

**MINUTES OF THE SHERIFFHALES PARISH COUNCIL MEETING HELD ON THE 12<sup>th</sup> OCTOBER 2021 AT SHERIFFHALES VILLAGE HALL**

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Present: Councillors: Dr Alan Macwhannell (Chairman), Mr N Edwards (Vice Chairman) Mr G Tonkinson; Mr A Edwards, Mr D Himsworth and Mr N Pulker.

In attendance Clerk to the Council – Miss Jennifer Cree

119/21. Apologies for Absence.

Councillors Mr J Horne and Councillor K Turley sent their apologies for the meeting.

Councillor Miss M Gardner submitted her resignation from the Council with immediate effect. The Clerk will prepare the relevant documents and clarify the position of the Council with respect to General Power of Competence.

Action: Clerk

120/21. Declaration of Councillors' Pecuniary Interests.

There were no declarations of interest made.

121/21. To Agree and adopt the Minutes of the Parish Council meeting held on 7<sup>th</sup> September 2021.

The minutes were accepted as a true and accurate record of the meeting, with the exception that on item 112/21 should read - Action: The Clerk / Chairman to prepare a proposed response which would be circulated for comments prior to submission to the Shropshire Council Planning authority .

122/21. Public participation

No members of the public present .

123/21. To receive an update on the arrangements for the Civic Service

The Chairman reported the Civic Service cannot be held until 2022 due to the Church being fully committed .This was noted.

124/21. Regular Unitary Councillor Feedback and Question time Session

Councillor K Turley was absent for the meeting therefore there was no report made.

125/21. To receive an update on New Seating within Parish

The Clerk is awaiting for approval from Shropshire Highways for permission to site the benches on their land. Concern has been expressed by Councillor G Tonkinson that the bench at Weston Heath / Stump / Damson Lane needs to be carefully considered . The SPC assumes Highways will do this when assessing the sites.

It was proposed by Councillor N Pulker and seconded by Councillor A Edwards that anyone with concerns regarding the bench locations should contact the person managing the scheme , Mrs P

Hodgetts , directly as the Parish Council are only assisting in this process. On a vote this was carried with 1 abstention.

The benches have now been ordered and will be stored until they can be installed.

126/21. To discuss and make a decision on the Grant Application for the Village Shop

The Clerk emailed the new person in charge of the above project and has now received an up-to-date grant application . The Clerk has also requested dates to meet and discuss the application face to face.

The new applicant has responded by stating she would rather receive a list of questions to be emailed to her which she can respond to rather than attend a face-to-face meeting.

The Parish Council has a limit on grant applications of £500 per application. However, it is understood the applicant is asking to use the Parish Council reserves to fund this grant application . In the application it states the grant monies would be used for the following:-

Planning fees, including per planning application fee estimated at £750.00,  
Ecological surveys and reports estimated at £2,400.00,  
Architectural fees are estimated at £2,000.00,  
Contingency £200.00,  
Total Planning Fees and Costs = £5000.00.

The Chairman reported that he and Councillor A Edwards recently visited another locally run Village Shop at Beckbury which is run on a voluntary basis with 40 volunteers . It is understood their return on turnover is approximately 7%. The group raised £30,000 to start the village shop, from donations and part of this was funded from local residents buying shares to fund the project. The project was led by the local community and it took 5 ½ years to get the shop open.

It was proposed and seconded that we are not in a position to approve the grant application as despite the Councils best efforts it has not been possible to enter into any meaningful discussions with the applicants to try and establish a greater understanding of how the scheme would be financed , delivered and provide a sustainable future benefit to the Parish . The Chairman also reminded the Council that an offer had been made to take part in any pre application discussions with Shropshire Council but this was not taken up by the grant applicants . It was proposed by Councillor N Edward's that we set out the detail of our understanding of how this matter has progressed , the measures taken by the Parish Council to establish some meaningful engagement with the applicants and confirm the Council was not able to approve the grant application . On a vote this was agreed unanimously .

**Action:** Clerk to write to applicant.

127/21. To discuss how to distribute the smart water packs to residents of the Parish

The packs have now been received and are being stored. It was agreed to publicise the packs via the noticeboard and the Parish magazine and investigate if it would be viable to hand deliver the packs to every residence in the Parish.

**Action:** Chairman to publicise and get a cost for delivery.

128/21. To discuss the Contract for Playing Field maintenance 2022/23

The original contract from 3 years ago and comments from Cllr N Edwards were circulated with the agenda papers.

Councillor N Edwards reported that :-

It was noted that there are formatting issues that need to be resolved and the following items were discussed:-

a) I suggest we work on the basis we are letting a contract for 24 months initially with the option for two further extensions each of which would be for 12 months . This timescale needs to be reflected in the updated wording of the documents which at present state various different contract periods . Including a inflation amount to be agreed annually.

Hopefully the longer contact period with the potential for extensions will make it more attractive to potential bidders

b) the contact and submission details all need updating .

c) the period for the maintenance to be delivered needs clarifying . At present sometimes we say March to November sometimes we say April to November .

d)in the introduction we say maintenance of the “ grassed area . This incorrect as it is maintenance of the playing field area eg the grassed area , the play area and the adjoining boarders and verges .

e)all questions raised by those seeking to tender and the answers given should be recorded and shared with all contractors seeking to tender . This way everyone potentially looking to tender gets the same information .

f) at various places in the documents we give the option for a site visit with the Clerk . Rather than do this why not have 1 specific date and time when the Clerk will be present on site to answer any queries .

g) I suggest we clearly prohibit the use of any chemicals , fertilisers , weed killers or sprays etc on site .

h) I think we need to specify a new maintenance regime for the orchard area . I would suggest no grass cutting within a 1 metre radius of each tree . The remainder of the orchard area will have its grass cut as for the rest of the playing field

i) I suggest we also need to specify a new maintenance regime for the verges of the playing field . Over time a verge varying in depth from about 3 to up to 10 metres has developed around the west , south , east and in part northern boundaries . These provide some excellent natural habitat and to a degree act as a natural barrier preventing users of the playing field from inappropriately accessing any of the adjoining properties .

The existing contract documents say these verges should be strummed back twice a year. This has not happened, and I would suggest we would not want that to happen as it would destroy a lot of natural habitat . Consequently this should be removed from all of the documentation.

I suggest we state that the existing verges be maintained at their current depth and condition and no strimming or cutting back of any kind is undertaken other than with the prior written consent of SPC .

j) the "Agreement " section needs some careful editing .

The above points of revision were agreed, and it was agreed to purchase strim tree guards to protect the trees for the future.

**Action:** The Clerk to revise the specification and circulate the amended specification to members for agreement before it is sent to contractors.

Councillor G Tonkinson expressed his concern the areas at the top of the field should be cleared.

129/21. Playing Field Safety Inspection June 2021 Report / Actions

The ROSPA report has been received. The Clerk has forwarded the report to the company that recently did the repairs to ask them to quote for the remaining outstanding works required (the legs to the main wooden structure need replacing / supporting).

**Action:** Clerk to obtain quote, circulate to members

130/21. To discuss and progress the delivery of Phase 2 of the Playing field development including water supply, fencing to southern boundary, conclusion of establishing new boundary and new equipment.

It was noted a survey was undertaken 2 years ago with the users of the park, and the areas suggested for improving the facility that have not been actioned to date are re having a trim trail / gym equipment and equipment for older children.

Councillor G Tonkinson suggested a water supply is installed in the field to provide a water supply for the trees, and also a drinking supply for park users. This has been discussed previously and was not agreed by the Council . It was noted the trees are now established and a water supply is no longer required to water the trees.

A vote of thanks was recoded for Councillor N Edwards and Mrs Lorraine Edwards for planting and looking after the trees, on a vote this was agreed.

Councillor N Edwards summarised the position where we are at with regard to the playing fields:-

- the orchard has been planted and appears to have established successfully
- the safety equipment report has been actioned
- tree survey has been undertaken with no work required
- the water supply has previously been discussed and agreed not to progress
- the boundary gates letters to residents inc new boundary map are still outstanding
- fencing southern boundary not necessary (as previously agreed by the Parish Council )
- benches have been installed as part of Phase 1

This was noted.

131/21. To discuss planning applications received, note any decisions / Enforcement actions from Shropshire Council and note or respond to any amended planning applications.

It was noted the village hall are experiencing difficulties in obtaining the glass detailed on the original planning permission granted by Shropshire Council. They are looking at an alternative product and an amended planning application will be coming forward shortly.

New Planning application - 21/03957/FUL Church Lane, Sheriffhales, New church yard. The following proposal was made by Councillor N Edwards and seconded by Councillor A Macwhannell, there are no objections to the new church yard, however conditions should be imposed on the site that suitable screening is in place and memorial sizes / finishes are carefully considered to reduce the visual impact. On a vote this was carried.  
Action: Clerk to send comments to Shropshire Council.

The Enforcement items and decisions were noted as per the agenda papers.

132/21. To discuss NALC Briefing note L01-18 on Financial Support to the Church and agree response to any future requests for funding.

A detailed report from SALC and the legal paper from NALC were attached to the agenda papers. This is quite a complex legal position which has never been categorically tested through the Courts. There is some long standing legislation which specifically prohibits Parish Councils from providing financial support to the Church. Later general legislation appears to provide some possibility of Parish Councils providing financial support to the Church but it is not normally the case for a general power to override a specific provision in other legislation, consequently it is possible or even likely the prohibition on Parish Councils providing financial support to the Church remains the case. This was noted. It was agreed to write to the Vicar to inform him that the Parish Council has no objection to the new proposed Churchyard subject to appropriate screening and conditions relating to the size and designs of memorials as agreed in respect to the planning application.

**Action:** Clerk to write with a response detailed above.

133/21. To receive a report on costings for the 20's plenty scheme (Cllr G Tonkinson)

Councillor G Tonkinson has not been able to prepare a report on this topic in time for the meeting, he will bring forward a report to a future meeting.

Councillor N Edwards reported he had been in contact with Shropshire Council with regard to several matters relating to the Rock and they had made him aware they were undertaking a study in relation to schools and traffic, and Cllr G Tonkinson may wish to contact them also.

**Action:** G Tonkinson

134/21. To receive costings / information for the Neighbourhood Plan (Cllr A MacWhannell)

The basic cost for a Neighbourhood Plan is approximately £15,000 - £20,000, grants are available from Government to fund this of £10,000. Councillor N Edwards and the Chairman previously attended information sessions on Neighbourhood Planning at Shire Hall but at that time the Council did not agree to progress a Neighbourhood Plan.

The Parish Council has already completed the Housing needs assessment and the Neighbourhood Plan Boundary has been agreed / submitted to Shropshire Council.

It was proposed by Councillor N Pulker and seconded by Councillor A Edwards that based on the information received this evening and the costs, that members decided if they wish to continue with the Neighbourhood Plan at this time. On a vote there were 2 votes for progressing with a Neighbourhood Plan and 4 against. Therefore, the project will not continue for the reasons stated above.

135/21. To receive any updates relating to the outstanding items if received in time for the meeting (details below)

No updates on the following items have been received:-

Woodcote Quarry and SC implementation of S106 Traffic Management scheme  
SC proposals for managing surface water drainage on Kettlemore Lane and Marsh Lane/Road  
Traffic Management across the Parish including traffic speeds and HGV routes inc. speeding  
A5 junction

136/21. To receive the Clerks report

Clerk has contacted the family that wish to donate a bench, via email on the 9<sup>th</sup> September, but she has not received a response, she will continue to try to contact them.

**Action:** Clerk.

The footpath and Heath Hill have both been cut back by the contractor employed.

137/21. Accounts paid and accounts to the 30<sup>th</sup> September 2021

The accounts for payment and accounts up to 30<sup>th</sup> September are set out as appendix 1 to these minutes. These were agreed and noted.

138/21. Items for a future agenda

Setting 2022/23 Base Budget and Reserve Fund proposals for Nov 2021 work shop.

To discuss Developing a Parish approach to Public Rights of Way; Invite to new leader of Shropshire Council and the Police Commissioner.

139/21. Date of Next Meeting

9<sup>th</sup> November 2021 (budget workshop meeting)

14<sup>th</sup> December 2021

11<sup>th</sup> January 2022

8<sup>th</sup> February 2022

8<sup>th</sup> March 2022

12<sup>th</sup> April PC/APM

10<sup>th</sup> May 2022 AGM

Appendix 1 to the minutes of Sheriffhales Parish Council meeting held on the 12th October 2021

|                      |                 |             |                       |
|----------------------|-----------------|-------------|-----------------------|
| <b>Overall Total</b> | <b>10300.62</b> |             |                       |
| <b>07/09/2021</b>    | <b>127.99</b>   | <b>1493</b> | <b>Dittons</b>        |
| <b>07/09/2021</b>    | <b>80.84</b>    | <b>1494</b> | <b>Viking Direct</b>  |
| <b>26/09/2021</b>    | <b>99.80</b>    | <b>1495</b> | <b>Inland Rev</b>     |
| <b>26/09/2021</b>    | <b>399.14</b>   | <b>dd</b>   | <b>Administration</b> |
| <b>24/09/2021</b>    | <b>127.99</b>   | <b>dd</b>   | <b>Dittons</b>        |
| <b>24/09/2021</b>    | <b>540.00</b>   | <b>dd</b>   | <b>Priestgate</b>     |
| <b>02/09/2021</b>    | <b>18.04</b>    | <b>dd</b>   | <b>lonos</b>          |
| <b>26/10/2021</b>    | <b>99.80</b>    | <b>dd</b>   | <b>Inland Rev</b>     |
| <b>Total Sept</b>    | <b>1493.60</b>  |             |                       |
| <b>Overall Total</b> | <b>11794.22</b> |             |                       |

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**SHERIFFHALES PARISH COUNCIL  
BANK RECONCILIATION  
2021/22**

**Date** 31/03/2021

| <b>Accounts</b>                          | £                | £                       |
|--|------------------|-------------------------|
| Opening Balance Treasurer as at 01/04/21 |                  | 38,279.99               |
| Business account                         |                  | 3,546.24                |
| Unpresented cheques                      |                  | - 1,361.96              |
|  |                  | <u>-</u>                |
|  |                  | <b><u>40,464.27</u></b> |
| Receipts 2021/22                         | 18,394.55        |                         |
| Payments 2021/22                         | <u>11,794.22</u> |                         |
|  |                  | 6,600.33                |
|  |                  | <b><u>47,064.60</u></b> |
| Treasurers Account                       |                  | 45,057.27               |
| Business Account                         |                  | 3,546.42                |
| Unpresented cheques                      |                  | - 1,539.09              |
| Unpresented receipts                     |                  | <u>-</u>                |
|  |                  | <b><u>47,064.60</u></b> |

Balance date: 30/09/2021

Signed:.....Date:..... 01/10/2021

Chairman

Prepared by J Neal, Parish Clerk/RFO

**Unpresented cheques**

|                        |                       |                   |
|------------------------|-----------------------|-------------------|
| <b>1485</b>            | <b>500</b>            | <b>15/06/2021</b> |
| <b>1482</b>            | <b>127.99</b>         | <b>18/05/2021</b> |
| <b>1478</b>            | <b>127.99</b>         | <b>19/04/2021</b> |
| <b>1484</b>            | <b>127.99</b>         | <b>15/06/2021</b> |
| <b>1489</b>            | <b>127.99</b>         | <b>07/07/2021</b> |
| <b>1493</b>            | <b>127.99</b>         | <b>07/09/2021</b> |
| <b>dd</b>              | <b>399.14</b>         |                   |
| Total unpresented chqs | <b><u>1539.09</u></b> |                   |