

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

## Parish Council Meeting Tuesday 10 September 2024 at 7.30pm Pitchford Village Hall

### MINUTES – DRAFT

**24.9.1** The Chair welcomed all to the meeting and explained the proceedings.

**24.9.2 Present and Apologies**

**Present:** Cllr P Harrison – Chair, Cllr C Culliss, Cllr G Davies, Cllr K Faulkner, Cllr G Ball, Cllr R Morgan, Cllr T Johnson, Cllr A Hotchkiss, County Cllr D Morris, Mrs A Morris – Clerk

**Apologies:** Cllr J Long

**24.9.3 Declarations of Pecuniary or Personal Interest** – Cllr Davies declared an interest in item 24.9.20

**24.9.4 Minutes of Previous Meetings**

24.9.4.1 The minutes of the meeting on 9 July 2024 were accepted as a correct record with a correction to item 24.7.7 of the draft minutes regarding location of Pitchford septic tank

24.9.4.2 The minutes of the extraordinary meeting on 9 August 2024 were accepted as a correct record

**24.9.5 Public Session** – None required

**24.9.6 Shropshire Councillor's (SC) Report** – Cllr Morris updated the Council as follows:

- Green waste collection fee introduction – now available to sign up to online or by phone
- Household Recycling Centres (HRCs) – plans to shut one day a week have been dropped. Veolia will fund opening on that day until the end of the financial year. From 4 November 2024 residents will need to book in advance to use HRCs
- Demolition has begun at Shrewsbury Riverside
- SC received good Ofsted for looked after children
- The A49 will be closed at Church Stretton every weekend Friday pm-Mon am for 6 weeks from 11 October 2024. The petrol station will also be closed.
- The Cardington bus service 540 has changed operators to Minsterley Motors
- Shropshire Council has been set a target by the Government to build 2,059 new houses per year; double the previous target.

Cllr Harrison asked Cllr Morris what % of SC funds go to contractors' profits with so much work outsourced. Cllr Morris suggested submitting a FOI request. **Action: Clerk to submit FOI to SC**

Cllr Johnson raised issue of branch blocking Oaklands Lane. Cllr Morris suggested it would be quicker to resolve this locally as it would not be a priority for SC highways. **Action: Cllr Johnson to try to arrange for log to be moved. Cllr Morris to ensure SC keeps record of this blockage for future reference.**

#### Finance

**24.9.7 Payments**

24.9.7.1 The Council approved the following payments:

Signed:  
Date:

Chairman

## Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

Account	Payee	Item	Amount £
ABFPR&L	Clerk	August salary	368.22
	O2	Mobile phone	12.47
	Staves Stonemasonry	Pitchford Bus Stop	2,634.57
<b>Total</b>			<b>3,015.26</b>

24.9.7.2 The Council preapproved payment from CIL funds of invoice from JACs for village gateways if it is received and due before next meeting on the proviso that work has been completed and that the invoice does not exceed the quoted amount of £10,961 plus VAT.

**24.9.8** The Council accepted the Bank Reconciliation as presented by the Clerk.

**24.9.9** The Council reviewed expenditure against budget year to date.

**24.9.10** The Council approved the payment of 15 additional hours to the Clerk and approved the overspend this would incur to the budgeted salary line.

**24.9.11** The Council approved the Lightsource CBF grant application from Village Views for the payment of £250. **Action: Clerk to pay grant to Village Views**

### Clerk's Report

**24.9.12** Report on actions from the meetings on 9 July and 6 August 2024:

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
24.7.5	M Price to forward details of Highway fault reports to Cllr Morris to follow up	Yes	
24.7.5	Cllr Morris to check if there has been a change in SC policy re verges in 30mph zones	Yes	No change to policy. <b>Action: Clerk to inform M Price. Clerk to report lack of cutting of verges within 30mph zone in Acton Burnell on fixmystreet</b>
24.7.5	Clerk to get quotes to paint phone boxes	No	Clerk has obtained 1 quote and needs to get 2 more
24.7.7	Clerk to arrange for contact details of residents to be passed to Mr Keenan to follow up directly.	Yes	
24.7.7	Mr Keenan to let Council know maximum capacity of Acton Burnell sewage works	No	
24.7.7	Mr Keenan to look into issue of Pitchford septic tank and update Council on plans for this tank.	No	
24.7.11	Clerk to send reminder to SC that work is still progressing at Oak Barn, Ruckley	Yes	Awaiting further response from SC
24.7.13	Clerk to write to MP regarding state of roads, blocked drains and quality of pothole repairs	Yes	MP responded and will contact SC
24.7.16	Cllr Long to talk to E Jackson regarding cost and feasibility of undertaking clearance on a regular basis	Yes	See 24.9.16
24.7.16	Clerk to ask SC to clarify what the Parish Council can pay for without taking on liability and responsibility for footpaths	Yes	No response from SC <b>Action: Cllr Morris to ask for clarification</b>
24.7.17	Clerk to report to SC lack of path and fingerpost at maize field by Frodesley Lodge.	Yes	Maize field cleared

Signed:  
Date:

Chairman

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24.7.20	Clerk to instruct Staves to work on Pitchford Bus Shelter	Yes	Work complete
24.7.22	Clerk to respond to OPCC survey on behalf of Council.	Yes	
24.7.24	Clerk to clarify whether it is possible to have .gov.uk emails without 365 package.	Yes	See 24.9.22
24.7.24	Cllr Harrison to update Council on website traffic.	No	
24.7.25	Cllr Morris to ask portfolio holder whether central green collection point might be a feasible option.	Yes	No other Councils have raised this issue. Council decided to leave this issue for now.
24.7.26	Clerk to respond to Atlas.	Yes	See 24.9.20
24.8.9	Clerk to publish Notice of Conclusion of Audit	Yes	
24.8.10	Clerk to submit objection to planning application 24/02644/FUL	Yes	

### PC Working Documents

**24.9.13** The Council reviewed and agreed the following documents

- 24.9.13.1 Publication Scheme
- 24.9.13.2 Information scheme and schedule of fees
- 24.9.13.3 Personal Data Management and Audit Policy
- 24.9.13.4 Subject Access Request Policy
- 24.9.13.5 General Privacy Notice
- 24.9.13.6 Information Technology Policy
- 24.9.13.7 Data Processing Log

### Highways Matters

**24.9.14** None discussed

### Rights of Way

**24.9.15** **Golding-Pitchford Lane** – the Clerk has received an update from SC that this case is 4<sup>th</sup> on their list to be sent to the Secretary of State and they do not have an exact timeframe for this.

**24.9.16** **Foliage clearance on the old Roman road S of Pitchford** – The Council considered a quote from E Jackson to clear this path on a regular basis and decided to defer this item to the next meeting as it has not yet received a response from SC regarding any implicit liability/responsibility which would result from paying for this path to be cleared. The possibility of using volunteers was raised.

**24.9.17** **General issues** – none raised.

### Planning

**24.9.18** **New planning applications**

Ref: 24/03032/VAR (validated 5/08/24) – consultation deadline passed  
Address: Proposed Residential Barn Conversions to the South of Acton Burnell  
Proposal: Variation of Condition No.2 (approved plans) pursuant to planning permission 23/05535/FUL to amend the approved plans for Barn 1

**24.9.19** **Other planning applications/notices/enforcement issues** – No update

### Parish Matters

**24.9.20** **Mobile Coverage** – Cllr Harrison updated the Council on his meeting with Atlas. The company is seeking a letter of support from the Council for the positioning of a mobile phone mast at Frodesley Hall Farm. Atlas will prepare mock-ups photos of the mast from various locations. The Council decided to upload these images to the community Facebook page to seek feedback from local residents. The Council is unanimous in its support for

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improved mobile coverage and will send a letter of support at the end of September providing no serious concerns are raised on the Facebook page. **Action: Clerk to upload images to Facebook and draft letter of support**

**24.9.21 Shropshire Hills National Landscape Trust** – this organisation, formerly the AONB, is seeking applications to fund projects and have offered to speak to the Council.

**Action: Clerk to invite them to speak at Annual Parish Meeting in May 2025**

**24.9.22 .Gov.uk domain** – the Council decided to include transfer of website and emails to .gov.uk domain in and a website revamp in the budget for 2025/26.

**24.9.23 Netherwood Woodland Management Plan Consultation** – the Council had no comments/concerns on this plan.

### Time, Date & Place of Next Meetings

**24.9.24** 7.30pm on Tuesday 19 November 2024 at Pitchford Village Hall.

DRAFT

Signed:  
Date:

Chairman