

UPTON MAGNA PARISH COUNCIL

Minutes of the meeting held at Upton Magna Village Hall on the 12th of April 2018 at 7.30pm.

18/0042. Present.

Parish Councillors: Mr. Roberts, Mr. Pillow, Mr. Walters and Mr. Brooker. Mrs. Smith-Wells (Parish Clerk). Councillor Lezley Picton. One member of the public.

18/043. Apologies.

Dr. Dawson, Mrs. Lambert and Mrs. Brenton.

18/044. Declarations of Interest.

None received.

18/045. Minutes of the Meeting held on the 8th of March 2018.

Signed as a correct record of that meeting.

18/046. Accounts.

- It was proposed, seconded and resolved that the following amounts be approved for payment:

£229.59	Parish Clerk's salary, Working from Home Allowance and mileage for March 2018
£170.44	SALC 2018/19 affiliation fees
£30.00	SALC training fee
£45.00	Village hall hire for January, February and March 2018
£154.60	HMRC PAYE for final quarter (repayable to Parish Clerk)
£41.00	Electricity for streetlighting provided by nPower
£52.00	Lawnmower repairs by E.H. Davies (repayable to Mr. P. Woods)

- The Parish Clerk advised that 2 items of income have been received: £835.03 Transparency Code Funding; £5.00 from Hadnall Parish Council as 50% share of Parish Clerk's training fee.
- The Parish Council considered the accounts and bank reconciliation for the final quarter of the last financial year, prepared by the Parish Clerk. It was proposed, seconded and resolved that they be accepted.

18/047. Monthly Report from Councillor Picton.

- Councillor Picton has been advised by Shropshire Council that they did not receive any application in 2017/18 from the Parish Council, for an Environmental Maintenance Grant. As this is untrue and the application was sent on several occasions, the Parish Clerk is to write to Chris Edwards of Shropshire Council giving full details and dates of submissions. **ACTION:** Parish Clerk to write to Shropshire Council. In the meantime, Councillor Picton apologised for the handling of this issue by Shropshire Council.
- Further funding of £1.85 million has been given to Shropshire Council for pothole repairs. The new contractors have increased the number of gangs repairing potholes, to clear the backlog of those reported. She advised that those potholes that have been highlighted with yellow paint have been scheduled for repair, but we should continue to report those that are not highlighted.
- Councillor Picton confirmed she has reported the collapse of the canal roadside bank by New

House Farm. It was noted that this is in the parish of Atcham.

18/048. General Data Protection Regulations.

- Prior to the meeting, the Parish Clerk circulated the following draft documents (as recommended by SALC): General Privacy Notice, Email Privacy Note, Subject Access Policy, Personal Data Management and Audit Policy April 2018, Data Audit template and details of the Lawful Bases. Councillors considered the documents and agreed that by adopting them, the Parish Council would be as close to compliance by the required date, as is possible at this stage. It was therefore proposed, seconded and resolved that they be adopted by the Parish Council. **ACTION:** Parish Clerk to put the documents on the website and email signature etc.
- It was also proposed, seconded and resolved that the Parish Council a) endorses the Action Plan set out by the Parish Clerk and notes the detail set out in pages 1 to 25 of the NALC Toolkit; b) addresses the appointment of a Data Protection Officer (DPO) once options are further clarified by NALC; and c) until it has been formally clarified as to how a Parish Council may appoint a DPO, the Clerk should be appointed as the Data Protection Compliance Officer and her job description amended to reflect this.

18/049. Community Play Equipment.

- The Chairman reported that he, Dr. Dawson and Jason Molineux have removed all redundant equipment in preparation for the contractor's installation of the new equipment. The Parish Council wished to record their gratitude to Mr. Molineux for his generous help with this project. It was noted that the recent inclement weather has hampered progress with the installation of the new pieces and that the surrounding ground has been churned up as a result (the contractor has confirmed that he will repair any ground damage upon completion).
- Councillors discussed the erection of a sign and placing an article in the parish magazine, confirming that the equipment is for community use, not just for school pupils.
- Councillors also discussed the possible purchase of 1 or 2 picnic benches for siting by the new equipment. **ACTION:** Parish Clerk to ask Dr. Dawson to relay this information to the School Governors and seek their opinions.

18/050. Planning.

- 17/05629/FUL Erection of fence and hedge at The Haughmond, Upton Magna. Decision still pending.
- 17/04609/EIA Extension to Forge Farm Poultry Unit to include two poultry buildings and associated infrastructure. Decision still pending.
- 17/05145/FUL Erection of single storey extension at Cruck Cottage, Upton Magna. Decision still pending.
- 18/00363/FUL Subdivision of farm house into 3 separate dwellings at Preston Farmhouse. Decision still pending.
- 18/01113/FUL Erection of a conservatory and conversion of existing garage to form a two-storey apartment ancillary to dwelling, at 8 de Quincey Fields. It was proposed, seconded and resolved that the Parish Council objects to this application on the grounds of over-development of the site, setting a precedent for other properties and loss of privacy for a neighbouring property. **ACTION:** Parish Clerk to compose the objection comment for approval by Councillors and then post it on Shropshire Council's Planning Register. It was further agreed that the Case Officer should be asked for further information regarding the reason for the conversion of the garage. **ACTION:** Parish Clerk to email Case Officer and report back to Councillors.
- 18/01489/VAR Retention of demountable classroom at St. Lucia's Primary School. It was proposed, seconded and resolved that the Parish Council supports this application although it would prefer to see permanent accommodation for pupils instead. It was suggested that some

of Shropshire Council's percentage of the CIL money raised by the construction of de Quincey Fields should be used to build permanent classrooms. **ACTION:** Parish Clerk to place a comment on Shropshire Council's Planning Register and to investigate using CIL money for permanent accommodation.

- 18/01497/FUL Erection of first floor extension to provide bathroom at 1 Preston Cottages. It was proposed, seconded and resolved that the Parish Council supports this application. **ACTION:** Parish Clerk to place a comment on Shropshire Council's Planning Register.

18/051. Current Projects.

- School Frontage: The Parish Council has been advised that the school may be establishing a "gardening club" for pupils and this club may redesign the frontage. It was decided that the Parish Council may, in the future, agree to provide a donation towards materials.

18/052. General Village Matters.

- Bridleway 0437/10/2 at rear of Church Farm: Nothing to report.
- Village Green at de Quincey Fields: As per instructions, the Parish Clerk has advised the Trustees that the Parish Council has chosen not to accept the proposed lease.
- Graveyard maintenance: It was agreed that the two quotations received are too expensive to be accepted. It was proposed, seconded and resolved that a grant of £150.00 will be given to Mr. P. Woods to meet the cost of arranging the maintenance of the graveyard. This will be a one-off donation and *may be* renewed in 2019. **ACTION:** Parish Clerk to advise the contractors of their lack of success in securing the contract and to send a "Grant Application" form to Mr. Woods.
- Dog Fouling: Having purchased two extra bins in the last few years (a third by the village hall was refused by Shropshire Council) and arranged for appropriate signage, it was agreed that the Parish Council can do little more at this stage other than hope for a change in legislation.
- The Chairman reported that the Head of St. Lucia's Primary School has expressed her concerns over parking around the school at drop-off and collection times. It was agreed that, following the refusal of the Parish Council's offer of the provision of a car park and multiple reports to West Mercia Police, no further action is available for the Parish Council to take.
- Speed deterrents at de Quincey Fields: No further information regarding the death of pets is available. However, Councillors discussed the problem of speeding traffic along Pelham Road and past the entrance to de Quincey Fields and it was agreed a) that pinch points may help and b) that the Community Speed Watch organisation should be asked to carry out a speed monitoring exercise. **ACTION:** Parish Clerk to a) ask Ian Walshaw to add the question of installing pinch points to the "Site of Community Concern" application (see below) and b) to contact the Community Speed Watch team.
- Drainage and footpath on Pelham Road: Still no reply from Ian Walshaw regarding this. **ACTION:** Parish Clerk to contact Mr. Walshaw again and copy Councillor Picton in.
- Flooding on corner past de Quincey Fields: It was agreed that the excessive flooding on the tight corner just past de Quincey Fields is very dangerous for road users who cross the centre line into the path of oncoming traffic to avoid it. The Chairman and Parish Clerk confirmed that their site visit showed that water is pouring off the field on the opposite side and causing the flooding. **ACTION:** Parish Clerk to report this to the owners of the field (the Sundorne Estate and, therefore, via Balfours), requesting remedial action is taken.
- Potholes: **ACTION:** Parish Clerk to report to Shropshire Council, potholes on the road leading up to the Criftins and either side of the entrance to Haughmond Quarry.
- The Chairman reported that he and the Parish Clerk have met with the Chairman and Clerk of Withington Parish Council to discuss collaborative working, especially, at this stage, on road issues and planning applications.

18/053. Correspondence.

- The contractor appointed to repair the graveyard wall has confirmed that he is to begin work on the 11th of June.
- Frances Steer of Balfours had emailed to ask that the Parish Council delays ordering the footpath notice board. She has been advised by the Parish Clerk that previous minutes show that it was ordered some weeks ago.

18/054. Items for Next Agenda.

No new items.

There being no other business, the meeting closed at 21.30pm.

..... (Chairman) (Date)

Date of next meeting: Thursday, 10th of May 2018.

MRS. K.M. SMITH-WELLS, CLERK TO UPTON MAGNA PARISH COUNCIL