

CLIVE PARISH COUNCIL

ANNUAL COUNCIL MINUTES 16 MAY 2024

Minutes of the Clive Parish Annual Council meeting, held in Clive Village Hall on Thurs 16th May 2024, at 7.30pm.

Present: Cllrs Rob Dennis (arrived 19.38), Ian Donoghue, Sandy Goldwyn (Vice Chairman), Mark Haines-Eynon, Paul Hewitt, Andrew Rushworth, Peter Slark

Absent: Shropshire Cllr Simon Jones

In attendance: Lydia Bardsley (Proper Officer), Public: 1

Meeting started at 7.30pm

01/24: ELECTION OF CHAIRMAN

After nominations and a vote, it was **RESOLVED** to elect Cllr Sandy Goldwyn as Chairman of the Parish Council, who duly signed the declaration of acceptance of office and took the chair.

02/24: ELECTION OF VICE CHAIRMAN

After nominations and a vote, it was **RESOLVED** to elect Cllr Ian Donoghue as Vice Chairman of the Parish Council. He duly signed the declaration of acceptance of office.

03/24: CHAIRMAN'S WELCOME

The Chairman welcomed everyone and formally opened the meeting. It was **NOTED** that Cllr Walters had sadly decided to resign from the Parish Council following the Annual Parish Meeting. The Chairman paid tribute to Cllr Walters' diligent contributions to the Council as chair over last 2 years. It was **FURTHER NOTED** that the relevant statutory notices had been published for the casual vacancy.

04/24: TO RECEIVE APOLOGIES FOR ABSENCE

Apologies had been received from Sansaw estates (Adam Osbaldiston), and RAF Shawbury (FS Stuart Logan). It was **RESOLVED** to note these apologies.

05/24: DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS

None received.

06/24: REVIEW OF REGISTERS OF INTERESTS

Council to receive updated register of interests from all councillors.

Cllrs confirmed no updates to DPLs were required at this point in time.

07/24: 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.

Members of the public raised concerns about highways visibility when emerging from Jubilee Street onto High Street, due to people parking vehicles on the junction, as well as where Jubilee street meets Drawwell.

It was **AGREED** that the Clerk will add a note to newsletter about parking. It was **NOTED** that people cannot park within 10m of a junction, and the PC can ask police to patrol and leave warning forms on windscreens. This will be another approach if problems persist after newsletter is published.

The member of the public also spoke on agenda item: 11/24j, Complaint against the Council; they were disappointed in the PC's handling of the Fernleigh planning application in March.

It was **NOTED** that the Council had already addressed the points raised by the member of the public in its response to the complaint received and as a result will review its planning protocols. It was clarified the PC can only share its comments on planning applications and has no power to grant or refuse planning permission itself; this is the responsibility of SC Planning officers. The comments that were shared in March were the outcome of discussions from those Cllrs who made up the Council during that item, as other Cllrs had to leave the meeting due to conflicts of

interest. The Council believes it did its due diligence on this application as with all others, but the PC will review its planning protocols to make sure it can demonstrate this to the community better in future.

08/24: MINUTES

It was **RESOLVED** to approve and sign the [meeting minutes dated 18 April 2024](#) as a true and accurate record.

09/24: AUDIT: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023-24

Council to consider, approve, and sign the following in order

a) [Annual Internal Audit Report](#) (to note)

It was **RESOLVED** to note the Internal Audit report, which was positive and confirmed that the Parish Council meets all legislative requirements and best practice.

b) **Section 1 – Annual Governance Statement**

The Council reviewed the effectiveness of its system of internal control. It considered the statements on section 1 of the AGAR and it was **RESOLVED** to approve the Annual Governance Statement. The Chair and clerk signed the relevant sections on the form.

c) **Section 2 – Accounting Statements**

The Council considered the Annual Accounting Statements for 2023-24, and **RESOLVED** to approve these, and the Chair signed the statement.

d) [Explanation of variances report](#) (to note)

The Council considered and **NOTED** the explanation of variance report for 2023-24.

e) **Period for exercise of public rights – RFO to confirm dates**

The Clerk/Responsible Financial Officer confirmed they would be setting the following dates for the exercise of public rights: Monday 3rd June to Friday 12th July 2024, during which time electors could inspect the unaudited accounts for the year 2023-24.

10/24: CLERK REPORT - Consider matters arising since the last Council meeting

The Clerk gave the following updates:

- Missing/ defective signage – Yorton bridge Give Way sign still missing. Clerk has chased again, and it was **NOTED** that there is now a process in place if Councils have not received a response to Highways reports.
- Traffic mirror request – submitted via Fix My Street 22.01.2024 and chased 15.05.2024. As above.
- Office equipment – New USB port purchased.
- PC email storage and data audits –still in progress.
- Policies – approved policies added to website following April meeting.
- Website – Updated with news and information on annual parish meeting, garden waste and household recycling consultation, casual vacancy, Freedom Fibre grant funding opportunities, and police advice sessions on cyber awareness.

1 x member of the public left the meeting at 19.58.

11/24: PARISH MATTERS – Council to discuss and agree actions

a) Casual vacancy - Council to receive update and agree actions

It was **NOTED** that the deadline for requesting a by-election ends on 23rd May. It was **AGREED** that, in the event of no by-election being called, the Council will advertise the vacancy with a deadline of 9pm on Sunday 9th June for receiving councillor applications.

b) Council insurance - Council to consider quotes and choose insurer

After consideration of the estimates received, it was **RESOLVED** to renew the Council's insurance policy with Zurich Municipal at a cost of £300.00 (no VAT).

c) Dog fouling – Council to receive update and agree actions

It was **NOTED** that there had been more comments/complaints on local social media about dog fouling on "The Glatt". It was **AGREED** that Clerk will add a note to newsletter to say PC will be contacting dog warden. It was **AGREED** that Cllr Goldwyn will put up the posters in the agreed locations.

d) Neighbourhood Plan - Council to receive updates and agree actions

It was **NOTED** that government funding is now confirmed but application window is not yet open. It was **AGREED** the PC will wait to see what interest there is from volunteers before planning potential launch event. It was **NOTED** that

Council/steering group will need to be ready to move with funding applications swiftly, as it cannot be applied for retrospectively.

e) [Local Plan Review](#) - Council to consider consultation on additional material and agree actions
It was **AGREED** that no response was needed.

It was **FURTHER NOTED** that virtual briefing sessions about the consultation are being held on Weds 22nd May at 2pm and 6pm (same info in both sessions). It was **AGREED** that Cllr Haines-Eynon would aim to attend one of these sessions.

f) Conservation area and/or local heritage listings for village – Council to receive updates and agree actions

There was some discussion on whether this work would be more properly undertaken by a Steering group as part of an eventual Neighbourhood Plan, rather than separately by the PC. It was believed that residents had been asked previously about views on becoming a conservation area around 25 years ago, but this was rejected by the PC at the time. It was **AGREED** the Clerk will ask SC Historic Environment Team about previous work on this and if they have any records of which areas in the Parish would have been included in the Conservation Area envelope.

g) Highways concerns (incl. road closures) – Council to receive update and agree further actions
It was **NOTED** that there are no new concerns at present.

h) VAS signs, data, and police speed enforcement - Council to receive updates and agree actions
It was **NOTED** that Cllr Donoghue will prepare a draft cover letter to accompany the latest data to go to the police. It was **NOTED** that the Quarry View VAS may have stopped working again. Cllr Haines-Eynon will test and Cllr Donoghue will download data to see if there are any gaps. It was **AGREED** that if the problem persists Clerk will go back to MMD as there is no reason the solar panel shouldn't work now.

i) Sansaw lease for Village Hall land – Council to receive update and agree actions
It was **NOTED** that Cllr Donoghue had asked the VPMC about who is the tenant of the Village Hall lease, and according the lease document it looks like it is the Parish Council. It was **AGREED** that Cllr Donoghue will ask for a copy of VPMC constitution and will talk to them about putting together a letter of agreement/sub-lease setting out respective responsibilities to landlord, etc.

j) Complaint against Council – Council to receive update and agree any actions
It was **NOTED** that a complaint had been received regarding the Council's handling of planning application 24/00747/FUL Fernleigh at the meeting held on 21.03.2024. A response had been sent to the complainant addressing their concerns. After discussion, it was **AGREED** that the Council would look into putting together a Planning Protocol checklist moving forwards. This could include: Declaration of interests, change in footprint (%increase), site visits, are proposals in-keeping /subservient to main property/neighbouring properties, highways concerns.

It was **FURTHER AGREED** that the Clerk would obtain example/template protocols from other Councils that could be adapted to Clive PC, and this would be considered at the June meeting.

12/24: PLANNING APPLICATIONS – Council to agree / ratify responses

1. Address: [Land east of 10 Quarry view, Clive, ref: 24/01279/VAR](#) - Council to ratify revised response

Proposal: Variation of condition 2 (approved plans) and 5 (access, parking and turning) of application 23/03428/FUL for the erection of an agricultural storage unit together with hardstanding

It was **NOTED** that, following correspondence with the Planning Officer, it came to light that the Council had misunderstood certain elements of the proposals for the above application. In accordance with the Council's Scheme of Delegation the following revised response was subsequently drafted and submitted to the Planning Portal:

The Parish Council wishes to retract its previous objection comment to this application and instead makes representation with the following comments:

With regard to the request to lower the height of the building the Council has no concerns, and likewise has no concerns about the suggestion to replace the previously agreed canopy so that the storage building would instead be walled in on three sides.

The Council notes that a condition of the previously approved application (23/03428/FUL) was that it be used for agricultural machinery storage only. It is not entirely clear what the justification is for increasing the footprint of the

building beyond what was previously agreed, given the condition of usage set out in the decision notice for application 23/03428/FUL.

13/24: SHROPSHIRE COUNCIL PLANNING DECISIONS – Council to note

1. Address: [Land east of 10 Quarry view, Clive, ref: 24/01279/VAR](#) – Grant permission
2. Address: [Sherwood Croft, Clive, ref: 24/01095/FUL](#) – Refused

14/24: FINANCE – Council to consider and approve

It was **RESOLVED** to note and approve the following (a-c).

- a) Receipts and Payments April 2024
- b) Bank Statement April 2024
- c) Bank Reconciliation for April 2024

It was **FURTHER AGREED** that Cllrs Dennis and Rushworth would undertake to check and sign the bank statements and bank reconciliations moving forwards.

- d) Annual financial arrangements (standing orders/direct debits, etc.)

It was **RESOLVED** to continue paying the following by direct debit:

- ICO annual registration fee - usually £35/year.
- NEST pension scheme – around £50/month, but variable
- PWLB – Renshaw's Field Loan repayment: £2087.52, twice per year
- PWLB – Village Hall Loan repayments: £429.13, twice per year
- Hugo Fox (Go Cardless) – website provision - £11.99/month

- e) Bank mandate - Council to agree changes and new signatories

It was **AGREED** to remove former Cllr Walters from the Council's bank mandate, and to add Cllr Goldwyn as a bank signatory. The Clerk will liaise with signatories to make the arrangements.

- f) Internal controls checks – Council to arrange

It was **AGREED** that Cllr Hewitt will complete the internal controls checks for Q4 of 2023-24 and report back at the next Council meeting.

15/24: PAYMENTS

- a) Payments to be approved at the meeting

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

- Clerk, May staffing costs, £750.20 (of which £3.33 VAT)
- NEST, May pension contributions (emp'ee and emp'er), £50.75 (no VAT), by direct debit.
- SJF Design & Print, dog fouling posters, £12.00 (of which £2.00 VAT)
- Renshaw's Field Association, upkeep contribution, £500.00 (no VAT)
- Hugo Fox, website provision, £11.99 (of which £2.00 VAT) – paid 07.05.2024 by direct debit
- SDH Accounting, internal audit 2023-24, £160.75 (no VAT).

As per agenda item 11/24b Council insurance, it was **FURTHER RESOLVED** to authorise and set up a BACS payment after the meeting for the following:

- Zurich Municipal, insurance renewal, £300.00 (no VAT)

This is in order to ensure no gaps in cover, as the Council's current insurance policy is due to expire at the end of May 2024.

16/24: APPOINTMENT OF COUNCIL REPRESENTATIVES AND WARDENS

It was **RESOLVED** to appoint Councillors as representatives to local groups as follows:

- a) Clive Village Hall Management Committee – Cllr Donoghue
- b) RAF Shawbury Liaison – Cllr Donoghue
- c) AED Working Group – Cllrs Goldwyn, and Haines-Eynon.
- d) Renshaw's Field Committee – Cllr Slark. It was **AGREED** that the PC would be happy in principle to contribute towards a Christmas tree if RFA can't find one FOC.

- e) Staffing Committee and Sub-Committee – Staffing Committee – all Cllrs. Sub-Committee – Cllrs Goldwyn, Donoghue, and Rushworth
- f) Neighbourhood Plan Steering Group – defer for now.
- g) Local Plan Review Committee – all Cllrs
- h) SALC North Shropshire Area Committee – All Cllrs (Clerk to email invite to all Cllrs each time and see who can attend).

It was **FURTHER RESOLVED** to appoint the following wardens:

- i) Guardian of Millennium Stones – Clerk to contact member of the public.
- j) Tree warden – It was **AGREED** this is no longer needed as PC has no direct responsibility for any trees in the parish
- k) Snow warden – It was **AGREED** this is not needed.

17/24: REPORTS

- a) **Sansaw Estates – Consider a report from the estate**

Sansaw had confirmed there was nothing to report this month.

- b) **RAF Shawbury - Consider a report**

The Clerk shared the following report which included the usual updates on contacts for businesses, drone flying near airbases, and community course projects, as well as the following:

- **Night Flying** - 3rd June until 18th July.
- **Airfield Works** - started in April for around 18-months.
- **Upcoming Events** - Support for Cosford Air Show Friday 6th – Sun 9th June; RAF Shawbury Families Day 22 August; Annual Reception 26th September.
- **Hi-Viz for horse riders** - no stock of Hi-visibility kit currently, hope to have more deliveries later in the year.
- **Aries Magazine** - [Spring edition \(2024 Edition 1\) is available online](#). Edition 2 currently being compiled for release in June.

It was **AGREED** the Clerk will circulate RAF Shawbury written reports in future to be noted.

- c) **Shropshire Councillor's Report - Consider a report from SC Cllr Simon Jones**

No report received.

- d) **Reports from meetings/ training - Consider reports from Cllrs/Clerk on training/meetings attended**

None. Clerk will check SALC website for training dates for new Cllrs.

- e) **AED checks – Receive reports from latest AED inspections and agree actions**

It was **NOTED** that AED checks had been completed on 19.04.2024, 02.05.2024 and 16.05.2024 and everything is in order. These checks were logged for PC records.

- f) **Community Speed Watch – Consider a report and police newsletter and agree actions**

The Police CSW newsletter was **NOTED**. No report received from the local CSW group but Clerk had asked for suggestions for how to better promote this to potential volunteers, e.g. quotes from current volunteers about why they do it.

18/24: POLICIES TO APPROVE

It was **RESOLVED** to approve and adopt the following:

- a) Standing Orders
- b) Financial Regulations
- c) Action Plan (quarterly review) – It was **AGREED** not to renew Local Council Award Scheme. Other minor updates agreed for adoption.

19/24: CORRESPONDENCE RECEIVED

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

- a) Resident suggestions (19.04.2024) – It was **AGREED** to add SmartWater as an agenda item for the June meeting. Clerk will investigate cost of domestic and farm kits and criteria for discounts.

- b) Freedom Fibre infrastructure and broadband coverage in Clive – A list of approximate locations for pole installation in Clive had been received from Freedom Fibre. Clerk to request map for whole village to go with list and to clarify if new poles.
- c) Roadworks: [Unnamed rd between Clive and Preston Brockhurst, 16.05.2024 \(OpenReach\)](#)
- d) Roadworks: [Unnamed rd through Yorton, Clive, 06.06.2024 \(OpenReach\)](#)
- e) Roadworks: [Yorton Station, Clive 10-15.06.2024 \(Network Rail\)](#) NB. Earlier start dates agreed.
- f) Roadworks: [Station Rd, Clive, 05-09.08.2024 \(Cadent Gas\)](#)

It was **AGREED** Clerk will liaise with SC to check impact on bus route and bus stops.

It was **RESOLVED** to suspend Standing Order 3.x to allow meeting to continue beyond 2 hours.

20/24: 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.**

- Casual vacancies
- Quotes for VAS signs
- SmartWater
- Village hall lease agreement

21/24: NEXT MEETING – Council to agree

After discussion, it was **RESOLVED** that the next ordinary Council meeting would be held on **Thurs 20th June 2024**, 7.30pm at Clive Village Hall.

There being no further business, the chairman thanked everyone for their participation and closed the meeting at: 21.35pm.

Confirmed as accurate: _____ Chairman Date: _____