

**MINUTES OF THE BITTERLEY PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 8<sup>th</sup> September 2021**

Clerk; Sue Jones Email ; [Bitterleypc@gmail.com](mailto:Bitterleypc@gmail.com) Tel ; 01584 890375

Website ; Bitterley.org.uk

**PRESENT**: Mr T. Millard (Vice Chairman), Mr. C. Chillingworth, Mr J. Gatehouse, Mr. P Martin, Mr R. Watkins, Mr. J. Reardon-Smith and, Mrs. K. Wheeler

**ALSO IN ATTENDANCE**: Sue Jones (Clerk) and Mr Richard Huffer – Shropshire Councillor

**The Meeting commenced at 7.00pm**

	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>
2021/28	<b>Apologies:</b> Richard Osborne(Chairman), Mrs A. Holman and Mr D. Rogers	
2021/29	<b>Public Participation</b> Although no public attended, an email from a resident was received to be read out. The resident was wondering that now we have got the hedgerow in the field opposite the village hall cut down, will it be maintained at a reasonable level before it grows too thick again. The councillor's response to this was that the landowner was responsible for this being done and hopefully they will continue to maintain the hedge to a reasonable height.	
2021/30	<b>Declarations of Interest:</b> None	
2021/31	<b>Minutes of the Parish Council Meeting held on 14<sup>th</sup> July 2021</b> <b>To confirm the Minutes of the Council Meeting held 14<sup>th</sup> July</b> minutes were <b>APPROVED</b> , and it was <b><u>RESOLVED</u></b> that the minutes be signed and <b><u>ADOPTED</u></b> as a true record. Proposed by TM and seconded by PM. <b>Minutes to be signed by Chairman.</b>	
2021/32	<b>Clerks Report</b> <ul style="list-style-type: none"> <li>Still have not received report from Andy Keyland, I have emailed to follow it up. Agreed to email Nuria Smith who has been given to us as a contact for highways issues.</li> <li>Up until today there has been no response from anyone in Cleeton St Mary to become a councilor, but I have now received a registration of interest from Henry Chance who has links with the ward. I have invited him to the next meeting. JG to contact other potential interested residents of the ward.</li> <li>Ludlow Safer Neighborhood team have been contracted about the speeding in Middleton, but I have had no response yet. There has also been no response to the 3 concerns that has been sent.</li> <li>The potholes in the ford have been marked but no repairs done yet. This has also been reported by a number of residents.</li> <li>Clerk only had 3 members of the public respond interested in the Defibrillator training that was advertised in the WoTC. I will allow for</li> </ul>	<b><u>Clerk to contact NS</u></b>          <b><u>Clerk to arrange training date</u></b>

	10 councilors to attend and will re-advertise once I have a date from the trainer.	
<b>2021/33</b>	<p><b>Roads</b></p> <p><b>a) Middleton Road Edges.</b> The edges of the road along the B4364 to and through Middleton have broken and need reinstating with kerbs to prevent this happening in future plus road worn warning signs repainted.</p> <p><b>b) Dhustone Meeting</b> JRS attended a meeting on the 1<sup>st</sup> September between Caynham Parish Council, Police and residents as on the 18<sup>th</sup> July 2021 a 999 call was made due to an issue with a resident at Dhustone and a vehicle user but apparently no response was made. The Police said they can't do anything as it stands. The best thing to do is to take a photo of any offence and send it to the Police. It was discussed about the possibility of the Landowner putting up a gate that could be locked, to stop people going up the top at night. It was agreed to ask Inspector Nicola Roberts to the November meeting.</p>	<p><u><b>To be reported to SC</b></u></p> <p><u><b>Clerk to invite Inspector NR to the November meeting</b></u></p>
<b>2021/34</b>	<p><b>Website</b> Councillors were interested in knowing how many hits the website has, clerk to ask the Website administrator to find out. Residents don't seem to be aware that the website is there. The information needs to be up to date and relevant. For eg. Bin collections, road closures, flood alerts. Councillors to review what is currently on the website, item to be added to the next agenda for decision on how to move forward. Should the site have lots of information or the minimum that is required by legislation?</p>	<u><b>Next Agenda for discussion</b></u>
<b>2021/35</b>	<p><b>Notice Boards</b> The clerk has put a notice up at Snittton to ask if residents think the notice board should be replaced, or if it is needed, but there have been no responses. When the notice was put up, someone has fixed part of the board back onto a post, so was useable. It was agreed to continue using the board in its current state but not to replace it. The clerk has looked at the phone box to see if it is a possible site for a board. You could fix a board by wedging wood into the sides, as cannot fix into the metal. Estimated cost could be £80. Councillors thought that this was not a good idea and that the Clerk should get a quote for repairing the current notice board.</p>	
<b>2021/36</b>	<p><b>Highways Maintenance Grant</b> A discussion was had to decide what works should be prioritised for the use of the grant. It was agreed to ask Andrew Clayton to revisit the areas that he did last year and if it would be possible for him to have a drive around the Parish with Mr Gatehouse to see what other areas may need attention. There is a gully by the Solar Farm that needs attending too, could Mr Clayton advise if he can do the work or if it needs reporting to SC.</p>	<u><b>Clerk to contact Mr Clayton</b></u>
<b>2021/37</b>	<p><b>Councilors' Use of Private email Addresses</b> It is recommended, though it's not an absolute requirement, that councilors should use a dedicated parish council email address for council business rather than their personal email addresses. The main issue is surrounding the use by individual councilors of private email addresses, is not so much to do with any legal requirements but rather the potential need to comply with a Freedom of Information request that requires the publication of email correspondence.</p>	

	<p>Where records are to be recovered from private email addresses it can be difficult to confirm that all records have been searched for relevant data and demonstrating compliance when data is held in personal email accounts could be difficult.</p> <p>The issues were discussed but it was agreed that councilors continued to use their personnel email address.</p>										
<b>2021/38</b>	<p><b>Financial Matters</b></p> <p><b>a) Payments made since the last meeting</b> None</p> <p><b>b) Accounts for payment</b></p> <table border="0"> <tr> <td>Chq No. 719</td> <td>D Forster</td> <td>£80.00</td> </tr> <tr> <td>Chq No. 720</td> <td>S Jones (Salary July – Sept)</td> <td>£419.62</td> </tr> <tr> <td>Chq No 721</td> <td>S Jones (HMRC July – Sept)</td> <td>£105.00</td> </tr> </table> <p><b>c) Financial Summary:</b> Balance of £23,245.94</p> <p><b>d) To agree Grant and Donation Policy</b> To be adjourned to the next meeting. TM and RO to circulate revised draft.</p>	Chq No. 719	D Forster	£80.00	Chq No. 720	S Jones (Salary July – Sept)	£419.62	Chq No 721	S Jones (HMRC July – Sept)	£105.00	<b><u>Next Agenda for discussion</u></b>
Chq No. 719	D Forster	£80.00									
Chq No. 720	S Jones (Salary July – Sept)	£419.62									
Chq No 721	S Jones (HMRC July – Sept)	£105.00									
<b>2021/39</b>	<p><b>Planning Items:</b></p> <p><b>39.1 Planning application decisions already made by SC</b></p> <p><b>39.1.1 21/02654/FUL</b> – 20 Dhustone Lane – Erection of rear extension and internal alterations. PC supported the application following a site visit on 29<sup>th</sup> June and SC Planning approved on the 16<sup>th</sup> July.</p> <p><b>39.2.1 Planning applications for consideration</b></p> <p><b>39.2.2 None</b></p> <p><b>39.3.1 Planning Terms of Reference</b></p> <p><b>39.3.2</b> To be adjourned to the next meeting.</p>	<b><u>Next Agenda for discussion</u></b>									
<b>2021/40</b>	<p><b>Reports</b></p> <p><b>2021/40.1 Caring for Gods Acre CC</b> It was agreed that this was not the responsibility of the Parish Council and that it can only be discussed by the Church Council. CC was asked to contact the church.</p> <p><b>2021/40.2 Village Hall Agreement – Solicitors – TM</b> RO and TM have visited a solicitor to discuss the legality of the agreement held about the Village Hall and the legal owners. The solicitor has given a quote for the work.</p> <p><b>2021.40.3 Village Hall Report</b> Finances are sound with approx £30k in bank from all the Covid grants. Replacement chairs being pursued and events back up and running e.g. harvest super, skittles, coffee mornings and community breakfasts. Mower purchased, gardening group active and 100 club starts again from September onwards.</p> <p><b>2021/40.4 Time Capsule</b> The time capsule that was buried 25 years ago when the Village Hall and The Glebelands were built, now has a confirmed location and RO will be talking to the school about engaging in a village activity to open it and also to investigate the possibility of a new time capsule to bury alongside the existing one.</p>										
<b>2021/41</b>	<b>Close of Meeting: 22.00 pm</b>										