

CLIVE PARISH COUNCIL

MINUTES 20 APRIL 2023

Minutes of the Clive Parish Council meeting, held in All Saints Church, Clive on Thurs 20th April 2023, at 7.30pm.

Present: Cllrs Matt Alexander, Carly Bushill, Sandy Goldwyn (Vice Chairman), Emma Good, Peter Slark, Peter Walters (Chairman)

In attendance: Lydia Bardsley (Proper Officer), SC Cllr Simon Jones, PCSO Jamie Robinson (Wem Police)

Public: 2

Meeting started at 7.30pm

150/22: CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the meeting.

151/22: TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dennis (family commitments), and Cllr Donoghue (work commitments). It was **RESOLVED** to note these.

152/22: DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS

Cllr Slark declared an interest in agenda item 158/22(1), planning application ref: 23/00127/FUL, as a neighbour of the applicant.

It was **RESOLVED** to bring forward agenda item 155/22a, Police report

155/22: REPORTS

a) Police report

The Chairman welcomed PCSO Robinson to the meeting who gave the following report:

- **Personnel** - Sgt Heathcote has now moved on, so please bear with the police while they wait for new staff. They are struggling with resources, but please let the police know if there are specific issues you'd like the police to look at. New officer will be responsible for quarterly reports, so PCSO Robinson will send a mini-report every 30 days to highlight any issues in meantime.
- **Speeding** - Police now have a speed gun for North Shropshire, but need staff resources for enforcement. The police were at Quarry View today, which seemed to get more speeders compared to usual tolerances. It was **NOTED** that drivers didn't slow down as much as expected for a marked police vehicle, suggesting possible ignorance of the speed limit. Police will continue to attend this location when possible.
It was **NOTED** that drivers have been noticed speeding up towards the CSW location on Wem Road. Police will try to coordinate with enforcement when subsequent CSW sessions are planned.
- **Police report** – It was **NOTED** that the recent "drink driver" incident on the report actually relates to an incident and owner from Sansaw rather than Clive.
Door knocking - Informal reports (to Cllrs not to police) of young people knocking on windows and doors, which is apparently happening in Wem as well. Cllrs had advised residents to report incidents to police to be recorded and monitored and PCSO Robinson agreed with this approach. It was **NOTED** that when things have been reported to the police, the response has been good and very quick, and PCSO Robinson advised that residents can log non-emergency incidents through 101.
Malicious communications - Reported by someone in Clive but communications were sent from elsewhere in W. Midlands.
Suspicious vehicle – A marker has been placed on vehicle, so police won't need a reason to stop it if spotted. PCSO Robinson advised Council and residents to be vigilant, but to be aware of delivery drivers who may appear to be acting suspiciously. If concerned, please share vehicle registration with Wem SNT or report directly to PCSO Robinson.
Parking outside school – Not many issues at all during previous police visit. It was **NOTED** that school feel it is not an issue currently, so it was **AGREED** to leave this matter for now as it is not a priority.

The Chairman thanked PCSO Robinson and he left the meeting at 19.45

153/22: 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.

A member of the public spoke on agenda item: 158/22(2) planning application ref: 23/00692/FUL. It was unclear what has been revised on the application. The Council gave a summary of the changes to access drawings etc.

It was **RESOLVED** to bring forward agenda item 158/22(2).

158/22: PLANNING APPLICATIONS – Council to agree responses

2. Proposed Agricultural Building East Of Quarry View, Clive, ref: 23/00692/FUL

Proposal: Erection of an agricultural storage unit together with hardstanding

Deadline for comments: 21.04.2023

It was **NOTED** that additional information, including revised plans had been published on the planning portal and the PC had been specifically asked by the Planning Officer whether this changes the PC's position on the application.

After discussion it was **RESOLVED** to OBJECT with the following comments:

The PC's key concerns have not been satisfactorily addressed by the additional information. The Council still considers that the scale of the proposed building is disproportionately large compared to the very small plot of land (just over 1 acre) it is intended to serve, and would not justify a building of this size. The Council is concerned that if permission is granted that the proposed building might be used for something other than agricultural purposes. Current planning rules on class Q conversions may also enable the applicant to have the proposed agricultural building converted to a dwelling at a later date under permitted rights without the need for a full planning application.

It was **RESOLVED** to resume the order of agenda items.

154/22: MINUTES

It was **RESOLVED** to approve and sign the [meeting minutes dated 21 March 2023](#) as an accurate record.

155/22: REPORTS

a) Police report

This was covered earlier in the meeting.

b) RAF Shawbury:

RAF Shawbury are in the process of arranging a replacement liaison for Council, but had sent the following info:

- **Night Flying** - Current phase will continue until Thursday 4th May, unlikely to go past midnight. RAF Shawbury Facebook/Twitter posts explain the activity and they are grateful for tolerance of this activity. See Station webpage for how to make complaints.
- **Hi-Viz for horse riders** - Awaiting replacement stock, should be available from mid-May.
- **Drones** - If anyone flies a drone/model aircraft locally it is a good idea to view and understand the Drone Code, available on the CAA website and posts on RAF Shawbury Facebook and Twitter.
- **Aries Magazine** - Spring edition (2023 Edition 1) is available and links are also online at <https://www.rafmags.co.uk/>. Limited number of hardcopies moving forwards so they won't be able to distribute as many in future, but it will remain online and with links on social media and website.
- **Course Community Projects** - Looking to refresh the course community projects list for trainees, so grateful for any ideas. Courses would normally be available for a weekday, tools/equipment and supervision would need to be provided.

It was **FURTHER NOTED** that Squadron Leader Kim Leach has finished in her role of Corporate Engagement Relations Officer and her replacement will be in post later in the year.

Additional events at the airfield that may result in a little more or different aircraft activity:

Landowners & Riders Awareness Day – 25th May - Flying patterns may vary from the norm with several aircraft following a similar route and the RAF Falcons Parachute Display Team may literally drop in.

Cosford Air Show Support – 9th -12th June - Fast jets and helicopters operating from the RAF Shawbury airfield
Annual Reception – 15th June - Flypast from the Battle of Britain Memorial Flight or RAF Shawbury helicopters
Families Day – 10th August – Expect fast jet and rotary aircraft display
Battle of Britain Dinners – 8th & 14th September - May be flypasts from the Battle of Britain Memorial Flight or RAF Shawbury helicopters
The above events at RAF Shawbury are not open to the public and are by invitation only. Unfortunately, there is no public viewing area at Shawbury.

SC Cllr Simon Jones added there will also be a Coronation flypast in London involving helicopters and pilots from RAF Shawbury.

2 members of the public left the meeting at 20.05.

c) Sansaw Estates

Clerk gave the following update from Sansaw estate:

- 1 Hilltop trespassing – Estate had found no signs of trespassing or vandalism, so no further action at present.
- Grinshill hill fencing – Not known if this has been fixed, but no further concerns raised by residents.
- Himalayan balsam – Cllr Alexander suggested this may need another cut in May/June, as well as the brambles that are encroaching on the footpath from bottom of Glatt up to 1 Hilltop.

d) Shropshire Councillor Simon Jones

SC Cllr Simon Jones had nothing specific to report, but was happy to help with any issues at all.

e) Reports from meetings/ training

SALC Area Committee meeting – 17.04.2023 – Cllr Walters had attended this meeting which included North Shropshire MP Helen Morgan and Police and Crime Commissioner John Campion. Helen Morgan MP is still focussed on health care, and ambulance and staff shortages, and had also had meetings with Arriva about bus services. Cllr Walters raised concerns with her about recent 511-bus service changes, and she has taken back these concerns. Although Arriva state that only small numbers of people are using those services, those 7 or 8 people who do use the service are the people who desperately need it, so the fact that the bus isn't full shouldn't be used as the criteria for reducing service. Cllrs disagreed with the reason of punctuality as a justification for removing bus services and Helen Morgan will go back to Arriva about this.

It was **AGREED** to bring forward agenda item 157/22f: 511 Bus service:

157/22: PARISH MATTERS – Council to discuss and agree actions

f) 511 bus service timetable changes – Council to receive update and agree actions

It was **NOTED** that the following services would no longer serve Clive or Yorton on Mondays-Fridays:

- 09:06, 11:06 and 13:06 towards Whitchurch
- 12:03 and 14:03 towards Shrewsbury

SC Cllr Simon Jones clarified that the reason given by SC and Arriva for a reduction in service for Clive was due to concerns raised directly by the Traffic Commissioner about punctuality complaints. It is **NOTED** that bus operators must action requests for change from Traffic Commissioner as soon as possible, which may explain why there had been no consultation with the community. SC have said they will monitor the changed service to make sure it is providing a proper service.

Cllrs were not convinced that Clive is the cause of any punctuality issues. It was also **NOTED** that the issue of low numbers of passengers is not specific to the service times they have removed from the 511 timetable. So it is not a valid argument as many other services going through Clive have 7 or fewer passengers. SC is also subsidising the service so Arriva should not have an issue with low passenger numbers as they get paid regardless. It was **NOTED** however that there is a proposal to add an additional service from Clive to Shrewsbury at 9.58, and from Clive to Wem at 10.18, which may partially counteract out the reduction of the other services if they are actually introduced. It was **AGREED** that the PC will write to SC to say it would welcome the proposed additional services at 9.58 and 10.18 but needs concrete assurances that this will happen, and clerk will ask for specific timeframes for when these new services will be introduced. It was **AGREED** to write to Helen Morgan MP as well to keep her up to date, and ask her to put to pressure on SC and Arriva to make sure the extra services do happen.

It was **RESOLVED** to resume the normal order of agenda items:

155/22: REPORTS

e) Reports from meetings/ training CONT

SALC Area Committee meeting – 17.04.2023:

Police and Crime Commissioner John Campion – It was **NOTED** that Wem SNT have now been given a speed gun, and there may possibly be unmanned speed equipment available at some point in the Clive area.

Solar farms –SALC are putting together some guidance on community benefit. Concerns were also raised at the Area Committee meeting that money raised by CIL is not being spent in the areas where development occurs, but in the bigger towns instead.

f) AED checks

It was **NOTED** that AED checks had been completed on 06.04.2023, 12.04.2023, and 20.04.2023 with no issues.

These checks had already been logged for PC records. The next checks would be completed in 2 weeks' time. It was **NOTED** that Clive CofE School are adding a w3w ref to their defibrillator.

g) Community Speed Watch

Cllr Alexander gave an update:

The group has run a couple of sessions in Wem Road and caught a few speeders, and will be running another session next week. Still need more volunteers, so it was **AGREED** clerk will add this to agenda for Annual Parish Meeting.

It was **NOTED** that Pontesbury and Minsterley have average speed cameras, but it was uncertain if it would work in Clive as even if drivers were speeding in areas such as Quarry View, slower speeds through the village proper would bring down average speeds.

h) Clerk's report

Clerk read out the following report, which was **NOTED**:

- **Website** – Info shared on Alternative Fuel Payment deadline, and Voter ID at Polling Stations.
- **Customer service opening hours consultation** – Response submitted.
- **Police charter** – PC response submitted, and police had been in touch about specific locations for speed enforcement.
- **Coronation** – Bookmarks ordered and delivered. Cllr Good would drop these off at school. Grinshill PC had been sent an invoice for their contribution which would be approved at their next meeting.
- **Coronation Champion awards** – Clerk submitted nomination for local resident.
- **Year-end tasks** - Year-end and new tax year tasks completed for HMRC.
- **Internal audit** – Finance documents submitted to Internal Auditor, drafted accounting statements and explanation of variances.
- **Road markings (bottom of Glatt)** – In Programme of works but no further update on timeframes.
- **30mph road markings Station Road** – Clerk reported 03.03.2023 and this has been completed recently. No further action.
- **Yorton bridge signs** – Triangle sign on approach to bridge from Yorton is still missing. Re-reported 03.03.2023, no update rec'd. Clerk to chase.
- **Sign for Village Hall bottom of Drawwell** – SC say it is in programme of Works and have closed FMS report. Still missing, clerk to re-report.
- **Brown sign for Corbet Wood** –SC raised a job 20.01.2023 with Keir but no timeframe given for work to be completed.
- **Directional signage** – Cllr Walters had shared photo of Sansaw Heath broken sign. This was already reported in January by someone else, but Clerk would update Fix my street report with photo.

156/22: POLICIES TO APPROVE

- a) Equal Opportunities Policy (revised) – Consider and approve
- b) ICO Publication Scheme – Consider and approve
- c) Complaints procedure – Consider and approve
- d) Grievance and Disciplinary Procedures - Consider and approve
- e) Health & Safety Policy – Consider and approve
- f) Councillor – Officer Protocol (new model) - Consider and approve
- g) General Reserves Policy - Consider and approve
- h) IT Security Procedures - Consider and approve

It was **RESOLVED** to approve the above policies.

157/22: PARISH MATTERS – Council to discuss and agree actions

a) Annual Parish and Council Meetings– Council to consider speakers and arrangements

It was **NOTED** that there are no further updates on Neighbourhood Plan funding as yet, and agenda for Annual Parish Meeting would need to be published on Fri 28th April if meeting is to take place on 11th May (needs 7 clear days' notice and bank holidays do not count). It was **AGREED** to hold both annual meetings on 18th May. The Annual Council Meeting will start at 7pm, and Annual Parish Meeting will start at 7.30pm. Clerk will make arrangements with Village Hall.

Clerk had shared a list of possible topics for agenda. Janet Cobb at Restoring Shropshire's Verges Project is unavailable in May, so it was **AGREED** that the Clerk will liaise to arrange a presentation at June meeting instead. Clerk will liaise with following groups for a short report/presentation at the APM:

- Village Hall Committee (to include renovations)
- Renshaw's Field Association
- Community speed watch – Cllrs to collect VAS data beforehand
- RAF Shawbury

The agenda will also include community speed watch, AED training, Local Plan Review, Neighbourhood Plan, and updates on the 511 bus service.

It was **AGREED** the Clerk will prepare a poster asking residents for agenda suggestions.

b) Hillside/Sandy Lane access – Receive update on access signage and agree actions

The clerk reported that SC Rights of Way team are arranging new access signage which may arrive around mid-May. They will also source a second restricted by-way sign so it is visible from both sides of the Sandy Lane junction. It was **NOTED** that another van had become stuck and had to get towed out last week. It was **AGREED** that the PC will wait for signage to arrive before writing to residents with an update on situation.

c) Post Office in Clive – Receive update and consider actions

It was **NOTED** that the Post Office have reminded their staff that it is their responsibility to arrange appropriate cover for absences in cases of illness or annual leave. It was **AGREED** that Cllrs will monitor the situation and contact Post Office if closures occur with no notice again.

d) Highways concerns - Council to receive updates on concerns and agree further actions

It was **NOTED** that there are no pot holes to report in Clive, and no updates on drains that had been reported previously.

Wall on Mine bank. A section was repaired few years ago, but another section seems to be deteriorating further north along the wall. It was established that this would be the owners' responsibility as it is private property. It was **AGREED** no actions were required at this point.

Back Lane. It was reported that a tree is growing in such a way as to obstruct road. This had been raised with Dean Carroll during his visit in Sept. Cllr Walters has advised the local fire service that they won't be able to access Back Lane because of this. It was **AGREED** no actions were required at this point.

e) Community Emergency Planning Programme – Council to consider whether to participate (deadline 28.04.2023)

It was **AGREED** that the PC would not take part in this programme.

f) 511 bus service timetable changes – Council to receive update and agree actions

This matter was discussed earlier in the meeting after agenda item 155/222 Reports from meetings/training.

g) Place Plan info session – Council to receive update from info session and agree actions

Clerk reported that a useful session had been held on 17th April, but SC were asking for project submissions in 6 weeks' time. All clerks and Cllrs present at the briefing agreed this was not at all feasible, so SC are looking to extend this timeframe. Clerks are awaiting information from Place Plan officers about CIL projects that are being put forward by SC. It is **NOTED** that a new web version of Place Plans is nearing completion and Council will be able to nominate projects for consideration through the new platform.

h) Local Plan Review – Council to receive update (if available) and agree any actions

No further updates at present.

158/22: PLANNING APPLICATIONS – Council to agree/ratify responses

1. [3 Sunnybank, Station Road, Clive, ref: 23/01127/FUL](#)

Proposal: Proposed first floor extension to bedroom to accommodate child's bed space

Deadline for comments: 22.04.2023

Cllr Slark had declared an interest and therefore did not take part in the discussions or vote.
After discussion and vote it was **RESOLVED** to SUPPORT with the following comments: No objections.

2. Proposed Agricultural Building East Of Quarry View, Clive, ref: 23/00692/FUL - Council to consider additional information and plans

Proposal: Erection of an agricultural storage unit together with hardstanding

Deadline for comments: 21.04.2023

This was considered earlier in the meeting after agenda item 155/22a Police report.

159/22: SHROPSHIRE COUNCIL PLANNING DECISIONS – Council to note

1. Proposed Agricultural Building East Of Quarry View, Clive, ref: 23/00692/FUL – Pending consideration

160/22: FINANCE – Council to consider and approve

It was **RESOLVED** to note and approve the following items 160/22a-d.

- a) Year-end Receipts and Payments March 2023
- b) Year-end Bank Statements March 2023
- c) Year-end Bank Reconciliation March 2023
- d) Year-end Budget Monitoring Report March 2023
- e) Certificate of exemption from external audit

It was **RESOLVED** that the Council meets the criteria for exemption from external audit. The Clerk and Chairman both signed and dated the exemption certificate, and the clerk would send this to the external auditors before 30.06.2023.

- f) VAT Reclaim 2022-23

The above item was **NOTED** and the Clerk would submit the VAT refund claim after the meeting.

- g) Year-end Asset register March 2023

It was **AGREED** to remove the traffic mirrors from Drawwell and opposite New Street from the asset register as these had been replaced by SC so are presumed to be Highways assets. It was **NOTED** that printer had been removed from asset register and needed to be disposed of.

It was **NOTED** that the Millennium bench is still safe and no action is needed as there is no risk of falling as it is situated against church wall.

It was **AGREED** to approve the updated asset register.

161/22: PAYMENTS

- a) Payments to be approved at the meeting

It was **RESOLVED** to approve the following payments:

- Clerk, April Staffing costs (salary, mileage, and expenses, incl. Coronation bookmarks), £759.51 (of which £12.51 VAT)

It was **NOTED** that there are no PAYE/NICs/student loan repayments owed to HMRC for this period.

- NEST, April emp'ee and emp'er pension contributions, £47.41 (no VAT)
- Public Works Loan Board – Renshaw's Field loan repayment (direct debit due 02.05.2023), £2087.52.00 (no VAT).
- Public Works Loan Board – Village Hall loan repayment (direct debit due 04.05.2023), £429.13 (no VAT).

- b) Payments made before the meeting

None.

It was **RESOLVED** that the PC would make a donation to Clive All Saints Church for room hire of £20, and would authorise this payment at the May meeting.

It was **FURTHER NOTED** that no request had been made as yet for the PC's contribution towards the wall repair project at Renshaw's Field.

162/22: CORRESPONDENCE RECEIVED - Council to note

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

- a) Govt emergency alert system test 23.04.2023 –It was **AGREED** that Clerk would add a note to website and local Facebook page.
- b) SALC April bulletin (14.04.2023)

- c) Town and Parish Council Neighbourhood Fund update (28.03.2023)
- d) THINK campaign, Dept for Transport (14.04.2023)
- e) Roadworks, Wem Rd, Clive (originally scheduled for 17-21.04.2023, but on hold currently)
- f) Roadworks: Station Road, Clive (Severn Trent, 29-30.05.2023) – It was **NOTED** that info on 511 bus diversion during these roadworks had been received. It was **AGREED** that Clerk would share this on website, Facebook, and Cllrs would add to notice boards, bus stops, salon, Hub, etc.
- g) Thriving Children & families grant funding (20.04.2023) – deadline is 02.05.2023. Clerk will forward to school and Cllr Good to share with Toddler group in case they want to apply for funding.

163/22: 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.**

- Local Plan Review
- Neighbourhood plan
- Election of Chair and Vice Chair
- Annual return
- Donation to church for meeting hire
- Quotes for VAS on Wem Road

164/22: NEXT MEETING – Council to agree

It was **RESOLVED** that the next ordinary Council meeting would be the Annual Council Meeting and be held on **THURS 18th May 2023**, 7.00pm at **Clive Village Hall**. It was **FURTHER RESOLVED** that the Annual Parish Meeting would be held on 18th May at Clive Village Hall at 7.30pm.

There being no further business, the chairman thanked everyone for their participation and closed the meeting at: 21.10pm.

Confirmed as accurate: _____ Chairman Date: _____