

GREAT NESS AND LITTLE NESS PARISH COUNCIL

Minutes of a meeting of Great Ness and Little Ness Parish Council held in Nesscliffe Village Hall on Tuesday 6th February 2018 at 7.30pm.

Present Cllr. Mike Arthur (**Chairman**), Cllrs. Phil Brooks, Eleanor Gilbert and David Nunn.

In attendance Rebecca Turner (Clerk/RFO); Shropshire Councillor Ed Potter. PC Ross Cookson
Public:

142/17 **TO ACCEPT APOLOGIES FOR ABSENCE**
Received and accepted from Cllrs. Pearce and Peters.

143/17 **DISCLOSURE OF PECUNIARY INTERESTS**
Cllrs. Arthur and Nunn declared pecuniary interests in Items 149/17, 4 and 5 (applications 18/00122/FUL and 18/00130/FUL).

144/17 **DISPENSATIONS**
No dispensations being sought.

145/17 **PUBLIC PARTICIPATION SESSION**
No members of the public wished to speak.

146/17 **MINUTES OF MEETING HELD ON 6th DECEMBER 2017 AND CORRECTION OF VENUE ON 7TH NOBEMBER 2017 MINUTES**
It was **RESOLVED** to approve the minutes of the Council meeting held on 6th December 2017 as being a correct record. They were duly signed by the chairman. It was also agreed to correct the venue stated on the 7th November 2017 minutes.

147/17 **REPORTS**
a) Police Report – PC Cookson reported that during December and January the police had 19 calls, most relating to traffic and two of which were crimes – 1 ASB and 1 wildlife crime. He said that the parish does not currently have a Neighbourhood Watch and said he has signs and information for anyone wishing to set one up. The signs can be placed on lampposts. It was agreed to post on the Facebook page to see if anyone would like to set up a local Neighbourhood Watch. PC Cookson also suggested people consider using Cremark to identify equipment as there have been shed break-ins but not in the parish. Cremark can be bought from www.creproducts.co.uk

b) Shropshire Councillor – Ed Potter – Councillor Potter reported that it is hoped that a final decision on the funding of youth clubs will be made by the end of February. Councillor Potter also reported on Shropshire Council's recent purchase of the shopping centres. The centres offer a better return on investment and savings and it also provides the council with the opportunity to redevelop that area of Shrewsbury, as it also has adjoining land in the area. Councillor Potter also reported that there is currently a consultation on Sure Start, the nearest initiative being in Baschurch.

148/17 **PLANNING** – *Planning Notifications (for information only)*

- 1) **14/03797/OUT** - Development Land West Of Oakfield, Nesscliffe, Shrewsbury, Shropshire - Outline application for the erection of 8No dwellings (to include access). **Awaiting decision.**
- 2) **14/05257/FUL** - Proposed Dwelling Adj Hopton Farm, Nesscliffe, Shrewsbury, Shropshire - Erection of a Single Plot Exception (SPE) affordable dwelling and formation of access – **Awaiting decision**
- 3) **17/02539/LBC** - Ness Strange, Great Ness, Shropshire, SY4 2LE - Conversion of traditional buildings into 6 residential dwellings and siting of a mini sewage treatment plant. **Awaiting decision**

- 4) **17/02538/FUL** - Ness Strange, Great Ness, Shropshire, SY4 2LE - Conversion of tradition building into 6 residential dwellings and siting of a mini sewage treatment plant. **Awaiting decision**
- 5) **17/02660/VAR106** - Proposed Residential Development Land At, Wilcott, Shrewsbury, Shropshire - Variation of Section 106 for planning application number (14/01945/FUL) to reduce the level of affordable housing contribution. **Grant Permission**
- 6) **17/03414/VAR106** - Land Adj. Little Ness Village Hall, Little Ness, Shrewsbury, Shropshire, SY4 2LG - Variation of Section 106 for planning application number 13/03505/FUL to remove the requirement to contribute towards affordable housing. **Awaiting decision**
- 7) **17/02960/FUL** - Great Ness Dryers Caravan Storage, Warehouse And Office, Rodefern Lane, Great Ness, Montford Bridge, Shrewsbury, Shropshire, SY4 1AT - Erection of detached dwelling with detached garage following demolition of agricultural/industrial buildings former grain store. **Awaiting decision**
- 8) **17/04627/VAR** - Foxholes Buildings, Little Ness, Shrewsbury, Shropshire - Variation of Condition No. 3 (approved plans) attached to Planning Permission 17/02290/FUL dated 02 August 2017. **Awaiting Decision**
- 9) **17/04614/REM** - Proposed Residential Development East Of Wilcot Lane, Nesscliffe, Shrewsbury, Shropshire - Reserved matters pursuant to Outline permission 14/03259/OUT dated 22nd September 2015 for proposed housing development to include appearance, landscaping, layout and scale (Plot 1 only). **Grant Permission**
- 10) **17/04616/REM** - Proposed Residential Development East Of Wilcot Lane, Nesscliffe, Shrewsbury, Shropshire - Reserved matters pursuant to Outline permission 14/03259/OUT dated 22nd September 2015 for proposed housing development to include appearance, landscaping, layout and scale (Plot 2 only). **Grant Permission**
- 11) **17/04617/REM** - Proposed Residential Development East Of Wilcot Lane, Nesscliffe, Shrewsbury, Shropshire - Reserved matters pursuant to Outline permission 14/03259/OUT dated 22nd September 2015 for proposed housing development to include appearance, landscaping, layout and scale (Plot 3 only). **Grant Permission**
- 12) **17/04618/REM** - Proposed Residential Development East Of Wilcot Lane, Nesscliffe, Shrewsbury, Shropshire - Reserved matters pursuant to Outline permission 14/03259/OUT dated 22nd September 2015 for proposed housing development to include appearance, landscaping, layout and scale (Plot 4 only). **Grant Permission**
- 13) **17/04619/REM** - Proposed Residential Development East Of Wilcot Lane, Nesscliffe, Shrewsbury, Shropshire - Reserved matters pursuant to Outline permission 14/03259/OUT dated 22nd September 2015 for proposed housing development to include appearance, landscaping, layout and scale (Plot 5 only). **Grant Permission**
- 14) **17/04620/REM** - Proposed Residential Development East Of Wilcot Lane, Nesscliffe, Shrewsbury, Shropshire - Reserved matters pursuant to Outline permission 14/03259/OUT dated 22nd September 2015 for proposed housing development to include appearance, landscaping, layout and scale (Plot 6 only). **Grant Permission**
- 15) **17/04621/REM** - Proposed Residential Development East Of Wilcot Lane, Nesscliffe, Shrewsbury, Shropshire - Reserved matters pursuant to Outline permission 14/03259/OUT dated 22nd September 2015 for proposed housing development to include appearance, landscaping, layout and scale (Plot 7 only). **Grant Permission**
- 16) **17/04622/REM** - Proposed Residential Development East Of Wilcot Lane, Nesscliffe, Shrewsbury, Shropshire - Reserved matters pursuant to Outline permission 14/03259/OUT dated 22nd September 2015 for proposed housing development to include appearance, landscaping, layout and scale (Plot 8 only). **Grant Permission**

- 17) **17/04623/REM** - Proposed Residential Development East Of Wilcot Lane, Nesscliffe, Shrewsbury, Shropshire - Reserved matters pursuant to Outline permission 14/03259/OUT dated 22nd September 2015 for proposed housing development to include appearance, landscaping, layout and scale (Plot 9 only). **Grant Permission**
- 18) **17/04540/FUL** - Little Ness Manor, Little Ness, Shrewsbury, Shropshire, SY4 2LG - Application under Section 73A of the Town & Country Planning Act for the erection of one dwelling and 3-bay detached garage with external staircase for first floor domestic use; formation of vehicular access (modification to previously approved). **Awaiting Decision**
- 19) **17/04956/REM** - Proposed Dwelling West Of 24, Valeswood, Little Ness, Shropshire - Approval of reserved matters for scale, access, visibility splays, appearance, layout and landscaping (in pursuant to application reference 14/03618/OUT for the erection of one dwelling). **Grant Permission**
- 20) **17/04319/REM** - Approval of reserved matters (access) pursuant to permission (re-consultation) 15/00560/OUT for the erection of one dwelling - Development East Of Stoneycroft, Valeswood, Little Ness, Shrewsbury, Shropshire. **Grant Permission**
- 21) **17/05074/FUL** - Residential Development Land To The NW Of, Little Ness, Shrewsbury, Shropshire - Application under Section 73A of the Town and Country Planning Act 1990 for the erection of one detached dwelling (Substitution of house type - Plot 1, previously approved under 16/03399/REM). **Grant Permission**
- 22) **17/05070/FUL** - Agricultural Building North Of Red House Farm, Little Ness, Shrewsbury - Conversion of and extension to agricultural building to form single dwelling. **Awaiting Decision**
- 23) **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. **Awaiting Decision**

149/17 **PLANNING APPLICATIONS**

- 1) **17/05994/FUL (validated: 14/12/2017)**
Address: 1 St Martins Meadow, Little Ness, Shrewsbury, Shropshire, SY4 2AR
Proposal: Erection of single storey extension to rear
Applicant: Mr and Mrs R Fisher
Comments: None.
- 2) **17/06069/FUL (validated: 20/12/2017)**
Address: Queens Court, Little Ness, Shrewsbury, Shropshire, SY4 2LL
Proposal: Erection of a detached garage and pump house and change of use of land for extension to residential curtilage
Applicant: Mr Dodson-Wells
Comments: None.
- 3) **18/00092/TCA (validated: 08/01/2018)**
Address: Oak House, Great Ness, Shrewsbury, Shropshire, SY4 2LE
Proposal: Crown lift 4no Oaks to a height of 7 metres, remove dead branches, as appropriate from all trees and tidy up and trim storm damage on T4 within Great Ness Conservation Area
Applicant: Mrs M Rayner
Comments: None.
- 4) **18/00122/FUL Wood Farm, Little Ness, Shrewsbury, Shropshire, SY4 2JP (validated: 09/01/2018)**
Proposal: Erection of a general purpose agricultural storage building and all associated works
Applicant: Mr Warner
Comments: As the meeting was inquorate, it was agreed to seek an extension for commenting.
- 5) **18/00130/FUL (validated: 25/01/2018)**

Address: Land North East Of Kinton, Shrewsbury, Shropshire
Proposal: Erection of four poultry rearing buildings, nine feed bins, an agricultural worker dwelling, landscaping scheme and all associated work
Applicant: Great Ness Poultry Ltd
Comments: As the meeting was inquorate, it was agreed to seek an extension for commenting.

6) **17/01576/REM– re-consultation**

Address: Phase 2 Proposed Residential Development Opposite The Crescent Nesscliffe
Proposal – Approval of reserved matters (appearance, landscaping, layout and scale) pursuant to permission 14/03357/OUT for the erection of 48 no. dwellings and associated garaging
Applicant: Shrewsbury Homes Ltd
Comments: It was **RESOLVED** to support the proposed changes to the plans, including the 4 extra bungalows, as the revised plans would deliver community benefits, including money for a MUGA, allotments, affordable bungalows, car parking and traffic calming (subject to applicant submitting satisfactory traffic calming scheme).

7) **17/05437/FUL - Land Adj Clan Keith Stables – re-consultation**

Proposal: Erection of a detached dwelling with ground floor stables, tack room and store to include alterations to existing vehicular access
Applicant: Miss J Forrest
Comments: It was **RESOLVED** to support the revised application.

8) **18/00362/REM Proposed Dwelling Plot 2 South Of Quarry House Hopton Nesscliffe Shrewsbury Shropshire**

Proposal: Reserved matters (Plot 2 Only) pursuant to outline planning application 15/01930/OUT for details of access, appearance, landscaping, layout and scale
Applicant: Mr & Mrs L & S Turner
Comments: None.

150/17 **PLANNING APPLICATIONS RECEIVED AFTER THE ISSUE OF THE AGENDA**

No further applications had been received.

151/17 **PARISH MATTERS –**

a) *Play area – repairs update and tree survey*

The survey was complete and extensive works to the trees are needed. One tree is subject to a TPO and the clerk would therefore apply for permission for works to the tree. The clerk was asked to seek quotes. It was **RESOLVED** that the works to the trees will be paid for from the Playing Field reserve. The repairs to the play areas are almost complete.

b) *Collapse of Adcote Mill Bridge*

The parish council had been copied in on a Freedom of Information request from a member of the public to Shropshire Council requesting a review of the matter; the outcome of the review is not yet known.

c) *Great Ness cemetery grounds maintenance*

The Environmental Maintenance Grant is being withdrawn although this will not be confirmed until after the Shropshire Council meeting on 22nd February. As the cemetery is the responsibility of Shropshire Council, if the grant is withdrawn, it was **RESOLVED** that the parish council would not cut the grass as it would have no funding to do so.

d) *GDPR – actions required including document retention policy and appointment of DPO*

It was **RESOLVED** to appoint DM Payroll Services (Ben Malley) as Data Protection Officer and as part of the contract an audit of the council's data and data processing procedures will be carried out prior to the GDPR coming into effect on 25th May 2018. The contract and DPO appointment will run for one year initially and be renewable annually. It was further **RESOLVED** that parish council records will be retained in accordance with the guidance in NALC LTN40 and any guidance provided as part of the GDPR audit.

e) *Highways issues to report:*

- Sunken drain on main road through Nesscliffe near to 51 The Crescent.
- Pot holes Bonny Lane and Valeswood Lane and on main roads.

152/17 **FINANCE**a) *Budget and precept requirement 2018/19*

The council had regard to the reserves and noted that the general reserve is anticipated to be between 67% and 78% of expenditure during the next 12 months. This was considered adequate having regard to relevant best practice guidance but in view of the grants likely to be lost from Shropshire Council (Environmental Maintenance Grant and LJC Youth Grant) and the level of reserves, it was considered that it would be prudent to set a balanced budget. It was therefore **RESOLVED** to approve a balanced budget (as per Table 1 and Table 2) and to set an overall expenditure budget of £21,004 with income of £500 from grants (from another parish towards the youth club) and the balance of £20,504 being set as the precept requirement. It was further **RESOLVED** that in light of the grants being lost, the budget would not include a contribution towards Nesscliffe Hills Country Park.

Table 1: Agreed budget 2018/19

<u>RECEIPTS</u>	Budget 2018-19
Precept	£20,504
Environmental Maintenance Grant	£0
Transparency Grant	£0
LJC Youth Grant & donations from other parishes	£500
Neighbourhood Fund	
Other income	£0
TOTAL RECEIPTS	£21,004
<u>PAYMENTS</u>	Budget 2018-19
Administrative & Establishment Costs:	
Clerk's Salary	£6,247
HMRC Home Working Allowance	£208
Misc admin	£200
Software (payroll/accounts/Office 365)	£250
Mileage	£50
Training (Clerk/Councillors)	£200
Audit (Internal & External)	£325
Insurance	£650
Professional Subscriptions (SALC/SLCC)	£450
ICO Registration	£35
Election Costs	£200
GDPR compliance	£280
Sub Total Admin & Establishment	£9,095
Play areas - Nesscliffe & Wilcott	
Grounds maintenance (grass cutting, hedges etc)	£1,435
Annual ROSPA Inspections	£255
Interim inspections by Shropshire Council (monthly)	£625
Other maintenance	£0
Sub Total Play Areas	£2,315
Cemetery	
Grounds maintenance (grass cutting, hedges etc)	£0

Sub Total Cemetery	£0
Street Lighting	
Electricity	£0
Maintenance / Inspections	£100
Sub Total Street Lighting	£100
Nesscliffe Youth Club	
Youth worker	£3,500
Sub Total Youth Club	£3,500
Projects/Grants	
British Legion Poppy Appeal	£40
Portacabin	£300
Village Hall Donations	£1,000
GPC grants	£100
Wilcott dog bin waste collection	£0
Car park waste collection	£0
Neighbourhood CIL	
Defibrillator	£0
Nesscliffe Hills Country Park	£0
Sub Total Projects/Grants	£1,440
Asset Management	
Bus shelter cleaning	£200
Bus shelter maintenance	£200
Noticeboards	£0
War memorials	£0
Footpath maintenance	£175
Sub Total Asset Management	£575
Other	
Contingency	£1,500
Parish Plan Review	£2,479
Other	£0
Sub Total Other	£3,979
GRAND TOTAL PAYMENTS	£21,004
Precept per Band D household	£46.52

Table 2: Reserves 2018/19

<u>RESERVES</u>	Projected reserves as at 31.03.18	Estimated reserve as at 31.3.19
<i>Ringfenced Reserves</i>		
Local Heritage Grant	£164	£164
Parish Plan Review	£521	£521
Elections	£1,000	£900
Defibrillators	£0	£0
CIL (Neighbourhood Fund)	£8,699	£8,699
Transparency Reserve	£0	£0
Youth Club (held in YC/Playing Field account)	£4,347	£4,347
Playing Field (held in YC/Playing Field account)	£3,611	£3,611

Total Ringfenced Reserves	£18,342	£18,242
General Reserves (balance b/f less ringfenced reserves)	£8,957	£9,057
Total Reserves	£27,299	£27,299

b) *Payments* – it was **RESOLVED** to approve the following payments.

Main account

Chq. No	Payment to	Description	Net	VAT	Gross
SOs	R Turner	Salary – Dec & Jan	£871.08	£0.00	£871.08
10553	G Taylor	Play area maintenance Nesscliffe & grass cutting play areas	£1604.65	£320.93	£1925.58
10554	R Turner	Expenses	£59.66	£0.00	£59.66
10555	SALC	Training	£65.00	£0.00	£65.00
10556	Canopy Tree Care	Survey	£200.00	£0.00	£200.00

c) *Income received:*
None.

d) *Internet banking*

The clerk reported that she had received internet banking paperwork for herself but needed to be added as a signatory in order to use triple authorisation internet banking. It was **RESOLVED** to add her as a signatory and the form was signed. Councillors will need to register for internet banking and the clerk will send a link.

153/17 **YOUTH CLUB**

It was reported that there are currently circa 20 children attending each session, including younger members. The club is very well regarded.

154/17 **CORRESPONDENCE**

a) *Shropshire Council budget consultation*
No comments.

b) *Connecting Shropshire update*

Noted that properties which do not currently have coverage by BT will have the option of signing up to Airband, a wireless provider. Cllr. Potter said that SWS are another alternative wireless provider although they do not currently operate in the parish.

c) *SALC Training Programme 2018*
Noted.

155/17 **ANY URGENT BUSINESS NOT COVERED BY THE AGENDA**

It was noted that Severn Trent will be carrying out works in Little Ness and Valeswood and this will involve road closures for 15 days from 5th March – details to be posted on noticeboards and website.

156/17 **NEXT MEETINGS**

a) *6 March 2018– Council Meeting at Nesscliffe Village Hall* - Cllr. Brooks gave his apologies.
b) *To note requests for agenda items from councillors* – None.

157/17 **EXCLUSION OF THE PRESS AND PUBLIC** – It was **RESOLVED** to exclude the press and public under Public Bodies (Admission to Meetings) Act 1960, so as to discuss the following confidential matters

158/17 **TREE WORKS QUOTES**
It was agreed to seek further quotes.

159/17 **STAFFING MATTERS**

a) *Probation period*
A resolution was passed.

b) *Pension*
It was agreed to gather further information on pension schemes, to consider whether to join, in time for the next meeting.