

Sheriffhales Parish Council

Including the communities of Sheriffhales, Lilyhurst, Burlington, Crackley Bank, Heath Hill, Weston Heath, Redhill, Chadwell and Lilleshall Hall.

Minutes of Parish Council Meeting
held in the Village Hall, Sheriffhales
on the 11th May 2017 at 7.30pm.

Present:	Cllrs: Dr A MacWhannell (Chairman); Mr J Bubb; Mr P Green; Mr J Horne; Mr N Pulker; Mr Gordon Tonkinson Mr K Turley & Mr J Webb
In attendance:	Joanne Fellows – Clerk,

01 **NEW COUNCIL FORMED**

a) Councillors signed Declaration of Office

02 **ELECTION OF CHAIRMAN**

a) It was **PROPOSED** by Cllr N Pulker and **SECONDED** by Cllr J Webb that Cllr A MacWhannell should stand as Chairman. **ALL AGREED.**

b) Chairman signed the Declaration of Office

03 **ELECTION OF VICE CHAIRMAN**

a) It was **PROPOSED** by Cllr N Pulker and **SECONDED** by Cllr G Tonkinson that Cllr J Webb should continue as Vice-Chairman. **ALL AGREED.**

b) Vice Chairman signed the Declaration of Office

04 **CHAIRMAN WELCOME**

Cllr A MacWhannell welcomed all present.

05 **CO-OPTION OF COUNCILLOR**

It was **AGREED** to defer to next scheduled meeting to allow more time for applications to come forward.

06 **APOLOGIES**

None received.

07 **PRESENTATION FOR FORMER COUNCILLORS**

Invitations will be sent to former Councillors to attend a future meeting where presentations to them can be made.

08 **DISCLOSABLE PECUNIARY INTERESTS**

Councillors signed declarations.

09 **DISPENSATION**

None received

10 **PUBLIC PARTICIPATION SESSION**

Notice Board by Church

Mr Peter Young informed the council that the notice board by church was in urgent need of repair due to rot in one of the supporting posts.

Bins and Churchyard waste disposal

Mr Peter Young raised continuing concerns about waste bin provision in the cemetery.

Aston Street Car Park Shifnal

Numerous concerns were raised about worsening car parking in Shifnal. In response Cllr K Turley said that this matter has been raised with Shifnal Town council and that a report has been commissioned to look at options for improvement.

Culvert Collapse

Numerous concerns relating to closure of The Back Lane were raised. The Clerk informed the council that our Website has been updated to publicise the closure and Shropshire Council had informed local residents directly.

11 **MINUTES**

(New members abstained from discussion). The minutes dated 09th March 2017 were signed as a true record subject to a minor correction to the narrative being made.

.A copy has been placed in minute book.

12 **MATTERS ARISING** – not covered elsewhere on agenda

Cllr J Webb asked if a retrospective comment could be made about planning application for Burlington House. It has been noticed that lorries exceeding the 2 ton limit have been visiting the site. **ACTION** the clerk will email R Fortune / G Downes advising them of situation.

13 **COUNCILLOR CORRESPONDENCE AND CONTACTS**

The clerk circulated a table of contact details for Councillors to check and agree publication.

14 **MEMBERS TO ADOPT THE FOLLOWING:**

It was **AGREED** to defer to next meeting.

- a) Standing Orders
- b) Financial Regulations
- c) Financial Risk Assessment
- d) Assets Register

15 **REVIEW OF THE COUNCIL'S REPRESENTATION ON EXTERNAL BODIES** and Committees

The following representation was **AGREED**.

Organisation / Committee	Councillor/s as at May 2016
Planning	Any 5 Councillors
Community Council	Cllr J Horne
Highways Liaison	Cllr G Tonkinson
Joint Local Committee	Cllrs A MacWhannell and Cllr N Pulker
Parish Footpaths	Cllrs A MacWhannell
Press Contacts	Cllr A MacWhannell and clerk
Public Transport Contacts	Cllr K Turley
Road Safety Committee	Cllr G Tonkinson
Solar (SaCREC)	Cllrs P Green and Cllr N Pulker
Tree Warden	Cllr J Horne
Village Hall Committee	Cllr N Pulker
Website Liaison	Cllr J Webb and clerk
Young People and Children Officer	Cllr P Green

Training for Councillors.

Cllr J Horne asked for detail on the availability of training courses for councillors. It was **AGREED** to defer this to a future meeting to enable full discussion and up to date information to be available.

Standards Committee – deferred to a future meeting.

STAFFING COMMITTEE

It was **AGREED** to appoint Cllr A MacWhannell (Chair), Cllr N Pulker and Cllr J Webb.

16 **PLANNING APPLICATIONS –**

Cllr N Pulker declared interest and left room for this item.

Reference	Applicant	Address
17/01828/TCA	N Pulker	Walnut Tree Cottage, Church Lane, Sheriffhales. TF11 8RD
Description		
Crown reduce by 2-3 metres 1No. Walnut tree and crown reduce by 1-2 metres 1No. Maple tree within Sheriffhales Conservation Area		
Parish Council Comments		
No objection recorded, subject to SCC undertaking full analysis of application.		

Cllr A MacWhannell declared interest and left room for this item.

Reference	Applicant	Address
17/01568/FUL	Dr MacWhannell	Sheene House , Church Lane, Sheriffhales, TF11 8RD
Description		
Erection of enclosed porch with downstairs w.c. following demolition of existing porch		
Parish Council Comments		
No objection.		

Cllr A MacWhannell declared interest and left room for this item.

Reference	Applicant	Address
17/01569/LBC	Dr MacWhannell	Sheene House , Church Lane, Sheriffhales, TF11 8RD
Description		
Erection of enclosed porch with downstairs w.c. following demolition of existing porch; removal and widening of existing kitchen window and installation of 3 light kitchen window to match existing on opposite wall affecting a Grade II Listed Building		
Parish Council Comments		
No objection.		

Reference	Applicant	Address
17/01145/FUL	Mr T Darrall (Fort St Margaret, Clee St Margaret, Craven Arms, SY7 9DT)	Barn At, Village Farm, Sheriffhales, Shifnal, Shropshire, TF11 8RD
Description		
Conversion and erection of two storey extension to form one residential dwelling (modification to previously approved); erection of garage; to include some demolition of outbuildings		

Parish Council Comments

Not supported. It was felt that the development is not in keeping with surroundings.

17 PLANNING APPLICATIONS DECISIONS

For Information only

REFERENCE	ADDRESS	DESCRIPTION	DECISION	DATED
17/00755/FUL	Amberleigh Care Ltd, The Oaks, Redhill, Shifnal, Sheriffhales, Shropshire, TF2 9NZ	Erection of single storey extension to create laundry facility	Grant Permission	13/04/17
16/5069/FUL	Church Hall, Sheriffhales, Shropshire, TF11 8RA	Erection of bar/meeting room extension and lean-to store extension	Grant Permission	11/04/17
17/00582/FUL	Westridge, Burlington, Sheriffhales, Shropshire, TF11 8JE	Erection of single storey infill glazed extension; conversion of outbuilding to form extension to existing dwelling	Grant Permission	03/04/17

18 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The parish council was informed that the BT phone box had now been purchased. Resuscitation Training organised for April had been cancelled and the clerk will arrange re-booking a training session.

19 FINANCE

It was **RESOLVED** to approve and sign the following:

a) *Cheque payments*

Chq No.	PAYEE	Description	Amount
1168	Cllr G Tonkinson	Cllr paid contractor for Hedge cutting	£55.00
1169	Jo Fellows	Apr/May salary plus expenses	£754.51
1170	HMRC	Clerk Tax	£148.00
XXXX	A&B Landscaping	1 st instalment of footpath works (awaiting invoice when agenda issued)	Not raised

b) Income - Precept – £15,000 received

c) To sign the End of Year

- i) Reconciliation and Bank Statements for the month of March 2017
- ii) Receipts and Payments including income and expenditure spreadsheets
- iii) Annual Governance form
- iv) Sign the Annual Return for 2016-17
- v) Confirm exercise of public rights - the clerk **PROPOSED** to follow the dates that Mazars had issued and start the inspection period 05th June 2017 which will then run to 14th July 2017. All **AGREED**. The clerk will email copies of the notice to be displayed on notice boards and update website at appropriate time.

d) Bank signatories

It was **AGREED** Cllr A MacWhannell will be signatory along with existing signatories Cllr N Pulker and Cllr J Webb.

- 20 **SMELL IN THE VILLAGE**
The clerk is continuing to keep a log of incidents reported to her. The clerk will liaise with the Chairman over next course of action.
- 21 **ROAD SAFETY**
Highways team to be notified of the poor visibility of the Weight restriction signs at Crackley Bank.
Crackley Bank Traffic congestion and safety concerns were highlighted and it was agreed that an approach would be made to work with Shifnal town Council over this matter..
- 22 **COMMUNITY LED PLANNING**
Parish Plan base questionnaires to be sent out soon.
Neighbourhood planning to be deferred to next meeting.
- 23 **BINS**
Provision of Bins for disposal of waste from cemetery was discussed and will be taken forward with Mr Young outside the meeting.
- 24 **NOTICE BOARDS**
Provision of noticeboard at Heath Hill. It was **AGREED** to make further enquiries throughout the parish on preferred methods of communication and engagement and after this work has been done agree on specific actions
- 25 **WOODCOTE QUARRY**
The council noted that no planning application has been received but it has been observed that trees and plants have been cut back on site. Concerns relating to traffic flows and environmental impact were again raised. **ACTION** Clerk to explore arrangement of a meeting to discuss with stakeholders. Cllr A MacWhannell, Cllr K Turley, Alice Dilly and Gemma Lawley and possibly quarry representatives to be invited.
- 26 **CIVIC SERVICE**
Confirmation and invitation to attend 2nd July 2017, 3pm.
Invitations will be sent out.
- 27 **DATE OF NEXT MEETINGS**
Extra Meeting 15th June 2017 7:30PM, Sheriffhales Village Hall
Thursday 13th July 2017 at 7.30PM, Sheriffhales Village Hall

The Chairman declared the meeting closed at 9:30PM