

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON MONDAY, 10<sup>th</sup> MARCH 2014 AT 7.30 p.m.**

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

Apologies: Councillor R.J. Cotham – business reasons,  
                  Shropshire Councillor Mrs. Tina Woodward- personal reasons

**DECLARATION OF INTERESTS**

No disclosable pecuniary interests were declared

MINUTES of the meeting held on 10<sup>th</sup> February 2014, having been distributed  
to all Councillors, were confirmed and signed.

**MATTERS ARISING FROM THE MINUTES**

35/14 Claverley in Bloom

Councillor Parr informed the meeting that by kind permission of Keith Smith and with help of some Claverley in Bloom members, Claverley school children had planted 70 trees of native species on 3<sup>rd</sup> March at Ludstone.

Claverley School will be participating in a litter pick on Tuesday, 1<sup>st</sup> April. The Claverley Spring Clean will take place on Thursday, 10<sup>th</sup> April. Volunteers are asked to meet in the Bull Ring from 6.00 p.m.

36/14 QEII Jubilee Field

Councillor Cook had inspected the football pitch and there was a little wear either side of the main goal mouth. Councillor Lawrence had noticed the goal post sleeve caps were missing.

**Action: Councillor Cook would try and obtain some replacement caps**

Councillor Cook felt it would be difficult to find an external source of funds to carry out renovation of the surface of the field. He would liaise with Councillor Cotham and Councillor Parr to see if improvements could be made by the Parish Council.

37/14 Claverley Website

Councillor Williams reported that the training session with Kensa had been held but further training was required. There were some glitches in the system. Updates were being done. Disappointment was expressed at some of the mistakes made by Kensa. Councillor Marsh informed the Council that Councillor Williams had spent considerable time working on this project and the Council thanked Councillor Williams for all her work.

38/14 Parish Plan

The questionnaires had been forwarded to all the Councillors. Councillor Harris explained that the working group had tried to make them attractive and easy to complete. It was agreed that questions 6-10 in the Community Survey should be moved to the section dealing with Housing and Housing Design and the wording in question 16 in the Young People's questionnaire should be altered to take into account the Youth Club was starting in April. It was proposed by Councillor Lawrence, seconded by Councillor Marsh and agreed by the Council to approve the questionnaires.

Councillor Clements suggested a drop-in session be held for anyone requiring help to fill in the questionnaires.

39/14 Street Lights

The Clerk reported that English Lamp Posts had not supplied the technical information requested by E.ON. Mr. Johnson had expressed concerns regarding their lack of urgency and also that the units are not fit for purpose. After discussion, the Parish Council resolved to find another supplier of Victorian style street lights with LED lanterns.

**Action: Clerk to notify English Lamp Posts that the Parish Council will not be proceeding to purchase from them. Members of the sub-committee to try and find another supplier.**

40/14 Claverley Youth Club

Councillor Lawrence's report had been circulated to all the Councillors. The opening of the Youth Club will take place at 6.00 p.m. on Monday, 21<sup>st</sup> April and the Village Hall had been booked to the end of July which covered the trial period. Councillor Lawrence had been in contact with the Shropshire Youth Association as there would be benefits in becoming affiliated such as free advice and support, DBS checks and access to a minibus. The Village Hall Committee had asked Councillor Lawrence to attend their meetings.

Councillor Lawrence had prepared budget costs. After discussion, it was proposed by Councillor Edwards, seconded by Councillor Cook and agreed by the Council to fund the start up costs estimated to be approximately £1500.

**Action: Clerk to check with Came & Co. if the Parish Council's insurance would cover the Youth Club**

Councillor Lawrence had made inquiries about a container to be used to store Parish Council equipment such as Christmas lights. A 20 ft. or 40 ft could be purchased costing approximately £1500.

41/14 Spicer's Close Verges

Graham Downes, Shropshire Council's Highways Manager, had replied to the Clerk's inquiry as to whether Claverley in Bloom would be allowed to plant small low cost shrubs on the verge at the entrance to Spicer's Close to deter motorists mounting the kerb and parking on the verge. Mr. Downes had some issues with this suggestion as visibility at the junction should not be compromised and there might be public utility apparatus in this area. He suggested installing a number of small verge marker posts instead.

**Action: Clerk to ask Mr. Downes to check if public utility apparatus was located in this area and to arrange a site meeting. Clerk to contact Dr. Jones regarding the parking problems.**

42/14 Draft Budget for 2014/2015

Following discussion of the Budget at the January meeting, the Clerk had made the amendments agreed at that meeting. As the Youth Club was now proceeding and the Parish Council had resolved to pay the start up costs estimated to be £1514, this figure was to be entered in the Budget. As the Parish Council was making inquiries about purchasing a container to store items such as the Christmas lights, a figure of £1500 to be included for 2014/2015.

It was proposed by Councillor Lawrence, seconded by Councillor Cook and agreed by the Council to approve the Budget.

Councillor Clements offered to see if she could find an investment account with a better rate of interest than the Business Reserve account. She would also help the Clerk set up a system of reporting quarterly on the budget.

43/14 **UNITARY REPORT**

Councillor Woodward had not submitted a report.

44/14 **PLANNING**

**Permissions**

14/00036/FUL Erection of a gazebo, 1 Upper Ludstone, Claverley for Mr. C. Ropos

**New Applications**

14/00702/TCA Removal of one Leylandii tree within Claverley Conservation Area,  
All Saints' Church, Church Street, Claverley for Rev. Garry Ward  
The Parish Council did not have any objections

14/00778/FUL Erection of detached double garage, The Orchard, Aston Lane, Claverley  
for Mr. A. Snowdon  
The Parish Council did not have any objections.

14/00841/FUL Erection of single storey link extension between house and existing outbuilding  
to create additional living accommodation, The Gable House, Farmcote for  
Mr. and Mrs. M. Grainger  
The Parish Council did not have any objections.

14/00934/FUL Erection of rear extension comprising single and two storey elements, works to include external wall and roof insulation, replacement windows and Solar Tube array on south facing roof slope, 6 Danesbrook, Claverley for Mr. P. Pickerill. The Parish Council did not have any objections.

45/14 **REVIEW OF ADEQUACY AND EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL AND RISK ASSESSMENTS**

Mrs. Bailey, the internal auditor, had stated the internal control procedures were well documented and generally maintained. Risk assessments were produced for activities such as the fireworks and bonfire event, putting up and taking down the Christmas lights. A copy of NALC's draft model Financial Regulations had been received and Claverley's Financial Regulations were being updated. Councillor Clements offered to help the Clerk set up a Risk Register to show how the Council mitigates risks.

46/14 **PARISH MATTERS**

Councillor Lawrence reported there was a bad pothole outside No. 9 Griffiths Green.

**Action: Clerk to inform Shropshire Highways**

Dog fouling was continuing and the path from The Wold to the field was a problem area.

**Action: Clerk to see if Shropshire Council would provide more bins for dog excrement and whether Shropshire Council would empty bins purchased by the Parish Council.**

Councillor Parr reported that the road surface was in a very bad condition from Three Dwellings to Woundale and then continuing along Watery Lane. Some potholes had been repaired between Lawn Turns and Woundale but the road surface was poor.

**Action: Clerk to inform Shropshire Highways**

47/14 **CORRESPONDENCE**

Wolverhampton Airport – Tourism Paper

To allow sufficient time for committee members, local authorities, parish councils and organisations to submit their views on the potential future tourism opportunities for the airport and the local area, it had been decided the Tourism paper would be an agenda item for the Consultative Committee meeting on 18<sup>th</sup> June. The Tourism paper had been put together by Richard Thompson, Vice Chairman of Wombourne Parish Council but a proper business case was required.

**Action: Councillor Parr offered to put together a response.**

SALC Training

Due to the adverse weather on 12<sup>th</sup> February some people had been unable to attend the training on "Determining Planning Applications and the Presumption in Favour of Sustainable Development". SALC had therefore arranged another session on Thursday, 24<sup>th</sup> April at the Shirehall, 5.00 p.m. to 7.00 p.m. The charge will be £10.00 per person.

**Action: As Councillor Williams expressed an interest in attending, Clerk to make the booking.**

SALC had arranged a training session on “Do you know enough about your End of Year Accounts” on Thursday, 20<sup>th</sup> March at the Shirehall, 6.30 p.m. to 8.30 p.m. The charge will be £20 per person. The Clerk and Councillor Clements will attend.

#### SALC Area Committee Meeting

The SALC Area Committee meeting will be held on Tuesday, 25<sup>th</sup> March at Quatt Village Hall, commencing at 7.00 p.m. The speaker will be George Candler, Shropshire Council’s Director of Commissioning, who will give a presentation on Shropshire Council’s Commissioning Strategy. Consultation on the Strategy will end on 2<sup>nd</sup> May. Councillors Cowie, Parr and the Clerk hoped to attend.

#### Shropshire HomePoint Software Demonstration

An invitation had been received from Shropshire Council to attend a demonstration of the new Shropshire HomePoint Software System at the Shirehall on Wednesday, 19<sup>th</sup> March 10.00 a.m. to 12.00 noon.

#### 48/14 CHEQUES

Chq. No. 001162	Bridgnorth & District Crime Prevention Panel/Crucial Crew – donation for Crucial Crew event.....	£91.00
001163	Claverley Parochial Church Council – contribution to churchyard maintenance.....	£1500.00
001164	Councillor D.A. Whitmore – travel expenses to CIL briefing.....	£28.99
001165	E.ON Energy Solutions – repairs to street light.....	£102.47

It was proposed by Councillor Lawrence, seconded by Councillor Caswell and agreed by the Council to pass the cheques for payment.

Councillor Lawrence asked if he could receive a cheque in advance of the next meeting to cover some of the Youth Club start up costs. He undertook to provide the Clerk with an invoice. On receipt of the invoice, the Clerk to liaise with the Chairman and Vice Chairman regarding the issuing of a cheque.

#### ADJOURNMENT

There being no further business, the Chairman closed the meeting at 9.20 p.m.

Date of next meeting: Monday, 14<sup>th</sup> April at 7.30 p.m. in the Village Hall

Date of Annual Parish Meeting: Monday, 28<sup>th</sup> April at 7.30 p.m. in the Village Hall