

RUYTON XI TOWNS PARISH COUNCIL

6 JUNE 2023 COUNCIL MEETING MINUTES

An ordinary meeting of the Parish Council was held at Victoria Rooms, at 6.30 pm on Tues 6th June 2023.

Parish councillors in attendance: Mr T Allison, Mrs T Bibow (arrived 6.37), Mrs K Coldwell (arrived 6.35), Mr S Denyer, Mr M Eyles, Mr N Kynaston (arrived 6.36), Mrs A Lister (Vice Chairman), Mr L Penton (arrived 6.36).

Also in attendance:, Lydia Bardsley (Clerk), Nick Bardsley (Shropshire County Councillor), PCSO Iremonger,
Public: 1

Meeting started at: 6:35pm.

22/22: Welcome by Chairman

In the absence the Chairman, the Vice Chairman Cllr Lister took the Chair. She formally opened the meeting and welcomed everyone to the meeting.

23/23: Apologies

Apologies were received from Cllr Spicer (health concerns). It was **RESOLVED** to note these. ADDENDUM: Apologies had also been sent for Cllr Rob Hamlett, but these were not seen until after the meeting so could not be noted at the time.

24/23: Disclosure of Pecuniary Interests and Dispensation

None received.

25/23: Public session

No comments.

26/23: Minutes

It was **RESOLVED** to confirm that the [Annual Council meeting minutes dated 2nd May 2023](#) were an accurate and true record.

It was **RESOLVED** to bring forward agenda item 28/23a: Local Police Report.

28/23: Reports – Council to consider and agree actions

a) Local Police Report/Rural crime

The police report had been circulated prior to the meeting and included a number of highways incidents, and some suspicious vehicles. Cllrs reported the following concerns:

- Two motorbikes going through village very fast during the daytime.
- HGV with non-UK plates seen driving through at over 40mph. PCSO Iremonger informed the PC that unfortunately, foreign plates are not as easy for the police to identify and track down.
- Speed limit sign for 40mph limit after Platt bridge going into Baschurch (and the 30mph signs going back into Ruyton) are not visible due to overgrown hedges. It was **AGREED** that the Clerk will report the obscured signs to SC Environmental maintenance.

PCSO Iremonger also reported:

- Suspicious vehicle with young drivers had been spotted going down a track looking for a play park apparently. Vehicle turned around after they were challenged.

- Red quad bike theft over weekend. Was locked and secured in garage and key were in the house. Garage broken into, quad pushed down driveway onto road, and must have been jump started/hot-wired on main road.
- “Nottingham knockers” or “Duster Sellers” operating in West Mercia, including Shrewsbury. There had been reports of door-to-door charity subscription sales people in Ruyton parish, but no complaints/concerns about this so far as it is a genuine job, often for students over summer.
- Police advised caution with people knocking on doors offering garden maintenance work. Dishonest people tend to target older residents, ask for payment upfront, but only do half the job they promised.
- 3-vehicle collision at Shottaton crossroads. Parish Council have reported overgrown hedges/trees obscuring visibility to SC on numerous occasions which is possible cause of collisions, and asked if police can lean on SC to action this.

It was **AGREED** the Clerk will re-report overgrown trees/hedges to SC and National Highways and will also contact the Knockin PC clerk to ask the PC to speak with the relevant residents.

The Chairman thanked PCSO Iremonger, and he left the meeting at 18.51. It was **RESOLVED** to resume the original agenda order.

27/23: Policies to review and approve

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

- a) ICO Publication Scheme and Guide to Information
- b) Privacy Notice
- c) Security Incident Response Policy
- d) Subject Access Request Policy

28/23: Reports – Council to consider and agree actions

- b) Shropshire Councillor Nick Bardsley (appendix B)

The report included the following:

- **Safer Roads CIL group meeting** – Issue of red coloured surfaces is causing delays, due to an apparent need for a road safety audit, which has never been mentioned in previous meetings. Councillors were very disappointed and frustrated with delays in scheduling public information sessions. One councillor raised concerns about lack of road safety audit for the proposals for the zebra crossing width restriction, and was not confident at this point that the zebra crossing proposals will be effective/safe. It was **AGREED** there was a need to put pressure on SC to get a firm date for pre-meeting with Councillors and that all info must be received by that point. There was a feeling that this project needs to be pushed back as it is not realistic to expect buy-in from the community in the very short timeframes, but there were equally concerns that a year may be lost if the resurfacing and road safety works cannot be done at the same time in July (as there are likely to be clashes with other road works in October half-term). It was **AGREED** that there will be a motion on July meeting agenda to consider whether PC supports the proposals in the CIL Road Safety Scheme. SC Cllr Bardsley will be at cabinet meeting tomorrow, if Richard Marshall (Highways Portfolio holder) is there, he will ask him to put pressure on officers to get info to PC urgently.
- **Planning enforcement matters.** Chairman thanked SC Cllr Bardsley for his efforts in this matter. The Council will consider this again when a retrospective planning application comes in.
- **Housing Options and StaR Housing**– Meeting re-scheduled for 8th June so no update at this time.
- **Boundary Commission Electoral Division Review** – SC Cllr Bardsley encouraged the PC to express their views on the current proposals.

- **Govt proposals re. Infrastructure Levy** – This will become an important issue if/when Pentons Old Dairy site is eventually developed into housing. SC Cllr Bardsley will keep PC updated. It was **AGREED** that Clerk will add this to Sept meeting agenda.

c) Local Police Report/Rural crime

This was covered earlier in the meeting, after item 26/23: Minutes.

d) Safer Roads Group

There was no update as the Council and SRG are still awaiting information from SC on the CIL Project.

e) Planning working group

Nothing to report. It was **AGREED** that Cllr Eyles would lead the Planning Working Group.

f) Climate Emergency working group

Nothing to report, but **NOTED** that the LCWIP is on the agenda as a separate item for consideration.

g) Countryside Working Group

It was **AGREED** that Cllrs Penton, Hamlett, Allison, Kynaston will discuss who will lead this group.

- **Doctors Meadow path** - It was **NOTED** that Cllrs had measured distance of path round Doctors Meadow field to work out how much material would be needed to reinstate the track.
- It was **NOTED** that the property that had extended their patio onto Doctors Meadow field during lockdown is now for sale. Pentons will be contacting estate agents to let them know this may cause issues with future sales.
- **Bikes on Cliffe** - Cllr Penton had also had a discussion with local riders about bikes on Cliffe and they would like to attend a PC meeting.
- **The Spinney** - The Council **NOTED** reports from Chairman Spicer and other residents about work needed to cut back the paths on the Spinney. It was **AGREED** that Cllrs and other volunteers will borrow some equipment and get help from the PC's contractor if needed to cut back the paths in the Spinney. It was **AGREED** that Clerk will ask SC for them to lead on a larger project to restore the whole Spinney site.
- **Arboretum** - Cllr Lister reported that the arboretum paths had been cut a few weeks ago and will be maintained, but inner sections will be intentionally left a bit wild for the benefit of wildlife, but this will be managed in a controlled way. It will be a contrast to how the land has been previously.
- **Bridge Inn /QEII Field wildflower meadow** – Work also needs to be done to maintain this. It was **AGREED** to thank the people who have been watering the trees (Cllr Lister to provide names).

h) Clerk's update report (appendix D)

The clerk's report was **NOTED**. This included the following updates (other matters are included separately on agenda):

- **Council email** - new accounts have been set up by SC and there will be a meeting on 9th June to discuss next technical steps
- **Audit** - all relevant documentation sent to external auditor and published on PC website (incl. Transparency info)
- **Road signs outside Packwood Haugh** have been correctly adjusted
- **Zipwire seat** on Doctor's Meadow field has been removed for repairs
- **Damaged traffic mirror opposite Ruyton Hall** – reported to SC but this is a private asset, so SC cannot replace it

29/23: Parish Matters – Council to receive updates and agree actions

a) Council assets

i. **Stone Cross damage – Council to receive update**

It was **NOTED** that Cllr Spicer has sent photos of a potential near miss (heavy tyre marks around the Cross) in the last week and had also shared photos with SC Highways demonstrating visibility and potential collision risks during lane closure on Olden Lane. Cllrs raised concerns about Dairi-Pak drivers getting lost

and causing damage to walls etc., when they have to turn around. There is no signage directing drivers to Dairy-Pak currently. It was **AGREED** that the Clerk will ask SC to add a sign for Dairy-Pak to the Standwardine signpost when it is repaired.

ii. War memorial name and info plaques - Council to receive update and agree actions

Clerk reported that the Stone Workshop have now sent the access info needed for LBC application so Clerk will do final updates and get this submitted to SC Planning department asap. As stonemason has requested a lane closure to work safely in the war memorial cave, Clerk had also contacted traffic management companies for estimates for traffic management for the duration of the works (max 2 days). One initial estimate is £705 (£819 incl.£60 VAT) for traffic management incl. permits for 2-way traffic lights, so the PC may need to consider whether it ought to cover some of this cost (a member of the public is covering the cost of the plaque and installation). Clerk had also contacted SC highways about the possibility of this work coinciding with the scheduled resurfacing in July-Aug, though it was not expected that this will be possible as planning permission will be needed first before stone work and traffic management can be booked in.

b) Platt bridge damage - Council to receive update

This had been reported to SC after the May meeting and despite serious concerns about the risk of additional structural damage being caused by HGVs, SC do not have any plans to introduce a temporary weight restriction to the bridge. The repair work is currently scheduled to take place at the same time as the planned resurfacing work in July/Aug this year.

c) Thriving Children Grant application

Council to ratify decision to apply for funding and receive update on application.

Councillors had previously agreed over email to apply for £25,000 of funding through the SC Thriving Children Grant to cover the cost of art/play therapy sessions for children and young people in the parish, and also to contribute match-funding of up to £4000 towards this initiative. It was **RESOLVED** to ratify those decisions, however, it was **NOTED** that the PC's grant application had not been successful, so the initiative will not now go ahead, and therefore match-funding will not be required. It was **NOTED** that the school had another project for which it may need financial support from the PC, so this will be added to the July meeting agenda for consideration.

d) Birch Grove matters

Council to receive update on concerns raised by residents and agree actions.

It was **NOTED** that there were no further updates on this matter since the Annual Parish Meeting either from police or residents.

e) Shropshire Housing Options and StaR Housing Association

Council to receive update on tenancy housing decision-making process and agree actions.

This was covered under SC Cllr Nick Bardsley report (item 28/23a). The meeting had been rescheduled to 8th June and therefore no update was available at this time.

SC Cllr Bardsley gave his apologies and left the meeting at 20.04.

30/23: Planning applications – Council to consider and agree/ratify responses

1. Cornerstone 12190732, Shelvock Hall – Pre-application consultation

Proposal: Proposed upgrade to the existing 23.5m High Alan Dick Lattice Tower. Existing 1No. 300mmø Dish to be removed and replaced with proposed 1No. 600mmø Dish and associated ancillary works. Existing Equipment Cabin to be refreshed internally.

After consideration it was **RESOLVED** to submit the following comments to WHP Telecom:
The PC has no concerns or objections to the proposed upgrades as they appear to be necessary.

31/23: Shropshire Council Planning decisions

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

1. [North West Relief Road Scheme, 21/00924/EIA](#) – Pending consideration
2. [Ruyton Hall, Olden Lane, ref: 23/00562/FUL](#) - Pending consideration
3. [New access, Ruyton Hall, Olden Lane, ref: 23/01632/LBC](#) - Pending consideration

32/23: Consultations – Council to consider and agree responses

- a) [Boundary Commission for England – Electoral Division Review Shropshire \(Stage 2\)](#) (deadline: **10.07.2023**)

Council to agree response, and to receive update on Community Governance Reviews

It was **RESOLVED** to send the following response to the BCE:

The Parish Council supports the draft proposals for Ruyton & Baschurch division.

As mentioned in the Clerk's report it was **NOTED** that Community Governance Reviews would need to go on the agenda again soon to agree comments to submit to SC in the autumn. Cllr Spicer had contacted residents who had already given feedback to see if their views on the boundary anomalies were still the same, and was contacting neighbouring PCs to gauge opinion on anomalies and possible changes.

- b) **Place Plan Priorities (deadline for additional priorities 07.08.2023)**

It was **AGREED** that Cllrs will meet on Zoom on Weds 21st at 7pm to discuss Place Plan. Some possible projects were suggested e.g. track around Doctors Meadow field, improvements to Village Hall (incl. access). Clerk will look at existing projects on plan and see if there is anything similar in terms of Village Hall improvements that may be applicable to Ruyton.

- c) [Local Cycling & Walking Infrastructure Plan](#) (deadline **16.06.2023**)

It was **AGREED** no response needed.

33/23: Finance – to consider and approve

- a) Receipts & payments May 2023
- b) Bank statement May 2023
- c) Bank reconciliation May 2023

It was **RESOLVED** to approve the above items 33/23 a-c.

The clerk recommended moving £10k from the PC's current account into savings so that the current account remains within the £85k FSCS limit. It was **AGREED** that the Clerk will check process for moving funds from savings back into current account, and will check accounts to see how much additional money could feasibly be moved into savings without impacting cashflow and will liaise with Councillors on email about this.

34/23: Payments – Council to consider and approve

- a) **Payments made between meetings:**

It was **RESOLVED** to authorise the following payments made between meetings:

- Shropshire Council, Streetlight energy Q1 direct debit, £312.61 (of which £52.10 VAT)
- Scottish Power, outstanding balance after final streetlight energy invoice adjustment, £0.12 (no VAT)

- b) **Invoices/reimbursements to be authorised**

It was **RESOLVED** to authorise the following payments.

- Clerk, June staffing costs, £885.93 (of which £10.61 VAT, £2.60 unrecoverable)

- HMRC, June PAYE and NI contributions, £134.89 (no VAT)
- NEST (Direct Debit), June emp'ee and emp'er pension contributions, £66.83 (no VAT)
- SALC, affiliation fees, £550.49 (no VAT)
- Highline Electrical Ltd, adjusting streetlight R23, £67.20 (of which £11.20 VAT)
- SDH Accounting, internal audit 2022-23, £185.75 (no VAT)
- Cllr A Lister, reimbursement for mileage (cost of living leaflets) and Annual Parish Meeting refreshments, £31.54 (of which £3.24 VAT)
- Ruyton XI Towns PCC, meeting room hire (April – July), £180.00 (no VAT)
- Business Services at CAS Ltd, insurance premium, £718.66 (no VAT)

It was **NOTED** that the premium had increased slightly since initial discussions at the May meeting, due to changes in cover level (i.e., increasing Fidelity Guarantee limit from £100k to £250k). After discussion it was **RESOLVED** to approve this new price and the payment.

c) Urgent invoices to approve after publication of agenda

None received

35/23: Correspondence received

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

- a) West Mercia Police newsletter (Oswestry Rural South) – It was **AGREED** Clerk will send them PC meeting dates.
- b) Police advice re. garage/shed security.
- c) Police campaign re. fraud (3 Steps to Protect) – This info had been published on the PC website.
- d) Roadworks: Cefn-y-Wern jct to Tedsmore (14-16.06.2023)
- e) Roadworks: Cefn-y-Wern jct to Haughton Farm jct (3-4.07.2023)
- f) Roadworks: Church Rd, Baschurch (10.07.2023 to 20.07.2023)
- g) Roadworks: Station Road, Baschurch level crossing (21-24 and 28-31.07.2023, night time closure only)
- h) Roadworks: Ruyton Rd, Baschurch, (01.08.2023 – 13.08.2023) – **AGREED** Clerk will check bus can get round diversion on Church Rd.

On a related note the Clerk asked Cllrs about a message received re. Platt Bridge closures as a member of the public had been told this would be in Sept, whereas the PC had been told July/Aug. Cllrs confirmed there were no official signs or other communications about this locally, but Cllrs will share a screenshot of Facebook discussions re. bridge repairs.

36/23: 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.

- **Trees** - Cllr Allison gave an update on some very old trees on Grug Hill (at least 150 yrs old according to old OS maps) in the parish that don't appear on the national register. Cllr Allison proposed that the 5 trees at Grug Hill should be measured, and species confirmed. It was **AGREED** Cllr Bibow will speak to the landowner about this. Cllr Penton notified the PC that there are other old trees on Olden Lane that may also need assessing and registering. It was **FURTHER AGREED** that Cllr Lister will pass on this information to the contact from Royal Forestry Society who helped with the Arboretum dendrology checks.
- **River Perry** - Cllr Allison updated the PC on a forthcoming Shropshire Wildlife Trusts project to re-wet the peat-moss land around the River Perry, believed to be the land north of the railway. Cllr Allison informed the PC that in the past the Perry was lowered from Milford bridge up to railway bridge so it would drain better as the whole area used to flood in winter. This project could possibly affect the parish in a good way, so PC needs to remain aware of it. This was **NOTED**.

- It was also **NOTED** that Riverside Cabins have put in place a mini-weir across the Perry and are planning to install hydroelectric generators. This will presumably need planning permission.
- **Hedgehog signs** – A resident has asked whether PC could fund some additional signs for Platt Bridge so they can be visible from both directions. These will cost £26.86 (incl. £4.48 VAT). It was **AGREED** that clerk will order these and have them delivered to Cllr Denyer.
- **Safeguarding presentation**- It was **AGREED** that if there is time at end of Place Plan Zoom meeting on 21st June Cllr Spicer will give safeguarding presentation, but if not, this will be scheduled for a separate date.
- **Covid measures** – As Covid measures are no longer required in doctor surgeries, hospitals etc., it was **AGREED** that PC meeting notices should continue to ask people not to attend meetings if they have serious symptoms of any illness, but otherwise there will not be any covid measures at PC meetings.

37/23: Next Council meeting – Council to agree

It was **AGREED** that the next ordinary meeting would be held Tues 4th July at 6.30pm at Victoria Rooms.

There being no further business, the Chairman thanked everyone for their participation and closed the meeting at 20.52pm.

Confirmed as accurate: _____ Chairman. Date: _____