



Minutes of Annual Council Meeting of Great Ness and Little Ness Parish Council, held at Nesscliffe Village Hall on Tuesday, 2nd May 2023 at 7.30pm

Present Cllr. Peters (Chairman), Brooks, Dickinson, Gilbert, Mullis, Nunn
Absent: Cllrs. Arthur, Diggory and Turner
In attendance: Cllr. Ed Potter, 3 members of the public
Clerk Mrs R. Turner

1/2324 **ELECTION OF CHAIRMAN**

- (i) *Election of a chair for the 2023/4 municipal year* – Cllr. Mullis announced her intention to stand down due to other commitments. Nominations were invited and Cllr. Peters was nominated. It was **RESOLVED** to elect Cllr. Peters. The council recorded a vote of thanks to Cllr Mullis.
- (ii) *Chair to sign declaration of acceptance of office*– Cllr. Peters signed the declaration of acceptance of office, duly witnessed by the clerk.

2/2324 **PRESENT & APOLOGIES FOR ABSENCE** – apologies received from Cllrs. Arthur, Diggory and Turner.

3/2324 **VICE CHAIRMAN** – nominations were invited and Cllr. Mullis was nominated. It was **RESOLVED** to elect Cllr. Mullis as Vice Chairman for the 2023/4 municipal year.

4/2324 **DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS**

- a) *Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests* - none.
- b) *Dispensation requests* – none received.
- c) *Declaration of any gifts or hospitality* – none.

5/2324 **PUBLIC PARTICIPATION SESSION**

A member of the public spoke on behalf of the Nesscliffe Hills & District Bridleway P3 Group. The regular representative of the group had been struggling to hear in council meetings and had asked if the village hall would install a hearing loop system? In response to a query, it was clarified that the signage review of Nesscliffe Country Park covers internal and entrance signage.

Reports of highways matters were made:

- Manhole covers on road to Pentre missing before the army camp, after the bridge on left hand side.
Action: Clerk to report as an emergency.
- Hedge growing out into the road at The Fields, Great Ness, meaning tractors have to come out into the road.
- End of Adcote Drive -hedge overgrown, meaning tractors have to come out into the road.
Action: Clerk to write to landowners.

6/2324 **MINUTES** – it was **RESOLVED** to confirm the minutes of the Council Meeting dated 4th April 2023 as being a correct record, and the chair was duly authorised to sign them.

7/2324 **REPORTS**

- a) *Police Report* – no report, although one was expected to cover period to end of March. The clerk said she had given the police future meeting dates.
Action: Clerk to write to the police asking if they can attend and if so when?

b) *Shropshire Council* – Cllr. Potter reported:

Discussions have been taking place about Shropshire & Telford joining the West Midlands Combined Authority - part of devolution – grouping areas together with Mayors, to replace LEPs. Concern this will place pressure on Shropshire re building houses related to need from the West Midlands area. It was confirmed there are no elections in Shropshire this May. Cllr. Potter has also provided the following written report via email:

“As we all head into the second bank holiday weekend of three this May our communities will come together to celebrate the Coronation of King Charles. This will be the first coronation witnessed by the vast majority of the population. I hope to call into as many of the events planned as possible and look forward to catching up with you all if I see you there.

In other news, the Boundary Commission has released their plans for the re-drawing of the local council division boundaries. The primary aim of this is to ensure there are roughly the same number of electors in each of the 74 council divisions and as such each councillor represents roughly the same amount of people. At present, due to development and a number of other factors, there is quite a large disparity in the number, with some divisions being as many as 1000 below the average and others being 1000 over the average. These proposals which will go out for final consultation and will see significant changes to the Loton Division, with the Westbury polling district (Westbury, Venington, Vron Gate, communities on the Long Mountain, Winsley and Westley being removed and joining the Chirbury and Worthen Division. Yockleton polling district is proposed to stay in Loton. Ford Parish will also be added to the Loton Division. In the coming months there will be ample opportunity for resident to have their say on these proposals. It’s important to note the parishes and parliamentary constituencies are staying the same and the change will come into effect in 2025. If anyone would like any more detailed information on this, please do get in touch and I will be happy to chat through and will report more fully at the next parish council meeting in your area.

I look forward to seeing many of you in the coming days at various coronation events and fingers crossed the weather is kind to us all.

If you think I can help with an issue, please do not hesitate to get in touch.”

- c) *Youth Club* – Cllr. Gilbert reported that numbers have dropped slightly as some children are now going to cadets. Circa 12 to 15 attend per session. The clerk highlighted a monitoring report from SYA that has been circulated via email.
- d) *Great Mess to Little Mess* – Cllr. Dickinson reported that a successful litter pick was held on April 15th. She reminded those present of the Big Help Out Event, 1.30pm this Monday. A parish photo is planned before the event gathering at 11.45am, for a 12pm photo. Copies of the photo will be sold at cost plus a small donation; photo donations will go towards the group’s insurance renewal in August. Games will be held in the pub garden and a guitarist will play after the litter pick.
- e) *CIL Working Group* – hasn’t met.
- f) *Nesscliffe Country Park WG* – the signage report has been circulated and will be on the next agenda; feedback is awaited from Shaun Burkey.
Action: Clerk to also send the report to Zia Robins.
- g) *Clerk’s Report*- see Appendix 1.
Actions:
 - **Invite Smartwater rep to attend in July, and request data on impact of the scheme.**
 - **Add Connecting Shropshire Gigabit project to the list and ask for an update.**
- h) *Parish Councillor Reports (of external meetings attended)* – none.

8/2324

ANNUAL ITEMS

The clerk outlined the changes to items a to e. It was **RESOLVED** to adopt the policies:

- a) *Standing Orders*
- b) *Financial Regulations*
- c) *Risk Management Policy*
- d) *Asset Register as at 31.3.23* – proposal to develop toolkit for defibrillators endorsed.
- e) *Insurance* – it was **RESOLVED** to renew the policy with Zurich on a 3-year LTA, subject to checking assets are insured adequately. It was **RESOLVED** that the current noticeboard

cover was adequate and there was no need to add additional cover as the risk of all noticeboards needing replacement in the same year was low.

- f) *Banking arrangements and signatories* – it was **RESOLVED** to appoint Cllrs. Brooks, Dickinson, Diggory, Mullis and Peters to be online and paper signatories to the BofS account. Cllrs. Arthur, Gilbert and Nunn to remain as paper only signatories to the BofS account. The Cambridge and Nationwide signatories are Cllrs. Peters, Brooks and Mullis – no online facility with these accounts. The clerk is a signatory on all accounts to enable set up of payments and liaison with the banks. At least 2 signatories are needed for any transaction on all accounts.
- g) *Committees and working groups and memberships* – it was **RESOLVED** to appoint the following members (groups to appoint their own chair)
- (i) *CIL Working Group* - Cllrs. Brooks, Dickinson, Diggory, Mullis, Arthur. Reserve: Cllr. Gilbert.
 - (ii) *Nesscliffe Country Park WG* – Cllrs Diggory & Turner. Reserves: Cllrs. Dickinson & Mullis.
 - (iii) *Any other required working groups and committees* – none needed at present.
- h) *Representatives of outside bodies* – it was **RESOLVED** to nominate as follows:
- (i) *Nesscliffe Country Park liaison group* – Cllrs. Diggory & Turner.
 - (ii) *SALC Area Committee* - Cllr. Peters and the clerk.
 - (iii) *Great Ness Charities* - Cllrs. Mullis and Peters.
 - (iv) *Youth Club Committee* - Cllrs. Diggory & Gilbert, clerk is secretary/treasurer.
 - (v) *Helicopter Noise Liaison Group* - Cllr. Brooks.
- i) *EMG 2023/24 application* – it was **RESOLVED** to approve the application. It will be submitted once quotes received from G Taylor. It was noted that the 2022/3 grant has been spent in full.
Action: Clerk to submit application once quote submitted.

9/2324

PLANNING NOTIFICATIONS – FOR INFORMATION

- 1) 17/05151/EIA - Proposed Poultry Units NW Of North Farm, Felton Butler
Proposal: Erection of four poultry rearing buildings, eight feed bins, biomass store and amenity building including landscaping and tree planting.
Pending Consideration
- 2) 22/01262/VRA106 - 5 Darby Close, Nesscliffe, Shrewsbury, Shropshire, SY4 1DN
Proposal: Variation of the Section 106 Legal Obligation pursuant to planning permission 14/03259/OUT
Awaiting Decision
- 3) 22/05153/OUT - Phase 2 Proposed Development Land West Of Nesscliffe Hotel, Nesscliffe
Proposal: Outline application for residential development to include means of access (resubmission of 14/03797/OUT) to be served via extant Phase 1 (12/00821/OUT & 13/02901/REM & 16/00670/REM)
Awaiting Decision
- 4) ***23/00622/FUL – Crowdy, Great Ness, Shrewsbury, SY4 2LD***
Proposal: Installation of render and paint with weathershield off white/gardenia to front elevation
Decision: Grant Permission
- 5) 23/00785/FUL - Nesscliffe Hotel, Holyhead Road, Nesscliffe, Shrewsbury, SY4 1DB
Proposal: Change of use of hotel to a dwelling to include creation of private amenity space (re-submission)
Pending Consideration

10/2324

PLANNING APPLICATIONS – FOR CONSIDERATION

- 1) 23/01449/VAR - Oakfield, Great Ness, Shrewsbury, Shropshire, SY4 2LB
Proposal: Variation of Condition No. 2 attached to planning permission 22/02744/VAR dated 01 August 2022
Comments: It was RESOLVED to not comment.

11/2324 **PARISH MATTERS**

- a) *Highways maintenance* – see clerk’s report (appended).
Actions:
- **Clerk to monitor items and report items from Cllr Diggory’s pavement survey.**
 - **Clerk to check if Rodefern Lane surface issue has been reported.**
- b) *Drainage* – deferred to June as Cllr. Diggory absent.
- c) *Play area routine inspection reports and dog mess* – noted that dog mess has reduced.
Action: Monitor dog mess levels.
- d) *MUGA – ASB issues* – a recent incident of the lock being picked was noted. The clerk had suggested different locks, such as electronic locks which can generate unique codes. It was noted that things had been dragged from the MUGA into the school grounds. The school are looking into CCTV. The parish council was not keen to lock off the MUGA as it is separate from school and for community use. Another suggestion was to have higher nets by basketball area to stop balls going into the school, which the parish council may be able to help with the cost of. It was noted that people may be needed to patrol the MUGA in the holidays, but with no expectation that they intervene.
Action: Clerk to write to the school with an update.
- e) *King’s Coronation – updates:*
- (i) *50ps* – all bought and boxed. Circa 10 have been requested by the youth club.
Actions:
- **Clerk to advertise 50ps for parish children up to 16 years old in the newsletter.**
 - **200 of the labels for the 50ps produced by Cllr. Dickinson to be printed by the clerk, to be given with each 50p.**
- (ii) *Coronation oaks* – Cllr. Diggory had sent a proposal for 30 trees via email, sites to be confirmed. It was agreed to support Cllr. Diggory’s idea of putting a map of the trees in the time capsule.
- (iii) *Big Tidy Up event* – Monday 8th May, 1.30pm
- (iv) *Time capsule* – school co-ordinating.
Actions:
- **Clerk to suggest school include oak tree plan in the capsule.**
 - **Cllr. Potter to try and get a letter from Lord Lieutenant for the capsule.**
- (v) *Parish photo* – 12pm, outside The Three Pigeons, people to gather from 11.45am. Copies to be sold at cost plus a small donation.
- (vi) *Grants* – request for £100 from Little Ness VH – **RESOLVED** to approve.
- f) *Letter re Felton Butler to Ensdon to send to Highways England* – it was **RESOLVED** to endorse the letter from Ruyton XI Towns Parish Council letter and send the version tabled by the clerk. It was noted that Highways England have been out to meet Montford, and that an accident report is awaited.
- g) *Opening of the shop* – it was **RESOLVED** to send a thank you card to the owners, congratulating them on the refurbished shop and the successful business.
Action: Clerk to purchase card.
- h) *Smartwater* – the clerk outlined the key elements of the scheme. In summary, the kits have to be bought for at least 80% of the area and they cost £8.90 per kit, of which the parish council pays 75% and the PCC pays 25%. The idea is that blanket coverage of an area is a key deterrent to criminals.
Action: It was agreed that the clerk will invite the scheme co-ordinator to the July meeting, and ask for further info on the effectiveness of the scheme e.g. crime rates before and after?
- i) *Reports of other parish matters* – none.

12/2324 **CORRESPONDENCE**

- a) *Invite to army event at RAF Shawbury* – clerk to send details to Cllr. Peters.

13/2324 **FINANCIAL MATTERS**

a) *Payments including payments made between meetings – it was **RESOLVED** to approve the following:*

Ref	Payee	Item	Type	Net	VAT	Gross
P1-2324	Highline Electrical	Street light removal & disconnect of portacabin	BACS	£2,947.64	£589.53	£3,537.17
P2-2324	R Turner	Expenses March	BACS	£111.35	£2.60	£113.95
P3-2324	G Taylor	EMG works	BACS	£3,195.00	£639.00	£3,834.00
P4-2324	HMRC	PAYE Q4 2022/3	BACS	£404.12	£0.00	£404.12
P5-2324	R Turner	50ps for coronation	BACS	£100.00	£0.00	£100.00
P6-2324	R Turner	Salary April	SO	£813.68	£0.00	£813.68
P7-2324	Scottish Power	Final bill for portacabin	DD	£8.70	£0.44	£9.14
P8-2324	SCPF	Pension April	SO	£236.88	£0.00	£236.88
P9-2324	G Taylor	Repairs Wilcott	BACS	£256.38	£51.27	£307.65
P10-2324	SALC	Affiliation fees	BACS	£593.70	£0.00	£593.70
P11-2324	R Turner	Expenses	BACS	£38.99	£2.60	£41.59

Please note payments P1-P5 were approved at 04.04.23 meeting but omitted from minutes in error – hence being recorded here for completeness.

b) *Income received – noted as follows:*

Ref	Payee	Item	Amount
R1-2324	Shropshire Council	Precept	£32,291.00

14/2324 **NEXT MEETING**

a) *Council Meeting – 6th June 2023, 7.30pm, Little Ness Village Hall.*

b) *Items for agenda:*

- Place Plan Review
- Annual accounts audit
- Review of signage at Nesscliffe Hill Country Park
- Drainage
- Smartwater – July

c) *Parish Meeting – 30th May 2023, 7.30pm, Nesscliffe Village Hall – refreshments of squash, tea/coffee, biscuits, cakes and wine.*

Action: Cllr. Peters to purchase wine, clerk to purchase other items.

15/2324 *It was **RESOLVED** that pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press should be excluded during discussion of Items 16/2324 and 18/2324, due to the likely disclosure of confidential information*

16/2324 **PENSION ANNUAL RETURN & EMPLOYER CONTACT DETAILS UPDATE**– the clerk advised this is not yet complete.

17/2324 **CLERK'S APPRAISAL FOLLOW-UP AND REQUEST TO REVIEW HOURS** – two meetings are to be held to discuss targets. It was also agreed to delegate to the group to review the timesheets being kept by the clerk and to make a recommendation to the clerk regarding contracted hours; the clerk noted average hours worked exceeds 15 per week.

18/2324 **GDPR AND LEGAL SERVICES** – four quotes had been sought and one returned. It was **RESOLVED** to accept the quote of £290 for GDPR services.

Appendix 1: Clerk’s report

Where item has been referred to at more than one meeting, the original minute reference is used and the date refers to when the issue was originally raised.

<u>Minute ref /Start date</u>	<u>Action</u>	<u>Responsible</u>	<u>Update</u>
91/2122d (Nov 2021)	<ul style="list-style-type: none"> Credit card 	Clerk	Needs researching
130/2122g (Feb 2022)	Noticeboard for bus shelter	Clerk	Board is on order.
26/2223e (June 2022)	Defibs - maintenance	Clerk	I am arranging for the 2 defibs that may need a software update to be serviced.
41/2223h (July 2022)	Car park – wall damage.	Clerk	Work started but not complete
41/2223h (July 2022)	Crossing signage and associated works	Clerk	The contractor has told me the electrician has assessed the broken VAS and it may not be repairable as power supply to it is OK. He said he will supply a new one free of charge if need be. The data cards in the existing VAS (for faster download) need updating. He also said the crossings need programming for term dates so I’ve given him the dates.
53/2223d (Sep 2022)	Drainage	Cllr. Diggory	On main agenda for update
53/2223e (Sep 2022)	Electricity	Clerk	No reply from Scottish Power following my email to them– will follow up again after audit complete.
93/2223h (Dec 2022)	School request to site noticeboard on the track	Clerk	School plan to fit board in the summer
96/2223d (Dec 2023)	Disabled access gates	Clerk	The gate is on order.
96/2223e (Dec 2022)	Poppies on lampposts	Clerk	I have had a look online and can’t find poppies for lampposts on the RBL shop. I will ask SALC and other clerks.
96/2223e (Dec 2022)	Nesscliffe VH – suggest heating improvements	Clerk	Email sent – no reply yet

106/2223 (Jan 2023)	Milford Bank – blocked drain	Clerk	Complaint sent to Highways Technician. No timescale for works
108/2223b (Jan 2023)	Voter ID cards	Clerk	Event being organised before a council meeting
111/2223c (Jan 2023)	Wilcott play area minor repairs	Clerk	Work complete
112/2223(2) (Jan 2023)	EMG Grant	Clerk/Cllr. Diggory	See draft application (to follow)
119/2223e (Mar 2023)	Poo bag dispensers for playing fields at Nesscliffe and Wilcott	Clerk/Cllr. Diggory	Cllr. Diggory to confirm they are fitted?
122/2223e (Mar 2023)	King’s Coronation	Cllrs. Diggory, Dickinson, Mullis & Clerk	In summary: -50ps purchased and boxed - Parish photo organised - Post on social media re grants and direct offers of grants made to village hall and church - Big Help Out – Cllr. Dickinson/Diggory to update - Coronation oaks – Cllr. Diggory to update - Time capsule – purchased and royal collection info pack sent to school.
122/2223f (Mar 2023)	Data protection service	Clerk	See quote at end of report. 4 suppliers contacted. Only one returned a reasonable quote, another returned a very high quote, other 2 didn’t quote.
134/2223f (Apr 2023)	Nesscliffe Country Park – signage report	WG	This will be circulated but will be for discussion at the June meeting as the May agenda is very full. Feedback is also awaited from Shaun Burkey
137/2223c (Apr 2023)	Repairs to Wilcott play area	G Taylor	Now complete.
137/2223g (Apr 2023)	Letter re dangerous stretch of A5	Clerk	See draft letter which is based on one sent by Ruyton XI Towns
138/2223(1) & (2) (Apr 2023)	Ownership of land between Hopton Park and The Crescent and land opposite Nesscliffe Hotel	Clerk	I have tried to search Land Registry but need to be a business user to access map search. I am trying to work out easiest way to do this. Address search won’t work for this type of query, needs to be map search
138/2223 (4) (Apr 2023)	Smartwater	Clerk	Info from co-coordinator circulated. Councillors to review and decide whether to invite him to a meeting
138/2223 (5) (Apr 2023)	Coronation Champions award	Clerk/Cllr. Peters	Nomination drafted but online entries had closed.
138/2223 (8) (Apr 2023)	Place Plan return form	Clerk	Not done yet but deadline isn’t until September
142/2223 (Apr 2023)	Path spec	Clerk	Clerk to send out before 2 nd May for quotes.

144/2223(Apr 2023)	Clerk's appraisal follow-up	Cllrs. Brooks, Mullis, Peters	Meetings arranged for 17 th and 24 th May – one councillors only, one with clerk
145/2223 (Apr 2023)	Pension reconciliation	Clerk	To follow
Ongoing	Highways maintenance	Councillors & Clerk	<ul style="list-style-type: none"> • Pot holes & sunken sewer grids –on old A5 • Pot holes Wilcott – reported • Beech hedge Hopton Lane • Please notify me of any other issues