**Kemberton Parish Council**

**Clerk to the Council:** **Chairman:**

Mrs Joanne Fellows Mr James Rennison

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**Minutes of Meeting of Kemberton Parish Council held in The Village Hall, Kemberton**

**Wednesday 11th January 2017 at 7.30PM**

**Present:** James Rennison (Chairman), Ian Amos, Martyn Bidgood, Giles Greenwood, Philip Jones, Mark Lea and Mary Wright.

**In attendance:** Valerie Edwards clerk to the Council.

 Joanne Fellows new clerk to the Council

 Michael Wood – Shropshire Councillor

1. **Apologies for Absence:**

None.

1. **Chairman’s Announcements**

The Chairman welcomed all to the meeting.

1. **Declaration of any Disclosable Pecuniary Interests in respect of items on the agenda**

They will be annotated at the relevant item in the minutes.

1. **Minutes of meeting held 09th November 2016**

The minutes were approved and signed by the Chairman. A copy has been placed in the minute book.

1. **Matters arising from the minutes.**

Covered in agenda

1. **Correspondence**

 **6.1 SALC** SALC held its Annual General Meeting on 19th November.

 **6.2 From AON The Insurance Act 2015.** Councillors have been copied into documentation.

**6.3 From Shropshire Council -** Advanced notification of Major Maintenance Scheme to take place on Bridgnorth Bypass beginning Summer 2017 with completion anticipated in Winter 2017.

 This work will extend from Wenlock Road junction at Tasley to the Stourbridge Road.

 Further details will follow.

 **6.4 From Shropshire Council -** Notice of road closure A442 from Sutton Maddock to Bridgnorth. 27th February – 17th March from 9.30 to 16.00

 **6.5 From Shropshire Council** Calculation of Tax base for 2017/18 Council Tax Precept. (Agreed at item 9.5 below)

 **6.6 From Shropshire Council Elections Bulletin.**

 - Elections to be held 04th May 2017

- Parish Council will be invoiced in 2018/19 financial year for elections held this May.

- Postal Councillor nominations are not being accepted this year. They have to be delivered in person or by a trusted person.

**6.7 From Western Power Distribution**

Details of Business Plan Commitments and reminder of Upcoming Stakeholder Workshops have been received. There is a meeting 01st February 2017 in Birmingham, the clerk has further details if Councillor wishes to attend.

* 1. **Any other urgent correspondence.**

. None.

1. **Kemberton Parish Clerk**

Councillors noted the handover date is effective from 11th January, termination of employment for resigning clerk is 31st January 2017.

1. **Matters Reported from Shropshire Council**  - Report from Councillor M Wood
* A recent problem with a trailer left in lay-by at Fort Pendelstone, (and a previous similar incident at Whitchurch).  The trailer was loaded with carboys of chemicals.  The clear up operation had cost Shropshire Council £10K.
* Breeches of Planning. He had been allocated a planning officer for one day recently. This was to examine several breeches in the planning process.
* He had now delivered his first Annual Report at Shropshire Council in his capacity as Cabinet Member – Corporate Support. This had included Digital Transformation Programme and Full ITC.
* Apprenticeship Levey. This Westminster based levy has been welcomed, it will provide places for apprenticeships and to “up skill” craftsmen in general.
* Shropshire Council has taken the lead to include many services on one public estate at Shirehall. Services such as Police, Ambulance etc. (Grant funding from Westminster will support this process)
* A Recent approach has been made by SC in response to a the CEO of a Leading Motor Manufacturer who is seeking a new site for manufacturing a new model “green” car. The site would provide factory space and housing for the resultant workforce.    Although it is deemed unlikely that this approach by Shropshire Council will result in success, the exercise has started a process which has identified three 50 acre sites in Shropshire. The marketing of these sites will now be ongoing to other companies for commercial industrial use.    The message being that Shropshire is “Open for business”. This initiative is designed to look toward income generation.
* Rural Crime.  Reports have been noted from Worfield from Rudge and from Beckbury about thefts of tools and the like from vehicles and sheds. Also about several incidences of poaching and hare coursing.  He suggested that information should be sent to the Police and Crime Commissioner and to the new Chief Constable on this matter. This communication might be endorsed by Kemberton, Beckbury, Sutton Maddock and Ryton and Grindle.  This combined approach has been the subject of a “Round Robin” email by the W&R clerk who will co-ordinate the matter.
* The leader of Shropshire Council had been in London yesterday for a morning discussion with Marcus Jones MP re. The Rate Support Grant Settlement. The afternoon was taken up by a meeting with the Health Minister about Social Care, Child Care, CCG’s and “Future Fit”. These meetings had been in company with the leader of Telford & Wrekin Council.

**9. Financial Matters**

 **9.1 Kemberton Parish Council website**

 The Parish Council needs to comply with the transparency code.

Clerk Jo Fellows has drafted an application to Shropshire Council for funding to commence the process of commissioning a website and procuring a laptop.

It was **PROPOSED** by Cllr G Greenwood to agree to calculations and submit application for transparency funding. Also if an domain name is purchased to buy “Kembertonparish” . Cllr M Wright **SECONDED** all **AGREED.**

**9.2 Pensions Enrolment** Clerk V Edwards handed over the responsibility for the staging date to Jo Fellows.

**9.3 HMRC PAYE** Clerk V Edwards will hand over documentation to the new clerk Jo Fellows at the end of the meeting.

 **9.4 Balance Brought forward**

Business Instant Access A/C 1551.69

 Current A/C 1401.84

 **9.5 To pay at this meeting**

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| --- | --- |
| Room Hire (July, September, November and January 2017) 4 meetings @ £30 | £120.00 |
| V M A Edwards clerks salary ( October to January incl.)  | £186.73 |
| HMRC (PAYE on clerks salary) | £46.60 |
| Clerk expenses (V Edwards) – travel for internal audit | £14.40 |
| Clerk expenses (V Edwards) – travel for interview | £7.20 |
| **TOTAL** | **£374.93** |

 ***Anticipated costs for remainder of this fiscal year***

 ***Numbers Plus 120.00***

 ***Newsletter 180.00***

 ***St Andrews Church 100.00***

 ***Kaleidoscope 45.00***

 ***Jo Fellows (salary January and March) 400.00***

***845.00***

 **9.5 To consider a draft budget for the year 2017/2018 and determine the precept requirement.**

 **Kemberton Parish Council Budget Forecast financial year 2017/18**

There was acknowledgement that the budget going forward needs to be re-calibrated to take into account the fact that previously there was a voluntary clerk and budget has remained low. Also the parish council are looking at developing a website and buying a laptop so there will be ongoing maintenance.

|  |  |
| --- | --- |
| Clerk’s Salary | £1,200 |
| Clerk’s expenses notional | £200 |
| Insurance | £250 |
| SALC Subscription | £150 |
| Room Hire | £180 |
| Parish Newsletter costs | £300 |
| Numbers Plus  | £120 |
| Section 137 | £150 |
| Website maintenance | £150 |
| Computer maintenance | £100 |
| Contingency | £200 |
| **TOTAL** | **£3,000** |

Cllr G Greenwood **PROPOSED** that the 2017/18 budget should be agreed and a request for £3,000 precept to b submitted to Shropshire County Council. Cllr M Wright **SECONDED**, all **AGREED**.

**10 Matters related to Grindle House Farm and Ren-new.**

A response to the appeal was sent on behalf of Kemberton PC to Bristol. This was sent on line on 24.11.16. An acknowledgment was received. It looks likely that there will be a 3-4day hearing and councillors invited to attend. By March parish council meeting there should be more detail of what representation will be required and it can be discussed and decided from there how to progress.

**11 Roads and Road Safety**

Cllr G Greenwood feedback that the road by Upton Mill has been fixed.

**12 Local Joint Committee**

A meeting was held 8th November at Alveley Parish Hall. Cllr I Amos apologised that he was unable to attend meeting. There have been no minutes circulated but when they are received they will be forwarded onto councillors.

**13 Village Defibrillator Service**

 No updates.

**14 “Future Fit” Hospital Services in Shropshire**

The clerk has emailed councillors with ongoing updates. The photo shoot that was arranged was postponed and when revised date known details will be circulated.

**15 Parish Plan/Place Plan.**

Plan has been circulated to councillors for comments. The Chairman will take on board comments and present details at next meeting.

There is a map defining the conservation area, M Wood volunteered to see if he has a plan defining area and see what scope there is to review boundaries.

**16 Planning**

**Listed below are the planning applications to be considered at the meeting on 11th January**

**Applications received up to 4th January**

PLANS AND SUPPORTING DOCUMENTS CAN BE VIEWED ON

<http://planningpa.shropshire.gov.uk/online-applications/>

**Cllr I Amos declared an interest and did not participate in discussion.**

**PLANNING REFERENCE** 16/04952/TCA

**PROPOSED TREE WORKS:** Notification of works to include the removal of self-seeded

Conifer tree lying within Kemberton Conservation Area.

**LOCATION** Strathmore,Mill Lane, Kemberton, Shifnal, TF11 9LU

**OS Reference**  373291 - 30418

**APPLICANT:** Mrs J Amos

PARISH COUNCIL RESPONSE: No objection

**PLANNING REFERENCE** 16/05713/TCA

**PROPOSED TREE WORKS:** To prune back small branches of 1No Western Red Cedar Tree; prune back large branch of 1 No Sycamore Tree and prune back lower branches of 1 No Cyprus Tree(as per schedule) within Kemberton Conservation Area.

**LOCATION** St Andrew and St John The Baptists Church, Mill Lane, Kemberton,

 Shifnal, Shropshire.

**OS Reference** 372942 – 304521

PARISH COUNCIL RESPONSE: No objection

**Plus any other plans received before the date of the meeting.**

**17 Any Other Business**

\* Broadband – It was noted that this is still on target Cllr M Lea hopes to get a further update before the next parish meeting.

\* The Chairman led all councillors in saying a big thankyou to clerk Val Edwards. He thanked her for all her hard work and wished her all the best going forward.

**18 Date and time of next meeting**. Wednesday 08th March, 2017

***Meetings scheduled 2017 Wednesday10th May***

 ***Wednesday12th July***

 ***Wednesday13th September***

 ***Wednesday 8th November***

Meeting closed at 8:50PM