

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON MONDAY, 21<sup>st</sup> OCTOBER 2013 AT 7.30 p.m.**

Present Councillors Ms J.L. Clements  
D.A. Cook  
R.J. Cotham  
D.S. Cowie (Chairman)  
M.J. Edwards  
S.J. Lawrence  
Mrs. J.C. Marsh  
R.S. Parr  
Mrs. V. Williams

Also present: Shropshire Councillor Mrs. Tina Woodward.

Apologies: Councillor J.R. Caswell – personal reasons  
Councillor D. Harris – work commitment

**SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Joanne Clements signed the Declaration of Acceptance of Office as a Parish Councillor.

The Chairman welcomed Councillor Clements and hoped she would find meetings interesting.

**DECLARATION OF INTERESTS**

No disclosable pecuniary interests were declared

MINUTES of the meeting held on 9<sup>th</sup> September 2013, having been distributed to all Councillors, were confirmed and signed.

**MATTERS ARISING FROM THE MINUTES**

137/13 Claverley in Bloom

Councillor Parr had submitted a report prior to the meeting which had been forwarded to all Councillors. In his report Councillor Parr had thanked everyone who had helped Claverley in Bloom to achieve another Gold award in the Heart of England in Bloom competition.

A site meeting had been held on 18<sup>th</sup> September with representatives from South Shropshire Housing Association and their maintenance contractors when it had been agreed that the contractors will clear the weed and bramble growth from the hedge and spray off the area of land between the hedge and the Boundary Close rear garden fences. The hedge will be allowed to grow but some of the new long shoots will be trimmed back slightly to encourage side shoots. The two dead trees, originally planted by the building contractors, will be replaced when bare root/rootball material becomes available later in the autumn.

Janet Ryan had volunteered to clear the weed growth from around the trees and shrubs which should reduce the likelihood of accidental damage when the bank was cut by contractors.

He reminded Councillors that removal of summer planting material and installation of the winter scheme will take place on Saturday, 26<sup>th</sup> October. 5000 daffodil bulbs will be planted on Saturday, 2<sup>nd</sup> November when as many volunteers as possible will be required.

Councillor Parr had attempted to arrange a meeting with the Vicar to discuss the “God’s Acre” project for the churchyard but there had not been a response from the Vicar.

Claverley in Bloom was arranging a fund raising event in the village hall on Saturday, 7<sup>th</sup> December.

#### 138/13 Aston Lane Bank

The Clerk reported that Alan Mottram, Robert Evans and John Shotton did not wish to submit quotations for cutting the bank due to other work commitments. Alan Mottram had put the Clerk in contact with Mark Archer who had quoted £500 + VAT to trim, rake and dispose of the cuttings. He was asked to re-quote for just strimming and had quoted £300 + VAT. Marvin Harris had quoted £280 to trim the bank and his quote was accepted.

#### 139/13 QEII Jubilee Field

Councillor Cook reported the community goal posts were in place. He had met Jo Derrer, the Headteacher to discuss issues relating to the field. It had been agreed that the Football Club will communicate with the School with regard to grass cutting, access, lining etc. and the Parish Council will focus on major projects such as the field restoration.

The Clerk had written to Greg Jones to thank him for his help and had requested an invoice.

#### 140/13 Claverley Website

Councillor Mrs. Williams reported she had collated the information received back from clubs and organisations. The next meeting of the sub-committee will finalise the information on the Parish Council. The Councillors agreed to their contact details being given and a parish council email address will be provided for Councillors.

#### 141/13 Parish Plan

In Councillor Harris’ absence the Clerk reported the working group had met on 25<sup>th</sup> September. Sally Beaman had agreed to form a broad based group to proof read and critically appraise the questionnaire and will report back to the Parish Plan Working Group. Work was now progressing on the Youth questionnaire. The next meeting of the Working Group will be on 23<sup>rd</sup> October.

#### 142/13 Street Lights

E.ON had supplied estimates of its charges for the installation of a street light purchased from another supplier and disconnection and reconnection charges. Charges for installation would be dependent on the make and manufacture.

E.ON had also provided a list of maintenance defects. Two columns in Clover Heath and one on

The Wold were leaning and in poor condition and required replacement. New isolators were required on 24 columns and two required new lanterns.

After discussion, it was proposed by Councillor Edwards, seconded by Councillor Lawrence and agreed by the Council to accept the quotation from English Lamp Posts for the purchase of 5 3.22m Victorian lamp posts with LED lights at £420 each + VAT.

**Action: Councillor Cotham will check with English Lamp Posts that they will be supplied in packages that he would be able to store**

#### 143/13 Christmas Lights

The existing Christmas tree lights had been purchased in 2003 and had given good service. However, as many of the lamp holders on the existing lights were faulty, Councillor Parr and Ken Jones had researched the commercial manufacturers of LED lights suitable for the Christmas tree. There appeared to be only two major commercial suppliers in the U.K. The light output of Lumalite's lights was poor, the colour was not a true blue and a 50 metre set would cost in the region of £1200. Councillor Parr had obtained a sample string of Blachere's blue LED lamps which he lit up for the Councillors to see. The opinion of those present was that the sample gave a good impact. A 25 metre string would cost £85.00 + VAT. Depending on the size of the Christmas tree, it was estimated 4-5 strings would be required. After discussion, it was proposed by Councillor Lawrence, seconded by Councillor Edwards and agreed by the Council to purchase 5 sets from Blachere.

The lights will be switched on at 6.15 p.m. on Sunday, 1<sup>st</sup> December following the Advent Service.

**Action: Clerk to invite Mary Baird to switch on the lights and ask the Headteacher to select a young pupil.**

#### 144/13 Bonfire and Fireworks Event

Arrangements for the Bonfire and Fireworks event were progressing. Councillor Cook reported that efforts were being made to find a solution for pedestrians to reach the venue safely. Suitable signage was required and he had obtained an estimate from Express Design & Print for 4 double, 6 single signs and arrows amounting to approximately £230 + VAT. It was proposed by Councillor Lawrence, seconded by Councillor Edwards and agreed by the Council to purchase the signs from Express Design & Print.

Jubilee Fireworks had quoted £1050 + VAT for a fireworks display, HFM Pyrotechnic's minimum display price was £7500 + VAT and Fireworks International would charge £1500 + VAT. Jubilee Fireworks' quotation had been accepted.

Councillor Parr had prepared a Risk Assessment which had been sent to Came & Co, who had confirmed there will not be any extra insurance premium. The Temporary Events Notice had been granted by Shropshire Council. A. & S. Lloyd had been booked to provide the pig roast and Space Mobiles will provide the portable toilets. Gordon Drury had agreed to provide the P.A. system.

145/13 Proposed Claverley Youth Club

Councillor Lawrence thanked Councillor Mrs. Woodward and Councillors Cowie, Parr and Williams for their help. He had updated Councillors on the progress that had been made. The Village Hall Committee and the School Governors had agreed in principle to their premises being used as a venue for the proposed Youth Club which he was hoping to launch in early 2014. Councillor Lawrence had already acquired two snooker tables and an interactive Whiteboard and was checking the availability of storage space. Flyers had been printed at a cost of £35.00 for distribution at the Bonfire and Fireworks event and for door to door mailing. It was proposed by Councillor Parr, seconded by Councillor Cook and agreed by the Council to pay for printing the flyers. The Chairman thanked Councillor Lawrence for all his work on this project.

146/13 Digbeth Lane Rubbish Skips

As Councillor Harris was not present, there was nothing to report. Councillor Cotham asked if the bin for rubbish from the chalet users will be removed during the winter. Councillor Mrs. Woodward said she believed Veolia would be removing the bin.

147/13 **UNITARY REPORT**

Shropshire Councillor Mrs. Woodward reported she had been contacted by a local resident with a request that a bus service be provided at least one day a week to allow for onward travel to Wolverhampton or Kidderminster. The Bridgnorth Community Bus team considered that the present service met the needs of most of the passengers. There would be an impact on other services if the timings were changed. Councillor Mrs. Woodward had asked Arriva to consider diverting the 890 service via Claverley and was awaiting a response.

Councillor Mrs. Woodward and Councillor Cotham had met Graham Downes and a gentleman from Mouchel to walk through Cotton's Holloway to discuss the scheduled work. It may be necessary to close the road for a further period to carry out the road repairs. Councillor Cotham had made suggestions with regard to signage for the diversion of traffic. A visit had also been made to the Hopstone Road scheme as Councillor Cotham had raised concerns about the new scheme layout and drainage issues. Graham Downes will be meeting John Williams on site to look at the issues.

**Action: The Clerk was asked to write to Mr. Downes to express the Parish Council's appreciation of the quality of construction work carried out at Hopstone**

Councillor Mrs. Woodward was investigating what had happened to the cast iron finger post which had been removed for renovation.

148/13 **PLANNING**

**Permission**

13/02556/FUL) Proposed refurbishment, alterations and extensions (including partial demolition 13/02557/LBC) affecting a Grade II Listed Building, Thornescroft Restaurant, Bridgnorth Road, Shipley for Mr. Graham Price (Brunning & Price Ltd.)

13/02897/FUL Proposed single storey extension, new window and detached garage with garden Store, Bulls Bank Barn, Ashford Bank, Claverley for Mr. and Mrs. K. Young

13/03148/LBC Construction of a lean-to extension and internal alterations to form new opening, re-building existing gable wall, Hopstone House, Hopstone for Mr. and Mrs. R. Cotham

**New Application**

13/03590/FUL Erection of single storey extension to rear elevation, first floor extension over existing garage to sided elevation, elevational alterations, 27 The Wold, Claverley for Mrs. J. Arnold  
The Parish Council did not have any objections

13/03649/LBC Installation of a lift affecting a Grade II Listed Building, The Old Vicarage, Bull Ring, Claverley for Mrs. D. Somerset  
Provided the application met with the approval of the Conservation Officer, the Parish Council did not have any objections

149/13 **AUDIT OF ACCOUNTS FOR YEAR ENDED 31<sup>st</sup> MARCH 2013**

Mazars, the external auditors, had completed the audit of the Accounts. Their report stated that on the basis of their review, the information contained in the annual return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Mazars drew the Council's attention that an adjustment to Box 8 for year ending 31<sup>st</sup> March 2012 had not been made to reflect that an amount of £101 noted on the bank reconciliation as petty cash was actually a creditor. With regard to fixed assets the 'book' value should usually stay constant until disposal. Where the insurance value has been used as a proxy, as the Clerk had done, it should not be adjusted for any subsequent changes. For completeness, the schedule of debtors and creditors provided to explain the difference between Section 1 Box 7 and Box 8 should detail the names of the organisations/individuals rather than just a list of the amounts involved.

150/13 **PARISH COUNCIL VACANCIES**

The Clerk reported she had not received any further applications.

151/13 **PARISH MATTERS**

Councillor Cook reported that street light at the entrance to The Paddock was not working.

**Action: Clerk to inform E.ON**

Councillors reported that various hedges needed cutting back, including the buddleia outside The Crown and the hedge outside Mr. Reade's house which made it difficult for pedestrians.

**Action: Clerk to speak to the householders and put an appeal in 'Halo' for hedges to be kept trimmed.**

Councillor Joanne Clements enquired whether it was permissible for landowners to put wire on stiles which meant dogs were unable to get through. Councillor Cotham said there was no requirement for landowners to provide access for dogs.

The Clerk had received a complaint that the pavement from Griffiths Green to the entrance to The Wold had become narrower which made it difficult for mothers with pushchairs or wheelchair users.

**Action: Clerk to inform Shropshire Council**

The Clerk had received a request for a finger post to be erected at the entrance to Orchard Close to indicate the footpath across Mr. Ham's field.

**Action: Councillor Cotham would try and obtain a finger post**

Councillor Cowie requested that the overgrown hedges on the staggered Draycott crossroads made pulling out difficult.

**Action: Clerk to speak to Mr. Wilkes**

152/13 **CORRESPONDENCE**

**Shropshire Council Highways Matters**

Following concerns raised by a resident via the Police, Shropshire Council had laid a traffic counter on the B4176 near the Hill End/Upper Ludstone junction to gather speed data for a 7 day period. Once the data has been collated the Parish Council will be informed of the outcome.

Shropshire Council had informed the Parish Council that consideration was being given to the introduction of double yellow lines in Spicer's Close and had requested the views of the Parish Council.

After discussion, the Council agreed unanimously to oppose the introduction of double yellow lines as it would move the parking problem from one area to another. The Council considered it was essential, due to health reasons, for some patients attending the surgery to be able to park near to the surgery.

**Action: Clerk to inform Shropshire Council of its opposition to the proposal.**

**Place Plan – Annual Review 2013-2014**

Shropshire Council had asked the Parish Council to review the information it held on investment priorities in this area and to notify Shropshire Council of any changes it wished to make to the Claverley Place Plan. The completed Annual Review Return should be signed off by the Chairman and Shropshire Councillor and returned to Hayley Deighton, Shropshire Council's Principal Policy Officer, by 31<sup>st</sup> January.

**Community Infrastructure Levy (CIL) –Neighbourhood Fund**

Information on the Neighbourhood Fund payments had been received. Shropshire Council will make the first Neighbourhood payments from April 2014.

CIL monies amounting to £2359.80 was held for Claverley to be spent on future local infrastructure projects identified in the Place Plan

**Bridgnorth Community Transport Group – Bus Service**

Confirmation had been received that the Bridgnorth Community Transport Group will be continuing to run a service from Claverley to Bridgnorth on Tuesday and Saturday mornings. To use the bus service, passengers need to become a member of the Group and pre-book their journeys.

### Notification of Road Closure

The Claverley to Upper Ludstone road will be closed from Monday, 21<sup>st</sup> October for 4 weeks to enable highway maintenance work to be carried out.

### SALC AGM

Notification had been received that the AGM will be held on Saturday, 2<sup>nd</sup> November at The Shirehall, Shrewsbury, 09.45 to 15.00. There will be a charge of £20 per delegate.

## 153/13 REPRESENTATIVES' REPORTS

### Rights of Way

Councillor Cotham reported that he had been contacted by two people regarding overgrown bridleways. Unitts Cross to the bottom of Dalicott bank - surface vegetation and obstructions caused by farm machinery had now been removed. Damson Hollow to the War Memorial at Chyknell was also overgrown. Rowdale Farm to Barnsley Lane FP88 new gate post supplied. Richard Wilkes had asked for 2 finger posts for FP83 - The Woodman to Wolmore Farm.

Councillor Cotham informed the meeting that a permissive path had been closed by the landowner between the junction of Ludstone lane and Sutton road and FP62/FP64 due to inconsiderate use.

## 154/13 CHEQUES

Chq. No. 001116	Jubilee Fireworks Ltd. – Deposit for fireworks display .....	£126.00
001117	cancelled	
001118	Claverley in Bloom – donation	£250.00
001119	Mrs. G.M. Price- Clerk's salary 13 weeks 01/07 to 29/09/13.....	£686.27
001120	Npower Ltd. – energy for street lights 01/07 to 30/09/13 .....	£787.30
001121	E.ON Sustainable Energy – repairs to street lights.....	£161.78
001122	Mazars – Fee for auditing accounts for year ended 31/03/13.....	£240.00
001123	CPRE – Annual subscription.....	£29.00
001124	Sportsjam Ltd. – junior goal post and sockets for QEII field .....	£476.66
001125	M. Thorrington Reimbursement for purchase of festoon lighting	£170.13
001126	R.S. Parr – reimbursement for purchase of 4 bags of Post Fast for installing goal post sockets.....	£14.76
001127	cancelled	
001128	Mrs. G.M. Price – reimbursement of charge for Broadband 7 <sup>th</sup> July to 6 <sup>th</sup> October 2013.....	£61.05
001129	M.E. Harris – strimming Aston Lane bank.....	£280.00
001130	Float for bonfire and fireworks event.....	£1000.00
001131	Teleprint Ltd. – flyers for Youth Club.....	£35.00

It was proposed by Councillor Mrs. Williams, seconded by Councillor Mrs. Marsh and agreed by the Council to pass the cheques for payment.

### ADJOURNMENT

There being no further business, the Chairman closed the meeting at 9.35 p.m.

Date of next meeting: Monday, 11<sup>th</sup> November at 7.30 p.m. in the Village Hall