**MINUTES OF THE PARISH COUNCIL MEETING HELD REMOTELY VIA ZOOM ON MONDAY, 20th JULY 2020 AT 7.30 p.m**.

This meeting of the Parish Council was held in accordance with the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England and Wales) Regulations 2020

Present: Councillor Mrs. S.A. Beaman

 R.J. Cotham (Chairman)

 D.S. Cowie

 Mrs. C.G. Dungar

 Ms C.A. Holland

 R.S. Parr

 Ms L. Patel

Also present: Shropshire Councillor Tina Woodward

No members of the public had requested to participate

Apologies: Councillor D.A. Cook – personal reasons, Councillor M.J. Edwards – work commitment,

 Councillor M.P. Hill – personal reasons, Councillor D. Hyde – work commitment,

 Councillor Mrs. J.C. Marsh – personal reasons, Councillor P.J. Wade - work commitment

  **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

 There were no declarations of disclosable pecuniary interests.

MINUTES of the meeting held on 9th March 2020, having been distributed to all

 councillors, were approved and the Chairman authorised to sign them.

 **MATTERS ARISING FROM THE MINUTES**

41/20 Claverley in Bloom

Councillor Parr reported that due to the Covid-19 virus members of Claverley in Bloom had been unable to meet.

It had not been possible to obtain the plants for the summer planting scheme from the original supplier as the order had been cancelled. However, sufficient plants had been obtained from New Barns Nurseries for planting in the Bull Ring. Councillor Parr hoped the winter planting scheme will be undertaken as normal.

The lower troughs at Winchester crossroads had been removed for refurbishment but it had been difficult to get materials for this work.

42/20 QEII Jubilee Field

 Councillor Cook did not have anything to report.

43/20 Street Lights

The Street Lighting Maintenance Contract with E.ON for the period 1st May 2020 to 30th April 2023 had been circulated to councillors. The Clerk had renewed the contract after councillors had emailed their approval of the contract.

The replacement column and lantern had been installed in Lodge Park to replace the street light which had suffered impact damage by a vehicle. The relevant invoices had been submitted to Came and Company to enable the insurance claim to be finalised.

The five new columns and lanterns intended for installation in 2019/2020 had been delivered to E.ON and were awaiting installation.

44/20 **INTERIM ARRANGEMENTS DURING THE CORONAVIRUS PANDEMIC FOR DELEGATION OF DUTIES TO THE CLERK**

 In view of the speed and scale of impact of the Coronavirus pandemic it had been necessary for the Chairman and the Clerk to discuss interim arrangements for the delegation of duties whereby the Clerk had been authorised to prepare cheques for payment of routine invoices for items approved in the budget. Cheques to be signed by the Chairman and the Vice-Chairman or another authorised signatory and councillors to be informed of the payments.

 Details of planning applications would be sent to councillors who would submit their comments to the Clerk who would then agree the submission with the Chairman before submitting to the Planning Authority.

 It was agreed these interim arrangements will continue during the period of the Coronavirus restrictions.

45/20 **PLANNING**

 Permissions

18/02268/CPE Application for a Lawful Development Certificate for the erection of a replacement dwelling (Class C3 Use) which has been substantially complete for a period in excess of four years, 14 Digbeth Lane, Claverley, Shropshire, WV5 7BP for Mr. David Northcote

18/04311/FUL Live-work unit comprising conversion of storage building to residential

dwelling and stable building to form boarding kennel business, proposed barn conversion at land at Whitecross Farm, Broughton, Claverley for Ms N. Greensil

19/03977/FUL Erection of 1No affordable dwelling and detached double garage, formation of

vehicular access and installation of package treatment plant, proposed dwelling SW of The Lion o’ Morfe, Upper Farmcote, Bridgnorth, Shropshire for Mr & Mrs B and K Jervis

20/00118/FUL Proposed division of existing dwelling into two dwellings, Dallicott Farm,

 Dallicott for Mr. P. Suddock

20/00477/FUL Erection of 2 no. loose box stables and feed store to include change of use of land; installation of package treatment plant, proposed stables to the north of Upper Ludstone,

Claverley for Mr. Daniel White

20/01041/FUL Erection of two storey and single storey front extensions, 1 Swan Cottages,

 Heathton for Mr. Adam Perks

20/01142/FUL Erection of one dwelling and garage following demolition of existing building(s); creation of vehicular access Land Adjacent Clematis Cottage 4, Rudge Heath Road, Rudge Heath, Claverley for Mr & Mrs P. Banger

20/01187/FUL Alterations in connection with conversion of cellar to form 3 bed apartment,

 Gatacre Hall, Gatacre, Claverley for Mr. J. Tucker (Venture Construction & Development)

20/01188/LBC Alterations in connection with conversion of cellar into one apartment affecting a Grade II Listed Building, Gatacre Hall, Gatacre, Claverley for Mr. J. Tucker (Venture Construction & Development)

20/01192/TPO Fell 1no Conifer protected by The Salop County Council (The Lodge, Claverley) TPO 1969 (Ref: BR/TPO/8) 4 Lodge Park, Claverley for Ms Margaret Moss

20/01210/FUL Erection of single storey pitched roof side extension and installation of roof lights to rear elevation, Staddlestones, Church Street, Claverley for Mr. C. Foster

20/01292/FUL Erection of single storey rear extension, The Corner Cottage, Farmcote for

Ms Liz Herring

20/01536/FUL Erection of oak framed triple garage with external staircase to storage over (re-submission) Home Farm , Gatacre, Claverley for Mr. E.D. Horgan

20/01832/LBC Internal works to facilitate the removal of partition walling and reinstatement of original floor, The Old School House , Bull Ring, Claverley for Mrs. K. Dwane

20/01844/TPO Fell 3no Conifer trees protected by The Salop County Council (The Lodge,

 Claverley) TPO 1969 (BR/TPO/8), Treetops , Lodge Park, Claverley for Mr. Stephen Quinn

20/01874/TCA To fell 1no Scots Pine (T1), reduce by half 2no Beech trees (T23), fell 2no Beech Trees (dead) (T45) and crown raise by 10m from ground level 2no Beech Trees (T67) within Claverley Conservation Area, Powk Hall Mill, Pound Street, Claverley for

Mr. Paul Pinder.

New Applications to be considered

 20/02665/FUL Erection of 4No. affordable dwellings and conversion of outbuilding to

form 1No. dwelling; formation of car parking and ancillary works (Re-submission), Crown Inn, High Street, Claverley for The Crown Inn (Claverley) Ltd.

The Parish Council resolved to strongly object to this planning application. A draft of the objections will be circulated to councillors prior to submission.

20/02666/LBC Works to outbuilding to facilitate the conversion to 1No. residential dwelling

 affecting a Grade II curtilage Listed Building (Re-submission), Crown Inn, High Street,

 Claverley for The Crown Inn (Claverley) Ltd.

The Parish Council resolved to strongly object to this planning application. A draft of the objections will be circulated to councillors prior to submission.

20/02679/FUL Erection of oak framed outbuilding, Upper Ludstone Cottage, Upper Ludstone, Claverley for Mrs Beverley Grade.

The Parish Council did not have any objections

The Clerk had updated councillors each month on planning applications.

17/05203/MAW Phased extraction of sand and gravel, land north of Naboth’s Vineyard, Shipley

A draft submission raising concerns relating to the application for discharge of some of the planning conditions had been circulated to councillors for approval. After councillors had emailed their approval the submission was sent to Mr. I.E. Kilby, Shropshire Council’s Development Manager.

46 /20 **UNITARY REPORT**

Councillor Woodward had submitted her report which had been distributed to all the councillors.

Councillor Woodward had been able to hold a Skype conversation with a Highways officer regarding the holes which had appeared in High Street. Further investigations regarding potential drainage issues due to the nature of the defects appearing in the road are to be carried out during the school holidays as a road closure will be required. During this Skype conversation Councillor Woodward had again raised concerns about the poor condition of the road surface between The Old Gate Inn and Pear Tree Lane, Heathton and a Highways Technician will be inspecting the carriageway. Councillor Cowie asked whether this section of the road was in the programme for re-surfacing. Councillor Woodward would continue to keep raising it but it would depend if there were other higher priority areas.

The drainage at Woundale had been completely cleared and a number of road defects had been repaired.

She had informed councillors about a number of policies in the pre-submission Local Plan (being considered by Cabinet 20th July 2020) which reference the role of Community Led Plans.

Councillor Woodward thanked the Parish Council and the Claverley Coronavirus Support Network for all their efforts to support parishioners since the outbreak of Coronavirus. She had found the Parish Council’s website easy to navigate and full of useful information.

**FINANCE**

47/20 Internal Audit Report

 Mr. Geoff Butler had completed the internal audit for the year ended 31st March 2020.

 He did not wish to draw any matters to the attention of the Parish Council as a result of his internal audit.

 48/20 Annual Governance Statement

The Annual Governance Statement had been distributed to councillors prior to the meeting to enable them to study the statements. All councillors agreed a ‘yes’ answer to each assertion and the Statement was approved for signature by the Chairman and the Clerk.

 49/20 Accounting Statements for the year ended 31st March 2020

The Accounting Statements for the year ended 31st March 2020 had been distributed to councillors prior to the meeting. The Accounts showed a surplus of £1470.31. It was proposed by Councillor Patel, seconded by Councillor Parr and agreed by the Council to accept the Accounts and for them to be signed by the Chairman and Clerk.

 50/20 Bank reconciliation

 The bank reconciliation showed the net balances at 30th June 2020 were £87,266.58.

 The reconciliation still had to be checked by Councillor Dungar.

The Clerk informed the meeting that the application to Shropshire Council for a grant under the Small Grants Scheme to print the Covid-19 leaflets had been successful and £35.88 had been received.

When the precept had been received it had included a Neighbourhood Fund payment of. £1434.23.

The VAT refund of £3909.38 for the year ended 31st March 2020 had been received.

 51/20 **BONFIRE AND FIREWORKS EVENT 2020**

 Jubilee Fireworks had contacted the Clerk to enquire whether the Parish Council was

considering holding a bonfire and fireworks event this year as they were trying to plan ahead and allocate staff. If the event had to be cancelled as a result of coronavirus restrictions no financial penalty will apply.

Councillor Cotham confirmed Damson Hedge field would be available. After discussion had taken place it was proposed by Councillor Parr, seconded by Councillor Beaman and agreed by the Council to hold an event on Saturday, 7th November.

**Action: Clerk to make a booking with Jubilee Fireworks and enquire if Severn Valley Roasts would be available to provide the food.**

 52/20 **WEBSITE ACCESSIBILITY REGULATIONS**

Councillor Dungar reported work was ongoing to meet the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 to ensure the website was accessible to people with various disabilities. An accessibility statement will be required.

 53/20 **PARISH MATTERS**

Marvin Harris’ quote for cutting the grass on the Aston Lane bank had been circulated to councillors who had emailed their approval of the quotation. The work had been carried out in June.

 The top slat of the wooden bench in the Bull Ring, outside The Old Vicarage, needed to be replaced. Mr. W. Cox had offered to undertake the work required. It was proposed by Councillor Cowie, seconded by Councillor Patel and agreed by the Council to accept Mr. Cox’s offer.

 Councillor Cotham reported there had been several incidents of fly tipping in Hopstone.

 In one case the rubbish had been set alight which had damaged a section of the hedge. The Clerk had reported to Shropshire Council numerous other incidents in the parish since the outbreak of Coronavirus.

 Once again, the grass verges along School House bank had been missed when the grass cutting had taken place. This had been reported to Shropshire Council. Councillor Cotham reported the standard of cutting had been poor as the cut had been late and the speed of the contractor had contributed to the poor standard.

 Councillor Parr reported he had been trying for three years, without success, to get high speed broadband in Woundale. Openreach were not prepared to extend the national network and Airband fibre network was not cost effective. Councillor Woodward offered to investigate.

 **Action: In order to try and ascertain how many areas in the parish are experiencing the same problem, Councillor Dungar undertook to put a request on the website for information from parishioners who had similar problems.**

Concern was expressed about incidents of crime in the parish.

54 /20 **CORRESPONDENCE**

Notification of road closures

Notification of the following road closure had been received:

The A458 (Stourbridge road) at Wootton crossroads will be closed from 3rd to 7th August between 9.30am and 4.00pm to enable the LTP Safety Scheme to be carried out. This will include new signing, lining, cats eyes, vegetation clearance, high friction surfacing, red matting and gully cleansing.

Street name for new residential development at Wootton

Shropshire Council had asked the Parish Council to comment on the street name put forward by the developer of the new residential development at the former Davro Iron & Steel site at Wootton. Councillors were happy with the suggested name ‘Ridgewell Hill’.

Dog Fouling – request for a bin

An email had been received about the increase in dog fouling along School House lane and a dog waste bin had been requested to be sited just beyond the junction to All Saints Park.

Councillors thought the bin should be sited at the back of the ‘Welcome to Claverley’ sign in Pound Street

There was provision in the budget for a dog waste bin but Shropshire Council would have to undertake emptying the bin and agree the site.

**Action: Clerk to contact Shropshire Council to see if they would empty the bin and agree a site.**

Suggestion for a Claverley Coronavirus Memory

The Parish Council had been asked to give consideration to a suggestion that the stones children had painted during the Coronavirus pandemic be preserved in cement to show support for the NHS and to remind people how the community rallied round.

**Action: Clerk to ask for more details of this proposal**

 55/20 **REPRESENTATIVES’ REPORTS**

 Rights of Way

Councillor Cotham reported further emails had been received from Mr. Brown, Stourbridge HF Rambling Club. He had followed up the items raised by Mr. Brown.

56/20 **CHEQUES**

 The following cheques were approved in April and signed by the Chairman and Vice Chairman Chq. no. 001576 SSE energy for street lights during March and energy for

 Christmas lights………………………………………… £194.95

 001577 Mrs. G.M. Price – clerk’s salary 4th quarter 2019/2020…… £813.18

 001578 Claverley Parochial Church Council – printing Coronavirus

 leaflets………………………………………………… £35.88

 001579 Mrs. G.M. Price – reimbursement for

 petty cash 2019/20 £109.35

 Broadband - 07/01-06/04 £96.70

 Stationery £71.49 £277.54

 001580 Logic Tree Ltd. – upgrading website………………………. £900.00

 The following cheques were approved in May and signed by the Chairman and Vice Chairman

 Chq. no. 001581 SSE - Energy for street lights – April……………………… £152.15

 001582 NALC - Annual subscription to LCR ……. ………………. £17.00

 001583 D.J. Price - Reimbursement for cost of clerk’s

 telephone calls 01/04/19 to 31/03/20 …………………… £117.32

 The following cheques approved in June and signed by the Chairman and Councillor Cook

 Chq. no. 001584 E.On Energy Solutions Ltd. - Street Light Maintenance

 Contract ……………………………………………… £352.50

 001585 SALC - Affiliation fees 2020-2021 ……………………… £695.63

 001586 SSE - Energy for street lights – May ………………………. £157.01

 001587 Information Commissioner - Annual Data Protection fee……£40.00

 001588 M.E. Harris - Strimming Aston Lane bank …………………£290.00

 001589 G.H. Butler - Gift for carrying out internal audit ………… £100.00

 Items awaiting payment

 New Barns Nurseries – plants for summer planting scheme… £78.34

 SSE – energy for street lights - June…………………….. £152.15

 Mrs. G.M. Price – clerk’s salary for 1st quarter 2020/21…… £833.51

 MSD Lighting Ltd. – 5 new lighting columns and lanterns.. £7116.00

 Mrs. G.M. Price - reimbursement for cost of

 Broadband 07/04/20 to 06/07/20…………………… £94.50

 E.ON Energy Solutions Ltd – replacing column 3 , Lodge

 Park………………………………………………….. £932.05

 R.J. Cotham – reimbursement of Zoom fee for the parish

 council meeting………………………………………. £14.39

 Jubilee Fireworks Ltd. – deposit for fireworks display……… £168.00

 Councillors approved payment of the above items.

 **ADJOURNMENT**

 There being no further business, the Chairman closed the meeting at 9.10 p.m.

Date of next meeting: Monday, 14th September at 7.30 p.m. via Zoom