

CLIVE PARISH COUNCIL

MINUTES 18 JAN 2024

Minutes of the Clive Parish Council meeting, held in Clive Village Hall on Thurs 18th Jan 2024, at 7.00pm.

Present: Cllrs Sharon Cunliffe (Mattu), Rob Dennis (arrived 19.35), Ian Donoghue, Sandy Goldwyn (Vice Chairman), Peter Slark, Peter Walters (Chairman).

In attendance: Lydia Bardsley (Proper Officer), Public: 7

Meeting started at: 7.00pm

87/23: CHAIRMAN'S WELCOME

The Chairman welcomed everyone and opened the meeting.

88/23: TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hewitt (unwell), Shropshire Councillor Simon Jones (work commitments). It was **RESOLVED** to note these.

89/23: DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS

None made.

ADDENDUM: Later in the meeting, Cllr Cunliffe (Mattu) declared an interest in agenda item 92/23: Casual vacancies.

90/23: OPEN FORUM

A period set aside to allow the public the opportunity to speak on an agenda item (maximum 3 minutes per person).

Public participation is only permitted during this session and is at the chairman's discretion.

Members of the public spoke on agenda item 95/23a Parish Matters: Fireworks, and raised concerns about fireworks being let off with no warning and the negative impact on pets, horses, and livestock. It was **AGREED** that the PC would add information in the newsletter and website encouraging residents to inform neighbours and farmers in advance if fireworks are planned.

6 members of the public left the meeting at 19.12.

91/23: MINUTES

- a) It was **RESOLVED** to approve and sign the [Council meeting minutes dated 25 Sept 2023](#) as an accurate record.
- b) It was **RESOLVED** to approve and sign the [Council meeting minutes dated 23 Nov 2023](#) as an accurate record. Chairman thanked Cllr Cunliffe (Mattu) very much for taking notes and preparing these minutes in the Clerk's absence.

92/23: CASUAL VACANCY – Council to consider applications and co-opt a new member

Cllr Sharon Cunliffe (Mattu) declared an interest in this item and left the room at 19.14.

After discussion and a vote it was **RESOLVED** to co-opt Mr Mark Haines-Eynon to the Council.

Cllr Cunliffe (Mattu) returned to the room at approx. 19.20. One member of the public left the meeting at 19.21.

93/23: REPORTS

- a) **Sansaw Estates** – Consider a report from Sansaw Estate

The Clerk read out the following update:

- Thefts in the area still active, estate is still finding stolen items on the land e.g. quadbikes and machinery.
- Calving due to start in the next fortnight which will go on until mid-April.

- Himalayan balsam – Clerk will check status of work with the estate.
 - Grinshill Hill quarry fencing - Clerk will check status of work with the estate.
 - Tree branch lent against cable is still putting it under a lot of tension.
- b) **RAF Shawbury** - Consider a report
- No Parish Council liaison in place yet but they are advertising around the Station.
 - Change of Command structure– Station Commander is now Wing Commander Alan Jones. Main Station output from No.1 Flying Training School and Defence College of Air and Space Operations is under Commandant Group Captain Andy Baron.
 - Night flying – Latest period commenced 15.01.2024 and runs until Thurs 29.02.2024. Usually 7 weeks with 3 weeks in between night flying periods. Posts on Facebook/Twitter channels advise on night flying periods and they are grateful for tolerance of this essential training. RAF Shawbury webpage has contact details for complaints.
 - High-vis horse riders – Inundated with orders for hi-vis items as part of Be Safe Be Seen campaign, so they are pausing taking any new orders. They will advertise when they have new stock, expected May.
 - Drones – reminder to comply with Drone Code, available on CAA website. There are restrictions re. flying drones and model aircraft near all airfields, civil and military.
 - [Winter edition of Aries magazine](#) now available online.
 - Course community projects – They always welcome new ideas for Course projects. Typically trainees are available for a day. Please be flexible with dates as course projects are timetabled and they cannot easily change dates. Cllr Donoghue suggested forward planning any requests for assistance about 6 months in advance to help schedule into RAF course timetables.

c) **Shropshire Councillor’s Report** - Consider a report from SC Cllr Simon Jones

SC Cllr Simon Jones had advised he may not be able to attend the meeting due to clashes with other meetings and had sent the following update from Shropshire Council:

- £51m savings needed in 2023/24, so far £41m savings made (ca.£32m banked already). With reserves, SC is on target to balance budget by year-end 2024.
- Anticipated £30m savings needed for 2024/25 budget, plus expected additional pressure of £20m for Adult & Children Social Care services.
- Savings so far made through service transformation with little impact on residents. Hard decisions needed for 2024/25 re. discretionary services, and fees and charges, e.g. cabinet decision to increase car parking charges from April 2024.
- For every £5 of revenue, £4 (or 80%) goes direct to providing statutory social care services for adults and children, 50 pence goes to waste management, and remaining 50 pence must cover everything else SC provide, e.g. highways maintenance and public health to library services, leisure services and trading standards etc.

d) **Reports from Meetings/Training** - Consider reports from Cllrs/Clerk on training/meetings attended
Chairman Cllr Walters had attended the latest SALC Area Committee meeting. “Have Your Say” drop in sessions had been conducted around the county including in Clive, but very few people attended these. They are hoping to publish survey results in March 2024, and these will feed into Place Plans and community welfare team.

e) **AED management** - Receive reports from latest AED inspections and agree actions
Clerk confirmed battery manufacture date is recorded as July 2020 and lifetime is approx. 4 years so has diarised to look at sourcing a replacement battery around July 2024 or sooner if it drops to 1/3 bars (25% battery). Batteries cost around £200-£250 ex. VAT. This has been factored into forecasted spend for 2024-25, but will leave AED EMR practically depleted. It was **AGREED** that volunteers and Cllrs will keep this under close review.

It was **NOTED** that the AED equipment had been checked on the following dates with no issues other than battery life (first recorded on Nov 3rd): 04/10/2023, 20/10/2023, 03/11/2023, 16/11/2023, 14/12/2023, 31/12/2023, 11/01/2024.

f) **Community Speed Watch** - Consider an update and agree actions

No sessions arranged recently, so no update.

g) **Clerk’s report** - Consider matters arising since the last Council meeting

The clerk gave the following update:

- Police Charter – Contract updated and submitted to police 26.09.2023.
- Hillside low branches – work now completed.
- Unity Trust mandate update – Clerk has started application form and received the necessary info from Cllr

Cunliffe (Mattu) to complete the application.

- Newsletter – Feb update copy drafted and sent to editor but will need finalising according to decisions made at the Jan PC meeting.
- Wall bowing on Mine Bank. – Wall did collapse and is awaiting repair, to be done in May.
- Private wall outside Church – Other wall that was reported as bowing hasn't changed condition since 1930s. **No action needed.**
- Missing/ defective signage – Yorton bridge give way sign still missing. **AGREED Clerk to chase.**
- PC printer – Clive PC is currently sharing a printer with Ruyton XI Towns PC, but this will likely need to be returned when new Clerk starts with Ruyton PC. It was **AGREED** Clerk will look at purchasing a replacement printer for Clive PC in the next few weeks (expected approx. £100), and will also ask Ruyton XI Towns PC if they would sell their printer for £20 if new clerk doesn't need it.
- PC email storage – Clerk email account is nearing storage limit so clerk is periodically reviewing and deleting old emails to free up space in accordance with the PC's Record Management Policy.
- Policies – Code of Conduct reviewed for consideration at the Jan meeting (agenda item: 94/23). Other policies that were scheduled a review between Oct and Dec will be reviewed at the Feb PC meeting.

94/23: POLICIES TO REVIEW AND APPROVE

- a) Code of Conduct – It was **RESOLVED** to approve and re-adopt the LGA Model Code of Conduct.

95/23: PARISH MATTERS

- a) **Fireworks in parish** – Council to consider and agree actions

This was discussed during the Open Forum segment of the meeting (agenda item 90/23). It was **AGREED** that Clerk will add a note about this in the newsletter, and will add a post to the PC website.

- b) **Drainage and flooding in parish** – Council to receive update and agree actions

It was **NOTED** that patients had been unable to attend appointments at Clive Medical Centre due to floods nearby, which wasted Doctors' time. Cllr Walters had reported this to Fix My Street, and SC Highways have acknowledged it and highlighted it to be addressed urgently. Work has also been done to clear drains on Wem Rd, but one doesn't appear to be taking any water, and has been reported by councillors. It was **FURTHER NOTED** that flooding on the road between Sansaw Heath and A49 has caused serious deterioration of that road and several large pot holes have been reported. **No further action required at present.**

- c) **Commemoration soldier silhouette damage** – Council to receive update and agree actions

It was **NOTED** that this appeared to have been vandalised as broken parts were missing. Clerk had updated the asset register accordingly, and had included a note in the newsletter asking for information, but as there is not enough budget to replace the asset it is unlikely to be usable if missing parts are not returned. It was **AGREED** that Cllr Walters will speak to a local business that may possibly be able to manufacture parts to repair the silhouette.

- d) **Council rep for Renshaw's Field Association** – Council to agree

It was **AGREED** that Cllr Slark would be the PC's representative for the Renshaw's Field Association.

- e) **Highways concerns (incl. request for traffic mirror on High Street)** - Council to receive updates and agree actions

Request for traffic mirror on High Street at Back lane jct- After discussion it was **AGREED** that PC will pass on request to SC Highways.

- f) **VAS signs, data and police speed enforcement** - Council to receive updates and agree actions

- **Existing VAS signs.** It was **NOTED** that Quarry View VAS sign battery had been recharged again 2-3 weeks ago and is working currently, but if battery runs out again quickly then it will need to be raised with manufacturer. It was **AGREED** that Cllrs will monitor and Clerk will check warranty details. Cllr Donoghue will check for gaps in data to identify when it failed most recently.
- **VAS sign data.** It was **NOTED** that Cllr Donoghue will do quarterly data download in next few weeks.
- **Police Speed enforcement.** It was **AGREED** that Cllr Donoghue will extract a week's worth of data from school term time to share with police.
- **Wem Rd VAS.** Other council clerks had confirmed they are planning to spend CIL Neighbourhood

Fund on traffic calming measures and had been encouraged to do so if the projects are in the PC's Place Plan. Clerk had re-circulated previous quotes from last year for info, but prices are likely to have changed in the interim. It was **AGREED** that clerk will diarise contacting companies to review quotes in Feb/March so PC can look at applying for police funding again in April.

g) Parish Council website – Council to consider estimates and agree actions

Council considered estimates received. After discussion, it was **AGREED** that PC will continue with Hugo Fox website until further notice.

96/23: CONSULTATIONS – Council to consider and agree response

- a) [Shropshire Council 2024-25 budget consultation](#) (deadline 28.01.2024)

It was **RESOLVED** that no response was needed.

- b) [Street Vote Development Orders](#) (deadline 29.01.2024)

It was **AGREED** the Clerk will resend SLCC email re. proposals, and Cllrs will send comments if necessary.

97/23: PLANNING APPLICATIONS – Council to agree/ratify responses

1. Address: [Fernleigh, High Street, Clive, ref: 23/05048/FUL](#) – APPLICATION WITHDRAWN

Proposal: Erection of two storey rear extension, new front Porch and the formation of a new off road parking space including new vehicular access.

Comments deadline: 28.12.2023 – Council to ratify response

It was **RESOLVED** to ratify the PC's objection comment on the above application (full comment is available on the Planning Portal via the weblink above). It was **NOTED** that the application had since been withdrawn.

98/23: SHROPSHIRE COUNCIL PLANNING DECISIONS – Council to note

It was **RESOLVED** to note the following decisions:

1. [Barns north of Clivewood Farm, Wem Rd, ref: 23/03659/FUL](#) and [23/03660/LBC](#) - Grant permission
2. [Proposed Agricultural Building East Of Quarry View, Clive ref: 23/03428/FUL](#) – Grant permission
3. [12 New Street Clive, ref: 23/04108/FUL](#) – Grant permission
4. [Millstone House, High Street, Clive, SY4 3JL4, ref: 23/04621/FUL](#) – Grant permission
5. [Fernleigh, High Street, Clive, ref: 23/05048/FUL](#) – Application withdrawn

99/23: FINANCE – Council to consider and approve

- a) Receipts and Payments reports (Sept, Oct, Nov, Dec 2023)
- b) Bank Statements (Sept, Oct, Nov, Dec 2023)
- c) Bank Reconciliations (Sept, Oct, Nov, Dec 2023)
- d) Q3 budget monitoring report – Council to receive and note

It was **RESOLVED** to note and approve the above items (99/23a, b, c, and d).

- e) Appointment of Internal Auditor – Council to consider quote, interim report and agree appointment

It was **RESOLVED** to appoint SDH Accounts as the Internal Auditor for the Council and **NOTED** that the cost was now £160. The PC also **NOTED** the interim findings report from the internal auditor.

- f) 2024-25 budget and precept – Council to finalise budget and agree precept

Budget: It was **RESOLVED** to set a payments budget for 2024-25 of £21,465, including expected payments of £3855 from Earmarked Reserves. No top-ups would be budgeted for Earmarked Reserves (EMRs).

It was **RESOLVED** that any underspend from Training budget at year-end 2023-24 would be used to set up a Training EMR.

It was **FURTHER RESOLVED** that at the start of the 2024-25 financial year the PC would reallocate £2000 from Parish Projects EMR into the Traffic Calming EMR, and release the remaining balance from Parish Projects EMR into General Reserves.

Precept: It was **RESOLVED** to set a precept for 2024-25 of £17,610, which is approx. 6.8% increase on the 2023-24 precept. This results in an 8.5% increase in Band D Council tax charge (£5.59 increase in real money). The [agreed budget for 2024-25](#) would be published on the Council website as an appendix to these minutes.

100/23: PAYMENTS

a) Payments to be ratified (incl. s.137 spend)

It was **RESOLVED** to ratify the following payments made outside of meetings from Oct-Dec 2023:

- Clive Village Hall Committee, room hire for Let's Talk Falls event, £25.00 (no VAT). It was **FURTHER RESOLVED** to use s. 137 of Local Govt Act 1972 for the above expenditure, and that this is commensurate with the benefit to the local community.
- Clerk, Oct staffing costs, £662.24 (of which £2.00 VAT)
- PWLB, Renshaw's Field loan repayments, £2087.52 (no VAT)
- NEST, Oct pension contributions (emp'ee and emp'er), £47.41 (no VAT), by direct debit.
- DRB Thompson Hardwicke Estate, Land rent for Village Hall, £100.00 (no VAT).
- Clerk, Nov staffing costs, incl. National Salary Award backpay, £951.06 (of which £2.00 VAT)
- NEST, Nov pension contributions (emp'ee and emp'er), £74.11 (no VAT), by direct debit
- HMRC, Nov PAYE and NICs, £118.78 (no VAT)
- PWLB, Village Hall loan repayments, £429.13 (no VAT)
- HMRC, Dec PAYE and NICs, £9.60 (no VAT)
- Clerk, Dec staffing costs, £716.40 (of which £2.00 VAT)
- NEST, Dec pension contributions (emp'ee and emp'er), £50.75 (no VAT), by direct debit

b) Payments to be approved at the meeting

- Clerk, Jan staffing costs, £749.00 (of which £2.00 VAT)
- NEST, Jan pension contributions (emp'ee and emp'er), £50.75 (no VAT), by direct debit
- HMRC, Jan PAYE and NICs, £9.40 (no VAT)
- Cllr S Goldwyn, reimbursement for wildflower seed, £53.52 (no VAT)
- Clive Village Hall Committee, meeting room hire (May 2023 – March 2024), £180.00 (no VAT)
- Community Resource, donation for Let's Talk Falls Event (agreed Sept 2023, min ref: 64/23a), £50.00 (no VAT). It was **FURTHER RESOLVED** to use s. 137 of Local Govt Act 1972 for the above expenditure, and that this is commensurate with the benefit to the local community.

101/23: CORRESPONDENCE RECEIVED - Council to note

It was **RESOLVED** to note the following:

- a) Helen Morgan MP quarterly update
- b) Police cold weather vehicle theft warning

It was **NOTED** that this has been included in the newsletter.

c) Blood pressure check clinics

It was **AGREED** the Clerk will reply to query and ask Village Hall Committee if it could be tied in with a coffee morning.

d) Back Lane boundary wall vehicle damage (resident query)

It was **NOTED** that there is already a visible sign and a restriction on large vehicles, so there is nothing else the PC can do. It was **AGREED** that Clerk will reply and suggest the resident contacts SC Highways department for advice.

e) School AED pads contribution request.

Clerk confirmed there will be very little left in the PC's AED Earmarked Reserve after purchase of replacement battery. It was **AGREED** that the clerk will reply that there is no budget for this request.

f) Sansaw Estate land rent for Village Hall – Council to review and agree actions.

It was **AGREED** the Clerk will check records in terms of PC's status (tenant or custodian trustees).

g) Roadworks: [High Street, Clive, 25-27.03.2024](#) (Cadent Gas). It was **AGREED** that Clerk will add to website.

h) Roadworks: [Jubilee Street, Clive, 02-04.04.2024](#) (Severn Trent). It was **AGREED** that Clerk will add post to website incl. note about resident access.

102/23: FUTURE AGENDA ITEMS

Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision making.**

- Network Rail nocturnal repair works
- Mine Bank clearing of vegetation
- Sansaw land rent
- Policies
- Next Village Hall Committee meeting is on 6th Feb, please send any comments/matters to Cllr Donoghue.
- Neighbourhood plan
- Arrangements for annual meetings incl. potential Neighbourhood Plan launch

103/23: NEXT MEETING – Council to agree

After discussion, it was **AGREED** that the next ordinary meeting of Clive Parish Council will provisionally take place on Tues 20th Feb 2024, at 7.30pm at Clive Village Hall. The Clerk will check availability with Village Hall Committee.

There being no further business, the chairman thanked everyone for their participation and closed the meeting at: 20.40pm.

Confirmed as accurate: _____ Chairman Date: _____