

# MINUTES OF BITTERLEY PARISH COUNCIL MEETING HELD ON

Monday 15th April 2024

**Clerk:** Heather Coonick Tel: 07817 607355

**Website:** Bitterley.org.uk **Email:** [Bitterleypc@gmail.com](mailto:Bitterleypc@gmail.com)

**Present:** Mrs. A Holman (Chair), Mrs K Parry, Mr. G Dolphin, Mr. J Readon-Smith, Mr. D Rogers, Mr R Osborne, and Mr. R Watkins

## ALSO IN ATTENDANCE:

Minutes taken by Cllr R Osborne

The Meeting commenced at 7.05pm

	ITEM	ACTION
2024/159	<b>Apologies:</b> Apologies were received from Cllr Millard, Cllr Huffer, Cllr. J Gatehouse. Cllr P Martin.	
2024/160	<b>Public participation:</b> No members of public so public session was held.	
2024/161	<b>Shropshire Councillor Report:</b> Mr R. Huffer sent his apologies.	
2024/162	<b>Declarations of Interest:</b> None.	
2024/163	<b>Approval of Minutes:</b> Councillors approved the minutes from 18 <sup>th</sup> March 2024, Cllr. A Holman signed the minutes. Noted that 2023/151, strike last sentence	
2024/164	<b>Clerk's Report:</b> Heather the new clerk will be present for next meeting. There has been limited access to emails to provide an update, being resolved and a message put onto the clerk email to direct any urgent items to Cllr Holman.	
2024/165	<b>Planning:</b> Farden: 24/01188/FUL being considered by the planning committee. Cllr Holman due to visit and feedback with Cllr Reardon Smith.  24/00836/FUL Farm barn works for sale of produce. Cllr Reardon Smith has viewed. No apparent issues of concern identified. Proposed Cllr Reardon Smith that no comment, seconded Cllr Holman, agreed.  18/04139/FUL Middleton historic application, Middleton end of Henley lane. Cllr Rogers feedback that most aspects of the development are as to plan. However there are a number of items that are variations to the original planning permission and conditions. The brickwork appears	

	<p>different to original application submission. There is an additional door to the side of the garage and solar power tiles installed on a roof. The planning permission included a parish council recommended condition regarding replanting of a hedge at the front access. There is currently a brick wall built at the front entrance either side. We are not aware of any variation of condition application having been made to Shropshire Council.</p> <p>Proposal by Cllr Reardon Smith to identify with Clerk the mechanism to report apparent variation of planning conditions to Shropshire Council, to highlight the presence of the brick wall in particular. Seconded by Cllr Holman. All agreed.</p>	
<b>2024/166</b>	<p><b>Volunteers to Assist Parish Council - Update</b></p> <p><b>a) Website</b> Mr. B. Shacklock has been provided information through Cllr. Holman who will collaborate with Mr. Shacklock and the Clerk to develop the website.</p> <p><b>b) Defibrillators</b> Middleton, Cllr Rogers to keep an eye on this one until a local volunteer identified. A defib training session to be organised. Contact details for volunteers to the clerk. Training by original provider.</p>	<p>Cllr. Holman Clerk</p> <p>Clerk</p>
<b>2024/167</b>	<p><b>Co-option/ Councillor Vacancy Update:</b> Still one vacancy exists Discussed potential for someone from Bedlam that is currently under-represented. Cllrs to consider/ encourage contact with the Chair or directly to discuss parish councillor role and also encourage them to come along to a meeting to see if appropriate for them. Not to be actively advertised again but see what word of mouth can achieve.</p>	<b>All Cllrs</b>
<b>2024/168</b>	<p><b>Ledwyche – Progress on Community Liaison Group</b> Cllr Reardon-Smith provided an update on planning condition plans being submitted by LOCOGEN. Complaints procedure has been clarified better and likely Shropshire council will discharge as no concerns being raised by parish council. Construction Traffic management plan. This had some issues identified in regard of having a simple, clear instructions to drivers and ongoing operational activity to help protect the bridge. Feedback has been given to LOCOGEN. Changes desired. ACCURA reported that due to Western Power requirements the position of the DNO's transformer may be altered. This could affect noise impacts and therefore the concern has been raised to Shropshire Council who are considering the situation. Wildflower meadow. Possible alternative being proposed that is not full wildflower. Not clear reasoning behind this and whether biodiversity net gain would be equivalent. Grazing plan. Expected to be provided soon. More plans / documents for discharge of conditions anticipated. Shropshire council normally determine if discharged or not within 6</p>	

	<p>weeks. It is understood that all of these conditions are required to be discharged before work on site starts.</p> <p>There is too much information to run through at council meeting so Cllr Holman proposed that a separate meeting be held when more plans are received to review. Cllrs Holman and Reardon-Smith to arrange.</p> <p>Proposed by Cllr Reardon Smith that the Community Liaison Group and the Complaints procedure scheme be noted and agreed by the council and Cllr Reardon Smith inform Shropshire Council that we are happy with the current format. Seconded Cllr Osborne. All in favour.</p>	<p><b>Cllrs H and RS</b></p> <p><b>Cllr. RS</b></p>
<b>2024/169</b>	<p><b>Employment of New Parish Clerk</b></p> <p>Cllr. Holman proposed personnel committee draft contract for Heather Coonick for the position of Parish Clerk. Seconded by Cllr Rogers. All in favour.</p>	<b>Personnel Committee</b>
<b>2024/170</b>	<p><b>Environmental maintenance grant.</b></p> <p>Grant needed to be applied for is £780 proposed by Cllr Holman , seconded by Cllr Dolphin. All agreed. Clerk to submit application</p> <p>Clarity needed on what works the lengthsman can do in Cleeton St Mary. Need to ensure whether Highways to maintain or what we can cover from parish budget.</p> <p>Desire to get specific ditches in Cleeton cleared put forward by Cllr Dolphin.</p> <p>Clerk to make contact with the lengthsman, introduce and with Cllrs Dolphin and Gatehouse check scope of works. To request where possible that arisings from ditch clearance to be put on the opposite side to the road of the ditch.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>2024/171</b>	<p><b>Financial Matters:</b></p> <p>Approved Payments -</p> <ol style="list-style-type: none"> <li>Michelle Parker final payment of salary and HMRC based on average 4.5 hrs a week - .£1,022.94 Proposed Cllr Holman, seconded Cllr Osborne.</li> <li>Bliss technology. Parish council computer check undertaken by Michelle Parker. £60.00</li> <li>Microsoft 365 subscription. Cllr Holman to obtain a receipt then request reimbursement. £59.99</li> <li>2 defib batteries running low to be replaced. Clerk to source.</li> <li>Stationary and office supplies budget of £100 proposed</li> </ol> <p>Proposed by Cllr Holman. Seconded by Cllr. Watkins.</p> <p>All agreed to the payments being made and stationary budget delegated to the clerk.</p> <p>Discussion on data security and back up. To be on next agenda.</p>	
<b>2024/172</b>	<p><b>Action List:</b></p> <p>Cllr A Holman went through the action list, discussed progress made and recorded future actions:</p>	

	<p>Getting out to see more people about smartwater and get them registered discussed. Cllr Osborne to send out property list. Cllrs Millard and Holman have some kits available for handing out.</p> <p>Notice boards, quotes being sought by Cllr Reardon-Smith.</p> <p>Streetlights. Feedback from Cllr Osborne that quotes have been sought from 3 companies recommended by Shropshire Council for decommissioning of 5 streetlights unused / not working. One to be replaced with a light that turns off at 11pm at Bedlam at the notice board.</p> <p>Discussion on footpaths. Crossing of Bensons brook at top of Beldam road footpath has been closed. To be investigated as known to be a popular route.</p> <p>Henley 1 landscaping/tree-planting discussed. Cllr Reardon-Smith to seek an update from the landowner/company.</p> <p>Drainage mapping continuing Cllrs Holman and Gatehouse.</p> <p>Henley 40 MPH speed limit now in place. Suggested clerk to contact police to request, as a new speed limit, this has some monitoring / enforcement.</p> <p>Other items ongoing.</p>	
<b>2024/173</b>	<p><b>Defib Bitterley parking issue</b></p> <p>Letter from school sent, some information has gone out to parents.</p> <p>Cllr Osborne to ask Bridget Cherry to put sign in defib asking people to keep clear for access.</p>	
<b>2024/158</b>	<p><b>Items for the next Agenda:</b></p> <p>Data security and back up for council, e.g. back up of emails, correspondence, etc.</p>	
	<p>Next meeting note change of date: 13<sup>th</sup> May 2024.</p> <p>Annual Parish Meeting Monday 22<sup>nd</sup> April 7pm</p> <p>Janet Cobb giving a talk on restoring verges.</p> <p>Meeting closed at 20.50</p>	

Signed by Mrs. A. Holman Chair to Bitterley Parish Council: \_\_\_\_\_

Date: \_\_\_\_\_