

# DRAFT MINUTES OF BITTERLEY PARISH COUNCIL MEETING HELD ON

Monday 19th February 2024

**Clerk:** Michelle Parker Tel: 07943762988

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**Present:** Mrs. A Holman (Chair), Mr R Osbourne, Mr. P Martin, Mr. J Reardon-Smith, Mr. G Dolphin, Mr. R Watkins, Mr. P Martin, Mr. J Readon-Smith, Mr D Rogers, Mr T Millard, and Mr. J Gatehouse.

**ALSO IN ATTENDANCE:** Michelle Parker (Clerk), Mr. S Jones and Mr R Huffer

**The Meeting commenced at 7.10pm**

	ITEM	ACTION
2023/129	<b>Apologies:</b> None	
2023/130	<b>Public participation:</b> None	
2023/131	<b>Shropshire Councillor Report:</b> The plan to build the multi-storey car park in Ludlow has been cancelled. Northern relief road in Shrewsbury will go ahead.	
2023/132	<b>Declarations of Interest:</b> None.	
2023/133	<b>Approval of Minutes:</b> Councillors approved minutes, Cllr. A Holman signed minutes.	
2023/134	<b>Clerk's Report:</b> The Clerk announced that the website would undergo maintenance on February 21st from 8 am to 12 pm for a server upgrade. A letter from Saint Mary's Church was acknowledged expressing gratitude for the £500 maintenance grant received.	
2023/135	<b>Planning:</b> a) 24/00412/PAAFC Field Barn, Crow Leasow Farm, Middleton, Ludlow, Shropshire, SY8 3EE - The planning dept. has already approved – no action required from the Councillors. b) 24/00077/FUL Cleeton Cottage, Cleeton St Mary, Kidderminster, Shropshire, DY14 0QU – in reference to the Garage extension, no objections recorded, no action required. c) 24/00220/FUL The Conifers, Clee Stanton Road, Bitterley, Ludlow, Shropshire. - Mr. Jones presented his plans, the Parish council had previously considered objections due to roof height and the dormer, the required replacement of stone with brick on the front, and the conversion of a single skin wall to double skin. Cllrs. agreed to reject the current plans. Cllr. A. Holman proposed lodging an objection with the planning dept., while empowering the planning committee to take the necessary	

	decisions and actions following the resubmission of the revised plans which had taken account of changes. Cllr. R Osborne seconds the proposal, all agreed. The Clerk is tasked with submitting the objection before Thursday's deadline.	Clerk
<b>2023/136</b>	<b>Grant Policy:</b> Cllr. J Readon-Smith presented the revised grant policy, seeking feedback particularly around the three-month timeframe for applications. Cllr. A Holman stressed the importance of setting a time limit to focus applications. Following a discussion and vote, all but one councillor (Cllr Millard) agreed that a three-month timeframe would be applied to applications for a Grant. The clerk was tasked with adding the Grant policy and application form to the website. Cllr. A. Holman suggested advertising the grant in West of the Clee.	Clerk
<b>2023/137</b>	<b>a) Roads - U8306 - Roundthorne to Bitterley, surface dressing:</b> Concerns were raised about the feasibility of surface dressing given the current state of the road condition, structural work was deemed necessary for the road. Potential farming activities that take from May to August may be hindered by the road closure. There is an opportunity to provide feedback to Shropshire Highways via email: <a href="mailto:Highwaysconsultation@shropshire.gov.uk">Highwaysconsultation@shropshire.gov.uk</a> . Cllr. A Holman proposed that the Clerk send an email highlighting the road's condition and the necessity of addressing potholes, drain clearing and road edge maintenance before considering surface dressing, Cllr. R Watkins seconded the proposal. Which was unanimously supported.	Clerk
<b>2023/138</b>	<b>D Day 80 on 6th June:</b> The D-Day 80 celebrations in June were discussed. There was a suggestion to involve neighbouring parishes in organising a joint event around lighting a beacon on Titterstone Clee Hill. No one expressed an interest in organising the event, it was decided that no action would be taken.	
<b>2023/139</b>	<b>Volunteers to Assist Parish Council:</b> The idea of enlisting volunteer assistance for the maintenance of defibrillators and the development & maintenance of the council's website was discussed. The Clerk would train and coordinate the volunteers to manage regular defibrillator upkeep. Council members unanimously agreed that regular defibrillator checks should be carried out by volunteers. To recruit volunteers for these roles, Cllr Rogers was assigned to find someone in Middleton, Cllr Dolphin for Cleeton, Cllr Holman for Fardon and Bedlam and Cllrs. R Osbourne and R Watkins for Bitterley.  Cllr. R Osbourne proposed engaging someone to aid in website development, a motion seconded by Cllr. A Holman.	Cllr Holman Cllr Osbourne Cllr Dolphin Cllr Rogers Cllr Watkins  Cllr Holman
<b>2023/140</b>	<b>AGM 18<sup>th</sup> March 2024 Update:</b> The aim was to confirm the guest speaker and the date for the Parish AGM, which is separate from the regular meeting. As per regulations, the	

	AGM must be held between the 1st of April and the 1st of June. Cllr. A Holman had spoken to Janet Cobb from the RSVP project, believing that her expertise would be of interest. Everyone expressed their approval for this choice. Janet Cobb preferred an April date; the hall is also available on that date. Cllr. A Holman proposed Janet Cobb as the guest speaker for the AGM on the 22nd of April, which was seconded by Cllr. J Gatehouse. There was unanimous agreement on this proposal.	
<b>2023/141</b>	<p><b>Financial Matters:</b></p> <p>No additional payments were made in the last month</p> <p>Approved Payments -</p> <ul style="list-style-type: none"> <li>i. Michelle Parker YTD 2023 HMRC January payment = £125.00</li> <li>ii. Michelle Parker Norton Security payment = £64.99</li> <li>iii. Michelle Parker January inc. HMRC Salary =£227.34</li> </ul> <p>The proposal by Cllr. A Holman was to proceed with making the payments apart from the £40.00 due to Rocking Horse Media who did not provide an invoice. All agreed.</p>	
<b>2023/142</b>	<p><b>Action List:</b></p> <p>Cllr A Holman went through the action list, the progress made was discussed and future actions record:</p> <p><b>Additional to the agenda items:</b> Cllr. T Millard raised the complaints he had received from parishioners about parking issues near Bitterley school. Access to the post-box and defib had been restricted due to cars being parked too close. It was suggested that that this matter should be communicated to the chair of governors at Bitterley School. Cllr A Holman proposed that individuals affected should write directly, it was decided that Cllr. A Holman would draft a general letter addressing the parking situation, particularly in front of the defibrillator. The motion was proposed by Cllr T Millard and seconded by Cllr. R Osbourne.</p>	
<b>2023/143</b>	<p><b>Items for the next Agenda:</b></p> <p>None discussed.</p>	
	Meeting closed at 21:30	

Mrs. A. Holman Chair to Bitterley Parish Council