

MINUTES OF THE SHERIFFHALES PARISH COUNCIL MEETING HELD ON THE 14<sup>th</sup>  
DECEMBER 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, Mr N Pulker, Mr J Horne and Unitary Councillor K Turley

In attendance Clerk to the Council – Miss Jennifer Cree

The Clerk updated the members on the fact that NALC have published guidance that all meetings are suggested to be moved to January, and at this time there is no legislation in place to enable meetings via a virtual platform.

140/21. Apologies for Absence.

All councillors were present.

141/21. Declaration of Councillors' Pecuniary Interests.

There were no declarations of interest made.

142/21. To Agree and adopt the Minutes of the Parish Council meeting held on 12<sup>th</sup> October 2021.

The minutes were accepted as a true and accurate record of the meeting.

143/21. Public participation

No members of the public were present.

144/21. Regular Unitary Councillor Feedback and Question time Session

Councillor K Turley reported on the possibility of the Crackly Bank A5 junction is being looked at by Shropshire Council to be changed to a 4-phase system as opposed to a 3-phase as it is at present. He is concerned that when the new houses that are allocated for Telford at Priorslee some 2500 properties, this may be reviewed and changed again as the number of extra vehicles may cause traffic tail backs, and warrant being changed back.

Cllr D Himsworth reported that the concern is vehicles turning right out of Sheriffhales a 4-phase system would resolve this issue in his opinion. The trees need to be removed that interfere with the lights as they were originally put into the area. Councillor D Himsworth proposed that the Parish Council should ask Highways to ask the owners of the trees (or Highways themselves) for the trees to be reduced in height or removed to make it easier to see the traffic lights. This was seconded by Councillor G Tonkinson, on a vote this was carried.

Signage on the Lillishall Abbey Road as it joins the B4379, this sign appears to need to be relocated and should be moved to a more appropriate location. In addition a more prominent sign should be displayed by the A5 junction going onto the B4379 to highlight no access for large vehicles apart from access to businesses within the Parish. The signs should be located in a position that allows the vehicles to turn around safely before getting to the road they cannot access, this may involve liaising with the Telford and Wrekin Council.

It was proposed by Councillor G Tonkinson that the Clerk write to Highways and raise the above 2 items as a matter of urgency and seconded by Councillor D Himsworth and on a vote this was carried.

**Action:** Clerk to contact Highways.

145/21. To discuss letting the Contract for Playing Field maintenance 2022/23

There have been 2 tender bids received for the Playing field contract, the specification was advertised on the noticeboards and the website:-

Tender 1	£180 per cut for 16 cuts total per annum	£2880.00
Tender 2	£90 per cut for 16 cuts total per annum	£1440.00

It was proposed by Councillor Dr A MacWhannell and seconded by Councillor A Edwards that contractor 2 is retained for the grounds maintenance contract as per the detailed specification, on a vote this was carried.

146/21. To set a budget and associated precept for 2022-23

The proposed budget and precept was set out as appendix 1 to these minutes.

It was proposed by Councillor Dr A MacWhannell and seconded by Councillor A Edwards to set a precept at the level of £16800 (part 1). On a vote this was carried.

It was proposed by Councillor Dr A MacWhannell and seconded by Councillor A Edwards to set a the budget as set out as part 2. On a vote this was carried.

It was proposed by Councillor J Horne and seconded by Councillor A Edwards to accept part 3 reserves and Lightsource balances as below:-

Parish funds expected balance as at 1/4/22:-

Elections	£2000
General Reserve	£8,800
Contingencies	£4196
Total	£14996

Lightsource funds expected balance as at 1/4/22

General Contingencies	£10,500
War Memorial	£5,000
Playing Field refurbishment	£5,000
Total	£20,500

On a vote this was carried.

**Action:** Clerk to submit Precept request.

147/21. To receive an update on New Seating within Parish

The seats are now in place in the agreed locations, and the Parish has agreed to look after the seats in situ and any maintenance around the benches will be funded from the Environmental Maintenance budget line. This was noted.

**Action:** The Clerk will add the benches to the Parish Council's insurance and request the details from the person that has organised the fitting. Members agreed to send a letter of thanks to the person that has undertaken the hard work to get the benches funded and installed.

148/21. To receive an update on the distribution of the smart water packs to residents of the Parish

The packs need to be preregister before they are sent to houses in the Parish. If they are not we have been advised by the Crime Prevention Officer that the uptake is very low on them being registered. The Clerk contacted Shropshire Council to ask for an updated electoral role to use to register each pack to an address, using the name held on the register. This is not an allowed use of the electoral role, so we cannot do this.

The Chairman has spoken to the editor of the Parish Magazine they have a large number of registered subscribers and we have had approval from the subscribers of the magazine to use their names to pre-register the packs of smart water and post them out.

The Clerk has asked in the magazine that people get in touch with their details if they want a pack, giving us their details and we can then register a pack to them and send these out.

Also we are looking at doing a drop in session before a Parish meeting for those that want to collect a pack and register it with us on that day.

The postage is £0.96p per pack a large second-class letter stamp. The Clerk has received a printed list of labels from Shropshire Council addressed "to the occupiers" which she will use for the mailing. The first 70 packs have been posted. A vote of thanks was moved for the Clerk and her partner for processing the packs.

149/21. To discuss how to progress the delivering of Phase 2 of the Playing field i.e new equipment.

The Chairman reported that following the survey some time ago, one of the requests was to increase the play area for older children and adults such as Gym Equipment. Members felt that mixing of age ranges is of concern to the Councillors on the playing field.

It was felt at this time, we should finish the existing projects and using the area for Community events.

To complete phase 1 the following items are:-

Completion of boundary issues, establishment of the Noticeboard and pruning around the orchard trees.

For note Phase 2 – should include community events (i.e gazebos).

This was noted.

150/21. To discuss planning applications received, note any decisions / Enforcement actions from Shropshire Council and note or respond to any amended planning applications.

### **Enforcement Issues**

Burlington House – The Clerk has reported to enforcement (for clarification) if the gates that have been newly installed have planning permission or require it.

The Countess Arms – Reported for its untidy nature 21/08405/ENF.

Land at Hunger Hill Farm – Apparent business operating from the site.

### **Planning Applications**

Planning Application 21/03700/FUL Change of use of Agricultural Building

Email from Planning Officer - I can confirm that additional information has been submitted with respect to application 21/03700/FUL which is now visible on the Public Access system (which includes a Noise Management Plan, Traffic Movements and Routing – Technical Note, Statement from the Applicant and revised Site Plan). The new documents were attached to the agenda papers. The applications additional detail should be going to the January Planning Committee meeting. It has been requested by the Ward member to request this is discussed at Planning not delegated to officers to decide.

Members raised the following points:-

When this goes to Committee at Shire Hall, it should be requested that the Parish Council wish to speak to the application and ask for the ward member to attend the meeting to support the Parish Council.

Noise Issues – the noise plan is silent on the levels of noise to be produced, but statutory noise nuisance is an issue – this should be analysed critically by the relevant department at Shropshire Council.

Emissions – pollution.

Highways statement – is not strong in detail and needs to be critically analysed by the Highways engineers.

The third document Agricultural use statement has the biggest area of concern to members.

The road network from the A41 is not suitable for increased traffic on the smaller “c” lanes.

Engage with local residents that have concerns over the proposed application.

**Action:** Chairman to prepare a formal response to be circulated to members to look at before being submitted to Shropshire Council and it must be linked to planning policies.

Planning Application 21/05394/VAR - Sheriffhales Village Hall -

Email from Shropshire Council - I can also confirm that I have now received an application to vary condition No. 5 attached to planning permission 16/05069/FUL – this is a reduction from 50 to 42 rd dbs for the glass spec. The application form was attached to the agenda papers.

It was proposed by Councillor Dr A MacWhannell and seconded by Councillor N Pulker to make the following comment that we would note this is a technical issue, and we would ask Shropshire Council to ensure that the noise impact is not increased to our Parish Residents, in particular to the residents that live very nearby. On a vote this was carried.

**Action:** The Clerk to send comments above to Shropshire Planning.

Manor Farm Barns Applications – update from Richard Fortune

20/00820/FUL: Proposed new pig farm. South Planning Committee resolution at their 10<sup>th</sup> August 2021 meeting was that planning permission be granted subject to the completion of a Section 106 Agreement to secure the permanent cessation of intensive livestock operations at the existing Manor Farm buildings on commencement of the use of the livestock buildings hereby approved. The Council's lawyers are currently drafting the Section 106 Agreement.

20/0821/OUT: Proposed residential development: Refused planning permission by the South Planning Committee at their meeting on 10<sup>th</sup> August 2021.

20/0822/FUL: Equestrian building. Granted planning permission by the South Planning Committee at their meeting on 10<sup>th</sup> August 2021.

The above was noted.

### **Decisions**

Reference: 21/00670/FUL (validated: 22/02/2021)

Address: Land And Buildings At, Hunger Hill Farm, Sheriffhales, Shifnal, Shropshire, TF11 8SA

Proposal: Conversion of agricultural buildings and former farm shop to 4No. serviced holiday accommodation units (Use Class C1); formation of access; provision of parking and installation of septic tank - Decision: Refuse - The Clerk has asked for an update on what happens now this has been refused.

151/21. To receive a report on costings for the 20's plenty scheme (Cllr G Tonkinson)

There were no updates on this matter.

152/21. To discuss the junction with A5 junction and the B4379 and other associated issues (Cllr D Himsworth)

This was discussed under item 144/21.

153/21. To discuss Developing a Parish approach to Public Rights of Way and receive updates on issues within the Parish

The stile has been reported again on the footpath from King Street, as it is in a state of disrepair, along with their being a bull in the field.

**Action:** Clerk to continue to pursue with Shropshire Council.

Footpath Diversion order in part on path 15 correspondence – no objection to the diversion and we welcome applications as sensible as this one.

**Action:** Clerk to send the comments agreed

154/21. To receive any updates relating to the outstanding items if received in time for the meeting (details below)

Woodcote Quarry and SC implementation of S106 Traffic Management scheme, it was noted that to date a local land owner has improved the sight lines in this area, not Shropshire Council, the agreed road layout / improvement as part of the planning permission granted has still not been implemented.

SC proposals for managing surface water drainage on Kettlemore Lane and Marsh Lane/Road - Correspondence has been received from the new flooding officer that has taken over from M Faure. This was noted

It was proposed by Councillor Dr A MacWhannell and seconded by Councillor J Horne that the Clerk write to Shropshire Council's new Chief Executive of the Council informing them of the issues that we have in relation to both the above items. On a vote this was agreed.

**Action:** Clerk to write to Shropshire Council's new Chief Executive of the Council informing them of the issues that we have in relation to both the above items.

Traffic Management across the Parish including traffic speeds and HGV routes inc. speeding, this was discussed under item 144/21.

Further correspondence received relating to responsibility of the fence by the Village Hall that has collapsed – Councillor G Tonkinson confirmed that the Parish Council did originally put the fence up. This will be an agenda item for January.

155/21. To receive an update on the casual vacancy and agree a Co-option policy

No election has been called and we have not had a candidate come forward to be co-opted.

The co-option policy as circulated with the agenda papers with the agreed change of 1 ward not 2 on the 1<sup>st</sup> page, removal of the member of the European union and any vote on candidates would be by a secret ballot. It was proposed by Councillor J Hone and seconded by Councillor N Pulker to be accepted. On a vote this was agreed with 6 for and 1 against.

156/21. Accounts paid and accounts to the 30<sup>th</sup> November 2021

The accounts as set out as appendix 2 were proposed to be accepted by Councillor J Horne and seconded by Councillor A Edwards on a vote they were accepted.

157/21. Items for a future agenda

Invite to new leader of Shropshire Council and the Police Commissioner. To have an informal meeting to discuss priorities to progress forward on behalf of the Parish Council. Fence at Village Hall.

158/21. Date of Next Meeting  
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 14<sup>th</sup> December 2021

**Notes from budget workshop meeting to be held on Tuesday 9<sup>th</sup> November 2021 at 7.00 pm at the Village Hall**

1 The estimated outturn for 2021/22 income

Projected income **£21141.00**

2 The estimated outturn for 2021/22 expenditure

Projected expenditure **£17770.00**

3 The estimated outturn for 2021/22 for Reserve fund schemes and the estimated opening balance for 2022/23

Estimated underspend on budget **£3371.00** to go back into reserves

4 The estimated outturn for 2021/22 for Lightsource funded schemes and the estimated opening balance for 2022/23

Lightsource funds **£20,500.00** this is also the expected opening balance for 2022-23

5 The proposed base budget for income for 2022/23

The proposed income budget **£20820.00** (this is a take from reserves of £2009.00)

6 The proposed base budget for expenditure for 2022/23

The proposed Exp **£20820.00**

<b>Budget proposal part 1</b>							
Receipts						Proposed	
	Budget	Actual	Balance	Projected	Comments	Budget	Comments
	2021/2	Income	Remaining	Inc		2022/23	
Precept	£16,000.00	£16,000.00	£0.00	£16,000.00	Received in full	£16,800.00	5% increase
EMG Grant	£0.00	£640.00	£640.00	£640.00	Received in full	£0.00	
Interest	£1.00	£0.18	-£0.82	£1.00		£1.00	
Balance from reserves	£4,500.00				Based on Projections only £869 is req to be taken from reserves not £4500		
		£0.00	£0.00	£4,500.00		£4,019.00	
<b>Total</b>	<b>£20,501.00</b>	<b>£16,640.18</b>	<b>-£3,860.82</b>	<b>£21,141.00</b>		<b>£20,820.00</b>	
<b>Part 2</b>							
						Proposed	
Payments	Budget	Actual	Balance	Projected	Comments	Budget	
	2021/22	received	Remaining	Exp		2022/23	
Salaries	£6,250.00	£3,639.81	£2,610.19	£6,250.00		£6,250.00	Remain the same
Stationery/postage/printing /exp.	£250.00	£167.37	£82.63	£250.00		£250.00	Remain the same
Mobile Phone	£80.00	£60.00	£20.00	£80.00		£240.00	increased due to contract increasing
Transport Expenses	£100.00	£90.00	£10.00	£100.00		£120.00	Remain the same
Parish Magazine this is S137 expenditure	£220.00	£0.00	£220.00	£220.00		£220.00	Remain the same
Adverts	£200.00						Not spent for several years Delete line 1/4/22
		£0.00	£200.00	£0.00	delete line	£0.00	
Audit	£100.00	£100.00	£0.00	£100.00	Spent fully	£100.00	Remain the same
Cllr/Clerks Training/conferen	£150.00	£0.00	£150.00	£0.00		£150.00	Remain the same
Elections	£250.00						Delete line 1/4/22 as reserve funds earmarked if required
		£0.00	£250.00	£0.00		£0.00	
Subscriptions	£600.00	£390.74	£209.26	£600.00		£600.00	Remain the same
General Power of Competen	£90.00						Not spent for several years Delete line 1/4/22
		£0.00	£90.00	£0.00		£0.00	
Insurance	£420.00	£0.00	£420.00	£420.00	Invoice due Nov.	£450.00	Increased slightly for inflation
hire of venues	£250.00	£0.00	£250.00	£250.00	No inv received yet fo year	£250.00	leave the same
Community Based Planning Prev. Parish Plan	£1,000.00	£0.00	£1,000.00	£0.00		£0.00	Delete line 1/4/22
Civic / Community events	£1,000.00	£0.00	£1,000.00	£0.00		£1,000.00	
Community Grants This is S137 expenditure	£1,000.00	£0.00	£1,000.00	£0.00		£1,000.00	Remain the same
Playing field maintenance	£1,500.00				Over budget due to play area repairs		Increased to allow new contract and play area exp.
		£3,683.66	-£2,183.66	£4,200.00		£3,000.00	
Playing Field Loan	£3,240.00	£1,618.91	£1,621.09	£3,240.00	2nd invoice due next year	£3,240.00	Set sum
Funding to deliver new prioritised programme fro EMG (match funding)	£2,000.00				£1260 as this is match funded by grant 50%		
		£630.00	£1,370.00	£1,260.00		£2,000.00	Remain the same
Christmas Display	£0.00	£0.00	£0.00	£0.00		£100.00	
Specialist Services inc. Legal and professional advice	£1,000.00	£0.00	£1,000.00	£0.00		£1,000.00	reduced as unspent
War Memorial / Remembran	£0.00	£0.00	£0.00	£0.00		£50.00	
Website	£300.00	£76.97	£223.03	£300.00		£300.00	Remain the same
Chairman's Discretionary exp	£500.00	£500.00	£0.00	£500.00	Paid in full	£500.00	Remain the same
Tree Work	£0.00	£0.00	£0.00	£0.00	None required	£0.00	Delete Line at 1/4/22
<b>Total Expenditure</b>	<b>£20,500.00</b>	<b>£10,957.46</b>	<b>£9,542.54</b>	<b>£17,770.00</b>		<b>£20,820.00</b>	
<b>Total Income</b>	<b>£20,501.00</b>	<b>£16,640.18</b>	<b>£3,860.82</b>	<b>£21,141.00</b>		<b>£20,820.00</b>	
<b>Difference</b>	<b>-£1.00</b>	<b>-£5,682.72</b>	<b>£5,681.72</b>	<b>-£3,371.00</b>		<b>£0.00</b>	



Appendix 2 to the minutes of Sheriffhales Parish Council meeting held on the 14<sup>th</sup> December 2021

<b>12/10/2021</b>	<b>240.00</b>	<b>Town and Country webs</b>	Annual website charge
<b>18/10/2021</b>	<b>123.16</b>	<b>Expenses for administration</b>	
<b>27/10/2021</b>	<b>72.00</b>	<b>Priestgate</b>	Weed spraying footpath
<b>27/10/2021</b>	<b>179.93</b>	<b>Viking direct</b>	Ink Cartridges
<b>28/10/2021</b>	<b>30.00</b>	<b>Petals by Sarah</b>	
02/09/2021	<b>18.04</b>	<b>lonos</b>	Web site charge
<b>12/11/2021</b>	<b>99.80</b>	<b>HMRC</b>	November
<b>12/11/2021</b>	<b>399.14</b>	<b>Administration</b>	November
<b>14/11/2021</b>	<b>18.04</b>	<b>lonos</b>	Web site charge
<b>02/11/2021</b>	<b>127.99</b>	<b>Dittons</b>	Grass Cutting
<b>18/11/2021</b>	<b>127.99</b>	<b>Dittons</b>	Grass Cutting
<b>03/11/2021</b>	<b>149.94</b>	<b>Med uk</b>	Defib supplies
<b>05/11/2021</b>	<b>27.00</b>	<b>Shropshire Council</b>	Postage labels
<b>Total</b>	<b>1613.03</b>		

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