**MINUTES OF THE ANNUAL COUNCIL MEETING HELD IN THE VILLAGE HALL ON MONDAY, 21st MAY 2018 AT 7.30 p.m**.

Present: Councillors Mrs. S.A. Beaman

 D.A. Cook

 R.J. Cotham (Chairman)

 D.S. Cowie

 M.J. Edwards

 D. Hyde

 Mrs. J.C. Marsh

 R. S. Parr

 Ms L. Patel

Also present: Shropshire Councillor Mrs. Tina Woodward,

20 members of the public

Apologies: Councillor J.R. Caswell – personal reasons,

 Councillor Mrs. C.G. Dungar -personal reasons, Councillor M.P. Hill – business reasons

 Councillor P.J. Wade - personal reasons

71/18 **ELECTION OF CHAIRMAN**

 Councillor Cowie called for nominations for Chairman.

Councillor Cotham was proposed by Councillor Edwards, seconded by Councillor Cook and there being no further nominations, was elected.

Councillor Cotham signed the Declaration of Acceptance of Office as Chairman.

72/18 **ELECTION OF OFFICERS**

 Vice-Chairman Councillor Hyde was proposed by Councillor Edwards, seconded by Councillor Parr and there being no further nominations was elected.

 QEII Jubilee Field Councillor Cook was proposed by Councillor Cowie, seconded by Councillor Patel and there being no further nominations was

 elected.

 Rights of Way Councillor Cotham was proposed by Councillor Beaman, seconded

 by Councillor Edwards and there being no further nominations was

 elected.

 Wolverhampton Councillor Hill was proposed by Councillor Parr, seconded by

 Airport Councillor Beaman and there being no further nominations was

 Consultative elected.

 Committee

 Emergency Planning Councillor Beaman was proposed by Councillor Cowie, seconded

 & Flood Monitor by Councillor Edwards and there being no further nominations was elected.

 Local Joint Councillor Cotham was proposed by Councillor Patel, seconded

 Committee by Councillor Cowie and there being no further nominations was elected.

 Village Hall To be filled

 Representative

 Tree Warden Paul Pickerill had agreed to continue as Tree Warden through his

 membership of Claverley in Bloom

 Bridgnorth Area

 Committee of SALC Councillors would attend in rotation.

 Planning Councillor Cotham, Councillor Cowie, Councillor Marsh,

 Sub-Committee Councillor Parr, Councillor Patel

 **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

Councillor Beaman declared a Disclosable Pecuniary Interest in discussions regarding the

Kings Arms.

MINUTES of the meeting held on 9th April 2018, having been distributed to all

 Councillors, were confirmed and signed.

 **MATTERS ARISING FROM THE MINUTES**

 Councillor Beaman left the meeting

73/18 The Kings Arms

There was nothing further to report.

Councillor Beaman returned to the meeting.

74/18 Spicers Hall Caravan Site

Mr. Reade informed the Parish Council that the Ombudsman had written to Shropshire Council and he would in due course receive a copy of Shropshire Council’s response.

75/18 Shropshire Housing Needs Survey

Shropshire Council welcomed community involvement and would like the process to be as inclusive and transparent as possible. Shropshire Council had suggested the working group from the parish should ideally be a maximum ten including 3 Parish Councillors but Councillor Edwards felt it should be limited to six. Councillors Cowie, Hyde, Marsh and Patel had volunteered to be members. The Parish Council will decide who will be members of the working group.

Mr. Fenwick-Wilson informed the Parish Council he had approached Shropshire Council as he wished Claverley Preservation Society to be involved in setting the questions in the Housing Needs Survey.

**Action: Clerk to place a request for village organisations to nominate an individual to be a member of the working group. The Parish Council will consider the nominations at the July meeting.**

Ms Crawford asked how long the Right Homes Right Place survey will continue. Councillor Woodward replied it would be running for some time. She added Shropshire Council only has Homepoint numbers and has to know if there is a local need if there are applications for affordable housing.

Mr. Fenwick-Wilson said it was essential to ensure there was a genuine need for a local person.

Mr. Reade informed the meeting a review of the National Planning Policy Framework was taking place. Development should take place in sustainable places.

Councillor Woodward said Shropshire Council has to review the Green Belt. The Parish Council can ask to see an affordable element on a site.

18 members of the public left the meeting.

76/18 Claverley in Bloom

 Councillor Parr’s report had been circulated to councillors.

 Over 20 sacks of rubbish and much larger items had been collected by CIB committee members on the litter pick which was carried out on 8th April.

 It was hoped to install the summer planting scheme in all the planting troughs on Saturday, 2nd June. The price of the peat-free compost was the same as last year. CIB will be installing two self-watering planters either side of the bench in Aston Lane.

 On or around 21st April a heavy vehicle had gouged out a large area of soil and grass from the green triangle at Winchester crossroads. CIB had repaired the damage.

 CIB had decided not to run a garden competition in 2018 but will do so again in 2019 to mark CIB’s intention to enter the Heart of England in Bloom campaign.

77/18 QEII Jubilee Field

 Councillor Cook reported the Head Teacher had approached the Parish Council about the drop from the tarmac footpath at the back of the school onto the school field as she was concerned a child might run and trip. A quotation for the installation of a concrete ramp had been obtained from Marvin Harris which amounted to £52.00. In the spirit of co-operation, the Chairman had approved the quotation and Mr. Harris was asked to proceed with the work which has been completed.

 The Head Teacher had also raised the maintenance of fencing at the back of residents’ gardens along the righthand side of the field as there were gaps which was a safeguarding issue for the school. Councillor Cook had explained that when the Joint Use Agreement was renegotiated with Shropshire Council it was designed to remove liability from the Parish Council for all capital expenditure and therefore the Parish Council was unable to help because of other financial obligations.

Discussion took place about the condition of the field. Councillors Cotham and Beaman offered to use a sub-soiler on the bottom end of the field to try and break up compaction. This work would be undertaken during the half term holiday. The field would be closed whilst the work was taking place.

**Action: Clerk to inform the Head Teacher and obtain a key to the outside gates.**

Trysull Tigers had paid the invoice for the use of the field.

78/18 Bonfire and fireworks event 2017

Discussion took place about the various community projects which had been put forward.

Before making a final decision, it was agreed to obtain the approximate cost of installing a bowler’s runway for the cricket wicket and installing a handrail and improved path to the graveyard.

79/18 Website

Councillor Dungar and Councillor Parr had experienced similar problems when uploading the website.

**Action:** Councillor Parr offered to discuss the problems with Kensa Creative Ltd.

80/18 General Data Protection Regulations

The Government had made an amendment to the Data Protection Bill. This amendment exempted all parish and town councils from the requirements to appoint a Data Protection Officer. It is anticipated the Bill will receive Royal Assent and come into force by 25th May 2018.

The Clerk would be attending a further briefing which had been arranged by SALC for clerks on 24th May.

81/18 Street Lights

MSD Lighting had informed the Parish Council that its prices had been increased by 5% with immediate effect.

The Clerk was still awaiting the updated inventory from E.ON in order to obtain the

certificate of energy use from Western Power which was required to obtain quotes for the

supply of electricity for the street lights.

82/18 **PLANNING**

 Refusal

17/01357/COU Application under Section 73A of the Town and Country Planning Act

 1990 for the change of use of redundant agricultural building to B2

 (General Industry), Buildings at Small Heath Farm, Ashford Bank,

 Claverley for Mr. Nicholas Corns

New Applications

18/01300/FUL Formation of new entrance and driveway, 9 Clifton Cottages, Hill End,

 Claverley for Mr. David Willis

 The Parish Council did not have any objections

18/01671/FUL Change of use from office/gym to ancillary use to main dwelling, Hope

 Cottage, Draycott, Claverley for Mrs. Sharon Haywood

 The Parish Council expressed concern that this application might result in a

 separate dwelling being created which could be sold in the future as a separate

 property to Hope Cottage.

18/01962/FUL Erection of orangery following demolition of existing conservatory, removal

 of existing garden wall and replace with new boundary wall, removal of existing

 foliage at the rear of garage and erect new wall and hardstanding for car parking

 and garage access, Unitts Cross Cottage, Upper Farmcote for Mr. Shaun Pullen

 The Parish Council did not have any objections

18/02078/FUL Extension to front and conversion of garage to create granny annexe ancillary

 to main dwelling, 1 Farmcote Cottage, Farmcote for Mr. and Mrs. Adrian Writtle

 The Parish Council did not have any objections but requested a condition that the

 granny annexe could not be sold separately from the main dwelling.

18/02121/FUL Erection of single storey rear extension, Summerfield, Church Street,

 Claverley for Mr. Brett Cartwright

 The Parish Council did not have any objections

**Reconsultation due to Amendement**

17/05265/FUL Application under Section 73A of the Town and Country Planning Act 1990

 for ground levelling engineering operations, Spicers Hall Caravan Park for Sought

 After Location Ltd.

 The Parish Council continued to object to the application. Various questions

 raised by the Planning Officer remained unanswered.

83/18 **UNITARY REPORT**

Councillor Woodward suggested councillors used Shropshire Council’s online reporting system to report potholes.

She had reminded Shropshire Highways that visibility splays on A and B roads needed cutting as verges were overgrown impairing visibility.

It was not possible to discuss the plans for the two safety schemes listed in the letter from Shropshire Council as the plans hadn’t been received by the Parish Council

84/18 **ANNUAL REVIEW OF BANKING ARRANGEMENTS (Financial Regulation 5.1)**

 **BANK RECONCILIATION** (Financial Regulation 2.2)

 The annual review of banking arrangements, including the bank mandate (Financial

Regulation 5.1) was undertaken. It was agreed that as Councillor Hyde had been elected Vice Chairman he would be added to the present signatories who were Councillors Cook, Cotham, Cowie, Edwards and Parr.

NatWest Bank was closing its Bridgnorth Branch on 12th June.

Councillor Dungar had carried out the quarterly bank reconciliation and the total net balances as at 31st March 2018 amounted to £59138.53.

85/18 **PARISH MATTERS**

Councillors reported potholes at the top of High Street, Winchester crossroads, near Winchester Farm, between Heathton and Brook House, near Spring Cottage, Farmcote, at the top of Bulls Bank, Hill End. The road surface between Woundale and Three Dwellings was deteriorating.

**Action: Clerk to inform Shropshire Highways**

Trees required cutting back near the entrance to Sandford Hall and the hedge outside The Old Bakehouse and along the path from the churchyard to Spicers Close required cutting. The wall outside Powk Hall Cottages required attention.

**Action: Clerk to contact the owners**

One councillor expressed concern that the signs and lighting at The Old Gate Inn had been changed. The standard of grass cutting at Clover Heath and Danesbrook had been poor.

Once again, the wall at Cornerways had been damaged.

Dog fouling was continuing to be a problem. Councillor Woodward offered to discuss this problem with Shropshire Council.

86/18 **CORRESPONDENCE**

 Request for confirmation of local connection

A request for confirmation of local connection had been made. The applicant met two of the criteria.

 Shropshire Council – Integrated Transport Schemes

The Parish Council had been informed Shropshire Council’s Highways and Transport capital budget is to be reduced by £5m in each of the next two financial years. However, Shropshire Council was working on developing a safety scheme at:

* B4176 Royal Oak to County Boundary – safety and speed management
* A458 Wootton crossroads – safety scheme

Both schemes are within the capital programme for the current financial year.

Notification of road closures

Notification had been received that:

* Duken Lane, Wootton will be closed from 31st May to 21st June between 07.30-17.30 for resurfacing and civil works.
* Rudge Heath Road, Rudge Heath will be closed on 4th June for Western Power to undertake ducting and cabling.
* High Street, Claverley will be closed on 18th June for BT to renew a frame and cover.
* The road from Woundale House Farm to Wall Hill will be closed on 19 June to enable BT to access BT chambers for cabling

Police & Crime Commissioner’s Survey 2018

It was agreed to defer discussion of the Parish Council’s response to the June meeting.

Review of Place Plan Data

Shropshire Council was reviewing the Place Plan data. Clerk to submit amendments relating to the number of public houses in the parish.

Signage relating to litter/fly tipping

A resident had asked the Parish Council to consider the provision of signs at the road entrances to Claverley regarding the dropping of litter/fly tipping. After discussion it was agreed not to increase the amount of signage.

87/18 **REPRESENTATIVES’ REPORTS**

 No reports were made.

88/18 **CHEQUES**

 Chq. No. 001448 Claverley Village Hall Committee - use of Village

 Hall for meetings April 2018 to March 2019…………. £156.00

 001449 E.ON Energy Solutions Ltd. – repairs to street lights…….. £322.74

 001450 M.E. Harris – formation of ramp QEII Jubilee field………. £52.00

 001451 NALC – annual subscription to LCR……………………… £17.00

 001452 Npower Ltd. – energy for street lights…………………….. £83.78

 001453 D.J. Price – reimbursement for cost of telephone calls

 made by the Clerk on behalf of the Parish Council

 1st April 2017 to 31st March 2018……………………. £114.44

 001454 Mrs. G.M. Price – reimbursement of petty cash

 expenditure 1st April 2017 to 31st March 2018………… £106.72

It was proposed by Councillor Patel, seconded by Councillor Hyde and agreed by the Council to pass the cheques for payment.

The Chairman closed the meeting at 10.03 p.m.

Date of next meeting: Monday, 11th June at 7.30 p.m. in the Village Hall