

IGHTFIELD PARISH COUNCIL

Minutes of the Ightfield Parish Council Meeting held at on 16th March 2020 at Calverhall Village Hall, Calverhall

Chairman: Cllr M Astley
Councillors: Cllr H Hitchman; Cllr L Roberts; Cllr D Price
Clerk Mrs M Joyce
Unitary Cllr: Cllr P Wynn

17/20 Chairman's Welcome, Announcements and the Public Session

Cllr Astley welcomed everyone to the Meeting opening proceedings at 7:35pm. No members of the public attended the meeting.

18/20 Present, apologies or absent

Apologies were received from Cllr Procter and Cllr Heywood-Lonsdale.

19/20 Declaration of Disclosable Pecuniary or any other Interests - None made.

20/20 Requests for Dispensations of DPIs – None received.

21/20 To approve the minutes of the of the Parish Council Meetings held on 20th January 2020

Councillors confirmed that they had received and read the Minutes of the last Meeting. The Clerk inserted the relevant cheque numbers on page 4. Cllr Hitchman proposed the Minutes to be a true and accurate record of the Meeting, seconded by Cllr Astley, all agreed. The Chairman duly signed the Minutes. **Resolved.**

22/20 Matters arising from and action taken from the minutes (not otherwise on the agenda) - None

23/20 Reports from Councillors/updates from Meetings attended:

Unitary Councillor's:

Reported that in light of the current pandemic, current directives will have to be followed. It is unknown at this time if Shropshire Council will need to close.

Following the site visit regarding the Church Farm, Calverhall amenity space area Cllr Wynn confirmed that there is a possibility that Shropshire Council can 'loan' the Parish Council the monies due which the developer will then repay. This will speed up the Parish Council's access to the funds to enable completion of playground projects sooner.

Councillors & Clerk reports:

No meetings have been attended.

24/20 Footpath Steering Group Committee–

i) To enable Councillors to update on progress;

ii) To accept the lease agreement : The Community Link Footpath lease has been received from the Solicitor. The Chairman asked if the Councillors had read the document and if any questions were raised. The lease on the land is for 100 years. The acceptance and signing of the lease was proposed by Cllr Price, seconded by Cllr Hitchman, all agreed. **Resolved.** The document was duly signed in accordance with Standing Orders. Chairman to request copy when the other party has signed for the purposes of the CiL Local Fund application.

iii) Planning application update: Fee due to Shropshire Council for the s184 agreement. Cllr Price proposed paying the fee, seconded by Cllr Astley, all agreed. **Resolved.**

iv) To agree application to be submitted for CiL Local Funds

Councillors agreed that the technical check form for the CiL Local funds application should be returned to Shropshire Council, proposed by Cllr Astley, seconded by Cllr Hitchman, all agreed. **Resolved.** Councillors agreed that a Steering Group meeting should be convened. Quotes have been received for the fencing and the construction of the path.

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Concerns were expressed that a quote may have expired and that the cost may have increased for the stone. If costs go up and a contingency is needed then the Council will need to officially apply for the approved PWLB loan. Cllr Price proposed to commence works on the construction of the path, seconded by Cllr Hitchman. All agreed.

Resolved.

Cllr Price proposed delegating authority to the Steering Group to implement the build and to appoint the contractors, seconded by Cllr Hitchman all agreed. **Resolved.**

Cllr Price thanked all of the Councillors for the hard work and efforts which has been involved achieving the project.

25/20 Street Lights/Repairs & or Maintenance - An opportunity for Councillors to report items requiring attention:

a Playgrounds: to enable Councillors to discuss the interim inspection reports

Cllr Price raised the grounds maintenance contract – contractor to be forwarded a copy of the schedule. Cllr Hitchman reported that in Calverhall the spring needs mending on the roadside gate. Quotes for the bark will need to be taken forward to May. A second bill is expected for further works to the surrounds. The first bill was paid in January. Cllr Astley proposed paying the bill on receipt, seconded by Cllr Hitchman. All agreed. **Resolved.**

Rubber component has come loose on the zip wire in Ightfield. Clerk to get the handyman to carry out the minor repairs. The new emergency contact notices should have now been installed.

It was noted that the hedge around the war memorial in Ightfield may require attention later in the year.

b Street lighting – to report any remedial works required

No repairs required.

26/20 Highways/Environmental Health

a Matters to report/updates on items previously reported

The Clerk reported that she had lodged a need for resurfacing to be carried out at Kennels Farm. A response has been received from Shropshire Council that this has been inspected and a request for work submitted.

b Road closures: update if applicable (see website for details) Ash Road closure in Ash 15-16 June by Severn Trent.

c Flooding issues – update

Cllr Price reported that he met with the Highways engineer on the Bletchley Road by Little Cloverley Farm. A camera needs to be put in to check it but the verge will need to be dug out to do it. Clerk to chase. To check flooding issues and mitigations are in the Place Plan.

27/20 Correspondence

a SALC information bulletins & legal topic notes

b As received by the Clerk circulated by email: SC Highways Improvement Plan; Shropshire Bus discussion; NSAC meeting agenda; Dormant assets consultation; Briefing on Severn Trent water funding; Shrewsbury NW relief road consultation;

Tree surgeon invoice: The Clerk reported that one of the company of tree surgeons, from which she requested a quote in October in relation to the proposed removal of the fir tree in Ightfield, has submitted an invoice for the provision of a 'fixed price free' quote, consultation with Shropshire Council and provision of a condition report. Councillors discussed the invoice and agreed that it would not be approved for payment on the basis that there was no basis for a charge to be levied as no terms and conditions or notice of fees had been provided prior to the provision of a quote, which in turn had not been accepted. The Councillors agreed that no contract had been entered into. Cllr Astley proposed no approval of the payment charged, seconded by Cllr Roberts, all agreed. **Resolved.** Clerk to inform the company.

Email received from an Ightfield resident complaining about the lack of road sweeping in the village. Councillors discussed the condition of the roads. Road sweeping does not fall within the Parish Council remit. Road sweeping is carried out periodically by Shropshire Council.

28/20 Planning

i) **Applications:**

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20/00858/LBC (validated: 09/03/2020)

Address: Proposed Residential Development South Of The Gables Farm, Calverhall Road, Ightfield

Proposal: Erection of 9 dwellings with associated garaging, stores and parking, following demolition of existing curtilage buildings affecting a Grade II Listed Building

Councillors considered the plans expressing concern over one of the access points (for the farm house) which is beside an existing building. Sight lines are considered to be compromised. Proposed by Cllr Price, seconded by Cllr Astley, all agreed.

ii) Decisions

19/05563/OHL (validated: 23/12/2019) Address: Moreton Wood Area, Whitchurch, Shropshire

Proposal: Refurbishment of overhead lines Decision: Grant Permission

19/05289/LBC (validated: 03/12/2019)

Address: The Gables Farm , Burleydam Road, Ightfield, SY13 4NU

Proposal: Works to convert an existing bedroom to form a new bathroom and landing at first floor level with the insertion of two sunpipes on the internal valley to serve the landing affecting a Grade II Listed Building

Decision: Grant Permission

29/20 Housekeeping

i) Reports from external committee reps if applicable/updated SALC training available
NSAC meeting 16/03/20 cancelled. Helicopter Liaison Group meeting cancelled 17/03/20.

ii) Village Crier submission – Cllr Astley to submit to include an update on footpath, playground and war memorial.

iii) A41 Road Safety Campaign Meeting – Update from meeting 7th February 2020 – the Clerk gave an overview of what was discussed at the last meeting.

iv) Place Plans – To enable Councillors to discuss the document with a view to updating – no review has been forthcoming to the time of this meeting. To take forward. Cllr Astley displayed the current entry for Ightfield. To review when Shropshire Council starts the consultation. Cllr Astley requested that Councillors consider parish requirements. He suggested that the Parish Council devises a 'place plan' style document for itself with more minute detail.

v) Coronavirus contingency plan – The Councillors discussed the proposed protocol circulated by the Clerk to enable the continuation of the Parish Council business in light of the pandemic. The Councillors also considered local impact of pandemic including the possible impact it would have on the North Salop Wheelers. To monitor the situation. Cllr Price proposed adopting the protocol seconded by Cllr Astley, all agreed. **Resolved.**

vi) Protocol for obtaining quotes/commissioning works – Councillors were reminded of the financial regulations regarding obtaining quotes. Councillors discussed the need to get quotes for items under £150. Councillors agreed that unless there is requirement to do so for external funding this would not be necessary. All payments made outside meetings during the pandemic should be authorised as per financial regs/standing orders. All payments will be ratified at the next convened Meeting of the Parish Council. Proposed by Cllr Astley, seconded by Cllr Price, all agreed. **Resolved.**

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30/20 Finance

- a) Balance reconciliation & cash book for information - Up to date spreadsheets were circulated and checked against bank statements for accuracy and duly signed off.
- b) Payment/Invoices – *to include payment of invoices received post agenda*
All payments (with the exception of the invoice from the tree surgeon) were proposed for approval by Cllr Astley, seconded by Cllr Hitchman, all agreed. The cheques duly signed. **Resolved.**
- c) War Memorial – proposal to have the Memorial cleaned/refurbished/obtain quotes; hedge works/tidying of area required – to enable Councillors to discuss: Cllr Astley put forward a proposal to apply for a grant to enable the cleaning of the War memorial. The Clerk has requested quotes for cleaning two companies locally. Cllr Astley confirmed that initial enquiries have suggested that the proposal would be eligible for funding under a grant scheme. The application would need to be submitted by 31st March 2020. Cllr Astley proposed, seconded by Cllr Hitchman, all agreed. **Resolved.**
- d) Update of bank mandate – circulated for completion. Completed. Clerk to submit.
- e) To formulate 3 year financial plan – Cllr Astley proposed suspending this until the pandemic crisis has passed, seconded by Cllr Price, all agreed. **Resolved.**
- f) To receive quotations for hedge clearance on the community footpath route/commission works:
Quotes have been obtained for spraying the Community Link Footpath prior to the commencement of works. Two quotes have come in at £50 and £120 respectively. Two quotes are required under the terms of the external funding requirements. The cheaper quote was proposed for acceptance by Cllr Hitchman, seconded by Cllr Astley, all agreed. **Resolved.**
- g) To consider a monetary offer from Chartland Homes for an amenity space contribution in relation to the Church Farm development in Calverhall: Cllr Astley reported back from a site meeting with Shropshire Council. The developer would prefer to make a contribution for amenity space rather than providing the space on site. They have offered to pay £24k plus £1,500 of services to clear the site. Cllr Astley reported that in Calverhall the multiplay and zip wire can be replaced. However, the developer won't pay until 10 houses have been built. For this reason Shropshire Council has offered to provide the funding in the interim to permit the works to be commenced sooner. Quotes have been obtained from Wicksteed and Ray Parry so far. Cllr Astley recommended that the council accepts the offer from Chartland Homes, seconded by Cllr Hitchman, all agreed. **Resolved.**
- h) Playground equipment quotations – to receive – Cllr Astley circulated the quotes. Action: to take forward.

Councillors discussed whether to purchase lamppost poppies for Remembrance events. Cllr Price proposed ordering 12 at £3 each, seconded by Cllr Astley, all agreed. **Resolved.** Action: Clerk to order.

As reported under 27/10, the Clerk reported that an invoice had been received for a tree condition report, consultation with Shropshire Council Highways and Planning Departments and a 'fixed price free' quotation. This is unexpected as only a quote had been requested. No work was commissioned. As noted under 27/20 Councillors concluded that no contract had been entered into therefore would not approve payment.

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Date	Recipient	Reason for Payment	Amount	Cheque No	Power of expenditure
23/01/20	Employee	Clerk's Salary	£222.51	SO	LGA 1972 s112
23/02/20	Employee	Clerk's Salary	£222.51	SO	LGA 1972 s112
05/02/20	HMRC	PAYE	£55.63	100499	LGA 1972 s112
05/03/20	HMRC	PAYE	£55.63	100500	LGA 1972 s112
30/01/20	D&B Rudd & Sons Ltd	Tree removal	£318.00	100501	
29/01/20	Calverhall Village Hall	Room hire	£25.00	100502	
25/02/20	Eon	Annual maintenance contract	£144.38	100503	Parish Councils Act 1957 (3)
24/01/20	Eon	Repairs (November)	£147.94	100504	
11/3/20	D&B Rudd & Son Ltd	Removal of section of hedge along the proposed footpath route.	£144.00	100505	

31/20 Parish Matters/Items for Next Agenda – to enable Councillors to bring forward items for the next agenda
 There being no further business for consideration, the Chairman thanked everyone for attending and declared the Meeting closed at 9:51pm.