

BITTERLEY PARISH COUNCIL

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MINUTES 17th JUNE 2024

Members: Cllrs A Holman (Chair), G. Dolphin, J. Gatehouse, P. J. Martin, T. Millard, R. J. Osborne, Karen Parry, J. Reardon-Smith, D. W. Rogers and Mr R. Watkins. **In Attendance:** Cllr Richard Huffer (Shropshire Council) and H Coonick (Clerk/RFO)

2024/192 Apologies: None

2024/193 Public Participation: No members of the public were in attendance

2024/194 Shropshire Councillor Report: No report.

2024/195 Declarations of Interest

- i. To declare any Disclosable Pecuniary Interests: Cllr P Martin (item 199)
- ii. To declare any Non-Pecuniary Interests: None

2024/196 Approval of Minutes

To confirm the minutes of the meeting held on the 13th May 2024.

RESOLVED: to accept the minutes as an accurate record, signed by the Chair.

2024/197 Decide Upon Eligibility to Adopt the General Power of Competence:

RESOLVED: to adopt the General Power of Competence.

2024/198 Clerks Report: Insurance from 1/6/24 with Zurich. The website provider is working on recovering missing documents from pre 2022 and improving accessibility. Shropshire Council are reducing the Environmental Maintenance Grant by 50%. The village hall has been booked for the meetings for the year to May 2025, and the dates will be sent to the West of Cleve Magazine.

2024/199 Planning

- a) [24/01719/FUL](#) - Replacement of current barns for storage of general agricultural materials including hay and straw for the over winter period of cattle. Lower Court Farm, Bitterley, SY8 3HF: (Cllr Martin left the meeting.) Cllr Reardon-Smith reported that after site visit there were concerns regarding a) Biodiversity Net Gain b) Errors in the drawings c) Drainage and d) Materials

RESOLVED: to object to the application.

2024/200 Repairs and Maintenance

- a) Notice Boards: (Cllr Martin returned to the meeting.)

RESOLVED: to purchase notice boards for Snitton Gate and Bedlam at a total cost, including delivery and installation, of £3,000. The Neighbourhood Fund, generated by Titterstone Cottages development, will fund the Bedlam board. Mr Nightingale will be approached for this task.

- b) Telephone Boxes: a new floor is needed in the Bedlam box.

- c) Streetlights: to decommission the lights owned by the parish council would be in the region of £6,000. Cllr Osborne will investigate grants for decommissioning.

RESOLVED: to replace the bulb at Bedlam at a cost of £449.27 and inform residents that it will be an LED light.

2024/201 Volunteers to Assist Parish Council - Update

- a) Website: Cllr Holman will meet with the volunteer to discuss the Parish Council website.

- b) Defibrillators: The Clerk will arrange a briefing session for volunteers on maintenance of the defibrillators.

2024/202 West Mercia Police Community Charter Priorities:

RESOLVED: to request attendance by a member of the Neighbourhood Team at the next meeting to receive crime statistics for the parish and decide on new priorities.

2024/203 Police and Crime Commissioners Request for Suggestions to Shape the Police and Crime Plan: members of the public are urged to respond to the request.

2024/204 Ledwyche – Progress on Liaison Group: Seven conditions have been submitted to Shropshire Council (SC). a. Traffic Management – routes need to be clear to protect the bridge and safety of pedestrians. No Access signs need to be installed at Ledwyche. b. Sheep Grazing – alternatives need to be specified if this is not economical, with maintenance of the site to be reviewed every five years.
RESOLVED: to submit objections to the discharge of conditions.

2024/205 Audit (Cllr Millard abstained from voting on these items).

- a) Review the Financial Report: for 2023-24 the income was £10,679.56, expenditure was £9,623.46. The carry forward to 2024-25 is £19,704.93.
RESOLVED: to accept the report.
- b) Review the Internal Auditors Report: Mr K Adam, internal auditor, states that in his opinion the internal controls objectives have been carried out in a sufficient manner and he has signed the Annual Governance and Accountability Return (AGAR)
- c) Review and Sign the Annual Governance Statement:
RESOLVED that the system of internal control was satisfactory and the chair and Clerk signed the statement.
- d) Review and Sign the Annual Accounting Statement:
RESOLVED: that the statement present fairly the financial position of this authority.
- e) Authorise and Sign the Certificate of Exemption:
RESOLVED: that the council can confirm that it can certify itself as exempt from External Audit.
- f) Agree the Dates for the Notice of Public Rights:
RESOLVED: to set the dates as the 1st July – 9th August 2024.

2024/206 Financial Matters:

- a) Adopt the Financial Regulations
RESOLVED: to adopt the Financial Regulations.
- b) Approve Payments:
- i. Information Commissioners Office: £35
 - ii. H Coonick and HMRC (Salary for April – June): £776.88
 - iii. H Coonick (Travel for April & May): £26.55
 - iv. Zurich Insurance: £410.65
 - v. A Holman Reimbursement for Microsoft 365: £59.99
 - vi. K Adams Inv 24-018 Auditor: £105
 - vii. HMRC Unpaid Tax and National Insurance: £813.12
 - viii. Rocking Horse Media Ltd (Website) Inv 21 & 27 £200
 - ix. SALC Affiliation Fee Inv 2356 £449.11
 - x. Post Office (Shropshire Council Energy Costs) inv 7272506 £239.89
 - xi. Notice Boards £3,000
 - xii. Streetlight at Bedlam £449.27
- RESOLVED:** to authorise payments i. to xii.

- 2024/207** **Review and Adopt the Risk Assessment:** deferred to the next meeting.
- 2024/208** **Request for a Memorial Bench in Clee Stanton Road, Bitterley:**
RESOLVED: to refer to the Village Hall Committee.
- 2024/209** **Councillors Report:** None
- 2024/210** **Action List:** Cllr Reardon-Smith will write to SALC on actions regarding Henley 1.
Round Thorn junction is to be removed from the Action List.
- 2024/211** **Items for the next Agenda:** a) Elect a Chair of the Planning Committee b) Biodiversity
Policy c) Risk Assessment d) Environmental Maintenance Grant e) Tree
Warden/Environmental Warden.

Next Meeting: 7.00pm Monday 15th July 2024 at Bitterley Village Hall

Signed by the Chair:

Date: