

## **LEINTWARDINE GROUP PARISH COUNCIL**

### **Minutes of the Annual Meeting of the Parish Council held on Thursday 10th May 2018 at 7.30 pm in The Reading Room, High St., Leintwardine SY7 0LB**

#### **Present**

Councillors Michael Collins (Chair), Cheryl Woolley (Vice Chair), Emma Gorbutt, Jonathan Hopkinson and James Davidson, Jessica Cremer, Nigel Offer and Denise Latham

**In attendance** Three local residents, Mortimer Ward Councillor Carole Gandy and Acting PC Clerk Helen Tinson (on behalf of HALC)

#### **1. Election of Chairman of the Council for 2018/2019:**

Cllr Michael Collins was proposed and unanimously elected. The Declaration of Acceptance of Office was signed.

#### **2. Election of Vice-Chairman:**

Cllr Cheryl Woolley was proposed and unanimously elected. The Declaration of Acceptance of Office was signed.

#### **3. To consider the co-option of Nigel Offer and Denise Latham as a Parish Councillors:**

Mr. Offer and Ms. Latham left the room whilst the Chairman gave a brief summary of their applications which were both unanimously approved. Mr. Offer and Ms. Latham returned to the room and signed their Declarations of Acceptance of Office.

#### **4. Apologies for absence:** It was reported that Councillor John Evans has tendered his resignation following his move away from the Parish.

#### **5. Declarations of Interest and Written Requests for Dispensation:** Cllr Denise Latham declared a non-pecuniary interest in agenda item 12: Old Downton Lodge; Cllr Emma Gorbutt declared a non-pecuniary interest in agenda item 9.1 re Leintwardine Village Hall.

5.1 All Councillors were reminded to review their Register of Interests.

#### **6. Open Session:**

##### **6.1 Ward Councillor Report**

6.1.1 8 roads prioritised for works during 2018/2019 have been approved, a further 3 to be improved but 4 unlikely to be done this year. Clarification on whether work will be done on whole road or just sections will be sought.

6.1.2 Balfour Beatty Living Places (BBLP) have confirmed clearance of gullies in Leintwardine has been added to their programme of works.

6.1.3 It is not possible to retime the 498 to Kingsland at this time but the timing issues of the different buses will be taken into consideration when reviewing these services.

6.1.4 It was confirmed that the BBLP toolkit would be most appropriate to request consultation for additional signage at the Jolly Frog. They would have to be erected by BBLP but could be purchased independently.

- 6.1.5 There has been a soft market test on whether to outsource services. Cllr Gandy has asked whether this will affect Community Libraries which are staffed by volunteers.
- 6.1.6 The 2018 National Rural Crime Survey, particularly targeted to rural farms and victims of rural crime in the last 12 months, is available for completion before 15<sup>th</sup> June.
- 6.1.7 A complaint has been made about poor signage, lack of consultation and loss of trade to businesses as a result of BBLP roadworks on the Leintwardine to Ludlow Road and the road at Adforton, which has been passed on to BBLP.

## 6.2 Representations from Public:

- 6.2.1 It was reported that fly tipping at Fiddlers Elbow has been reported to Balfour Beatty Living Places. A phone number for reporting fly tipping was requested to be given on BBLP's website.
- 6.2.2 Thanks were given to Cllr Gandy for following up on the bus issue raised last month. Cllr Gandy will follow up on whether a Rural Transport Manager has yet been appointed.
- 6.2.3 It was noted that a road sweeper has been at work in Leintwardine though largely ineffective as it was unable to clear the level of waste in the gutters.
- 6.2.4 Matters arising for discussion at the June meeting included:
  - 6.2.4.1 Discuss representation to the Locality Steward regarding concerns on road sweeping
  - 6.2.4.2 To consider a review on the Neighbourhood Development Plan
- 6.2.5 The Parish Council were asked whether they will make representation on a planning application for a neighbouring parish for a Forest Holidays site containing 68 cabins. Ward Cllr Gandy advised that an action group may contact the Parish Council in due course.

## 7. To consider the Minutes of the previous meeting held on 5<sup>th</sup> April 2018:

It was RESOLVED to approve the minutes of the meeting of 5<sup>th</sup> April 2018 agreed as a true record and signed by the Chairman.

## 8. To consider annual appointments for 2018/2019:

- 8.1 Members were appointed to Committees, Working Groups and Outside Bodies:
  - 8.1.1 **Finance Working Group:** Cllrs Michael Collins, Cheryl Woolley and Clerk
  - 8.1.2 **Cheque Signatories:** Cllrs Michael Collins, Cheryl Woolley and Jonathan Hopkinson
  - 8.1.3 **Environmental Working Group:** Cllrs Jonathan Hopkinson, Nigel Offer and Denise Latham
  - 8.1.4 **Planning Working Group:** Cllr Jessica Cremer
  - 8.1.5 **Leintwardine Centre Rep:** Cllr Emma Gorbutt
  - 8.1.6 **Friends of Leintwardine Community Library:** Cllr Emma Gorbutt
- 8.2 **Footpaths Officers:** Cllrs Jonathan Hopkinson and Denise Latham
- 8.3 **Internal Auditor:** John Duggan

## 9. Finance:

- 9.1 It was RESOLVED that the regular payment for the Library rent at a cost of **£187.50 per quarter** will be made by Standing Order after June 2018. Cllr Emma Gorbutt withdrew from voting in accordance with her Declaration of Interest.

It was RESOLVED to pay the following outstanding invoices:

- 9.1.1 Leintwardine VH and CC, Rent Meetings, £50.00
- 9.1.2 Leintwardine VH and CC, Electric, £108.42
- 9.1.3 Leintwardine VH and CC, Library rent to June, £187.50
- 9.1.4 D. Campbell, Lengthsman, £70.00 plus VAT

9.1.5 Microshade Business Consulting, Website Hosting, £335.00 plus VAT

9.1.6 D. Campbell, Grounds Maintenance, £183.10 plus VAT

9.2 It was reported that the income for 2017/2018 exceeded expenditure by around £3000. There has been a slight increase in capital balances, and expenditure has remained within budget. Presentation of full accounts was deferred to the June meeting pending an internal audit.

## **10. To clarify legal requirements for publicising Parish Council meetings:**

- 10.1 It was confirmed that there must be 3 clear days public notice (not including the day the notice is put up, the day of the meeting, Sundays or Bank Holidays) of the time and place of a meeting of the full council and its agenda.
- 10.2 The summons and agenda must be posted in a conspicuous place in the parish or community.
- 10.3 Councils with a turnover not exceeding £25,000 should publish the summons and agenda on a free to access website no later than 3 clear days before the meeting.
- 10.4 Councillors must be summoned to attend the meeting of full council at least 3 clear days before the meeting. The summons must be signed by the Proper Officer.

It was RESOLVED that the acting Clerk would forward a list of statutory requirements and the relevant NALC Legal Topic Notes to the Chairman for future reference.

## **11. General Data Protection Regulations (GDPR) Update:**

- 11.1 It was reported that the Government may exempt all Parish Councils from having to appoint a Data Protection Officer and it was RESOLVED to follow HALC advice to take no further action until further news is received.
- 11.2 It was noted that annual fees of £40 will be due to ICO following expiration of current Data Protection Registration.
- 11.3 It was reported that a Data Protection Policy, Subject Access Request Form and Privacy Notice need to be adopted. HALC have supplied model policies which can be adapted to suit Leintwardine PC.
- 11.4 It was further noted that an audit should be undertaken to understand the data currently held and the legal basis for doing so, and identifying how data is currently stored.
- 11.5 It was RESOLVED to set up a GDPR Working Group to look at the wording of policies and future actions and report to the June meeting. The Working Group consists of Cllrs Michael Collins, Cheryl Woolley, Jonathan Hopkinson and Emma Gorbutt.

## **12. Planning**

- 12.1 180835: Stormer Cottage Leintwardine, SY7 0JR: Proposed agricultural buildings to be sited 200m from the road. No impact was shown on the environmental surveys, and it was considered the area would be improved by the addition of a pond, owl boxes and trees. It was RESOLVED to SUPPORT this application.
- 12.2 181168: 46 The Criftins, Leintwardine: Demolish conservatory and porch and propose to replace conservatory. It was noted this work falls within permitted development rights and there was NO OBJECTION to the application.

*Cllr Denise Latham left the room in accordance with her Declaration of Interest in the following agenda item (8.35pm)*

- 12.3 181043/181044: Old Downton Lodge, Old Downton Farm, Downton on the Rock, SY8 2HU: Proposed conversion of 3 outbuildings to self-contained holiday lets. It was RESOLVED that the Environment Working Group look into any environmental impact and submit comments via the Chairman on behalf of the PC. The decision is to be recorded on the minutes of the June meeting.

*Cllr Denise Latham returned to the meeting (8.45pm)*

### **13. To consider other matters related to Planning**

- 13.1 Construction Works at the Surgery: It was RESOLVED that Cllr Collins look into the conditions assigned to the planning permission in relation to landscaping and the disposal of spoil and then send a letter on behalf of the Parish Council to the Contractor to ask for clarification on their final intentions and timescales.

### **14. Lengthsman**

- 14.1 The Enhanced Lengthsman Scheme offered by Balfour Beatty Living Places (BBLP) and works allowed to repair minor potholes was discussed. It was recommended that a BBLP approved contractor be used if it was resolved to proceed. Concerns were raised that any damage caused by failed repairs to potholes undertaken by the PC would result in claims for damages against the PC and it was questioned whether the PC had the capacity to manage them. It was RESOLVED that Ward Cllr Gandy obtain a list of approved contractors and undertake enquiries with BBLP to understand the scope of responsibility (BBLP and the Parish Council); and that Cllr Collins talk to the Parish Council's insurance provider to understand the procedure in the event of a claim and identify the level of work involved. It was further RESOLVED that an extension to accept the BBLP contract is requested until the results of the further enquiries are discussed at the June meeting.

### **15. Environmental and Highway Issues:**

- 15.1 Safer High Street Plan: It was noted that the design of the Gateway sign following BBLP toolkit procedure is still ongoing.
- 15.2 P3/PROW Report: The Downton estate have cleared paths on LX23 and LX45 and promised to do the same on path LX26. A work schedule focusing on inserting new gates on paths LX37 and LX38 has been agreed with the landowners providing a route for people who are not very able to get from the Craven Arms turn north of Wheatstone to Rosemary without needing to navigate a stile.
- 15.3 It was noted that the cleaning of gullies and gutters and the outfall pipe into Wheatstone ditch seems to have solved the flooding issues.
- 15.4 Verge Drainage at Park Lane/Kinton Lane: It was RESOLVED that Cllr Collins seek quotations from contractors to take soil from the gateway and replace with hardcore and report further at a future meeting.

### **16. Open Spaces and Green Areas:**

- 16.1 Football Pitch at Paytoe Lane: It was RESOLVED that Cllrs Collins and Woolley arrange to meet with the landowner and discuss options for the field and report further at a future meeting.

### **17. Date of next meeting:** Thursday 7<sup>th</sup> June 2018

### **18. Matters arising for next meeting:**

- 18.1 Discuss representation to the Locality Steward to discuss concerns on road sweeping
- 18.2 To consider a review on the Neighbourhood Development Plan
- 18.3 To approve annual accounts for 2017/2018 and audit documentation
- 18.4 To consider further actions re GDPR as recommended by Working Group

- 18.5 To record the decision of the Environment Group relating to planning applications 181043 and 181044.
- 18.6 To consider further the Enhanced Lengthsman Scheme

*A resolution was passed to exclude the public from the following confidential agenda item:*

**19. To receive an update concerning the employment of a new clerk and consider actions:**

- 19.1 It was reported that interviews had been conducted but no appointment was made. HALC have other candidates and are hopeful of further interviews shortly.

**Meeting Closed at 9.30pm.**

SIGNED ..... DATE .....

DRAFT