

**DIDDLEBURY PARISH COUNCIL**

**Chairman: Cllr D Hedgley**

Clerk: Mrs Jean de Rusett, 12 Church Road, Brampton Bryan, Bucknell, SY7 0DH

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**MINUTES**

**Of the meeting of Diddlebury Parish Council  
held on Wednesday 22<sup>nd</sup> March 2023 at 7.30pm at Westhope Village Hall.**

**125/23 – Present**

Cllr. D Hedgley - Chairman, Cllr. Robert Povall, Cllr. A Watson, Cllr. T. O'Boyle, Cllr. A Rattu, Cllr. C Martyn, Cllr. R Morgan, Cllr. S Povall, Cllr. T Pardoe

**In attendance** - the Clerk and four members of the public

**Apologies:** were received from Unitary Cllr. Motley

**126/23– Declarations of Interest.**

Members were 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.

Cllr. Amie Watson made a declaration of interest in respect of a S.137 request for a donation - item 10 on the Agenda.

**127/23 – Public involvement session.**

A number of complaints had been raised with the parish council about various difficulties created by the housing development in Bache Mill, and also queries about whether the planning permission conditions were being adhered to. Queries were raised about the height of the driveways, damage to the natural environment including hedges/trees/stream clearance; that replacement trees proposed were not acceptable. In addition, there were complaints from residents about the road being blocked, without prior warning, for considerable periods of time whilst materials were delivered to the site, resulting in considerable inconvenience to local residents, including missed trains, missed medical appointment and disruption to school runs. Mud on the road was another issue. Mr Jack Wrigley attended the meeting and engaged with the residents about the various issues. He apologised profoundly for all the inconvenience the site works had caused and promised to work with the site manager and the local residents to improve matters. He was able to demonstrate that matters such as the driveways and habitat issues had been given permission by SC which he was following. He agreed to meet a group of residents at the site to see what improvements could be made. Cllr Clive Martyn agreed to attend the meeting to represent and report back to the parish council.

**128/23– Approval of the Minutes of the 22<sup>nd</sup> February 2023**

The Minutes of the Meeting on 22<sup>nd</sup> February 2023 had been circulated to councillors prior to this meeting and publicised on the website. No amendments were requested at the meeting. Cllr. R Povall **Proposed** that the Minutes of the meeting on 22<sup>nd</sup> February 2023 be adopted as a correct record of the meeting's business.

Proposal **Seconded** by Cllr. Martyn

**Vote on Proposal:** The Councillors voted in favour of the Proposal.

The Chairman signed the Minutes.

### **129/23: Matters arising from the Minutes of the 22<sup>nd</sup> February 2023 not dealt with elsewhere on the Agenda.**

121/23 - item 6: Nothing further has been heard about the S.C's B4368 Highways Study, which SC are supposed to be contacting all Corvedale parishes to discuss its findings/conclusions.

121/23 - item 14: The Clerk had been instructed to send a Freedom of Information request to Severn Trent Water to find out what the "flushing" operations on local streams is about. Surprisingly, it transpired Severn Trent Water is not subject to the Freedom of Information Act. Cllr. Rattu felt this is because it is a private company. The Clerk was requested to write to Philip Dunne, MP for Ludlow, who is on the Rural Affairs Committee, to find out how the public can get information from water companies.

### **130/23 - Reports**

**130/23/1 - Chairman's report.** The Chairman reported he had spent time with the Clerk sorting out issues of ownership of the various sections of the village hall car park for VAT purposes and had reviewed all the paperwork with her. He and Cllr. O'Boyle had attended the funeral of Mr Peter Drakes. He has spent much time dealing with various problems concerning the Bache Mill development, including a site meeting with Cllr. Martyn and Mr Jack Wrigley and he had seen various permissions which has been granted to Mr Wrigley permitting some of the items complained of. He confirmed the developer is fully aware that if the 5<sup>th</sup> house on the site is to become two houses, a new planning application will have to be made. The Bache Mill issues were aired fully by residents at item 127/23 above.

**130/23/2 – Flood Action Group Report** Cllr. Martyn reported the Bouldon/Peckedy flood gauge is still not working despite him reporting it three times, including at a Multi-Agency meeting: John Betts has agreed to chase the matter. At a previous MAM meeting the representative from Shropshire Council Flood Team had stated that there were some unallocated funds. He was interested in the current condition of the leaky dams towards Middlehope and MAY allocate some funding to repair any damaged. Mr Leyland, Shropshire Council Highways, had said some works were to be started at Peaton/Bouldon on 1<sup>st</sup> July this year.

**130/23/3 – Diddlebury Village Hall report.** Cllr. Rattu advised there will not be a joint Coronation Event with Munslow PC at Millichope Park. At present nothing has been planned for Diddlebury Village Hall.

**130/23/4 – Westhope Village Hall** Cllr. Watson confirmed an event is being organised at Westhope Village Hall on the 7<sup>th</sup> May. She has been advised, after investigations, that it is not possible to connect Westhope Village Hall to the internet as the Broadband signal is too weak. Cllr. Rattu advised he is still investigating what funding is going to be available to improve Broadband in the Westhope/Middlehope area.

### **131/23 – Planning matters**

**23/00605/FUL.** An application for alterations to an existing planning permission - **19/03896/FUL** - conversion of former malthouse building from storage to use as a residential dwelling, at The Malt House, Delbury Hall, Diddlebury, SY7 9DH

Mr Wrigley attended the meeting and advised that although he had been granted AMP (23/0045/AMP) for minor external amendments, he still wanted permission for an external boiler house and some internal alterations which the case officer had originally stated could be dealt with in the AMP, but had since discovered it could not be. In the meantime he had submitted the full planning application 23/00605/FUL. The chairman, who had confirmed Mr Wrigley's comments from his own reading of the notes, stated that the consultee comments from Conservation Heritage felt that they could not comment on this until a Heritage Impact Assessment was carried out and listed building consent sought. Consequently, the parish council felt that they could make no determination on the application at this stage.

An application, 23/01039/FUL, for the over-boarding of Lower House Farm, Middlehope had been received too late to be dealt with at this meeting. An extension of time will be requested so it can be considered at the 26<sup>th</sup> April meeting.

### **132/23 – Highways and Environmental issues**

The Clerk confirmed the second SID machine has been received, tested and installed by Mr Ian Davies and arrangements are being made to return the original one for servicing/recalibration.

Cllr. Rattu has reported several blocked drains to Fix My Street.

### **133/23 – Correspondence and communications received in March 2023**

Councillors considered the following correspondence and communications:

#### **Planning issues**

1. Email query raised by a Bache Mill resident about issues with the development in Bache Mill. Chairman contacted the developer, Mr Wrigley and raised the queries, which were answered by email. Further, a site meeting took place between the Chairman, Cllr. Martyn and Mr Wrigley to discuss all aspects of the matter.

#### **Highways notifications**

2. Road closure on A4113 at junction with A49, Bromfield and at junction by racecourse, on 18<sup>th</sup> - 20<sup>th</sup> March from 20.00 to 06.00

#### **General correspondence**

3. Request from Ms Kris Welch of Zero Hour Shropshire that the council passes a motion concerning the Climate & Ecology Bill that is currently in Parliament. Details available on [www.zerohour.uk](http://www.zerohour.uk).
4. Response from parish council to Clee Hill Medical Practice.
5. Email from SALC giving details of a Communities Prepared Shropshire & Wrekin Community Emergency Planning Programme. Three on-line workshops are available. To express an interest contact in joining the workshops email [alc@shropshire.gov.uk](mailto:alc@shropshire.gov.uk) and to find out more about the Programme look at [communitiesprepared.org.uk](http://communitiesprepared.org.uk)
6. Completed West Mercia Police parish council contract form as completed and submitted to the police

7. Emailed information from Mr Ian Davies on the locations he will be positioning the second Speed Indictor Device recently ordered by the parish council. The original SID to be returned shortly to the manufacturer for servicing and re-calibration.
8. Email Clerk to Shropshire Council being a Freedom of Information Request, seeking information explaining exactly which developments in Diddlebury Parish have generated CIL/Neighbourhood funds received by the parish council which total £40,316.94 and, if they decline to provide the information, asking for their legal authority justifying such refusal. Application acknowledged by Heather Jones, SC's Interim Data Protection Officer on 20.03.23.
9. Email from Lord Lieutenant of Shropshire seeking nominations for the Coronation Volunteer Champions Awards.
10. Emails between Mrs A Cope and Cllr. A Rattu concerning Severn Trent's request to flush watercourses.

Responses:

Item 9. Cllr. Stephen Povall proposed that DPC should nominate Mrs Mary Hall for a Coronation Award, especially as she is now 90 and has put in 50 years of service to the Westhope/Diddlebury community. The Clerk will submit the necessary application.

**134/23 – Finance**

1. **S.137 Donations:** Only one request for a donation had been received, from the Corvedale Tots group for the purchase of play equipment. Councillor O'Boyle **proposed** £100, **seconded** by Cllr. Pardoe, proposal carried by a majority vote: six votes in favour, two votes against and abstention by Cllr. Watson.

**2. Finance Report for March 2023**

**Precept balance b/fwd from February 2023** **£4,326.06**

**Less:** Cheques/debits authorised to be drawn on Precept Funds in March 2023

- |   |         |
|---|---------|
| 1. HSBC – bank charges - statements 266 and 367 | £ 12.00 |
| 2. Clerk's net salary for March 2023            | £250.00 |
| 3. PAYE on Clerk's March 2023 salary            | £ 15.00 |
| 4. SALC - fee for VAT training course           | £ 30.00 |
| 5. Donation for Corvedale Tots                  | £100.00 |
| 6. Westhope Village Hall - 2022/23 room hire    | £ 60.00 |

7. **Administrative expenses incurred by the Clerk in March 2023**

- March 2023 contribution towards Telephone & Broadband provision @ £20 p.m £20.00
- Andy Holmes: fee for renewing Anti-Virus Licence to DPC's computer £25.00
- Lever arch file & file dividers for audit £ 4.79

- Travelling expenses claimed at 45p  
11.03.23 - to Diddlebury/Bouldon for Meeting with the Chairman - 36 miles  
To Diddlebury Village Hall for meeting on

22.02.23 - 32 miles @ 45p per mile			
Total mileage - 68 @ 45p	£30.60		
Total of March administrative expenses	£80.39	£ 80.39	
		£547.39	£ 547.39
<b>Balance of Precept Funds c/fwd to April 2023</b>			<b><u>£3,778.67</u></b>

<b>3</b>	<b><u>Ring-fenced, reserves &amp; third-party funds held by Diddlebury Parish Council</u></b>		
•	<b>Community Infrastructure Levy /Neighbourhood Fund</b>		
	Balance b/fwd from February 2023	£15,257.83	
	Less: Purchase of a Westcotec SID with data capture unit	£ 3,925.20	
	Balance	£11,332.63	
	Less: Transfer of funds into DVH Car Park Reserves Fund as per Minutes Ref. 122/23 of 22.02.23	£ 3,500.00	
		£ 7,832.63	<b>£7,832.63</b>
•	<b>Environmental works &amp; asset management fund</b>		
	Balance b/fwd from March 2023		<b>£ 228.50</b>
•	<b>Legal expenses ring fenced fund</b> balance b/fwd from March 2023		<b>£ 750.00</b>
•	<b>Flood Action Group funds</b> - balance b/fwd from March 2023		<b>£ 246.35</b>
•	<b>Diddlebury Village Hall car park maintenance fund</b>		<b>£ 3,500.00</b>
<b>4.</b>	<b><u>Balance held by DPC following authorisation of the payments listed above</u></b>		
	1. Precept balance		£ 3,778.67
	2. Community Infrastructure Levy/Neighbourhood Fund		£ 7,832.63
	3 Environmental works & asset maintenance fund		£ 228.50
	4. Legal expenses ring fenced fund		£ 750.00
	5. FAG third party funds		£ 246.35
	6. DVH car park maintenance fund		£ 3,500.00
	Total:		<b><u>£16,336.15</u></b>

Cllr. Watson **proposed** that the cheques listed totalling £4,472.59 be approved for payment.  
Proposal **seconded** by Cllr. O'Boyle

**Vote:** Members voted unanimously to approved the payments.

**5. Verification by Councillors of the Clerk's reconciliation between HSBC bank statement 366 and 367 and DPC's Cash Book.** The reconciliation was checked and verified by Cllr. O'Boyle.

### **135/23 Audit 2022 - 2023 matters to consider**

#### **135/23/1: Consideration and approval of up-dated Register of Assets**

The revised Register of Assets was considered by the councillors.  
The Chairman **proposed** it be approved and adopted by the members.  
Proposal **seconded** by Cllr. R Povall

**Vote:** Unanimous in support of the proposal.

#### **135/23/2: Consideration of the Financial and Strategic Risk Assessment**

The Risk Assessment was considered: it needed no amendment this year.  
The Chairman **proposed** that the Financial & Strategic Risk Assessment be approved without amendment.

Proposal **seconded** by Cllr. R Povall

**Vote:** Unanimous in support of the proposal.

135/23/3: Consideration of the Financial Regulations and Standing Orders

The Financial Regulations and the Standing Orders were considered.

Cllr. R Povall **proposed** that the Financial Regulations and Standing Orders required no amendment this year.

The Chairman **seconded** the proposal.

**Vote:** Unanimous in support of the proposal.

135/23/4: To consider whether the parish council has an effective management and accounting system in place in terms of Section 1 of the Annual Governance Statement

Councillors consider a finance report at each meeting setting out fully the council's income, expenditure and reserves position. The bank statement is reconciled against the Cash Book at each meeting. All payments are evidenced by vouchers and cheques are signed by two councillors. The Cash Book and accounting records are available for inspection at each meeting. The public's right to examine the records are published after the Audit, as required by law. Any errors in its procedures would be dealt with by way of a statement submitted with the AGAR document as required.

Cllr. T. Pardoe **Proposed** that DPC has an effective financial management and accounting system in place.

Proposal **seconded** by Cllr. A. Rattu

**Vote:** Proposal adopted by a majority (six in favour, two against, one abstention)

**136/23 – Any Other Business (for dissemination of information only).**

It was noted that the parish council has received in excess of £40,000 in CIL/Neighbourhood Fund payments, generated by the development mostly of open market houses within the parish. The Chairman had once enquired which developments, specifically, had generated the CIL funds as a prudent council should be monitoring the payments to ensure it receives all the CIL it is entitled to. On requesting this information, he was told parish councils are not entitled to the information. It was agreed that the Clerk should send a Freedom of Information Request to Shropshire Council asking for a breakdown of the CIL payments received to date.

There being no further business to conduct, the Chairman thanked everyone for their attendance and closed the meeting at 9.15pm.

**Date and Venue of next meeting: Wednesday 26<sup>th</sup> April 2023, 7.30pm at  
Diddlebury Village Hall**

Minutes signed by: David Hedgley

**Dated:** 26<sup>th</sup> April 2023