

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON MONDAY, 14<sup>th</sup> APRIL 2014 AT 7.30 p.m.**

Present                    Councillors Ms J.L. Clements  
                                  D.A. Cook  
                                  R.J. Cotham  
                                  D.S. Cowie                (Chairman)  
                                  M.J. Edwards  
                                  S.J. Lawrence  
                                  R.S. Parr  
                                  D.A. Whitmore  
                                  Mrs. V. Williams

Also present: Shropshire Councillor Mrs. Tina Woodward, Mrs. S. Beaman

Apologies: Councillor J.R. Caswell – business reasons, Councillor D. Harris – business reasons  
                  Councillor Mrs. J.C. Marsh – personal reasons

**DECLARATION OF INTERESTS**

No disclosable pecuniary interests were declared

MINUTES of the meeting held on 10<sup>th</sup> March 2014, having been distributed to all Councillors, were confirmed and signed.

**MATTERS ARISING FROM THE MINUTES**

49/14 Claverley in Bloom

The Chairman thanked Councillor Parr for his detailed report which had been forwarded to all members of the Council. Claverley in Bloom had entered the 2014 Heart of England in Bloom campaign and had requested judging to take place on Monday, 14<sup>th</sup> July. CIB had also signed up to the RHS initiative ‘Growing for Gold Pollinators’ and will be working with Claverley School to grow a range of insect friendly plants, including sunflower seeds supplied by the RHS as part of the initiative. Children from Claverley School had taken part in a litter pick on 1<sup>st</sup> April.

CIB was exploring the possibility of installing wooden planting troughs on the green space at the end of Clover Heath. The support of the residents would be required for the project to go ahead.

50/14 QEII Jubilee Field

Councillor Cook had emailed the Head Teacher and the Chairman of the School Governors regarding the Parish Council’s proposal to renovate the field to improve the surface and was awaiting their response. He was endeavouring to obtain up to date quotes for the renovation work.

Councillor Cook had noticed moles were active again and would contact the Head Teacher.

Councillor Parr informed the meeting that when the school litter pick had been carried out rubbish, such as drinks cartons, had been found which had been left after a home football match.

**Action : Councillor Cook to speak to the Football Club about clearing up litter after matches.**

51/14 Claverley Website

Councillor Williams reported the website was up and running. It was not as user friendly as hoped but the feedback had been favourable. The contact form was not working at present. Awareness of the website will be raised in the Bridgnorth Journal and Halo magazine. The promotion of local businesses will be looked at later.

52/14 Parish Plan

In Councillor Harris' absence, the Clerk reported that three quotations had been received for printing the Community Survey and the Young People's questionnaire. These had been considered by the Parish Plan working group who were recommending acceptance of the quote from Badger Print and Design. After discussion, it was proposed by Councillor Cook, seconded by Councillor Whitmore and agreed by the Council to accept the quote of £602.00 from Badger Print and Design.

53/14 Street Lights

Councillor Cowie reported he was in contact with a local authority in Warwickshire. He would forward on the quotation for street light columns and LED lanterns which he had received last year from JW (UK) Ltd.

54/14 Claverley Youth Club

Councillor Lawrence's report had been circulated to all the Councillors. Councillor Lawrence was collecting the remainder of equipment and everything was in place for the opening on Monday, 21<sup>st</sup> April. Codsall Youth Club, who had helped Pattingham set up a youth club, had been very helpful. Councillor Lawrence was thanked for all his work setting up the youth club.

55/14 Spicer's Close Verges

The Clerk reported Graham Downes was checking to see if any public utility apparatus was located in the bank and was awaiting his response. She had also been in contact with the new Practice Manager, Steve New regarding the parking problems.

56/14 Dog Fouling

The Parish Council's request for additional bins for dog waste was being considered by Shropshire Council.

Councillor Williams had noticed that children were walking dogs and thought they should be reminded they should clear up after their dogs.

**Action: Clerk to put note in 'Halo'.**

57/14 Financial Regulations/Standing Orders

Councillor Clements reported she was drafting up the new Financial Regulations and Standing Orders. She would be meeting with Councillors Cowie and Whitmore and the Clerk to go through the drafts and hoped to forward them to the Councillors prior to the May meeting. Councillor Clements was thanked for all her work on these documents.

The Clerk and Councillor Clements had found the Audit training session arranged by SALC very informative. It had covered items such as common issues from previous audits, role of the internal auditor, rights of local government electors and legislative changes. When carrying out intermediate audits Mazars had identified weaknesses in standing orders and financial regulations. Consultation was taking place on the future of local audit as the Local Audit and Accountability Act 2014 includes provisions for abolition of the Audit Commission and establishment of new local audit framework.

58/14 Wolverhampton Airport – Tourism Paper

Councillor Parr had drafted out a response from the Parish Council to the Tourism paper which had been put together by Richard Thompson, Vice Chairman of Wombourne Parish Council. It was agreed the Clerk would submit it to the Secretary of the Wolverhampton Airport Consultative Committee.

59/14 **UNITARY REPORT**

Councillor Woodward reported she had requested appropriate signage be put in place for the diversion when the Claverley to Heathton road is closed at the end of June to allow Cut Throat bridge to be repaired to try and reduce the problems encountered in the parish when there had been other road closures. She regretted that some motorists using SatNavs ignored signage.

An informal site meeting had been held at Hopstone to look at various issues, including the possibility of water cascading down the steps to Pear Tree Cottage when the roadside gully is full. John Williams, Shropshire Council's Bridges & Structures Manager, had confirmed that the kerbs around the gully will be changed to provide a higher kerb face. It will be necessary to close the road to traffic for a few days to allow the work to be carried out safely.

There was also concern about the highways design as kerbs were being bumped over by vehicles due to limited space when vehicles met. The passing space further up was being eaten into raising concern it will encroach back to the houses below.

Alice Dilly, Shropshire Council's Principal Engineer, Environmental Maintenance, had put forward a proposal to improve the Upper Aston junction between the B4176 and Upper Aston Farm whereby the road junction opposite Upper Aston Farm would be brought slightly forward to improve visibility and the road alignment moved slightly across utilising the opposite verge. Funding was available to carry out this work in the current financial year.

During discussion some councillors felt the proposed scheme did not address the visibility and road safety issues and that the funding should be put towards a better solution. Councillor Woodward would pass on the comments to Alice Dilly.

Councillor Cotham had met Graham Downes and Dennis Wilson, Drainage Engineer, to discuss the problem of surface water runoff during periods of heavy rain in the Lion o' Morfe catchment area. Surface water was washing debris down the road from Three Dwellings blocking drains.

Councillor Woodward said the Police will be conducting a speed campaign on on A and B roads in the area.

#### 60/14 **PLANNING**

##### **Permissions**

12/02058/OUT Erection of a detached dwelling, plot adjacent 10 The Paddock, Claverley for Mr. A. Ham.

1400141/FUL Erection of 3 bay detached garage and store block, The Coach House, Heathton for Mr. R. Beavon.

14/00702/TCA Removal of one Leylandii tree within Claverley Conservation Area, All Saints' Church, Church Street, Claverley for Rev. Garry Ward

14/00778/FUL Erection of detached double garage, The Orchard, Aston Lane, Claverley for Mr. A. Snowdon

##### **New Applications**

14/01303/FUL Erection of front porch, first floor rear and dormer roof extensions, Court House, Church Street, Claverley for Mr. and Mrs. D. Holliman.  
The Parish Council did not have any objections

14/01414/LBC Internal works to include replacement facilities, staircase and partition walling, High Grosvenor Farm, High Grosvenor for Mr. M. Davies.  
The Parish Council did not have any objections.

#### 61/14 **PARISH MATTERS**

Councillor Cook reported that Aston Lane residents had observed parents stopping on the yellow lines outside the school to drop off children and some children were getting out of cars into the road rather than the pavement side.

**Action: Clerk to inform the Head Teacher**

Councillor Cook reported there was a pothole forming in High Street near the junction with Aston Lane.

**Action: Clerk to inform Shropshire Highways**

Councillor Cotham commented on the overhanging trees on the left hand side bank travelling from the Lion o' Morfe. He believed they belonged to Mr. Walker.

**Action: Clerk to contact Mr. Walker**

Councillor Cotham reported that on the Claverley to Hopstone road the verge edge had been pushed into the ditch on the left hand side of the road.

Councillor Williams had noticed the pothole outside 9 Griffiths Green had not been repaired. The pavement from Griffiths Green to the entrance to the Wold had become very narrow due to overgrowth.

**Action: Clerk to inform Shropshire Highways**

Councillor Cowie reported the drain near Mrs. Marsh's property was still blocked.

**Action: Clerk to inform Shropshire Highways**

An extension to Draycott Farm had been carried out.

**Action: Clerk to check to see if it had received planning permission**

## 62/14 CORRESPONDENCE

### SAMDev Pre-submission draft (Final Plan) consultation

Shropshire Council had published the Site Allocations and Development (SAMDev) Plan Pre-Submission Draft in order for representations to be made on the 'soundness' of the SAMDev Plan prior to its submission to the Secretary of State. Once submitted the representations made will be considered alongside the published SAMDev Plan by a Planning Inspector as part of the examination stage. Any representations must be made before 5.00 p.m. on 28<sup>th</sup> April.

### Change to Community Action Team

The Parish Council had been informed that due to personnel changes in Shropshire Council's Community Action teams, Tracy Johnson will have responsibility for the Bridgnorth area as Tom Brettell had moved to Shrewsbury. The Clerk had thanked Tom for all his help and advice.

### Notification of road closure

Notification had been received from Shropshire Council that work was required to repair the Heathton West bridge (Cut Throat) necessitating closure of the road for a period of up to 4 weeks. It is anticipated the closure will take effect from 30<sup>th</sup> June.

### Shropshire and Staffordshire Local Flood Risk Management Strategy

Shropshire Council and Staffordshire County Council have agreed to work together to deliver local flood risk management responsibilities. This includes the joint production of a Local Flood Risk Management strategy. Consultation on the strategy is taking place and any comments should be submitted by 30<sup>th</sup> June.

### Mazars – notification of Audit of Accounts for year ended 31<sup>st</sup> March 2014

Notification had been received from Mazars, the external auditor, that the Parish Council must approve the Annual Return by the statutory deadline of 30<sup>th</sup> June. The Annual Return must be submitted to Mazars by 4<sup>th</sup> July. 21<sup>st</sup> July had been set as the appointed date when local electors and representatives have the right to question the auditor or make an objection to the accounts.

### Post 16 Education Transport Assistance for Entitled Shropshire Students

Notification had been received that Shropshire Council is not proposing to make any changes to the entitlement rules of the Post 16 transport policy for the 2014/2015 academic year. Details of the proposed contribution levels for September 2014 had been provided.

#### 63/14 CHEQUES

Chq. No. 001166	S. Lawrence – 1 <sup>st</sup> instalment of Youth Club start-up costs.....	£645.99
001167	Kensa Creative Ltd. – balance of cost of building website.....	£1324.80
001168	Councillor J.L. Clements – travel expenses attending SALC training on Audit .....	£30.04
001169	Shropshire Association of Local Councils – training fees for Clerk and Councillor Clements to attend training on Audit.....	£40.00
001170	Mrs. G.M. Price – Clerk’s salary 30/12/13 to 30/03/14 .....	£637.07
001171	H.M. Revenue & Customs –PAYE on Clerk’s salary.....	£49.20
001172	Claverley Village Hall Committee – use of hall for meetings April 2014-March 2015.....	£156.00
001173	NALC – subscription to Local Council Review.....	£17.00
001174	S. Lawrence – 2 <sup>nd</sup> instalment of Youth Club start-up costs.....	£150.00
001175	Mrs. G.M. Price – reimbursement for cost of Broadband 7 <sup>th</sup> January to 6 <sup>th</sup> April 2014.....	£64.80

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

#### ADJOURNMENT

There being no further business, the Chairman closed the meeting at 8.55 p.m.

Date of Annual Council meeting: Monday, 12<sup>th</sup> May at 7.30 p.m. in the Village Hall