



Minutes of Council Meeting of Great Ness and Little Ness Parish Council, held at Nesscliffe Village Hall on Tuesday, 3rd October 2023 at 7.30pm

Present Cllrs. Peters (Chairman), Brooks, Dickinson, Gilbert, Mullis
Absent: Cllrs. Arthur, Diggory, Turner
In attendance: Cllr. Ed Potter, 3 members of the public
Clerk Mrs R. Turner

60/2324 **PRESENT & APOLOGIES FOR ABSENCE**

Apoloiges received from Cllrs. Arthur, Diggory and Turner.

61/2324 **DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS**

a) *Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.*

Cllr. Mullis declared a pecuniary interest re request from Nick Mullis for re-imbusement for extra materials used for Little Ness phone box.

b) *Dispensation requests*

None.

c) *Gifts or hospitality*

None.

62/2324 **PUBLIC PARTICIPATION SESSION**

Zia Robins, parishioner and representative of Nesscliffe Hills & District Bridleway Association P3 Group, spoke regarding the following:

- **Valeswood Lane** – potholes. Needs re-surfacing.
Action: Clerk and Zia Robins to raise with SC Highways.
- **Felton Butler Chicken Farm (planning application 17/05151/EIA)** – SC have put this forward to their Planning Committee, recommended for refusal. Concern expressed that muck and added green matter will be going to an anaerobic digester at Wykey, resulting in extra traffic via this parish.

Cllr. Potter said the application has been circulating for 6 years. GNLN PC objected, Montford PC haven't commented. The parish council comments will be included in the committee report. It was agreed the parish council has no further comments to add.

- **Nesscliffe Hill tree cutting** extending outside of the designated area onto the bridleways resulting in access not being possible. No legal closure notices and signage are in place. Logs are being piled up by the junction past the shed. SC Country Parks Team have not informed the Bridleways Association of the work plans, despite promises to do so.

Action: Clerk to take up with the Country Park team and liaise with chair to draft a response.

63/2324 **MINUTES**

It was **RESOLVED** to confirm the minutes of the Council Meeting dated 5th September 2023 as being a correct record, subject to inserting the payments list.

- a) *Police Report* – the police have been more active in the area lately e.g. on A5 safety. Tractors and trailers were reported to be speeding – Cllr. Potter asked people to pass number plates to him.
- b) *Shropshire Council*
- **Local Boundary Commission** – Cllr. Potter reported that the final report recommends that Loton Division gains Bicton and loses Westbury. SC will review parish boundaries next, likely to be in the New Year.
 - **A polling district consultation** is live – Little Ness and Great Ness both vote at Nesscliffe Village Hall. If Little Ness wants its own polling station this is the opportunity to request it.
Action: Clerk to ask Little Ness Village Hall chair and the community of Little Ness parish (via social media) if they want a polling station in their parish. Response timescale 2 weeks as consultation closes 31st October.
 - **Great Ness flooding / drainage issue** outside Pear Tree Cottage was noted.
Action: Clerk to email Highways Technician Jonathan Ingoldby to ask what action is being taken.
 - **Waste collection** – black bin next Tuesday, green bin next. The day is still Tuesday but alternation pattern is changing.
 - **Cemetery and country park bins** - now being collected.
 - **Country Park** – a site meeting is being held with the Team Leader, Pete Banford Cllr. Dickinson emphasised the need looking at the strategic vision.
Action: Cllr. Dickinson to attend the site meeting, the next Working Group meeting to be held after the site meeting (clerk to arrange WG).
 - **Dog mess** – it was agreed to try having bag dispensers around Nesscliffe and Wilcott on lampposts.
Action: Clerk to buy 4 bag dispensers – for Wilcott and Nesscliffe
- c) *Youth Club*
Cllr. Gilbert reported that numbers have dropped a little as some young people are now going to cadets. However, there has been an increase in 9-year-olds attending. Currently no attendees from other parishes.
- d) *Great Mess to Little Mess*
Cllr. Dickinson reported that there has been little action in the last month, apart from some cutting of briars on footpaths/around bus stops.
- e) *CIL Working Group*
The clerk reported that planning application 22/05153/OUT has been approved with a S106 agreement for a £68,000 off-site contribution at Wilcot Play Area, payable when 50% of the homes are occupied. It was agreed to place the CIL WG meetings on hold temporarily, whilst other priorities are progressed.
- f) *Nesscliffe Country Park WG*
See update under Cllr. Potter's report.
- g) *Prescott Surgery*
Cllr. Peters reported that she had spoken to the office manager and been invited to speak to the lead GP management team, date for meeting awaited. Plans are not yet confirmed for the surgery. No commitment of support, particularly financial, will be offered at this stage.
Action: Cllr. Peters to report back from meeting with GP. Clerk to put this item as a standing agenda item for update.

- h) *Clerk's Report* – see Appendix 1.
- i) *Parish Councillor Reports (of external meetings attended)*
 Cllr. Dickinson reported that Nesscliffe Village Hall is planning to update its constitution which dates from the 1930s.

65/2324 **FINANCIAL MATTERS**

- a) *Payments including payments made between meetings* – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Type	Net	VAT	Gross
P41-2324	R Turner	Salary	SO	£937.23	£0.00	£937.23
P42-2324	SCPF	Pension	SO	£241.12	£0.00	£241.12
P43-2324	Lasergraphics	Newsletter	BACS	£86.00	£0.00	£86.00
P44-2324	HMRC	PAYE Q2	BACS	£1,109.74	£0.00	£1,019.74
P45-2324	SLCC Enterprises	Subs 2023-4	BACS	£114.58	£0.00	£114.58
P46-2324	PKF Littlejohn	Audit	BACS	£420.00	£84.00	£504.00
P47-2324	RBL Trading	Wreaths	BACS	£83.33	£16.67	£100.00
P48-2324	R Turner	Expenses	BACS	£38.99	£2.60	£41.59

The chair reminded all those authorising payments to check for accuracy as a payment to Graham Taylor had been overpaid in error and refunded.

- b) *Income received – noted as follows:*

Ref	Payee	Item	Amount
R7-2324	Nesscliffe YC	Donation	£500.00

- c) *External audit report, actions arising and conclusion of audit*

The clerk reported that the external auditor had raised no except for matters and the following two matters which did not affect their opinion:

- **The asset register required correction after submission.**
Action: All paperwork to be thoroughly checked for accuracy next year before submission – both clerk and council need to check.
- **Negative general reserve** – this was an accounting issue due to a VAT claim being due. The internal auditor had agreed with this approach as it was a temporary negative reserve and never led to a need to borrow. However, the external auditor had disagreed with this approach.
Action: Ensure a negative general reserve is not shown at 31.3.24. This may require temporary transfer of funds from a ringfenced reserve and/or an earlier VAT claim. The situation is unlikely to occur again as 2022/3 included some exceptionally large projects that are not a regular occurrence.

- d) *Internal auditor – mid-year audit proposal*

It was **RESOLVED** to agree to this so long as there is no overall extra cost to the council in time or money.

66/2324 **PLANNING NOTIFICATIONS – FOR INFORMATION**

- 1) 17/05151/EIA - Proposed Poultry Units NW Of North Farm, Felton Butler
 Proposal: Erection of four poultry rearing buildings, eight feed bins, biomass store and amenity building including landscaping and tree planting.
Pending Consideration
- 2) 22/01262/VRA106 - 5 Darby Close, Nesscliffe, Shrewsbury, Shropshire, SY4 1DN
 Proposal: Variation of the Section 106 Legal Obligation pursuant to planning permission 14/03259/OUT
Awaiting Decision
- 3) 22/05153/OUT - Phase 2 Proposed Development Land West Of Nesscliffe Hotel, Nesscliffe

Proposal: Outline application for residential development to include means of access (resubmission of 14/03797/OUT) to be served via extant Phase 1 (12/00821/OUT & 13/02901/REM & 16/00670/REM)

Decision: Grant Permission

Action: Clerk to ask for S106 to be altered to enable the funds to be spent across the parish, to the benefit of all residents. Clerk to also enquire if the S106 is specific to the parties named in it or if it would transfer with the land.

- 4) 23/01843/FUL - West Lodge, Little Ness, Shrewsbury, Shropshire, SY4 2JX
Proposal: Extension and Conversion of existing double garage to form live-in carer's accommodation including associated hard paving
Pending Consideration – Appeal Submitted
- 5) 23/02093/FUL - 3 Holyhead Road, Nesscliffe, Shrewsbury, Shropshire, SY4 1AX
Proposal: Demolition of an existing structure, and the erection of 1No. dwelling, associated drainage and ancillary works
Pending Consideration
- 6) 23/02207/FUL - Proposed Residential Development North Of Kinton Business Park
Proposal: Proposed Farm House and all Associated Works at Kinton, Nesscliffe
Pending Consideration
- 7) 23/03514/FUL - The Pound, Hopton, Nesscliffe, Shrewsbury, SY4 1DJ
Proposal: Demolition of existing property and garage - Replacement dwelling and garage
Pending Consideration

Cllr. Peters also reported that the owners of land adjacent to Longacre House (ref recently refused application 23/02070/FUL for 2 houses) had contacted her. They had asked what they could use the land for. It was agreed the parish council cannot advise them, although the existence of the community tree compensation scheme was noted.

67/2324 **PLANNING APPLICATIONS– FOR CONSIDERATION**

- 1) 23/03663/OUT - Proposed Residential Development Land NE Of St Chads Farm Hopton Nesscliffe
Proposal: Outline application for the erection of 2No.dwellings to include means of access
Comments: It was **RESOLVED** to object as the access is on a blind bend and the site is in Hopton Community Cluster which has exceeded its allocation in SAMDEV and will soon revert to being Open Countryside.
- 2) 23/03909/FUL - Unit 1, Kinton Business Park, Kinton, Shrewsbury, SY4 1AZ
Proposal: Extension to existing commercial building and all associated works.
Comments: It was **RESOLVED** to support this modest extension to a local business.

68/2324 **PARISH MATTERS**

- a) *Highways maintenance*
See clerk's report (appended).
- b) *Hedge / highway vegetation review*
Deferred.
- c) *Co-option to vacancy- to agree deadline for applications*
It was **RESOLVED** to set an application deadline of 31st October 2023 for the vacant Little Ness seat.
- d) *Play area maintenance matters*
None to report, RoSPA annual report awaited.
- e) *Defibrillator maintenance matters*
The clerk reported that regular checks are being done by the Oswestry First Responders.

Cllr. Mullis left the meeting.

Ref the Little Ness phone box, it was **RESOLVED** to authorise a request from the contractor painting it to cover the cost of additional sanding discs, cost £82.20.

Cllr. Mullis returned to the meeting.

- f) *Place Plan projects*
Little Ness VH and Nesscliffe VH submissions agreed for submission (see clerk's report)
Action: Clerk.
- g) *Asset condition review report*
Cllr. Dickinson and the clerk have completed the site visits but the report is not ready; report deferred to November. In the interim, it was **RESOLVED** to authorise filling in cracks around Nesscliffe war memorial with mortar. It was also agreed to liaise with Little Ness Village Hall re replacing the noticeboard there, as the current one is leaky and difficult to open.
Action: Clerk.
- h) *Policy review report*
The chair and clerk outlined a report which summarised which policies the council has and correlates them to the Local Council Award Scheme and a risk/impact matrix. It was **RESOLVED** to focus on a Business Plan and associated Action Plan, Objectives and Community Engagement Plan.
Action: Meeting to be held on 30th October to start developing the Business Plan. Little Ness councillor candidate(s) and Cllr. Ed Potter to be invited. The public and organisations will be consulted at a later date. The clerk and Cllr. Turner will prepare material for the workshop, including a "straw man" business plan, based on the Welshampton and Lyneal PC format, incorporating info from current sources. Cllr. Turner to facilitate.
- i) *Website –to consider draft specification*
Cllr. Dickinson advised a bespoke website may cost circa £10k. The clerk advised that package websites start at about £500.
Action: Clerk to research package website costs further and.gov.uk domain. Clerk to also look into file sharing options e.g. Google Drive.
- j) *Remembrance Sunday arrangements*
Actions:
- Clerk to order 2 poppy wreaths.
- Cllrs. Gilbert and Peters to attend Nesscliffe service, Cllr Arthur to be asked by clerk to attend Little Ness.
- Cllr. Brooks to erect poppies at Great Ness, Cllrs. Turner/Diggory Nesscliffe, Cllr. Peters Wilcott (on closest post to Kingsway and Queensway), Zia Robins Milford.
- k) *Christmas arrangements*
The Old Three Pigeons want to do a Christmas Tree and are meeting with Lorna from Nesscliffe Village Hall
It was **RESOLVED** to give £100 to the pub and offer £100 to Little Ness VH for a Christmas event, subject to receipts being submitted.
Action: Clerk to contact the pub and Little Ness VH.
- l) *Reports of other parish matters*
None.

69/2324 **CORRESPONDENCE** – noted.

- a) *SALC AGM*
b) *SALC Shrewsbury Area Committee*
c) *Road diversion Little Ness December*

70/2324 **NEXT MEETING**

- a) *Council Meeting – 14th November 2023, 7.30pm, Little Ness Village Hall.*

- b) *Items for agenda*
- Smartwater

71/2324 It was **RESOLVED** that pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press should be excluded during discussion of Item 72/2324, due to the likely disclosure of confidential information

72/2324 **CLERK'S APPRAISAL** – the chair reported that the mid-year appraisal is in progress.

Appendix 1 – Clerk's Report

<u>Minute ref /Start date</u>	<u>Action</u>	<u>Responsible</u>	<u>Update</u>
41/2223h (July 2022)	Car park – wall damage.	Clerk	Not complete – as stated at last meeting, the wall needed be re-designed so it was stronger.
41/2223h (July 2022)	Crossing signage and associated works	Clerk	VAS all now functioning. Crossings work but times need adjustment – need an Android device to do this. =
96/2223d (Dec 2023)	Disabled access gates	Clerk	The gate is in stock but needs to be fitted at the same time as the other path works are done. Access path scheduled for October
96/2223e (Dec 2022)	Poppies on lampposts	Clerk	Purchased – have emailed Jason Hughes seeking permission to place on lampposts. Agreed. Need to decide who will erect them.
108/2223b (Jan 2023)	Voter ID cards	Clerk	Event to be at start of October meeting. Advertised online
122/2223(e) (Mar 2023)	King's Coronation	Clerk/CD	A number of 50ps are still left. Will bank after deadline in newsletter. Time capsule – marker options being researched.
137/2223g (Apr 2023)	Letter re dangerous stretch of A5	Highways England	Awaiting Highways England to complete their investigation
138/2223(1) & (2) (Apr 2023)	Ownership of land between Hopton Park and The Crescent and land opposite Nesscliffe Hotel	Clerk	Matt Morris has not replied to my query re the land at Hopton Park/The Crescent – on land registry there is no gap between Stonehouse Close and The Crescent.
138/2223 (4) (Apr 2023)	Smartwater	Clerk	Smartwater Co-ordinator deferred to November meeting as Place Plan item high priority for September.
138/2223 (8) (Apr 2023)	Place Plan return form	Clerk	Being finalised
7/2324g (May 2023)	Gigabit broadband	Clerk	Freedom Fibre surveyed some of the area over the summer – no feedback yet.

			Check tender completion date and let CD know and contact them if not for align tiem?
24/2324 (June 2023)	Audit 2022/3	Clerk	Audit now complete – report circulated.
25/2324 (June 2023)	Expenses bank account	Clerk	In process of opening account – papers to be signed at meeting
26/2324(b) (June 2023)	EMG works/ hedge/verge surveys	Councillors and Clerk	<p>See reports from councillors who surveyed designated areas. EMG tasks are:</p> <ul style="list-style-type: none"> • Cleaning road signs Wolfshead bus shelter to Great Ness crossroads • Cutting back vegetation hedging trees between Wolfshead bus shelter and Great Ness crossroads • Cutting Drovers Road - • Clearing multiple pavements and spraying weedkiller - • Highwayside, Wilcot Lane to pathway for A5 bridge – clear chevron signs and overhanging branches • Great Ness crossroads to Great Ness Church turning – cut back hedges • Tarmac footpath near to A5 bypass footbridge - trees need taking down to fence height on both sides of the pathway - • Cutting Drovers Road plus pump/pound and pump house - cut 4 times a year • Spraying weedkiller on all pavements as required <p>EXTRA AD HOC WORKS THIS YEAR</p> <ul style="list-style-type: none"> • Triangle of land by bench Little Ness • Cut around gateway signs to Nesscliffe • Cut Nesscliffe Hotel to Brisbane's

			<ul style="list-style-type: none"> • Cut low branches Nesscliffe to Wilcott footpath • Hedges Hopton Lane to Crescent on main road • Hedges by VAS/school signs <p>Cllr. Turner has suggested a mapping service – defer to Npv meeting.. I also asked J. Ingoldby for an A0 map of all areas cut – no reply as yet</p>
28/2324(e) (June 2023)	Litter hotspots	Clerk	<p>I have written to the police. I have also asked Derek Furlong if SC would empty a further bin – no reply as yet.</p> <p>Replacing current one.</p>
28/2324(f) (June 2023)	Little Ness phone box – re-painting Alison left room.	Clerk	Work commencing 25 th September. Authorised extra cost.
28/2324 (g) (June 2023)	Website, .gov.uk domain and email system	Clerk	DD set up for Hugofox site temporarily. Draft spec for new website on agenda.
28/2324 (h) (June 2023)	Policy Review	Clerk	Please see attached paper
29/2324 (a) (June 2023)	Place Plan Review	Councillors	Online forms being finalised – please see Appendix 1 below for ideas from Little Ness VH village halls – I was waiting for this before submitting
37/2324g (July 2023)	Hearing loop Little Ness	Clerk	The Village Hall committee are looking at this suggestion.
38/2324d (July 2023)	CCLA account	Cllr. Peters	Being investigated – suggest it is considered as part of mid-year finance review in Oct/Nov.
49/2324 & 51/2324f (Sep 2023)	Nesscliffe Country Park	Clerk	<p>Mathew Mead has sent the following email: I raised the issue of the Nesscliffe Country Park with an officer at the Council called Pete Banford, who manages the team that Shaun works for. Pete also felt that an update of the management plan would be useful and via Shaun has sent me a copy of the most recent plan which I attach, although I'm sure that you have a copy at the Parish Council.</p> <p>I explained that in principle the Parish Council were willing to consider funding and/or supporting some elements of the management plan delivery at a local level, but that this would</p>

			<p>need to be based on a updated management plan and focusing on the community benefits at the site and its infrastructure which local residents can access – as that fits in more with the types of activities the Parish Council are able to support.</p> <p>Pete supported this approach so I think the best thing to do would be to contact Pete via his email pete.banford@shropshire.gov.uk and suggest setting up a meeting with his team, based on the conversations I had with him. That might be as a working group meeting or a stand alone meeting. Pete also suggested a man called Ed Andrews from his team might also be useful to include in the meeting as he manages other country parks in Shropshire, and might have additional suggestions on how to develop a suitable plan for Nesscliffe which involved the community more. Obviously updating the plan is quite a big task and might require some additional resources, but with the new archaeology found on the site, and the wider management issues on the site this would seem a good starting point for planning the next stage of the sites management.</p> <p>I wouldn't really get involved with the management plan directly, but would be happy to attend initial meetings that take place I'd be happy to do that, so feel free to copy me into any emails.</p> <p>Response sent to S Burkey saying the council can't fund the archaeologist's accommodation.</p>
55/2324h(i) (Sep 2023)	Ruyton XI Towns traffic calming consultation	Clerk & Chair	Response sent.
55/2324h(ii) (Sep 2023)	VOSA site condition	Clerk	I have not yet reported this but will do before the meeting.
56/2324 (Sep 2023)	Exercise at training camp	Clerk	Publicised online.
59/2324 (Sep 2023_	VAS sign	Clerk	Sign now functioning. For the crossings, I need an Android device to reset the times – can council please agree to this.
Ongoing	Highways maintenance	Councillors & Clerk	Request for lights on Felton Butler roundabout to go back on

Little Ness Village Hall Place Plan projects

The improvement of the toilets. Both are pretty poor. The gents is also the disabled toilet. And badly needs an update. We are looking for £10,000 to complete this to a good standard.

The insulation of the main hall lining all the walls and the ceiling. Fitting a suspended ceiling to the smaller room. Fitting a modern green heating system .We have had ball park estimates for £25,000. To complete to a good standard.

Hall committee also considering a hearing loop.