Aston Top. He seeks DPC’s preliminary views on their proposed building.
3. 29.04.19 – Letter Gwilym Butler, Portfolio Holder for Communities and Place Plans advising that 42 CIL Expression of Interests (EOL’s) have been received from parishes for, in total, £2.5m from the CIL local funds. These EOL’s are currently being assessed. (see also item 8)
4. List of courses and meetings: Next meeting of the SALC Area Committee is 7.30pm, 30th May 2019 at the Methodist Hall, Craven Arms.
5. 02.05.19 email from Mark Barrow, SC, enquiring whether parish councils are satisfied with the changes to the Environmental Grant application procedure.
6. Email from SALC inviting those who lodged CIL applications (EOL’s) to attend a meeting at the Council Chambers, Shirehall at 10am on Friday 14th June 2019 to discuss the assessment process with Gwilym Butler.
7. 08.05.19 – email advising of Rural Crime Prevention Meetings to be held to discuss how the community can work to minimise being targeted by criminals. Shipton Village Hall, 7.30pm on 25th June 2019, and 7.30pm on 27th June 2019 at Church Preen Village Hall.
8. 21.05.19 – notification of a Funding Workshop hosted jointly by SALC and VCSA on Friday 21st June 2019, 10am at the Council Chambers, Shirehall. Admission free but book a place – [www.eventbrite.co.uk/e/vcsa-and-salc-joint-funding-workshp-tickets-62045551916](http://www.eventbrite.co.uk/e/vcsa-and-salc-joint-funding-workshp-tickets-62045551916).
9. Circular from NHS Shropshire CCG advising of medical cover for the forthcoming bank holiday. Call NHS 111 or visit [www.shropshireccgh.nhs.net](http://www.shropshireccgh.nhs.net).
10. 21.05.19 – email from Clerk to Highways Department asking for a supply of 12 reflector posts.

DPC’s Responses

Item 1:

The Chairman advised that DPC’s offer to fund a sign to be attached to the Village Hall had not been taken up by the Village Hall Committee: the offer remains open to acceptance. DPC merely noted that the parking diagram was now more prominently displayed. DPC has worked hard on trying to get funding for the re-surfacing of the village hall car park and are actively lobbying Shropshire Council in conjunction with Cllr. Motley for access to our CIL money, so that the parking areas can be clearly delineated: at present constant erosion of the car park surface makes this impractical. Similarly, whilst DPC has suggested that the parking diagram could be amended to make it clearer, the final decision for this lies with the DVH Committee.

Beyond the steps taken, there is no more DPC can do in this matter as it does not own the village hall, or the relevant parts of the car park nor the private driveway servicing the school and the Waite’s property. Therefore, the issues complained of are wholly within the purview of the DVH Committee and the Hereford Diocese. The Chairman understands that Cllr. Woodhouse, acting in his capacity as a member of the Diddlebury Village Hall committee, has spoken to Mr Waite and is arranging a meeting to discuss the parking matters upon his return from holiday in June. Once any suggestions from this meeting are known, DPC would then be in a position to see if and how it could practically support such suggestions.

Dealing with the email received on 22nd May, the comments it contained were based on DPC’s published Minutes and it was always DPC’s intention to address them at the May meeting and any outcomes would be published in the May Minutes. That issues existed were made known in the Chairman’s Report to the Annual Parish Meeting and included in the published Agenda for this meeting under Correspondence.

Item 2:

The information obtained from Ms Lucy McFarlane, SC’s Rights of Way Officer, is to be disseminated to regular users of Footpath 20.

Item 4:

The Chairman advised that whilst DPC appreciates the courtesy shown by the applicants, it is not empowered to give any pre-planning application advice and can only give an opinion on

full planning applications referred to it by Shropshire Council.

**058/19 – Minor Highways and Environmental matters**

Cllr. Watson asked if Mr Trim could be asked to strim FP20 from the Moors to the school, as it is very overgrown. The Clerk will contact him.

**059/19 – 2018/2019 Audit**

059/19/1 – Members considered and noted the Auditor’s Report for 2018/2019 Audit, her audit report in AGAR Part 2, the Schedule of Receipts and Payments for the year 2018/2019 and the end of year bank reconciliation.

The Audit reports prepared by Mrs Hackett had been circulated to and studied by councillors.

The Reports were satisfactory and contained no adverse comments or observations and the end-of-year bank reconciliation and schedule of receipts and payments had been approved by her..

**The Chairman Proposed** that the councillors approve the Audit Reports, the Schedule of Receipts and Payments and the end-of-year bank reconciliation for the financial year 2018/2019.

**Seconded by:** Cllr. S Povall

**Vote:** Unanimous vote in support of the Proposal.

**060/1 – Consideration, approval and adoption of the Annual Governance & Accountability Return (AGAR) for the financial year 2018/2019**

The AGAR form (formerly the Annual Return) had been approved by the Auditor and copies were circulated to all members at the meeting. Four sections of the form required formal approval.

 060/19/1 – To resolve to request an exemption from a limited review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. DPC is entitled to request such exemption as its total annual income was under £25,000 and no public interest reports had been made against it.

**Resolution Proposed by** Cllr. S Povall

**Seconded by** Cllr. T. O’Boyle

**Vote:**  Unanimous

 060/19/2 – To resolve approval of and authorisation for the Chairman and the Clerk to sign the Certificate of Exemption

 **Approval Proposed by:** Cllr. S. Povall

 **Seconded by:** Cllr. O’Boyle

 **Vote:** Unanimous. The Chairman and the Clerk duly signed the Certificate.

060/19/3 – To resolve approval of and signing of Section 1 – Annual Governance Statement 2017/2018. The councillors were satisfied that they had complied with the nine items listed in Section 1

**Approval proposed by:** Cllr. Watson

**Seconded by:** Cllr. S Povall

**Vote:** Unanimous: The Chairman and Clerk duly signed Section 1

 060/19/4 – To resolve approval and signing of Section 2 – Accounting Statements for 2017/2018 and to consider the List of Variances. The councillors duly considered the documents and approved the Chairman and Clerk’s signing of them.

 **Approval** **Proposed by:**  Cllr. S Povall

 **Seconded by:** Cllr. Watson

 **Vote:** Unanimous: The Chairman and the Clerk duly signed Section 2.

**061/19 - Finance Report**

**1. - Finance Report for April/May 2019**

Precept balance carried forward from March 2019 **£1,709.79**

**ADD: Precept for 2019/2020 rec’d 26.04.19 £5,552.00**

 **£7,261.79**

**Less:** Cheques authorised to be drawn on precept funds on 22.05.19

1. Clerk’s net salary for April (£214.17) and

May 2019 (£214.17) £428.34

1. HMRC – PAYE on Clerk’s April & May 2019 salary £ 12.00
2. Came & Company: Insurance Premium for 2019/2020 £341.20
3. SDH Accounting – Auditor’s fee for 2018/2019 £125.00
4. SALC: affiliation fee for 2019/2010 £269.75
5. DM Payroll Services Ltd: payroll admin.for 2019/2020 £ 73.00
6. Mr Gary Trim – repairs to Westhope notice board £159.10
7. Administrative expenses paid by Clerk in

April & May 2019 on behalf of DPC and reclaimed

* April and May Contribution towards telephone

and Broadband cost @ £20 per month £40.00

* A4 copy paper, file bags, file dividers £ 5.06
* 20 x A4 plastic letter files £ 3.49
* 12 x 2nd class stamps & 2 1st class £ 8.36
* Badger Inks: Epson 29XL generic ink cartridges £16.98
* Travelling expenses claimed on behalf of

Diddlebury Parish Council at 45p per mile

02.05.19 – to Condover to visit Auditor -

58 miles

To Diddlebury Village Hall for DPC meeting

on 22.05.19 – 44 miles

Total mileage: 102 @ 45p £45.90

Total of Admin expenses paid by Clerk £119.79 £ 119.79

 £1,528.18 £1,528.18

 **Balance of Precept funds c/fwd £5,733.61**

1. **Ring fenced, Reserves and third party funds held by Diddlebury Parish Council**
* Community Infrastructure Levy – funds rec’d 25.04.18 **£2,440.29**
* Environmental Grant funds b/fwd from March 2019 £2,295.56

Less: Claim from EMO for work in April 2019 £ 42.90

 Balance carried forward £2,252.66 **£2,252.66**

* Transparency Code Grant funds b/fwd from March 2019 £712.49

**Less:**  WebOrchard website hosting fee for 2019/2010 £228.00

 Balance carried forward £484.49 **£ 484.49**

* War Memorial Fund balance b/fwd from March 2019 **£ 45.13**
* Funds held for Diddlebury Flood Action Group

Balance b/fwd from March 2019 £456.57

Less: donation to Shropshire Wildlife Trust 04.04.19 £300.00 Balance carried forward £156.57 **£ 156.57**

* Ear-marked Reserves for Village Hall car park resurfacing **£5,412.29**

Cllr. Watson **Proposed** that DPC approves the above listed cheque for payment:

**Proposal seconded** by Cllr. O’Boyle

**Vote:** members voted unanimously to approve payment of the cheques.

1. **Balances held by DPC following authorisation of cheques on 27.03.19**

**Precept Funds £5,733.61**

**Community Infrastructure Levy funds £2,440.29**

 **Environmental Grant Funds £2,252.66**

 **Transparency Code Funds £ 484.49**

 **War Memorial Funds £ 45.13**

 **Funds held for Flood Action Group £ 156.57**

 **Earmarked Reserves Fund £5,412.29**

 **Total Funds c/fwd £16,525.04**

**4. Bank statement and Cash Book reconciliation ` `**

Cllrs. O’Boyle and Watson verified the Clerk’s reconciliation between HSBC statements numbered 319 and 320 and DPC’s Cash Book.

**062/19 – Report on Progress with the Housing Needs Survey for DPC**

The Chairman confirmed that the Housing Needs Survey was underway and survey packs would be sent to all households in the parish within the next couple of weeks. Posters about the Survey had been posted around the village.

**063/19 – Consideration of the timing of the purchase of the Portable Speed Indicator and associated equipment**

The Clerk reported that despite two enquiries from her, no confirmation about the success or otherwise of DPC’s grant application to the Police Commissioner’s Safer Roads Grant Scheme had been received. However, she had clarified DPC’s insurance position and the Precept Funds for 2019/2020 are now in, so DPC could proceed to purchase the equipment now as it has the available funds. After discussion it was agreed to await the outcome of the grant application: if it has not been received by the autumn, the matter to be reviewed then.

**064/19- Any Other Business (for dissemination of information only)**

The Chairman advised he will be unable to attend the next meeting of DPC – 26th June 2019 and asked that his apologies be recorded.

The Chairman advised that the Planning Officer dealing with the application for the holiday cottages at Honeydene Farm is to refer the application to the Planning Committee for determination following DPC’s letter of support for the application. It remains to be seen whether the Planning Committee will agree to this reference or insist that it be dealt with under the council’s scheme of delegation.

**065/19 – Proposed Exclusion of the Public.**

 The Chairman advised the meeting that the Closed Session mentioned at Item 15 on the Agenda will now be dealt with at a later date.

There being no further business, the Chairman closed the meeting at 10.10pm

Date and venue of the next Diddlebury Parish Council meeting

Wednesday 26th June 2019 – 7.30pm at Westhope Village Hall

**MINUTES SIGNED BY**

**DATED**