

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 14th July 2016 at 7.30pm.

Present:	Cllrs: Mr Peter Bonsall (Chairman); Mrs Janet Jones; Mr Gordon Tonkinson and Mr John Webb.
In attendance:	Joanne Fellows – Clerk, Cllr Kevin Turley - Shropshire Council Shropshire Mr Cliff Medicott - Community Response Manager, West Midland Ambulance service Cllr Dave Shaw – Lilleshall Parish Council Chairman Cllr Bill Harper – Chetwynd Aston & Woodcote parish councillor

01/JUL/16 CHAIRMAN'S WELCOME AND ANNOUNCEMENTS

Cllr Bonsall welcomed all present.

02/JUL/16 APOLOGIES

A Jackson – unwell
J Horne – work commitment
N Pulker – holiday
R Maddocks – other commitment
A MacWhannell – work commitment

03/JUL16 DISCLOSABLE PECUNIARY INTERESTS

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

Item 11/JUL/16 (Ref: 16/02456/FUL & 16/02457/LBC) – Cllr P Bonsall declared that he is the owner of the property.

04/JUL/16 DISPENSATION

There were no dispensations.

Cllr G Tonkinson asked for clarification as to whether dispensation requests should be addressed to the Chairman or Clerk.

ACTION The Clerk will make further enquiries with regards to wording.

05/JUL/16 PRESENTATION BY CLIFF MEDLICOTT – Automated External Defibrillator (AED)

Cliff Medicott who is a Community Response Manager for the West Midland Ambulance service gave a presentation on the village having an Automated External Defibrillator (AED).

Cllr J Webb advised Cliff that the parish council have previously investigated buying an AED

but due to factors of price and training first responders the idea had been put on hold. Now the parish council are in a position to re-consider purchasing AED.

Cliff briefed the following:

- He does not sell units directly but has contacts who sell AED's and they are currently available for £999 plus VAT which includes the storage box and defibrillator.
- AED's are extremely user friendly and first responders are not required
- Training on using the AED could be provided free of charge and is available for anyone who wants to participate.
- The unit itself needs a 5amp power supply.
- The battery has an average lifespan of two and a half years.
- Location is paramount to ensure 24 hour access and power supply.
- After every use the pads and battery will need to be replaced, but spares will be provided.
- The ambulance service holds the code to the box and if someone calls they are advised of the nearest AED and its code.
- The AED will self check itself every day and will beep if attention required.
- Once purchased the AED will belong to the Parish Council.
- It would be up to the Parish Council to decide if insurance is purchased
- Overall average 95% of AED's are used every year, some more than once.

The Chair thanked Mr Medicott for his presentation, Mr Medicott left the meeting.

It was **PROPOSED** by Cllr Bonsall and **SECONDED** by Cllr Tonkinson that the Parish Council should procure an AED with location to confirmed. **ALL AGREED.**

ACTION Cllr J Webb will look at possible locations and bring back findings to next meeting in September.

It was **AGREED** to advertise training in the Parish Newsletter and on the website when known.

06/JUL/16 LILLESHALL NEIGHBOURHOOD PLAN PRESENTATION

Cllr Dave Shaw, Chairman of Lilleshall Parish Council gave a presentation on their Neighbourhood plan. Copy of presentation tabled at meeting (appendix a)

The presentation outlined:

- What is a Neighbourhood plan?
- The benefits of a Neighbourhood plan
- Telford's plan spans 2011-2031, Shropshire County Council runs to 2026
- Inclusion within the plan
- The plan has to follow the national framework rules
- Developing a plan
- Need to decide who will produce plan, if done as community group you have to have at least 21 members representing community. Much simpler if you stick to a designated area of a single parish. Once agreed Shropshire Council would support.
- Steering group set up, core team
- Action plan template to ensure targets met
- Support from others such as SRCC Shropshire Rural County Council (contact R Wallace)

Cllr G Tonkinson **PROPOSED** that Sheriffhales continue to liaise with Lilleshall and work together. Cllr P Bonsall **SECONDED**, all **AGREED**

Cllr J Webb asked if the fact that Lilleshall is governed by Telford and Wrekin Council and Sheriffhales by Shropshire County Council would this cause any issues. Mr D Shaw said that collaboration between authorities is necessary especially as the parishes border each other and should not cause issues but would strengthen working relationships.

Cllr P Bonsall **PROPOSED** to add to next meeting to discuss in more detail, all **AGREED**.

Mr D Shaw to include Sheriffhales clerk on distribution group for Neighbourhood Plan correspondence. Also information is available on the Lilleshall website.

Cllr P Bonsall thanked Mr Shaw for comprehensive presentation. Mr Shaw left the meeting.

07/JUL/16 **PUBLIC PARTICIPATION SESSION**

Playing field, play equipment and footpath issues

Peter young tabled memo (appendix b) for Councillors to consider at items 18 and 19 on agenda.

Community Allotment

Mr P Green asked whether the Parish Council would consider getting involved in helping to set up community allotment within parish. Use of land would need to be arranged, ie; whether a landowner would be willing to release land for community project

Cllr P Bonsall **PROPOSED** item is added to next meeting agenda for full discussion. All **AGREED**

Smell in village from pig farm

This matter has been raised previously, Cllr P Bonsall confirmed it is an Environmental issue and needs to be raised as an issue directly with them. Cllr G Tonkinson commented that when livestock is cleaned out, whether it is pigs, cattle, poultry you will inevitably get a smell.

Minutes from 12th May meeting

Cllr K Turley asked if the minutes note accusation regarding conflict of interest. Matter raised under next item on agenda.

08/JUL/16 **MINUTES** - To approve and sign the minutes dated 12th May 2016.

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

Page 1 item 2/16b – should read Vice Chairman not Chairman

Page 5 item 16/16 – Cllr G Tonkinson asked for insertion, where it says “Cllr J Webb is right in his assumption”, the fact that he made it clear that the necessity for lighting (or not) comes further down the process when Shropshire Council decide to progress with a zebra crossing

(or not).

Page 5 item 16/16 – To insert “Cllr G Tonkinson raised the question of the fact that Cllr J Horne and Cllr K Turley are brother in laws and that this should be declared due potential conflict of interest”.

Page 7 item 25/16 – to replace the word broken with vandalised.

A copy has been placed in the minute book.

09/JUL/16 MATTERS ARISING - Any matters arising from the minutes

Page 2 – item 9/16 “Clarification over process for reviewing minutes was confirmed that the draft goes to the Chair for review and amendments. Then the Councillors have the opportunity to update at next meeting”. Cllr G Tonkinson wanted it noted that he disagrees with process. Cllr P Bonsall confirmed that following Chairmanship training it is correct process.

Page 4 – item 15/16a King Street. Cllr G Tonkinson has made enquiries about use of land. There is planning permission in place. The Highways department have no issues especially as the new entrance on King Street is being used.

Page 5 – 16/16 Road Safety. Cllr G Tonkinson referenced the confidential letter issued and believed it should have been discussed at a closed session.

Page 5 – 16/16. Cllr G Tonkinson wanted it noted that anyone can organise a petition.

Page 5 – 18/16 Queen’s 90th birthday celebrations. Cllr J Jones asked for an update on how the celebration event Pippa organised went. The clerk confirmed that an email with a full update had been issued to all councillors in June and will re-issue copy.

Page 6 – 18/16. Souvenir ladybird books have been purchased rather than the mugs as quoted, see item 15/JUL/16

10/JUL/16 CHETWYND ASTON – PAVE LANE QUARRY

Cllr Bill Harper from Chetwynd Aston and Woodcote parish council came to talk with councillors about a planning application at Land south of junction A41 / Pave Lane, Newport. Currently there is a planning application going through reference TWC/2016/0437 for a proposed quarry for the extraction of sand and gravel and importation of inert fill material for the restoration of the site.

Whilst the application is not sited in Sherifhales parish there may be an impact which Bill Harper asked councillors to consider and if necessary voice opinion during planning process. Cllrs P Bonsall, J Jones and G Tonkinson attended open day presentation held in June. Concerns raised :- There will be 120 heavy good vehicles a day using site, when they leave they will join A41 at a junction which is notoriously dangerous. The traffic will add to the volume of traffic that currently uses the A41. The site will be open 6am – 6pm 5 days a week and there will be Saturday opening too. There will be a public weigh bridge on site where additional lorries will be coming to use site. There is a plan to import inert material so there will be return lorries coming back to site over the 120 quoted. There may be consideration to build an island on the A41 to ease lorries turning.

It was recommended that Chetwynd Aston & Woodcote parish council could take matter to committee – Bill Harper to liaise with Cllr K Turley regarding process.

As a parish council it was **DECIDED** to support Chetwynd Aston & Woodcote parish council in their objection. It was **PROPOSED** that councillors will review application individually and post their comments on the Telford and Wrekin planning portal. It was felt that each councillor could bring out their concerns and potential impact for Sheriffhales as a neighbouring parish, all **AGREED**.

Cllr P Bonsall said that planning application details could go into parish magazine. **ACTION** Cllr P Bonsall to provide contact details to Bill Harper for him to submit article to parish magazine.

Cllr P Bonsall thanked Mr B Harper for attending, Mr Harper left meeting.

11/JUL/16 **PLANNING APPLICATIONS –**

Reference	Address	Description	Decision
16/02372/FUL	Newhouse Farm , Chatwell Lane, Weston Cross Roads, Blymhill, TF11 8JH	Erection of single storey rear link extension (orangery)	No Objection
16/02456/FUL	46 Church Lane, Sheriffhales, TF11 8RD	Erection of a two storey rear extension with glazed link, front porch and ancillary external works to the dwelling. Erection of a detached garden annex and timber open fronted double garage	Cllr P Bonsall left the room during discussion No objection
16/02457/LBC	46 Church Lane, Sheriffhales, TF11 8RD	Internal and external alterations affecting a Grade II Listed Building to include erection of a two storey rear extension with glazed link; erection of a front porch; insertion of a dormer window; other minor ancillary external works; internal reconfiguration to create a first floor bathroom; erection of a detached garden annex; erection of a timber open fronted double garage	Cllr P Bonsall left the room during discussion No objection
16/02330/FUL	Proposed Dwelling Redhill Stud, Crackleybank, Sheriffhales, Shropshire	Erection of one detached dwelling with triple garage/workshop and first floor living accommodation; formation of vehicular access	No Objection
16/03060/TCA	Sheriffhales County Primary School, Sheriffhales, Shifnal, Shropshire, TF11 8RA	Fell 1No Norway Spruce Tree, 1No Birch Tree and 1No Ash Tree within Sheriffhales Conservation Area	No Objection

12/JUL/16 **PLANNING APPLICATIONS DECISIONS –**

Reference	Address	Description	Decision	Decision Dated
16/0922/VAR	Oaklea , 96 Damson Lane, Weston Heath, Sheriffhales, TF11 8RU	Variation of Condition No. 2 (approved plans) attached to Planning Permission 14/04712/FUL dated 21 January 2015	Granted	13/05/16
16/00894/FUL	Dwelling North Of Redhill Garage, Redhill, Shifnal, Shropshire	Refurbishment and conversion of redundant building to form one dwelling and double garage	Refused	16/06/16
16/01535/DIS	Lilleshall Hall Lilleshall Newport Shropshire TF10	Discharge of conditions 3 and 4 (Tree Protection) on 16/00554/FUL and 16/00555/LBC for alterations to existing access and pathway to improve accessibility to include landscaping works	Granted	27/05/16
16/01402/FUL	2 Kettlemore Lane, Sheriffhales, Shifnal, TF11	Erection of two storey side extension, ground floor open porch and elevational alterations	Granted	09/05/16
16/02066/FUL	Grange Acre, Weston Heath, Shifnal, TF11	Erection of a 9m x 30m polytunnel for germination of nursery seedlings	Grant Permission	07/07/16
16/02009/FUL	66 Hilton Bank, Sheriffhales, Shifnal, Shropshire, TF11 8RQ	Erection of a workshop/store	Grant Permission	08/07/16

13/JUL/16 **PRH4ME CAMPAIGN**

Cllr A MacWhannell and Cllr N Pulker have been looking at campaign, in their absence item deferred to next meeting.

14/JUL/16 **ROAD SAFETY ISSUES**

Councillors have been in receipt of an email response from Alice Dilly where we had asked for a meeting. From the response from Alice it seems that Shropshire Council need to involve consultants before they can proceed. Cllr J Webb updated councillors that the hedges at

Burlington are still in the hands of Shropshire Council and that discussions are ongoing with landowner. It was **PROPOSED** by Cllr J Webb that we ask Alice Dilly to proceed as necessary **SECONDED** Cllr P Bonsall. Cllr G Tonkinson commented that if the parish council had pursued with vigour back in January a resolution to the issues may have been nearer but **AGREED** with proposal. **ACTION** Clerk to follow up.

Cllr G Tonkinson re-iterated that Sheriffhales has a natural by-pass which must be considered.

15/JUL/16 **QUEEN's 90th BIRTHDAY CELEBRATIONS**

a) Souvenir Book

The Parish Council have purchased Ladybird books commemorating the Queen's 90th birthday which will be distributed to children within the parish. Cllr G Tonkinson is due to present books to pupils of Sheriffhales Primary school tomorrow. For those who do not attend the school copies are available by request from the parish clerk, an advert has been placed in the parish magazine with details

b) Woodland Trust

The Woodland Trust is running a programme for community groups to apply for free trees to plant. It was **PROPOSED** by Cllr P Bonsall to submit application for "Wild Harvest" pack. If successful then it can be decided where to plant trees. All **AGREED**. **ACTION** clerk to submit application form to Woodland Trust.

16/JUL/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>
001123	Waterstones – Queen's 90 th birthday books	458.08
001124	Sheriffhales WI – Civic service refreshments	226.52
001125	Alan Harding Mowing – Apr, May, Jun	432.00
001126	SALC - Cheque 001097 cancelled / replacement issued & training	84.00

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

001127	HMRC	170.80
001128	Clerk Salary Jun/Jul	683.47
001129	Clerk expenses May/Jun/Jul	160.51

c) It was **RESOLVED** to approve and sign the Reconciliation and Bank Statements for the months of May & June 2016.

d) It was **RESOLVED** to approve and sign the Receipts and Payments for the month of May & June 2016.

e) It was noted that the next instalment of the PWLB loan repayment £1,618.91 is due for payment 03rd August 2016.

17/JUL/16 **BROADBAND IN OUTLYING COMMUNITIES**

A letter from King Street Grange Barns Residents Association has been received requesting support from the Parish Council in upgrading to broadband, which was circulated amongst councillors.

The Parish Council fully supports assisting where they can, however having read the letter and from past experience the support that the Parish Council can offer is limited. **ACTION** Cllr J Webb will review letter and copper re-alignment and organise response via clerk.

18/JUL/16 **PLAYING FIELD**

a) Hedges

The entry to the playing field is in urgent need of cutting back. The hedge by the bench and swing also need attention. The clerk has received a quote for £36 from SLB Landscapes to carry out work. Cllr P Bonsall **PROPOSED** to proceed with work, all **AGREED**.

ACTION Clerk to contact SLB Landscapes for work to be undertaken.

b) Play Equipment

Zip slide bushes worn down and dragging, see saw mat has split. The Parish Council are awaiting safety inspection report and once received quotes will be obtained and work undertaken as necessary. It was **PROPOSED** that Cllr P Bonsall and the clerk would review and action, all **AGREED**.

19/JUL/16 **FOOTPATHS**

The footpath from the village to Heath hill needs clearing back. Mr P Young memo suggested waiting until hedges and bank are cut back and then ask Alan Harding to spray end of October.

It was **PROPOSED** to get Alan Harding to undertake work to clear footpath as soon as possible and spray Autumn, all **AGREED**.

ACTION Clerk to contact Alan Harding and ask to undertake work.

Mr P Green asked who he informs about an issue with a footpath or public access. Cllr J Webb said contact the clerk with details and if possible supply photographs.

20/JUL/16 **WEBSITE**

The clerk has been working on developing the Sheriffhales website. Screen shots of progress made tabled at meeting.

The clerk asked Councillors to consider a time scale when the website could potentially go live. It was suggested to have a phased implementation so that the first phase statutory information is available, then the nice to haves can go live later.

Cllr John Webb **PROPOSED** that when ready to let the website go live as it will be ever evolving. All **AGREED**.

21/JUL/16 **PARISH PLAN**

Deferred to next meeting.

22/JUL/16 **DELEGATES REPORTS**

Cllr P Bonsall attended Chairmanship skills course – 28th June 2016

He found the course interesting and highlighted some key points of interest:-

- Standing orders to be clear and concise (recommended that clerk brings copy to every meeting for reference)
- The term Chairman should be used not Chair
- Chairman has casting vote
- Allowance payable
- Suggested to limit time in Chairman role
- Focus of participation
- Agenda should be to decide and action

Should any Councillor require notes or to discuss please approach Cllr P Bonsall.

It was also suggested to purchase a book Local Council Administration – Paul Clayden, RRP £98, which gives a comprehensive overview of parish council workings.

Cllr P Bonsall **PROPOSED** to purchase book for all Councillors to use for reference. All **AGREED**.

ACTION Clerk to purchase book on behalf of Parish Council.

Cllr G Tonkinson apologised for his non attendance at Chairmanship skills course due to ill health, he made an offer to pay for non-attendance, which was refused.

23/JUL/16 **SOLAR COMMITTEE (SaCREC)**

The SaCREC met 29th June 2016. The process for project applications was agreed. Applications will be sought and then go to a panel for debate and consideration. The closing date for applications is 12th September 2016 and the panel meeting scheduled 19th October 2016. The committee are in the process of setting up as an entity in their own right.

The parish council are due to receive £9,600 in July which is the second tranche of income agreed.

Cllr J Webb asked the council to consider agreeing a policy regarding managing monies received from the solar farm and how they are spent. Cllr P Bonsall **AGREED**, item to be added to next agenda for full discussion.

Currently the parish clerk Joanne Fellows is undertaking clerical duties for the committee for the ensuing year. The parish council will be reimbursed for additional costs incurred as part of this arrangement. Cllr P Bonsall asked the councillors present if there were any objections with the parish council laptop, mobile, etc being used as part of the arrangement. NO OBJECTIONS recorded.

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

Thursday 08th September, 2016 at 7.30PM, Sheriffhales Village Hall

25/JUL/16 **CLOSED SESSION: CLERK'S TERMS & CONDITIONS**

- a) Probation Period – It is with pleasure to announce that Joanne Fellows has successfully completed her probationary period and employed as parish clerk.
- b) Pay Award – The National Joint Council for Local Government services (NJC) have reached agreement on new pay scales for 2016/17 & 2017/18. The clerk's pay has been revised in accordance with this.

- c) Terms – Cllr P Bonsall, Cllr J Jones and Cllr N Pulker have met with the clerk and reviewed job description and current workload.

Meeting closed at 10:05PM