

HADNALL PARISH COUNCIL

Minutes of the meeting held at Hadnall Village Hall on 14th May 2018, after the Annual Meeting.

18/032 Public Question Time

A parishioner asked for further information on the Parish Council's progress with improving road safety in the village. She was advised that this would be discussed fully under item 9 on the agenda for the meeting.

18/033 Present

Parish Councillors: Mr. Slater (Chairman), Mr. Clifford, Mr. Duxbury, Mr. Harrison, Mr. Bell, Mr. Brisbourne. Parish Clerk: Mrs. Smith-Wells. 3 Members of the Public.

18/034 Apologies

Mrs. Rees-Pullman, Mr. Davies, Shropshire Councillor Simon Jones.

18/035 Declarations of Interest

Mr. Harrison declared an interest in item 11 (close resident).

18/036 Minutes of the Meetings Held on 12th of March and 5th of April 2018

Signed as correct records of those meetings.

18/037 Progress Reports

- a) Smart Water rollout: It was agreed that a) there would be a manned stall at the forthcoming fête; b) Mr. Duxbury would visit those households who had not yet come forward. He will organise ID badges for this purpose; c) explanatory literature would be included in the "village welcoming packs" for new residents. Resident Mr. Collins agreed to arrange.
- b) Purchase of Hadnall Bowling Green: The solicitor has confirmed that once the seller's solicitor has provided a sale plan, the purchase documents will be ready for signing. It was agreed to approach Galliers to ascertain their plan for the future of the car park near to the bowling club, once the Church View development is complete. **ACTION:** Parish Clerk to contact Galliers.
- c) Village Hall: Councillor Duxbury reaffirmed that the running of the village hall may require financial assistance from the Parish Council, in the future. Councillor Clifford advised that the village hall accounts will be available for inspection upon completion of the audit.
- d) Playground: Concerns were expressed over the delay in carrying out the last RoSPA recommendations. **ACTION:** Parish Clerk to request an update from Mr. Davies, to obtain and circulate to Councillors a copy of the last report and to check with Shropshire Council when the next inspection will take place.
- e) Additional seats for the village: The seats have been ordered.
- f) Street Lighting Renewal Programme: Councillor Duxbury gave details of the quotation from the contractor: replacement of all light fittings £10,850, replacement of 5 concrete columns £2,475 and swapping over of power supply £1,275, giving a total of £14,600. It was proposed, seconded and resolved that the light fittings be replaced with new ones as and when they require repairing. **ACTION:** Mr. Duxbury to chase details of rolling programme of replacement.

18/038 Accounts

- a) It was proposed, seconded and resolved that the quotation of £323.43 as the insurance premium for 2018/19 (Zurich Insurance) be accepted.
- b) It was proposed, seconded and resolved that the following payments be approved:

£235.89	Parish Clerk's salary, mileage and Working from Home Allowance for April
£340.96 & £113.65	Electricity for streetlighting from Scottish Power
£88.50	Street light repair by Highline Elect.
£228.00	Community Hub hosting by Web Orchard
£70.00	Internal Audit fee for Mrs. L. Pardoe
£323.43	Insurance premium for 2018/19

- c) It was noted that income of £46,792.00 had been received from Shropshire Council (precept and Neighbourhood Fund payment).
- d) It was proposed, seconded and resolved that the end of year accounts report and bank reconciliation prepared by the Parish Clerk, be approved.
- e) The Parish Clerk reported that the accounts for 2017/18 had been successfully audited. It was proposed, seconded and resolved that the Internal Auditors report be accepted.
- f) It was proposed, seconded and resolved that the Parish Council approves the Annual Governance and Accountability Return (and associated documents) prepared by the Parish Clerk for External Audit. **ACTION:** Parish Clerk to submit the documents to the External Auditor by the deadline.

18/039 General Data Protection Regulations

- Prior to the meeting, the Parish Clerk circulated the following draft documents (as recommended by SALC): General Privacy Notice, Email Privacy Note, Subject Access Policy, Personal Data Management and Audit Policy April 2018, Data Audit template and details of the Lawful Bases. Councillors considered the documents and agreed that by adopting them, the Parish Council would be as close to compliance by the required date, as is possible at this stage. It was therefore proposed, seconded and resolved that they be adopted by the Parish Council. **ACTION:** Parish Clerk to put the documents on the website and email signature etc.
- It was also proposed, seconded and resolved that the Parish Council a) endorses the Action Plan set out by the Parish Clerk and notes the detail set out in pages 1 to 25 of the NALC Toolkit; b) addresses the appointment of a Data Protection Officer (DPO) once options are further clarified by NALC; and c) until it has been formally clarified as to how a Parish Council may appoint a DPO, the Clerk should be appointed as the Data Protection Compliance Officer and her job description amended to reflect this. **ACTION:** Parish Clerk to amend Job Description.

18/040 Traffic, Road Safety and Pedestrian Crossing

The Chairman opened the floor to a member of the public who expressed her desire to see a puffin crossing in place of the existing zebra crossing. Councillor Duxbury reported that previous correspondence from Shropshire Council indicated that traffic data gathered previously does not prove to them a need for a puffin crossing. A meeting with a consultant had led to the following suggestions: that the Parish Council requests a Stage 3 Safety Audit of the scheme undertaken; that a surface inspection is carried out; and that a 7-day video survey of existing crossing use is carried out. It was proposed, seconded and resolved that the Parish Council commissions a consultant independent of Shropshire Council to carry out a Stage 3 Safety Audit of the existing crossing. It was

further proposed, seconded and resolved that a sum of up to £2,500 be allocated to fund this exercise. **ACTION:** Mr. Duxbury to identify suitable consultants.

- The Chairman opened the floor to a member of the public who expressed his concern over a statement that the Parish Council intends to install traffic lights in the centre of the village. It was clarified that this statement referred to a puffin crossing which has traffic lights and not to a new installation of ordinary traffic lights elsewhere.
- Regarding possible data gathering software for the flashing speed signs, it was agreed to investigate further and to obtain approval from Shropshire Council, as they own the signs. **ACTION:** Mr. Duxbury to progress with this project.
- It was proposed, seconded and resolved that the school should be requested to arrange for an education officer from Shropshire Council to attend the school and present road safety advice for children. **ACTION:** Mr. Duxbury to liaise with the head teacher.

18/041 Proposed Footpath past the Moat

Councillor Bell reported that permission had been granted by Mr. James Thompson for the Parish Council to improve the footpath that runs across the Sansaw Estate land by the moat. As a result, Councillor Bell had submitted the necessary application forms to Historic England to request permission to carry out work on the area of ridge and furrow. It was agreed that the path should be wide enough to allow for pedestrians to walk in pairs and constructed of material that will allow those with pushchairs to walk with ease. Mr. Bell was thanked for this work with this project so far. **ACTION:** Councillor Bell to continue to pursue.

18/042 Village Pond

- A short, tentative discussion about the (privately owned) pond in the centre of the village resulted in the agreement that the Parish Council should *informally* approach the owners to see if there was any possibility they would sell it to the Parish Council for them to maintain.
- It was agreed not to pursue the idea of “Duck Crossing” signs.

18/043 Planning

Councillor Harrison reported the following:

- 18/01869/FUL Erection of two 2-storey part glazed pavilion style B1 office buildings and creation of car parking on land at Sansaw Business Park. It was proposed, seconded and resolved that the Parish Council supports this application. **ACTION:** Parish Clerk to post a comment to that effect on Shropshire Council’s planning register.
- 17/05454/FUL: Construction of 4 houses on site of Saracens car park. Awaiting decision by Shropshire Council. Following a complaint that the site notice is not prominently displayed, it was agreed that the Parish Council should contact the Planning Case Officer. **ACTION:** Parish Clerk to contact Planning.
- 17/05053/FUL: Sunnyside Farm – change of use of agricultural buildings to commercial use. Awaiting decision by Shropshire Council.
- 18/01552/FUL 2 storey extension at 16 Chapel Road. Permission granted.

18/044 Highways and General Village Matters

- a) Streetlight repairs: light on throughout the day in Wedgefields. **ACTION:** Parish Clerk to report.
- b) Road repairs: the poor road surface through the village was discussed. It was agreed that the Parish Council should request funding from Shropshire Council’s portion of CIL money, for resurfacing. **ACTION:** Parish Clerk to pursue.

- c) Footpaths: Shropshire Council have still not cleaned the footpaths. It was agreed that the Parish Clerk should chase. **ACTION:** Parish Clerk to contact Shropshire Council. The Parish Clerk reported she is also waiting for a quotation from the Probation Service. It was agreed not to pursue the purchase of a pavement cleaner. It was agreed that the Parish Council's mowing contractor should be asked to include one mower width of cutting from the 30mph hour sign to Ladymas Lane. **ACTION:** Parish Clerk to contact the contractor.
- d) It was reported that the drains are blocked on the north east side of the Abbots Lea entrance. **ACTION:** Parish Clerk to report to the developers.
- e) Mr. Harrison reported that 2 extra volunteers had come forward for AED training. He also reported that the device may require replacing in a few years' time at a cost of around £750. It was agreed to include an amount in the 2019/2020 budget.
- f) It was agreed that the Parish Council would ask James Thompson if the Sansaw Estate would provide a life belt at the moat. **ACTION:** Parish Clerk to email James Thompson.

18/045 Correspondence

- Councillor Duxbury read out a letter from the P3 Group regarding footpaths. The letter outlined work required to a footpath close to Chapel Road and contained a request for funding. It was agreed that the Parish Council would devise a grant application form and send one to the P3 Group. **ACTION:** Parish Clerk to devise form.
- The Parish Clerk had received a list of RAF Shawbury events for the forthcoming year. It was agreed that she would put a copy on the website. **ACTION:** Parish Clerk to display a copy on the website.

18/046 Urgent Decisions Since the Last Meeting

None made.

18/047 Councillors' Reports

None.

18/048 Items for Future Agenda

No new ones suggested.

There being no further business, the meeting closed at 21.35.

.....(CHAIRMAN)(DATE)

Date of next meeting: Monday 9th July 2018

MRS. K.M. SMITH-WELLS, CLERK TO HADNALL PARISH COUNCIL

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