

GREAT NESS and LITTLE NESS PARISH COUNCIL

Minutes of Annual Council Meeting of Great Ness and Little Ness Parish Council held at Nesscliffe Village Hall on Tuesday 13th May 2021 at 7.30pm

Present Cllr. Cllr. Brooks (Chairman), Arthur, Dickinson, Diggory, Gilbert, Mullis, Nunn, Turner

Absent: Cllr. Peters

In attendance: Shropshire Councillor Ed Potter, 3 members of the public

Clerk Mrs R. Turner

1/2122 **ELECTION OF CHAIRMAN OF THE COUNCIL**

- a) *Members to elect a Chairman of the Council* – it was **RESOLVED** to elect Cllr. Brooks.
- b) *Chairman to sign Declaration of Acceptance of Office* – the chairman signed his declaration of acceptance of office which was duly witnessed by the clerk.

2/2122 **PRESENT & APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr. Peters.

3/2122 **COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE & DPI FORMS**

It was noted that all acceptance of office forms were signed and duly witnessed prior to the start of the meeting. Councillors had also returned their DPI forms and expenses forms within 28 days of the election.

4/2122 **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

It was **RESOLVED** to elect Cllr. Mullis

5/2122 **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.*
 - Cllr. Turner declared pecuniary interests in Items 16/2122 and 19/2122. He also declared a potential perceived bias in Item 15/2122k as his partner owns an adjacent property.
 - Cllrs. Brooks, Dickinson, Diggory, Gilbert, Mullis and Turner declared that they live in the area which may benefit from ultrafast broadband.
- b) *Dispensation requests & renew the dispensation request re broadband*

It was **RESOLVED** to grant a dispensation to Cllrs. Brooks, Dickinson, Diggory, Gilbert, Mullis and Turner re the broadband project ref Section 33 (2)(a) of the Localism Act 2011. This is an extension of the previous dispensation and will apply at all meetings at which this matter is considered.
- c) *Declarations of gifts or hospitality*

None to declare.

6/2122 **PUBLIC PARTICIPATION SESSION**

A member of the public spoke to the following matters:

- 11b Nesscliffe Country Park – she asked the council to confirm it is appointed representatives to the advisory group.
- 14/2122, Item 1- Poultry units application – concerned about this application as close to another 7 units (+2 committed). Had noticed an increase in smell in the area when riding on Nesscliffe Hill.
- 15a – Nesscliffe Hill – she drew council's attention to a letter from Nesscliffe Hills & District Bridleway Association
- Highway matters –further potholes reported. Only the very deep ones at Little Ness have been filled but shallower ones have been left.

7/2122 **MINUTES** – it was **RESOLVED** to confirm the minutes of the Council Meeting dated 30th March 2021 as being a true record and the chairman was duly authorised to sign them.

8/2122

REPORTS

- a) *Police Report* – no report but the parish council had been asked to identify its top 3 policing concerns for the community charter. It was agreed that these are:
- Highways – state of roads and speeding,
 - Anti-social behaviour/vandalism/empty buildings – at the hill, hotel, playing field
 - Drugs.
- b) *Shropshire Council* – Cllr. Potter has been re-elected and thanked the parish for their support during last 4 years and during the election. Thanked Labour candidate, Wynn Davies for a well-organised and friendly campaign.

Key issues:

- *Hill – Nesscliffe Advisory Group* – Cllr Potter said he would like this to be a formalised group with a chair. Had it not been for the pandemic, a public meeting re the hill could have been called. Volunteers valuable in managing the hill and it is important to resolve issues and conflicts between user groups. He was planning to request a formal SC councillor-led group, with TOR, to engage with the community and seek volunteers. Clerk to write and request this also and highlight potential funding available if a strategic plan is drawn up.
- *Highways* – Valeswood Lane in capital programme for re-surfacing.
- *Food Bank* – have the one at Nesscliffe VH – being used less but still a need. It was agreed to leave the food bank there and put one at the bus stop.

Council leader and portfolio holders not appointed as yet. Strategic plan for SC will need developing.

- c) *Youth Club* – Numbers vary between 3 and 8, community sessions have commenced.
- d) *Parish Councillor Reports (of external meetings attended)* – Cllr. Diggory is meeting Shaun Burkey (re Nesscliffe Hill) next week. Cllr. Diggory had met Derek Furlong of SC and is awaiting 5 bins and a bin trolley and new litter picking bags. Cllr. Diggory has a direct contact to report fly tipping.
- e) *Clerk's Report* – planning conditions on the Hopton Park development have been varied to allow until June 2022 to sort the transfer of community land and car park and associated planning for the end use.

9/2122

GENERAL POWER OF COMPETENCE – it was **RESOLVED** to confirm the council meets the criteria to continue to exercise the use of the GPC.

10/2122

POLICY REVIEW & INSURANCE – it was **RESOLVED** to adopt the following:

- a) *Code of Conduct & Dispensation request procedure*
- b) *Standing Orders*
- c) *Financial Regulations*
- d) *Asset Register* – adopted subject to checking about the wooden seats and stone seat that were at The Garage.
- e) *Risk Assessments (General & Covid-19 related) & insurance*- adopted subject to the following:
- Nesscliffe & Wilcott Play Area – amend to say it is outdoor and exposed to the elements. Cllr. Dickinson offered to go through the Risk Assessments with the clerk in detail to see if they can be refined further.
- f) *Scheme of Delegation*

11/2122

APPOINTMENT OF COMMITTEES, WORKING GROUPS & TO OUTSIDE BODIES

It was **RESOLVED** to make the following appointments:

- a) *CIL Working Group* – Cllr., Mullis, Diggory, Dickinson, Brooks, Peters, (Cllr. Gilbert as reserve). It was also agreed to invite the school and Severnside and Cllr Potter to join. The group will appoint a chair and TOR will be drafted for agreement by council.
- b) *Nesscliffe Country Park Advisory Committee* – Cllrs. Diggory and Turner.
- c) *SALC Area Committee* – Cllr. Brooks and the clerk.
- d) *Great Ness Charities* – Cllrs. Peters and Mullis
- e) *Youth Club Committee* – Cllrs. Diggory, Gilbert, Mullis
- f) *Helicopter Noise Liaison Group* – Cllr. Arthur.
- g) *Other committees or working groups*

- *Business planning working group* – Cllr. Brooks, Turner, Mullis and Cllr. Dickinson as reserve. TOR to be drafted

12/2122 **FINANCIAL MATTERS – ANNUAL**

- a) *2020/21 end year bank reconciliation and budget report* - it was **RESOLVED** to approve the report, as per Appendix 1, the end of year balance being £135,001.20.
- b) *Annual Governance and Accountability Return 2020/21*
 - (i) Internal Auditor's report - it was **RESOLVED** to note the report, the action point being to reinstate councillor checks of the bank reconciliations.
 - (ii) Section 1 - Annual Governance Statement –having reviewed Section 1, it was **RESOLVED** to answer “Yes” to all applicable questions and approve the Annual Governance Statement and the Chair was authorised to sign it.
 - (iii) Section 2 - Accounting Statements - having reviewed Section 2, it was **RESOLVED** to approve the Accounting Statement and the Chair was authorised to sign it.
 - (iv) Electors' Rights – clerk to arrange dates and advertise the period of exercise of electors right.
- c) *Confirmation of use of DDs and SOs for certain payments* – it was **RESOLVED** to confirm use of automated payments for salary, pension, ICO, electricity.
- d) *Internet banking policy & review of signatories (for Bank of Scotland a/c)* – signatories to be

13/2122 **PLANNING NOTIFICATIONS – FOR INFORMATION**

- 1) 14/03797/OUT - Development Land West Of Oakfield, Nesscliffe, Shrewsbury, Shropshire
Proposal: Outline application for the erection of 6 No dwellings (to include access)
Awaiting Decision
- 2) 14/05257/FUL - Proposed Dwelling Adj. Hopton Farm, Nesscliffe, Shrewsbury, Shropshire
Proposal: Erection of a Single Plot Exception (SPE) affordable dwelling and formation of access
Awaiting Decision
- 3) 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
- 4) 19/01463/REM - Plot Adj. To No 4 Felton Butler Cottages, Felton Butler
Proposal: Reserved Matters application pursuant 14/01327/OUT for the erection of a detached dwelling and garage to include access
Pending Consideration
- 5) 19/04714/FUL - Proposed Development Land At Adcote School, Little Ness
Proposal: Erection of 3No dwellings
Pending Consideration
- 6) 20/03976/EIA - Land Adjacent To The A5, Kinton, Shrewsbury, Shropshire
Proposal: Erection of four poultry rearing buildings, nine feed bins, landscaping scheme and all associated works
Pending Consideration
- 7) 20/04936/FUL - Rose Cottage, Holyhead Road, Montford, Shrewsbury, SY4 1A
Proposal: Erection of one replacement dwelling following demolition of existing
Pending Consideration
- 8) 20/05427/FUL - Oakfield, Great Ness, Shrewsbury, Shropshire, SY4 2L
Proposal: Erection of replacement dwelling and detached double garage; modifications to existing vehicle access off public highway
Pending Consideration
- 9) 20/05389/FUL- Nesscliffe Training Camp, Wilcott, Shrewsbury, Shropshire, SY4 1B

Proposal: Erection of 7No. single storey accommodation blocks with associated external works following demolition of existing buildings

Decision: Grant Permission

- 10) 21/00707/FUL - Red Berry Cottage, Milford Road, Baschurch, SY4 2JU
Proposal: Erection of two-storey side extension
Decision: Grant Permission
- 11) 21/00693/FUL - 7 Darby Close, Nesscliffe, Shrewsbury, Shropshire, SY4 1DN
Proposal: Erection of glass safety rail around rooftop to form terrace above sunroom following removal of juliet balcony
Decision: Refused
- 12) 21/00841/FUL - Barns At Wolfshead Farm, Nesscliffe, Shrewsbury, SY4 1A
Proposal: Conversion of a range of traditional agricultural buildings into 5no. dwellings with carports/storage
- 13) 21/00711/FUL - Proposed Dwelling West Of Yew Tree Cottage, Valeswood, Little Ness
Proposal: Erection of a dwelling, garage and all associated works
Decision: Grant Permission
- 14) 21/00860/VAR106 - Proposed Dwelling North Of Top Farm, Kinton, Shrewsbury,
Proposal: Variation of S106 agreement (13/05065/OUT) to vary the affordable housing contribution

14/2122 **PLANNING APPLICATIONS – FOR CONSIDERATION**

- 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
Re-consultation
Comments: It was **RESOLVED** to support as it is suitable to produce food locally and it is supporting agricultural economy and local environment.
- 2) 21/01746/FUL - New Heath Farm, Gibraltar Lane, Nesscliffe, SY4 1AY
Proposal: Erection of a single storey extension to rear, two storey extension, front entrance extension and conversion of garage into music room and guest bedroom
Comments: It was **RESOLVED** to support as no adverse effect on neighbours and makes a good use of the property.

15/2122 **PARISH MATTERS**

- a) *Nesscliffe Hill* – see updates from Cllr. Potter and Diggory under reports/
- b) *Traffic calming scheme update* – the clerk has instructions for downloading data from the VAS but an Android device is needed – clerk to cost this. There is an issue with the crossing signs as they are not flashing LED – this seems to be a misunderstanding between Andy Gough and the council as what has been installed is as per the tender documents. Clerk to liaise with Andy Gough re the Risk Assessment for the new highways signs.
- c) *Lights at Wilcott Speedcast site* – the company that owns the site have attended to fix the issue.
- d) *Street light Kingsway and safety check of columns* – safety check of columns and repair of light at 18 Kingsway being arranged. It was agreed that the business plan/action plan will look again at if the lights should stay off.
- e) *Broadband project* – the quote is at final sign off stage with Openreach, council will need to meet to agree the final offer.
- f) *Highways maintenance matters* – see report from parishioners.
- g) *Noticeboard replacements* – agreed to seek quotes for 3 boards - Great Ness, Valeswood, Kinton.
- h) *Portacabin disposal* – the portacabin was vandalised and has been made secure. It was agreed to dispose of it – a local resident has asked to have it and is willing to pay for its removal, using a haulage company that have insurance and will risk assess on day. The electric to the building has been disconnected so it can be removed safely. However, the feed from the mains is still in place – this could cost over £1,000 to disconnect. Clerk to

speak to Scottish Power and explore options as at present a standing charge is paid for the supply.

- i) *Play area repairs and inspections* – emergency repairs done and inspections for 2021 arranged.
- j) *EMG grant* – application pending consideration.
- k) *Affordable housing at Hopton Park – allocations criteria* – it was agreed to approach the housing association to discuss having allocations criteria that will prioritise local people.
- l) *Distribution of agenda papers, emails & use of file storage service* – agendas to be sent via email (apart from to Cllr. Gilbert who will have hers by post). The clerk said that due to size of some agendas and volume of papers it may be worth setting up a file share/storage service – options being investigated. The clerk asked councillors to either have a separate email for council business or to set up a separate folder on their email for council business.
- m) *Reports of other parish matters*
 - Friends of St Andrews – Cllr. Mullis reported that the summer fair is being held on 10th July for school and the community. It was **RESOLVED** that the PC would sponsor bouncy castle for £100.

16/2122 FINANCIAL MATTERS - ROUTINE

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

Ref	Payee	Item	Type	Net	VAT	Gross
P1-2122	SCPF	Pension March	SO	£162.67	£0.00	£162.67
P2-2122	R Turner	Salary April	SO	£748.63	£0.00	£748.63
P3-2122	R Turner	Expenses April	BACS	£37.88	£2.40	£40.39
P4-2122	Zurich	Insurance	BACS	£638.39	£0.00	£638.39
P5-2122	SDH Accounting	Internal audit	BACS	£170.00	£0.00	£170.00
P6-2122	G Taylor	Play area repairs & bark on path	BACS	£469.00	£93.80	£562.80
P7-2122	Highline Electrical	Disconnecting portacabin electric	BACS	£99.20	£19.84	£119.04

It was further **RESOLVED** to agree a transfer of £30,000 from the BoS main account to The Cambridge BS, in order to keep all deposits with banks within FSCS limits.

- b) *Income received* – noted as follows:

Ref	Payee	Item	Amount
R9-2021	Nationwide BS	Interest to 31.3.21	£128.88
R1-2122	Shropshire Council	Precept	£29,929.00
R2-2122	Shropshire Council	CIL (Neighbourhood Fund)	£32,884.06

17/2122 CORRESPONDENCE

- a) *Call for evidence remote meetings* – the council favoured a hybrid model of a mix of face to face and in-person meetings as this engages more people. Technological constraints were an issue. – Q3 on questionnaire. It was **RESOLVED** to delegate to the clerk to respond to the consultation. .
- b) *Call for evidence rural broadband* – it was **RESOLVED** that the clerk respond highlighting issues in some areas of the parish.
- c) *Request to use Nesscliffe playing field for fitness sessions* – it was **RESOLVED** to agree to this provided the organiser has public liability insurance. It would initially be a trial of 3 months and must not clash with rounders matches.
- d) *Road safety concerns raised by St Andrew's School, Nesscliffe* – problems with parking on pavement. Cllr. Diggory has met with the Headteacher Mrs Hunt, and Derek Furlong of SC Street Scene. It was agreed to look into getting planters to discourage parking in inappropriate places. It was also noted that there is a need to look at the movement routes to school comprehensively as there are issues along the routes e.g. part of the Hopton Lane pavement floods in heavy rain. It was agreed to engage with the Headteacher via the CIL working group. J

18/2122 **NEXT MEETINGS**

- a) *Council Meeting–1st June 2021, at Nesscliffe Village Hall at 7.30pm.
CIL working group – 25th May, 7pm via Zoom.*
- b) *Items for next council meeting agenda-*

Suggested items:

- Remaining policies - Reserves' Policy, Data Protection & FOI Policies, complaints policy, employment related policies
- Website, logo and accessibility
- Defibrillators
- Business plan & community engagement plan
- Press and media policy – check if we have one
- Asset condition report

*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 Item 19/2122, due to the likely disclosure of confidential information*

19/2122 **EMPLOYMENT MATTERS**

- a) *Pension end of year forms for 2020/21 – **RESOLVED** to approve.*
- b) *Clerk's appraisal*
- (i) *Appraisal report - - it was **RESOLVED** to accept the report.*
- (ii) *Review of clerk's salary point – it was **RESOLVED** to backdate an increase in the clerk's salary point as follows, using the current NJC scales:*
- *1st April 2020 to 31st March 2021 – SCP20, £13.51 per hr.*
 - *Ongoing from 1st April 2021 – SCP21, £13.78 per hr.*