

## **DIDDLEBURY PARISH COUNCIL**

**Chairman: Cllr D Hedgley**

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

Tel: 01547 519282 "e" mail address: [diddleburypc@outlook.com](mailto:diddleburypc@outlook.com)

Website address: [www.diddleburyparish.co.uk](http://www.diddleburyparish.co.uk)

## **MINUTES**

**Of the annual meeting of the Diddlebury Parish Council  
held on Wednesday 14<sup>th</sup> May 2025 at 8.15pm at Diddlebury Village Hall.**

### **055/25– Election of a Chairman and a Vice-Chairman for 2025 – 2026**

#### **055/25/1 – Election of a Chairman**

Cllr. Watson **proposed** that Cllr. David Hedgley be nominated as Chairman for 2025 – 2026. Cllr. Hedgley indicated he would be prepared to accept the role of Chairman. No other nominations were made.

Cllr. R. Povall **seconded** the proposal.

**Vote:** unanimous in favour of the proposal

Cllr. Hedgley duly signed the Acceptance of Office as Chairman of DPC form.

#### **055/25/2 – Election of a Vice Chairman for 2025 – 2026**

The Chairman **proposed** that Cllr. Robert Povall be nominated as Vice-Chairman for 2025 – 2026. Cllr. Robert Povall indicated that he would be willing to accept the nomination. No other nominations were made.

Cllr. Morgan **seconded** the proposal.

**Vote:** unanimous in favour of the proposal.

Cllr. Robert Povall duly signed the Acceptance of Office of Vice-Chairman of DPC form.

### **056/25 – Post Election Procedures;**

Councillors A. Wason, S Povall, R Morgan, A Rattu and C Martyn all signed their Declaration of Acceptance of Office as a Councillor of Diddlebury Parish Council and they were duly countersigned by the Clerk. The new format of the DPI form was discussed. These now have to be completed by each councillor on line, to be submitted by 1<sup>st</sup> June 2025. The Clerk circulated explanatory leaflets provided by SC on how to complete the forms.

### **057/25 – To record those present and to receive apologies from absent members.**

**Present:** Cllr. Hedgley – Chairman, Cllr. R Povall, Cllr. S Povall, Cllr A Watson, Cllr R Morgan, Cllr A Rattu, Cllr. C Martyn

**Apologies** received from Cllr. O’Boyle

**In attendance:** The Clerk and two members of the public.

### **058/25– 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. S Povall made a declaration of interest in respect of the Planning Application 25/01367/REM, took no part in the discussion and left the room whilst the application was considered and voted on.

**059/25– Approval of the Minutes of the Parish Council Meeting of 23rd April 2025 and to consider any Matters Arising from the Minutes**

The Minutes of the Parish Council Meeting on 23rd April 2025 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 23<sup>rd</sup> April 2025 be adopted as a correct record of the meeting's business.

Proposal **Seconded** by Cllr. S. Povall

**Vote on Proposal:** Carried by a unanimous vote.

**Matters arising from the Minutes of 23<sup>rd</sup> April 2025**

045/25/1: The Chairman confirmed, in response to a query from Cllr. Rattu, that he will chase up the laying of gravel on the footpath from The Moors to the school.

045/25/2: The Chairman has spoken to the headmaster at the school about the parking congestion: an oil tank is going to be moved which will create three more parking spaces, so this may ease the congestion.

045/25/4: The Clerk confirmed she had ordered warning notices about pedestrians in the road at Mill Lane – and the proofs were approved by the meeting. She was asked to get four of the notices.

046/25: Item 4: Cllr. Martyn has not received an invitation to discuss the concrete apron at Motte Farm. The Clerk was asked to contact the owner again.

049/25: The Clerk confirmed she had ordered the new gov.uk domain name and is awaiting protocol details from WebOrchard before it can go live. It will be run simultaneously with the existing email address for the time being.

The Chairman advised he is following up the Donovan planning application but is getting the run around from the Planners. He will discuss it with Cllr. Stanford.

**060/25 – Appointment of a representative to the South Shropshire Area Committee (meets 3 times a year in Craven Arms at 6.30pm) and any other committees or roles within the parish council.**

The SSAC meetings were discussed. 6.30pm is a difficult time for all councillors especially as it involves travelling to Craven Arms. No one felt able to volunteer.

**Tree Warden**

The Chairman **proposed** Cllr. Stephen Povall

Proposal **seconded** by Cllr. Watson

**Vote:** Unanimous in favour

**Diddlebury Flood Action Group**

Cllr. R Povall **proposed** Cllr. Clive Martyn

The Chairman **seconded** the proposal

**Vote:** Unanimous in favour

**Westhope Village Hall.**

Mrs Kath Worthington agreed to represent the Westhope Village Hall committee.

### Diddlebury Village Hall

Cllr. Rattu agreed to attend when available and to ask the DVH Committee to send DPC's it Minutes.

### Manager of DPC's website

The Chairman **proposed** Cllr. Clive Martyn

Cllr. Rattu **seconded** the proposal.

**Vote:** Unanimous in favour.

### Louise Powell Almshouse Charity

The Chairman **proposed** Cllr. T O'Boyle

Proposal **seconded** by Cllr, Watson

**Vote:** Unanimous in favour.

### **061/25 – Planning Applications**

061/25/1 - **25/01570/PMBPA** – an application for prior approval under Part 3 of the Town and Country Planning (General Permitted Development)(England) Order 2015 for the conversion of an agricultural building into a single dwelling house at The Barracks, Westhope, SY7 9JL.

The Chairman advised that events had moved on and the Planning Officers had already refused permission for the prior approval of the proposed works. The applicant will therefore have to submit a full planning application in due course.

061/25/2 – **25/01367/REM** application for approval of reserved matters (appearance, landscaping, layout and scale) in pursuance of outlie planning permission 22/00778/OUT, for the erection of an agricultural worker's retirement dwelling, including access, at Corfton Farm, Corfton.

The Chairman noted that whilst there were no public objections, but the South Shropshire Planning Committee had raised a query when approving the appeal that the proposed dwelling was 120 sq. metres whereas legislation limits it to 100 sq. metres. They left the final decision on this until a full planning application was submitted to the planners.

DPC is aware that the reason for the additional 20 sq. metres is that the applicants wanted to keep the building to a single storey to avoid a visual impact on the landscape, but they need office space. The matter was discussed. In all other respects (building materials, lighting, design etc.) there were no objections to the application.

The Chairman **proposed** that the parish council strongly supports this application in accordance with the plans as submitted for a property of 120 sq. metres.

Proposal **seconded** by Cllr. Rattu

**Vote:** Unanimous vote in support

### **062/25 Communications and Correspondence**

1. Email from Ashley Kendrick, Democratic Services Officer, Legal & Governance, Shropshire Council – tel. 01743 250893, email [Ashley.Kendrick@shropshire.gov.uk](mailto:Ashley.Kendrick@shropshire.gov.uk) – sending a “How To Guide” for the new Disclosable Pecuniary & Other Registerable Interests form”, which has to be submitted by 1<sup>st</sup> June 2025. Suggest you contact her in the event of difficulty with their new on-line system.
2. Printer's proof of proposed pedestrian signs for Mill Lane, for approval.
3. Letter Clerk to Planners seeking extension of time in which to deal with 25/01457/FUL – application for building works at Bache Mill House, Bache Mill.

4. Email Clerk to Mr Andy Wigley, Planning Dept. at Shropshire Council re their refusal of planning permission for 25/00743/VAR and his response.
5. Invitation for councillors to visit the Shropshire Hills Summer Forum and Field Visits on 5<sup>th</sup> June 2025 at Rushbury Village Hall - 10am to 3.30. FOC and includes a light lunch. Booking essential – [shropshirehills-nl@shropshire.gov.uk](mailto:shropshirehills-nl@shropshire.gov.uk)
6. Letter Clerk to Ms Tina Porter, Assistant Development Manager at Connexus, asking why DPC has not yet received a planning application for the Mill Lane properties.
7. Flyer advertising Shropshire Armed Forces Day at Shrewsbury Castle ,14<sup>th</sup> June 2025 11 – 3pm
8. Notification from Clive Leeworthy that the next meeting of the South Shropshire Local Area Committee is on Wednesday 2<sup>nd</sup> July 2025, 6.30pm at Craven Arms Community Centre.
9. Email from SALC on behalf of South Shropshire Local Area Committee, asking Chairmen to ensure a representative is elected from each Town and parish council to attend the Committee meetings.
10. Notification from SC Planning Department refusing permission re application 24/03617/LBC, variation to condition 2 of planning permission at The Green Farm, Middlehope.

#### **063/25 – To consider highways and environmental matters**

Cllr. Watson advised that the proposed works at Severn Trent pumping station had stopped, it was believed due to the presence of newts.

Cllr. Rattu advised that the new occupants of Hales Farm are only mowing a minimal amount of the verge – can DPC ask Highways to mow the remainder of the verge?

The proposed new notice board for Bache Mill was discussed and it was agreed that a metal one would suffice. Sutton also needs a new board. It was agreed that Cllr. Martyn will investigate and select boards for around £400 each and report back to the July meeting.

#### **064/25– Financial and Annual Governance & Accountability Return audit matters.**

##### **064/25/1 – Finance Report for May 2025**

**Precept balance b/fwd from April 2025 £3,552.43**  
**(Confirmation of payment of Precept for 2025/2026 of £7500 awaited)**

##### **LESS: cheques to be drawn on Precept Funds on 14<sup>th</sup> May 2025**

1. Clerk's net salary for May 2025	£286.94
2. HMRC – PAYE on Clerk's May salary	£ 24.20
3. SALC – 2025/2026 affiliation fee	£385.04
4. Mrs J Griffiths – internal auditor's fee 2024/2025 audit	£120.00
5. Clear Insurance Mgmt. Limited – renewal fee 2025/2026	£707.42

6. Administrative expenses incurred by DPC and paid by the Clerk in May 2025

• May 2025 contribution to telephone & Broadband provision at £20 p.m	£20.00		
• Andy Holmes – IT support with scanning, re-setting Cloud, change of domain name	£20.00		
• Postage/certificate on VAT return	£ 1.55		
• Book of 8 x 2 <sup>nd</sup> class stamps	£ 6.96		
• 1 pkt A4 copy paper	£ 4.90		
• Travel expenses at 45p per mile			
06.05.25 – collect books etc from auditor in Leebotwood (delivery paid by Eaton PC)			
42. miles			
14.05.25: 32 miles to Diddlebury Village Hall			
For PC meeting. Total mileage - 74 miles	£33.30		
Total of May administrative expenses	£86.71	£ 86.71	
		<u>£1,610.31</u>	<u>£1,610.31</u>
<b>Balance of Precept Funds carried forward to June 2025</b>			<b><u>£1,942.12</u></b>

Cllr. R Povall **proposed** that cheques totalling £1,610.31 be approved for payment.

Cllr. Watson **seconded** the proposal

**Vote:** Unanimous in favour of the proposal

**Ring fenced, reserves and third-party funds held by Diddlebury Parish Council**

<b>CIL/Neighbourhood Funds</b> bal. b/fwd from April 2025	<b>£2,198.05</b>
<b>Environmental &amp; asset maintenance fund</b> , bal. b/fwd from April. 2025	<b>£ 530.82</b>
<b>Legal expenses ring fenced funds</b> – bal. b/fwd from April 2025	<b>£ 750.00</b>
<b>Diddlebury Village Hall Car Park maintenance reserve funds</b> , bal. b/fwd	<b>£3,500.00</b>
<b>Reserves fund for SC elections</b> , bal. b/fwd from April 2025	<b>£ 457.73</b>
<u>Third Party Funds</u>	
<b>Corvedale Walking &amp; Footpath Group funds</b> . bal. b'fwd from April 2025	<b>£ 850.00</b>
<b>Flood Action Group funds</b> , bal. b/fwd from April 2025	<b>£ 228.46</b>
<b>Ring fenced fund for WWI Information Board</b> Minute Ref. 235/23	<b>£ 300.00</b>
<b>Total of funds</b>	<b><u>£8,815.06</u></b>
<b><u>Balance held by DPC following authorisation of payment of cheques listed</u></b>	
<b>Precept Funds</b>	<b>£ 1,942.12</b>
<b>Ring fenced and third party funds</b>	<b><u>£ 8,815.06</u></b>
<b>Total funds</b>	<b><u>£10,757.18</u></b>

064/25/2: The May HSBC bank statement had not been received so a cash book/bank statement reconciliation could not be performed.

**064/25/3 – Review of the Internal Auditor's two audit reports.**

The Internal Report at Page 3 of the AGAR form was noted - all financial matters are in order. The Audit Report of Mrs J Griffiths dated 4<sup>th</sup> May 2025 was considered. All accounting matters are in order. However, she thinks that DPC's general precept reserves (i.e. excluding the DVH car park maintenance reserves and the Legal Fund reserves) are too low. Last year DPC had £23,628

and this year, due to the playground expense, it is £13,290 of which only £4,475 is part of the precept funds for administering the council. The auditor believes we should carry reserves of nearly 100% of the cost of running the council on an annual basis. This view, which is supported by SALC, was discussed. The consensus opinion of the councillors was that it would not look good to ratepayers if DPC sought a precept in January 2027 of, say, £7500, when they held precept reserves of a similar sum. It was agreed the matter will be further considered in January 2026 when the 2026/2027 Precept will be set.

**064/25/4** – Review and approval of Section 1 of AGAR – the Annual Governance Statement 2024/2025

**064/24/5** – Review and approval of Section 2 of AGAR – the Accounting Statements 2024/2025

**064/25/6** – Review and approval of the dates set for the Notice of Public Rights

The above AGAR documents were considered by councillors and the Chairman **proposed** that they be approved by the council as being correct.

Proposal **seconded** by Cllr. Martyn

**Vote:** Councillors voted unanimously in support of the proposal.

The audit documents will now be displayed on parish council notices boards and on the website. The approved documents will be submitted to PFK Littlejohn, the external auditors, for the additional audit required as DPC expenditure and income had exceeded £25,000 in this financial year.

**065/25 – To agree the dates of the meetings for the forthcoming year.**

Wednesday 14th May 2025 Annual Parish Meeting & AGM/ monthly meeting	7.30pm	Diddlebury Village Hall
--	--------	-------------------------

Wednesday 25 <sup>th</sup> June 2025	7.30pm	Westhope Village Hall
--------------------------------------	--------	-----------------------

Wednesday 23 <sup>rd</sup> July 2025	7.30pm	Diddlebury Village Hall
--------------------------------------	--------	-------------------------

No meeting in August 2025

Wednesday 24th September 2025	7.30pm	Westhope Village Hall
-------------------------------	--------	-----------------------

Wednesday 22nd October 2025	7.30pm	Diddlebury Village Hall
-----------------------------	--------	-------------------------

Wednesday 26th November 2025	7.30pm	Diddlebury Village Hall
------------------------------	--------	-------------------------

No meeting in December  
2026

Wednesday 28 <sup>th</sup> January 2026	7.30pm	Diddlebury Village Hall
---	--------	-------------------------

Wednesday 25th February 2026	7.30pm	Diddlebury Village Hall
------------------------------	--------	-------------------------

Wednesday 25th March 2026	7.30pm	Westhope Village Hall
---------------------------	--------	-----------------------

Wednesday 22nd April 2026	7.30pm	Diddlebury Village Hall
---------------------------	--------	-------------------------

Wednesday 27<sup>th</sup> May 2026                      7.30pm                      Diddlebury Village Hall  
Annual Parish Meeting/AGM/monthly meeting  
The Chairman **proposed** that the meeting dates be approved  
Cllr. R Povall **seconded** the proposal  
**Vote:** Unanimous in support

**066/25– Any Other Business (for the dissemination of information only)**

066/25/1 – Chairman’s report. The Chairman advised in May he had spent time pursuing and investigating the rejection of Mr & Mrs Donovan’s planning application. He discussed with Jacki Watts her son’s interest in becoming a DPC councillor and he had arranged for notices seeking an additional councillor to be co-opted onto DPC to be published. The co-option matter to be an agenda item on the June agenda. With Cllr. Martyn he had viewed a potential problem with the stream’s bank at Peaton Strand. He had prepared the planning applications for the meeting. He had discussed the parking congestion at DVH with the headmaster. With his wife he had attended a Garden Party at Buckingham Palace hosted by HM the King, Queen Camilla and other members of the Royal family.

066/25/2 – Cllr. Rattu had been contacted by the Chairman of a neighbouring parish who was concerned that notices he had posted on DPC’s notice boards had been removed. It was established that a view was being taken by some residents that DPC notice boards are only for Diddlebury parish use. This is not correct. They are foremost for DPC statutory notices, and then any remaining space can be used by anyone in the Corvedale who wishes to advertise events etc. Notices to this effect will be put on each notice board.

066/25/3 – Cllr. Watson advised she had offered to assist WVH committee with a grant application for heating, only to discover they had already received a grant. Mrs Worthington advised they were still awaiting estimates of the cost, so don’t know yet if they have sufficient funds.

Cllr. Martyn gave his apologies for the June meeting.

There being no further business to conduct, the Chairman thanked everyone for their attendance and closed the meeting at 9.30pm.

**The next meeting will be on Wednesday 25<sup>th</sup> June 2025, 7.30pm at Westhope Village Hall**

**Minutes signed by:** David Hedgley

**Dated:** 25<sup>th</sup> June 2025