

Sheriffhales Parish Council

*Including the communities of Sheriffhales, Lilyhurst, Burlington, Heath Hill,
Weston Heath, Redhill and Chadwell*

Minutes of a the Parish Council Meeting
held in Sheriffhales Village Hall
on the 08th September 2016 at 7.30pm.

Present:	Cllrs: Mr Peter Bonsall (Chairman); Mr J Horne, Mrs A Jackson, Mrs Janet Jones; Dr A MacWhannell, Mr R Maddocks, Mr N Pulker & Mr Gordon Tonkinson.
In attendance:	Joanne Fellows – Clerk, Cllr Kevin Turley - Shropshire Council Shropshire

01/SEP16 **CHAIRMAN'S WELCOME AND ANNOUNCEMENTS**

Cllr Bonsall welcomed all present and welcomed Cllr A Jackson back following her absence.

02/SEP/16 **APOLOGIES**

J Webb – holiday

03/SEP/16 **DISCLOSABLE PECUNIARY INTERESTS**

Cllr J Horne asked for it to be noted that Cllr K Turley is his brother in law.

04/SEP/16 **DISPENSATION**

There were no dispensations.

05/SEP/16 **PUBLIC PARTICIPATION SESSION**

Hedge Cutting Playing Field access

SLB Maintenance undertook cutting back hedge on access point to the playing field. Mr P Kind advised the council that he subsequently asked a different contractor to cut the hedge further where it adjoins his property. Mr P Young clarified that on the day the contractor undertook the work Mr Kind was unavailable so had asked for the hedge to be cut upto the playing field sign. The chair asked Mr Kind to confirm what specification can be agreed so that when future works are carried out this is considered. Mr Kind advised to cut hedge to top of fence and post where it adjoins his property as this gives good visibility across field. Item 10 on agenda covers further discussion.

Hedge Cutting around the playing field

Mr P Kind advised the council that there are some trees that need cutting back as they block light to his property. Mr Young concurred and said there are other properties that are being affected. Cllr N Pulker asked if tree work on the playing field needs planning permission. The Chair confirmed that the field is not within the conservation area so would not require planning permission. **ACTION** clerk to clarify. Item 10 on agenda covers further discussion.

Footpaths

Mr Young said that he was going to speak with SLB Maintenance about getting a quote to tidy up the footpaths however he felt that until the farmer had cut back their hedge he could not give a clear job specification to quote upon. Item 10 on agenda covers further discussion.

Heath Hill

Cllr J Horne has had a concern raised directly with him about the area by the bench that the cherry tree needs cutting back and the grass cut. Item 10 on agenda covers further discussion.

It was **PROPOSED** for the works above to request a one off job to remedy issues. Then to build into contract/s going forward. Discussed further item 10 on agenda.

Mobile Camera sign

It had been observed that approaching the village the sign advising motorists of speed cameras had been damaged. This had been raised with the clerk yesterday. However it was noticed that today the sign had been replaced.

No through road sign

Mr Young spoke with the clerk yesterday to request that a no through road sign is erected where he lives. There are a number of delivery vans who drive up road then have to reverse back when they realise that it is a dead end. **ACTION** Clerk to raise request with highways team.

06/SEP/16 **MINUTES** - To approve and sign the minutes dated 14th July 2016.

The minutes were signed as a true record subject to the following corrections being made:

Page 3 - 07/JUL/16 – delete “Cllr G Tonkinson has made further enquiries with the Environment Agency and it was suggested that a diary is kept and submitted to them which would aide concerns raised.” Replace with “Cllr G Tonkinson commented that when livestock is cleaned out, whether it is pigs, cattle, poultry you will inevitably get a smell.”

A copy has been placed in the minute book.

07/SEP/16 **MATTERS ARISING** – Any matters arising from the minutes

Page 2 – AED. Cllr G Tonkinson informed councillors that Newport Town council are offering AED training should anyone be interested, however places are limited.

Page 9 – SaCREC. Cllr G Tonkinson asked if the SaCREC meetings are open to the public. The Chairman confirmed that they are and minutes are available from meetings held.

Cllr R Maddocks asked if the 2nd tranche of monies had been received by the parish council. The Chairman confirmed that £9,520.92 had been received in July 2016.

08/SEP/16 **PARISH PLAN**

Cllr A MacWhannell said that he has been analysing the data from the latest statistics provided by Shropshire County Council. The population has changed even though there have

been no new builds in parish. The reason being is many properties have sub-divided so occupancy has increased overall.

Details of the parish plan were published in the July edition of the parish magazine which has not provided much response. During August open afternoon sessions were held every Friday afternoon, where turnout was small but positive. At the coffee afternoons residents had the opportunity to look at parish plan data and raise their own comments. It was found that concerns over street lighting, road safety, and traffic in the village continue to be main issues. Some people in the outlying communities have expressed their interest in getting involved. Cllr A MacWhannell has liaised with the Rural Communities group about professionally drafting a questionnaire to be issued to all parishioners. One focus is to reach every household in the community including difficult to get to groups such as the elderly and young people. It is hoped to issue questionnaire end of September 2016.

Cllr G Tonkinson said it is important to look at the whole picture including businesses, sports centre, housing, agriculture and would suggest that the council needs to develop neighbourhood plan (next item on agenda).

Cllr N Pulker asked all councillors to acknowledge work undertaken by Cllr A MacWhannell and team that have worked on the parish plan. All **AGREED**.

There is no requirement for a deadline for parish plan completion but it is envisaged that work will be completed by end of this year.

09/SEP/16 **NEIGHBOURHOOD PLAN**

Cllr G Tonkinson both parish and neighbourhood plans need to remain on agenda and look at how we move forward to achieve what is set out in plans.

Cllr J Horne commented that he did not dismiss a neighbourhood plan but the council need to be aware of expenses that will be incurred. It will not just be the writing of plan but the need to go to referendum to be adopted and also the Secretary of State needs to review.

The Chairman said that he believed a neighbourhood plan had been decided previously and asked for a volunteer to champion taking the plan forward.

Cllr G Tonkinson volunteered to work in conjunction with Cllr A MacWhannell and the parish plan. Cllr J Horne **PROPOSED** Cllr G Tonkinson as champion, Cllr R Maddocks **SECONDED**, all **AGREED**.

10/SEP/16 **PLAYING FIELD**

Hedges

It was **AGREED** to get the hedges tidied up as a one off job. Cllr J Horne volunteered to draft a job specification for work to be undertaken by contractor.

Play equipment

The parish council have received play inspection report and there are some recommendations for works to be undertaken. A quote has been received from SLB maintenance. In line with council policy other quotes will be obtained before final decision is agreed. Shropshire Councillor Kevin Turley said he would provide clerk with a contact who has a list of approved contractors, where quotes can be sought.

Contracts

Further to discussion at point five on agenda it was **AGREED** to draw up job specifications for contracts for cutting grass, hedges, footpaths and general maintenance. The clerk will liaise with Cllr J Horne with regards to specifications.

Christmas Lights

The Chairman asked Mr P Young if any new Christmas Lights were required for 2016. Mr P Young replied that he believes he has everything he needs for this season.

11/SEP/16 **FOOTPATHS**

Sheriffhales walking group have been surveying the footpaths within the parish and of the 24 paths it was found that most are unsatisfactory (this includes bridleways). Cllr A MacWhannell tabled a copy of reports, maps and photographic evidence which will be circulated to councillors. This report all forms part of the parish plan work and there is a meeting to be held with Shropshire County council shortly. Cllr A MacWhannell expressed his gratitude to Sheriffhales walking group for collating all the information.

Cllr G Tonkinson said that he had received a letter in May detailing that a stile on his property was found to be dangerous. The following day he went to investigate and found that the stile had been sawn through and was not due to general wear and tear. This is not the only instance and informed councillors that stiles are being vandalised.

Cllr John Horne asked for confirmation if the County council still fund paths. Cllr K Turley confirmed that there is no statutory requirement and with cutbacks funding has been cut back.

12/SEP/16 **PLANNING APPLICATIONS –**

Reference	Address	Description	Decision
16/03583/FUL	Park Lodge, Lilleshall Hall Drive, Lilleshall	Installation of oil tank on existing concrete base	No objection
16/03584/LBC	Park Lodge, Lilleshall Hall Drive, Lilleshall	Listed building consent for the installation of oil tank on existing concrete base	No Objection
16/03955/TCA	The Old Smithy, The Rock, Sheriffhales	To fell 2No Yew Trees, 6No Sycamore Trees, 4No Elm/Sycamore trees and remove 2no large limbs of 1No Oak tree	Further information required

ACTION: 16/03955/TCA Clerk to obtain tree analysis report to enable councillors to make formal comment.

13/SEP/16 **PLANNING APPLICATIONS DECISIONS –**

Reference	Address	Description	Decision	Decision Dated
16/02372/FUL	Newhouse Farm , Chatwell Lane, Weston Cross Roads, Blymhill, TF11 8JH	Erection of single storey rear link extension (orangery)	Granted	27/07/16
16/02456/FUL	46 Church Lane,	Erection of a two storey rear	Granted	22/08/16

	Sheriffhales, TF11 8RD	extension		
16/02457/LBC	46 Church Lane, Sheriffhales, TF11 8RD	Internal and external alterations affecting a Grade II Listed Building	Granted	22/08/16
16/02330/FUL	Dwelling Redhill Stud, Crackleybank	Erection of one detached dwelling	Withdrawn	24/08/16
16/03060/TCA	Sheriffhales Primary School	To fell 1No Norway Spruce Tree, 1No Birch Tree and 1No Ash Tree	Granted	10/08/16

It was noted that an enforcement notice dated 25/08/16 in respect of Redhill Stud, Crackleybank, Sheriffhales, Shropshire, TF11 8RZ has been received – not for public discussion.

14/SEP/16 **PRH4ME CAMPAIGN**

Cllr A MacWhannell explained that Telford and Wrekin Council have set up a scheme to enable people to show support for keeping services at Telford hospital. It shows level of support and more information about delivery of health care in locality. As a parish council we support retention of certain services at the Princess Royal hospital especially as some are under threat. It was **PROPOSED** by Cllr N Pulker that the parish council sign up to support the campaign, Cllr J Jones **SECONDED**, all **AGREED**.

15/SEP/16 **ROAD SAFETY ISSUES**

Councillors A MacWhannell, G Tonkinson, J Webb and Shropshire Councillor K Turley met with Alice Dilly (Shropshire Council Highways) on the 30th August 2016.

Councillors raised road safety concerns that affect the parish.

Crackley Bank and Burlington junction

It was recognised that these junctions also encompass Shifnal Town Council. The clerk has been in contact with Shifnal clerk to arrange a joint meeting in connection with the issues. Cllrs expressed to Alice concerns over road safety at named junctions. Alice suggested that under the road safety policy Sheriffhales Parish council should raise their concern and ask for consideration at the next highways review meeting where all applications are considered.

Sheriffhales Village speed limit

Alice said that 20mph speed limits are normally considered in town centres and by schools. To enforce a 20mph there would need to be change in road conditions to reduce speed i.e.: speed bump, chicane, island etc. Currently Sheriffhales would be low on priority for consideration however if the parish wish to self fund then support (not financial) would be given. Alice has looked at similar road improvements and potentially the council could be looking to fund in the region of £100k. If the parish council proceed then there would be ongoing funding requirements for maintenance.

16/SEP/16 **SMELL IN VILLAGE**

There have been numerous complaints about a smell in the village which is believed to come from neighbouring farm. The clerk has written to the farm owners Caroline and Anthony

Robinson and they kindly attended the meeting.

Anthony explained that he wants to work with the parish council and help identify where source of smell is coming from. He went on to explain that they do everything they can to minimise environmental impact. Anthony said that councillors would be welcome to come and visit, especially when the smell occurs so that they can assess for themselves if that is source of problem. The clerk has made a note of contact details for Anthony and can raise issues directly.

ACTION the clerk will catalogue concerns raised to see if any trends can be identified.

The parish council acknowledged that farming can have implications however when significant members of the public feel affected then action has to be taken.

ACTION article to be placed in parish magazine advising residents course of action.

The Chairman thanked Caroline and Anthony for attending.

17/SEP/16 **FINANCE** – *To approve and sign the following:*

- a) It was **RESOLVED** to approve and sign the cheque payments.

<i>Cheque Number</i>	<i>Description</i>	<i>Amount £</i>
001130	SLB Grounds Maintenance – playing field hedge	36.00
001131	Mazars – audit	240.00
001132	Information Commissioner – data protection registration	35.00
001133	Clerk – scanner/printer (transparency part funded see item e), Dictaphone	300.95

- b) It was **RESOLVED** to approve and sign the cheque payments after the agenda was sent out.

001134	Clerk expenses, inc storage	218.77
001135	Clerk salary, including website development	767.07
001136	HMRC	191.80
001137	Alan Harding grass cutting July / August 2016	288.00
001138	SLCC – CiLCA registration	250.00
001139	Shropshire Council electoral role	21.50

- c) It was **RESOLVED** to approve and sign the Reconciliation and Bank Statements for the month July 2016.
- d) It was **RESOLVED** to approve and sign the Receipts and Payments for the month of July 2016.
- e) The parish council have been successful in their application for transparency grant funding to cover website development and scanner costs, grant awarded £917.22.

18/SEP/16 **SPENDING PLAN REVIEW**

Having received all the solar funding, the council have circa £60k in the bank currently. There is some committed spending against this for the remaining financial year and commitments such as playing field refresh and village hall contribution. However this would still leave a healthy balance so it was requested that councillors consider a plan for this and the next

financial year.

Cllr R Maddocks **PROPOSED** that we defer to next meeting where precept will be discussed. All **AGREED**.

ACTION - Clerk will provide councillors financial statements and projections ready for councillors to review at next meeting.

19/SEP/16 **COMMUNITY ALLOTMENT**

A member of the community has asked the parish council for support for a setting up a community allotment. If it can be proven that 6 or more people are interested then the council will commit their support.

20/SEP/16 **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

At the meeting held 14th July 2016, it was agreed to proceed with the purchase of an AED. Cllr J Webb has been looking at possible locations where to site the AED. There are two proposals a) Village Hall b) Pinfold.

Both sites were discussed in detail and a vote was taken, 2 Village Hall, 4 Pinfold, 2 Abstained

Pinfold site **PROPOSED** by Cllr G Tonkinson, **SECONDED** Cllr J Horne.

ACTION the clerk will speak with Mr Cliff Medicott - Community Response Manager, West Midland Ambulance service and arrange purchase.

Cllr R Maddocks left 9:35PM

21/SEP/16 **DELEGATES REPORTS**

None tabled.

22/SEP/16 **ELECTIONS**

Parish Council elections are due May 2017 so councillors were asked to consider and agree promoting the elections and the material that could be added to council websites. SALC have emailed a template poster and leaflet. It was **AGREED** that councillors will review templates and guidance and defer to the next meeting for discussion. **ACTION** the clerk will send a copy of email to Cllr G Tonkinson.

23/SEP/16 **WEBSITE**

- a) Sheriffhales Parish Councillor e-mail addresses have been set up. The clerk has emailed instructions on setting them up. It was **AGREED** that all councillors would move to using their Sheriffhales Parish Council email addresses.
- b) The parish council website is now up and running www.sheriffhalesparishcouncil.uk. Cllr N Pulker **PROPOSED** a vote of thanks for the clerk who has undertaken development work, all **AGREED**
- c) A copy of the standing orders will be published on the website. The clerk had asked councillors to review and agree before publication. It was **AGREED** to make the following amendments:
 - Page 5 - 3f "The total period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting."
 - Page 5 – 3g "Subject to standing order 3(f) above, a member of the public shall

not speak for more than 3 minutes unless directed by the chairman of the meeting.”

- Page 7 – 3w “A meeting shall not exceed a period of 2 hours, or following vote of the councillors maybe extended until urgent business has been transacted.”

24/SEP/16 **DATE OF NEXT MEETING**

Thursday 10th November, 2016 at 7.30PM, Sheriffhales Village Hall

25/SEP/16 **CLOSED SESSION: CLERK’S TERMS & CONDITIONS**

- a) Pension – Every employer with at least one member of staff will be required by law to provide a workplace pension, if their employees meet the qualifying criteria. This has been reviewed and actioned accordingly.
- b) Job specification- This has been agreed with nominated councillors.
- c) Appraisal review date – It was **AGREED** the nominated councillors will undertake appraisal February 2017.
- d) CiLCA training – As part of job development it was **AGREED** that the clerk can undertake CiLCA training. There is an initial £250 registration fee, CiLCA course fees and additional training hours.

Meeting closed at 09:50PM