

## RUYTON XI TOWNS PARISH COUNCIL

### Minutes of the Ruyton XI Towns Parish Council meeting held at Victoria Rooms Ruyton XI Towns on Tuesday 3<sup>rd</sup> September at 7.00 pm

**Present:** Cllrs Trevor Allison, Cllr Tamarin Bibow, Kerry Coldwell, Mervyn Eyles, Rob Hamlett, Nick Kynaston, Anne Mitchell

**In attendance:** Four members of the public, Cllr Nick Bardsley (Shropshire Council), Sarah Windridge (Clerk)

**Absent:** Cllr Trevor Allison, Luke Penton

**50/24** The Chairman opened the meeting, welcomed everybody and confirmed the housekeeping arrangements.

**51/24 Apologies.** Apologies were received from Cllrs Trevor Allison and Luke Penton

#### **52/24 Declarations of Interest**

Cllr Bibow declared an interest in planning reference 24/02767/VAR

#### **53/24 Public Session**

(Cllr Hamlett arrived at 7:07 pm)

No members of the public had any comments.

#### **54/24 Minutes of the meeting held 2<sup>nd</sup> July 2024**

Copies of the minutes have been distributed to members of the Council and displayed on the website. Minutes of the meeting on 2<sup>nd</sup> July were approved and signed.

#### **55/24 Reports**

- a) SC Cllr Nick Bardsley

Cllr Bardsley shared the following report, which is also attached to the minutes as an appendix.

Baschurch Railway Station proposals. Cllr Bardsley and the Chair of Baschurch Parish Council have had a short session with Shropshire Council Officers on July 19<sup>th</sup> to explain the background to SLC Rail's request to talk directly to officers responsible for bus service operations in Shropshire and emphasise how important the station Project is. The relationship with Walford College has also been rekindled. Cllr Bardsley is hoping for a further report in the next month or two.

Cllr Coldwell asked whether this will be affected due to the change in government and Cllr Bardsley stated that he is not sure at this moment in time, but things could change. The priority is to get the rail station in the Local Transport Plan. Cllr Bardsley is hoping that the consultant's report will be considered as part of the Local Transport Plan.

New Medical Centre, Prescott Surgery. Parish Councillors from a number of local Parishes with residents registered at the Prescott Surgery have been trying very hard over the years, with Cllr Bardsley's help, to get some momentum into discussions - with only limited success. There is an ongoing issue regarding the staff car park. Cllr Bardsley has been asked by the surgery patient group to meet with the practice manager on September 13th.

CIL funded improvements/ Cllr Bardsley received an email from Emma Walker towards the end of July suggesting that there would be a Board meeting in "the early Autumn".

He has also received an email from Andy Wilde, in Shropshire Council Highways stating that the CIL funded works will be combined with routine repairs and maintenance and are now scheduled for February 2025.

Revisions to the National Planning Policy Framework. The new Government has begun consultations on significant changes to the National Planning Policy Framework, which are likely to result in a large additional requirement for house building in Shropshire. Shropshire Council officers will report to Cabinet on September 11th.

It might be helpful for the Parish Council's response to the consultation (which closes on September 24th) to be prepared with the benefit of the Cabinet report. The report should be available this week.

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Cllr Bardsley is of the opinion that the Local Plan will not be ready for adoption until next year. Therefore, Shropshire Council will have to approve a Local Plan which will be out of date before it is adopted, as a result of the planned changes to the National Planning Policy Framework.

Cllr Coldwell asked Cllr Bardsley what the definition of 'greybelt' land is. Cllr Bardsley confirmed that it includes areas of land such as car parks.

Cllr Hamlett asked Cllr Bardsley about the proposed site for the doctor surgery. Could the site be offered to another practice in order to expand? Cllr Bardsley replied that the current practice owns the site and receives funding from the NHS. In meetings he has had with Primary Care Trust, the surgery does not seem to be a priority. Cllr Bardsley will continue to work on this and talk to all agencies involved in order to resolve the situation.

#### b) Police Report

Officer Stuart Carroll, member of the Safe Neighbourhood Team arrived at 7:30 pm and provided a report which will be added to the minutes as an appendix.

The Safer Neighbourhood Team has noticed that the 20mph electronic speed sign has been turned round 90 degrees and confirmed that this will need rectifying. Cllr Coldwell confirmed that this will be organised.

Officer Carroll confirmed that crime statistics and details can be obtained through <https://www.police.uk/> which includes most up-to-date figures for June 2024. There is an overview and crime map

<https://www.police.uk/pu/your-area/west-mercias-police/oswestry-rural-south/?yourlocalpolicingteam=your-team>

Cllr Eyles confirmed that there is a link to the police website on the PC website.

Ruyton remains a low crime area.

Priority 1: Speeding. Speeding is still an issue through rural villages, and West Mercia have just taken delivery of a new automated machine which scans a vehicle, collects video evidence and sends all details to traffic management which then issues points or fines if appropriate. The Safer Neighbourhood Team is hoping to get this used in the village.

Priority 2: Theft. There is one reported theft with the parish boundary, theft of tools from a motor vehicle. This is under investigation.

Priority 3: Drugs. Any drug related issues which have been reported to us have been disseminated to the relevant departments.

There are no crime trends to report on. For the month of August we have five crimes listed, and two reports of anti-social behaviour.

Cllr Coldwell thanked Officer Carroll for attending and Officer Carroll left the meeting.

#### c) Clerk's Report

The Clerk reported that she had completed staff appraisal in August and is due to begin CILCA training in September 2024. This will require the Clerk to work further hours, and these will be confirmed as soon as possible.

The Clerk reported that she is meeting Anne Howls, the Clerk to Baschurch Parish Council on 6<sup>th</sup> September, with a view to working together regarding issues that affect both Parish Councils.

The Clerk has received some emails from residents regarding issues in the village such as dog fouling and hedge trimming. The Clerk reported these via FixMyStreet and asked the residents to do the same. All issues have been resolved.

The owner of XI Café has approached the Chairman regarding the surface outside café to query as to whether this should be under warranty. The Clerk has contacted the contractors to confirm this and will report back to the owner.

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The Clerk reported that the Council is required to enrol her into a pension scheme. It was **RESOLVED** that the Clerk would join the NEST pension scheme. Contributions will be 8% based on 4% / 4% contributions on all wages.

**Action – the Clerk to confirm this in writing and set up the pension.**

#### **56/24 Local Plan**

To consider Parish Council attendance at Shropshire Local Plan Examination.

Cllr Eyles stated that the Parish Council have produced a written response already and is of the opinion that attending the Examination might not be necessary, particularly in the light of the new National Planning Policy Framework Consultation.

No Councillors expressed a desire to attend the Local Plan Examination.

#### **57/24 Place Plan**

Councillors reviewed the updated version of the Place Plan, circulated to Councillors prior to the meeting.

**Action – The Clerk will contact Shropshire Council to confirm that the War Memorial can be removed from the Place Plan and ask about some of the other issues such as the Church wall.**

Cllr Hamlett asked whether Phil White, who is investigating The Stone Cross, could inspect the wall as well.

**Action – Clerk to look into this as an option.**

**Action - Cllr Eyles will go through the Place Plan, close items which have been completed and update the Place Plan which will then be used a working document.**

It was decided to address agenda item 62a) at this point in the meeting, to determine whether the Parish Council would be willing to assist Shropshire Council with any projects.

It was agreed that the Parish Council will confirm the following response to the survey:

**Yes, we are in a position to help, but it depends on the resources required. Please get in touch for a conversation.**

#### **58/24 Community Infrastructure Levy update**

The Clerk and Cllr Coldwell confirmed that an email have been received from Emma Walker at the end of July suggesting that there would be a Board meeting in the early Autumn.

**Action - The Clerk will contact Emma Walker directly after the meeting and will keep the Parish Council updated regarding this.**

#### **59/24 Parish Matters, updates from councillors**

- a) Community Orchard. The Clerk has received responses to the survey. These will be collected and collated after the consultation end date on 14<sup>th</sup> September and will be on the agenda at the October meeting. Cllr Coldwell confirmed that one of the trees has died, and also reported that some of the trees are fruiting which residents are enjoying. Cllr Bibow will be present at the School Fayre on 14<sup>th</sup> September to collect any further survey responses.
- b) Cllr Coldwell confirmed that she has been checking the AED based at St John the Baptist School. A weekly rota is still necessary, and this will continue.
- c) Cllr Kerry Coldwell received the Deeds for the village hall for safe keeping from Mr Colin Case from the Village Hall Committee. The transfer of Deeds to the Parish Council were duly signed by the Clerk and Cllr Coldwell. Cllr Coldwell will retain the deeds for the near future and a permanent storage place for the deeds will be agreed at the next meeting.

**Action – the Clerk to start the process to submit a Land Registry application for the village hall.**

(Mr Colin Case left the meeting at 8:24 pm)

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- d) School records archive.  
Cllr Coldwell reported that St John the Baptist school has a large number of documents which need to be archived. The National Archives centre offers a documenting and cataloguing service so the school would not need to do this before handing them over. It is suggested that the Parish Council write to the school to suggest she contact the Archives. Cllr Eyes also proposed that there should be an archiving process for the Parish Council.

**Action – Clerk to write to the Headteacher and suggest she contacts Shropshire Archives, and to confirm the archiving arrangements for the Parish Council.**

- e) It was **RESOLVED** that the Parish Council would not set up a Parish Council Facebook page due to the new website which has been set up. This will be revisited next year if Councillors feel a Facebook page is required in addition to the website.
- f) Platt Bridge. The Clerk has contacted Shropshire Council to inform them of the damage and to ask about signage around the bridge. The Clerk will meet with the Clerk of Baschurch Parish Council to discuss the haulage lorries which travel through the village and damage the bridge.
- g) The notice boards around the village were discussed and it was decided that a list of noticeboards should be compiled. Cllr Kynaston asked if we could order notice boards using recycled materials.  
(Cllr Bardsley left the meeting at 8:38 pm)

**Action - Clerk to contact Little Ness Parish Council regarding notice boards**

**Action – Clerk to create a list of the notice boards with key details and add this to a subsequent agenda.**

- h) Cllr Eyles reported that the memorial has been cleaned, although this cost £600 more than planned due to a road closure. **Action - Clerk to contact Highways to complain about the cost incurred due to the road closure. It was RESOLVED to pay the £600 cost. It was RESOLVED to check the memorial once every five years and clean if necessary. Action - Clerk to update the asset / inspection register.**

Cllr Eyles reported that foliage above the memorial is growing and needs cutting back.

**Action –Clerk add to October agenda for further discussion.**

**Action – Clerk to write a thank you letter to resident for use of water during the cleaning of the memorial.**

- i) **The Stone Cross.**

The Clerk reported that she, and Cllrs Coldwell and Eyles, attended a meeting with the insurance company to start the repair process of The Cross. The Cross was damaged in April 2022 and the insurance company is awaiting details of the repair process so that the claim can be actioned.

A structural inspection was undertaken in June 2022 by Phil White Associates. The Clerk has submitted a partial repair note to the insurers on 30<sup>th</sup> August to claim the cost for this.

The next stage of the process is to put out the contract for tender to three companies to obtain quotations.

It was **RESOLVED** that Phil White will be instructed to complete the tender process at a cost of £1200.

(A member of the public left the meeting at 9pm)

- j) No concerns were raised for discussion at the Oswestry Rural Forum
- k) It was **RESOLVED** that the Parish Council would re-advertise the existing Casual Vacancy on the Parish Council website.

**Action: Clerk to create a poster for the vacancy**

- l) It was confirmed that the contract with C2S2 will be terminated at the end of October and email addresses will be created using MS365. It was confirmed that by the end of October all Parish Councillors would be using their new email addresses.

**Action: Clerk to co-ordinate the set-up of new addresses and the transfer of the domain.**

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- a) Bank Reconciliation was signed ahead of the meeting by two councillors and approved. The following payments were approved:

Date	Payment to	Descriptions	Net	VAT	Gross	Invoice number
03.09.24	C R Simon Computer Solutions	Annual hosting and domain fee	£70.80	£0.00	£70.80	23
03.09.24	PKF LittleJohn	External Audit Fee	£210.00	£42.00	£252.00	24
03.09.24	DM Payroll Services	Administration of payroll	£85.00	£0.00	£85.00	22

- b) It was **RESOLVED** to approve BACS payments as a method of paying invoices  
c) It was **RESOLVED** approve a Direct Debit for payment of HMRC PAYE services  
d) It was **RESOLVED** to approve a Direct Debit for payment of Hugo Fox website subscription

It was **RESOLVED** that recurring monthly payments such as Clerk salary, HMRC and pension would be paid without requiring approval at each meeting. Any invoices which are not monthly payments will be approved at the monthly meeting.

It was **RESOLVED** that the Parish Council would pay Shropshire Council £76 to repair the damaged VAS signs.

**Action: Clerk to research the possibility of purchasing a new maintenance kit for the VAS sign if the original kit cannot be retrieved from the previous user.**

#### **61/24 Financial Regulations, and other policies**

Policy recommendations from the Policies Committee were circulated by Cllr Coldwell ahead of the meeting.

It was **RESOLVED** to adopt proposed changes to policies. Policy recommendations and a full list of updated policies are attached to the minutes as an appendix.

**Risk Management Policy.** Reviewed and adopted at the May meeting

**ICO Model publication scheme.** Remain the same in line with version 1.2 on ICO website.

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**Code of conduct.** Remain the same in line with 2020 Local Government Association version.

**Disciplinary.** Remain the same in line with 2019 version on NALC website.

**Grievance.** Remain the same in line with 2019 version on NALC website.

**Equal Opportunity/ Diversity.** Recommend rename Equality & Diversity policy in line with NALC

**Dignity at work.** NALC still same however NALC template has further pages on guidance for use, consider adding to ours. Non contractual policy.

**Document disposal.** Rename Document retention

**General reserves.** No change

It was **RESOLVED** that the following policy amendments would be made:

**Finance:** This policy will be updated to reflect the 2024 updates. Items that are not relevant to the Parish Council will be struck through.

**Remote meetings:** This policy will be updated.

**Vexatious Communication:** This policy will be re-named **Unreasonably Persistent and Vexatious Customer Communications Procedure**, to be in line with Local Government.

**Complaint Procedure:** minor recommended changes

**Grant awarding:** remove old contact details

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**Training Policy:** Remove 2nd paragraph of introduction as this is repeated at end. Remove diagram 3. Identifying training needs: a) change 'prior to or immediately after' to 'as soon as possible' Review of policy- remove the word 'full'

It was RESOLVED that the following policies would be removed:

### **Record Management**

### **GDPR Data Management**

**Working Groups:** Recommend using generic terms of reference for all groups with specific terms for the Purpose and Scope of each group. Recommendations will be submitted at the next meeting.

### **62/24 Surveys**

To consider responses to the following surveys:

- a) Exploring Future Options with Town and Parish Councils Survey  
This item was discussed earlier in the meeting
- b) Local Nature recovery strategy survey  
This was circulated to Councillors ahead of the meeting and it was decided that Councillors would complete this survey individually should they wish, as it is not required to issue a Parish Council response.
- c) Proposed Changes to the National Planning Policy Framework  
It was **RESOLVED** to review the SC response to the NPPF consultation and submit a response by email to confirm the Parish Council response.  
**Action – Clerk to ask Cllr Bardsley to confirm the Shropshire Council response to the consultation and circulate to Councillors.**

### **63/24 Planning Decisions and Applications**

#### **a) To consider and agree responses to planning applications**

Reference: **24/02767/VAR**

Address: Ruyton Hall, Olden Lane, Ruyton Xi Towns, Shrewsbury, Shropshire.

Proposal: Variation of Condition No. 2 attached to permission 21/05737/LBC dated 09 February 2022  
Variation of Condition No. 2 attached to permission 21/05736/FUL dated 07 February 2022

It was RESOLVED that the Parish Council has NO COMMENT on this application.

#### **b) To note planning decisions**

Reference: 24/01836/FUL (validated: 10/05/2024)

Address: Bridgend, Brownhill, Ruyton Xi Towns, Shrewsbury, Shropshire, SY4 1LR

Proposal: Erection of detached double garage

Decision: Grant Permission

### **64/24 Future agenda items**

Cllr Mayne asked about the outcome for Bomere Heath CE Primary School & St John the Baptist CE Primary School to convert to academy status and join the Shropshire Church of England Academies Trust.

**Action – Clerk to email head teacher for an update on the consultation and add this to a later agenda if required.**

Cllr Eyles asked the Clerk to add Terms of Reference for working groups to next agenda.

**65/24 Next Council meeting** 1<sup>st</sup> October 2024 (Full Council), 7:00 pm at Victoria Rooms

**The meeting was closed at 21.25**

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Ruyton XI Towns Parish Council Report from Shropshire Councillor Nick Bardsley

Parish Council: 3rd September 2024 Planning

Baschurch Railway Station proposals

The Chair of Baschurch Parish Council and I had a short session with SC Officers on July 19th, so that we could explain the background to SLC Rail's request to talk directly to officers responsible for bus service operations in Shropshire and emphasise how important the station Project is. I believe it was an effective briefing session. The relationship with Walford College has also been rekindled.

I believe we now have in place all the local contacts requested by SLC Rail and can make progress.

New Medical Centre: Prescott Surgery

Parish Councillors from a number of local Parishes with residents registered at the Prescott Surgery and I have been trying very hard, over many years to get some momentum into discussions - with only limited success.

A formal request from the Baschurch Parish Clerk seeking a copy or access to the Primary Care Network Estates Strategy has not, to date, been effective.

At the request of the chair of the Prescott Surgery Patient Group I am meeting the Practice Manager again on September 13th.

CIL funded improvements: Ruyton XI Towns

It is a long time since the last meeting of the Project Board, nearly a year ago. SC officers have assured me that progress is being made and I received an email from Emma Walker towards the end of July suggesting that there would be a Board meeting in "the early Autumn".

I have also received an email from a senior manager in SC Highways stating that the CIL funded works are now scheduled for February 2025.

Revisions to the National Planning Policy Framework

The new Government has begun consultations on significant changes to the NPPF which are likely to result in a large additional requirement for house building in Shropshire. SC officers will report to Cabinet on September 11th.

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It might be helpful for the Parish Council's response to the consultation (which closes on September 24th) to be prepared with the benefit of the Cabinet report. This should be available this week. Might this be possible?

NB 240902



**Oswestry Rural South**  
Safer Neighbourhood Team parish council report

Date: Sept 3<sup>rd</sup>  
2024

### **Oswestry Rural South**

**Team email:** [oswestryrs.snt@westmercia.police.uk](mailto:oswestryrs.snt@westmercia.police.uk)

**Police Community Support Officers:**

PC Bryant **Mobile:** 07773 053015

PCSO Carroll **Mobile:** 07970 544372

PCSO Mabe **Mobile:** 07870 219669

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## **Ruyton XI Towns – August 2024**

### **Community priorities:**

- 1. Speeding**
- 2. Thefts**
- 3. Drugs**

#### **Priority 1.**

A road rage incident was reported In Ruyton where speed was allegedly a factor. This is under investigation.

We have had no other road/speed related issues reported.

We have asked that the Road Safety partnership attend all of our speeding locations on Oswestry Rural South, however it is not believed they have attended anywhere within Ruyton as yet.

We have noticed that the 20mph electronic speed sign has been turned round 90 degrees – this will need rectifying?

#### **Priority 2.**

There is one reported theft with the parish boundary. Theft of tools from a motor vehicle. This is under investigation.

#### **Priority 3.**

Any drug related issues which have been reported to us have been disseminated to the relevant departments.

### **Emerging trends - Requests for information – other**

There are no crime trends to report on. For the month of August we have five crimes listed, and two reports of anti-social behaviour.

As previously stated, crime statistics and details can be obtained through <https://www.police.uk/>

The most up-to-date figures on there are for June 2024 – and there is an overview and crime map – <https://www.police.uk/pu/your-area/west-mercia-police/oswestry-rural-south/?yourlocalpolicingteam=your-team>