

# Llanyblodwel Parish Council

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## Minutes of the Meeting of Llanyblodwel Parish Council held on Thursday 11<sup>th</sup> January 2024 at 7.30pm in the Llanyblodwel and Porthywaen Memorial Institute.

**Present:** Cllr A R Beckett (Chair), Cllr R Argyle (Vice-Chair), Cllr N Williams, Cllr B Edwards, Cllr T Lewis, Cllr P Shellard, Cllr B Cross, Cllr H Dixon.

**In attendance:** The Clerk (Mrs Amy Jones). Shropshire Councillor Vince Hunt. 5 members of the public.

## MINUTES

### 1.24 Apologies for absence

To receive apologies for absence.

Apologies for absence received and **ACCEPTED** from D Counsell.

### 2.24 Disclosable Pecuniary Interests

a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. **None declared.**

b) To consider applications for dispensation. **None received.**

### 3.24 Public Participation Session

A period of 15 minutes will be set aside for the public to speak on any items on the agenda.

Members of the public present spoke on the following matters:

#### Item 5d - Development East of Kilinside – 21/04296/FUL – Permission Granted

Issues were raised with regards to the scale, height and intrusiveness on the neighbouring property. This has been raised as a complaint at stage 1 and 2 with Shropshire Council, logged with Planning Enforcement and has now been raised with the ombudsman. The local MP has also been written to. A request was put to the Parish Council to send a letter to Shropshire Council and the local MP, reiterating these issues regarding the size of the properties and loss of privacy to the neighbouring property. To be discussed by Councillors under Item 5.d.

### 4.24 Minutes

To confirm the minutes of the Meeting of the Parish Council held on 9<sup>th</sup> November 2023.

It was **RESOLVED** to confirm the minutes of the Meeting of the Parish Council held on 9<sup>th</sup> November 2023 and a copy was signed by the Chair as a true and accurate record of the meeting.

### 5.24 Planning Matters

#### a) Planning Decisions, Updates and Appeals – To note

I. **Reference:** 23/04551/PMBPA (validated: 24/10/2023)

**Address:** Prospect Farm, Llanyblodwel, Shropshire

**Proposal:** Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to Dwellinghouses (Use Class C3), and for building operations reasonably necessary for the conversion

**Decision:** Refuse

II. **Reference:** 23/04095/FUL (validated: 18/09/2023)

**Address:** Garage South West Min Y Dwr, Llanyblodwel, Shropshire

**Proposal:** Conversion and change of use of existing garage, office and storage building, into a 2 bed holiday let for tourism purposes

**Decision:** Refuse

**NOTED.**

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- b) **Planning Applications for consideration** (Please view Shropshire Council Planning Register online prior to the meeting. **None received at date agenda was published.**
- c) **Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council’s website. None received.**
- d) **Development East of Kilinside – 21/04296/FUL (permission granted)** – consider concerns raised by residents.  
 It was **RESOLVED** that the Parish Council write to Officers at Shropshire Council stating that residents have contacted Councillors, through letters and attendance at a meeting, to raise material planning concerns about the Development East of Kilinside (21/04296/FUL) and want confirmation as to whether the development is being built in accordance with the consented planning permission. The Parish Council is, therefore, seeking clarification with regards to the issues raised, which we understand have been raised directly with yourself, as well as with enforcement and confirmation that, if parts of the development are found to not be complicit with the approved plans, the appropriate action will be taken.

6.24

## Reports

- a. **Clerk’s Report. NOTED.**

Matter reported to Clerk / matters ongoing / update	Action Taken
<p><b>Llynclys Crossroads</b>            Speed concerns Bryn Melyn to Llynclys crossroads            Email SC to ask for an assessment and solutions. Possibly signage to warn motorists of children at play area, narrow bridge and elderly residents crossing road, possibly reduce speed to 30mph.</p> <p>Highways England – awaiting a further report following the meeting. Followed up 15.08.23 and Highways England are still researching options to try to improve the junction. The PC will be provided with an update as soon as the research and investigations are complete. Follow up email sent 30.10.23.</p>	<p>Improved signage included in 2022/23 SC Highways Budget. Requested an update and date for installation as no progress.</p> <p>On-going.</p>
<p><b>VAS</b>            Post now installed and VAS to be moved from Dolgoch to Bryn Melyn. Data to be obtained.</p>	<p>To note.</p>
<p><b>Outstanding Highways maintenance:</b></p> <ul style="list-style-type: none"> <li>• Llansantffraid Junction - still waiting for the lining order to be finalised, so we have chased this with the contractor. Update on Fix my street – this work is now scheduled as part of the maintenance programme.</li> <li>• Blodwel Bank - The edge of carriageway defects should be done by end September and the local technician will monitor this.</li> <li>• The ditching should be done by or carried out in November – chase up.</li> <li>• Various road signs broken / lying flat – reported on Fix my Street</li> <li>• Llanyblodwel Bridge – Camera has not yet been erected.</li> </ul>	<p>On-going.</p>
<p><b>Turner’s Lane</b>            A site meeting took place on 16.08.23 with The Clerk, Cllr Hunt, a Highways Technician, Cllr Counsell and a resident.            The source of the issue is on Llynclys Hill which is owned by Shropshire Wildlife Trust. Shropshire Council to liaise with</p>	<p>On-going</p>

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them to discuss a possible solution as when the water reaches Turner's Lane and runs down the lane, it becomes a Highways issue. SC to also liaise with ROW as the Bridleway is now barely rideable.	
<b>FOI Request</b> An FOI request was received on 13.11.23 for certain information in relation to the development currently under construction on the land East of Kilnside. The request was responded to in line with policy and the requirements of the Freedom of Information Act.	To note.
<b>Defibrillators</b> 4 x new pads are required in 2024 as the current ones expire Sept 2024. To be ordered by the Clerk in August.	To note.

- b. **Councillor Reports** (*Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas*)  
**Cllr Argyle attended Shropshire Fibre Gigabit Webinar – a resume of the session was provided and NOTED.**
- c. **Police Report**  
The Police report was **NOTED**.
- d. **Shropshire Councillor Report.**  
Cllr Hunt reported that Shropshire Council's Budget is currently out for consultation until 29<sup>th</sup> January and savings of £51million need to be made. **NOTED**.

7.24

## Finance

- a) **To approve the following payments. RESOLVED** to approve the following accounts for payment:

Cheque No/BACS ref	Payee	Details	Amount (inc VAT)
26	A Jones	Clerks Salary (9 weeks), mileage, HOA, reimbursement for Office 365 and backdated pay to 1 <sup>st</sup> April 23.	£902.56
27	HMRC	PAYE Payments	£242.85
28	Whittington PC	Donation towards printing costs and use of printer – Nov-Jan (3 months)	£25.00
29	Llanyblodwel & Porthywaen Memorial Institute	Hall Hire 2023	£160.00
300008	A.G. Royce	Grasscutting in Closed Churchyards Ivy Removal – Llanyblodwel Moss Removal - Morton	£2835.00 £450.00 £120.00
DD	Shropshire Council	S/Light Energy – 3 <sup>rd</sup> Quarter – paid by DD 25.12.23	£178.51
DD	Unity Trust	Quarterly Bank Charges – paid 31.12.23	£18.00

- b) **To note income received.**

Llynclys Aggregates – Donation for Dolgoch Noticeboard - £623.00  
Unity Trust Quarterly Interest paid 31.12.23 - £161.91  
**NOTED**.

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- c) To approve the bank reconciliation up to and including 31<sup>st</sup> December.  
**APPROVED.**
- d) **3<sup>rd</sup> Quarter Budget Report** – Consider (included as part of the 2024/25 budget).  
**Considered and NOTED with no issues or queries raised.**
- e) **Internal Controls** – Review the Council’s system of Internal Controls and note that the accounts will now be given to Cllr Counsell to carry out a mid-year review and report back at the March meeting. **NOTED** and Cllr Counsell to provide a report at the March meeting.
- f) **Internal Transfer** – To approve a transfer of funds from the savings account into the current account. It was **RESOLVED** to approve a transfer of £6000 from the savings account into the current account.
- g) **LGA Pay Agreement for 2023/24** – To note the new pay scales for 2023/24 and backdated pay to 1<sup>st</sup> April 2023. **NOTED.**

8.24

## 2024/25 Budget

- a) **General and Earmarked Reserves** - Consider the Clerk’s report in relation to earmarked reserves and the council’s general reserves policy.

The Clerk reported that the Parish Council’s General Reserve is estimated to be around £5200 at the 2024 Year End. This is around 5 months NRE. The Parish Council’s Policy is to retain a General Reserve of around 12 months NRE (around £12,000). The Year End General Reserve will be added to in April 2024 with the VAT refund from 23/24 which will increase the General Reserve by around £1200 to around £6500. It was **RESOLVED** to accept the risk of holding a lower general reserve at this stage as the Parish Council is reluctant to raise the precept any higher than proposed and there will be an estimated £8660 held in Earmarked Reserves at the end of the Financial Year. The proposed budget estimates adding £276 to General Reserves.

- b) **To consider the budget proposal and items prepared by the Clerk, presented under the following headings:**

- I. Income (Receipts)
- II. Staff Costs and Admin (Payments)
- III. Parish Maintenance and Projects (Payments)

Considered and **APPROVED** and **AGREED** under item c.

- c) **To agree the budget for 2024/25 and agree the parish precept**

The precept of £12,650 is a 5.4% increase on the 2023 precept which equates to a 5.80% increase on the Band D Council Tax Charge (£2.59).

It was **RESOLVED** to **APPROVE** the 2024/25 budget as follows:

(All figures are net (excluding vat))

It was **RESOLVED** to set an expenditure budget of: £13,055.00

It was **RESOLVED** to estimate income (excluding the precept) at £681.00

Net Revenue Expenditure - £13,055.00

Expenditure from Earmarked Reserves - £0.00

Expenditure from General reserves - £0.00

Addition to General Reserves - £276.00

9.24

## Annual review of council regulations and procedures

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Policies, procedures and practices in place in respect of the Parish Council’s obligations under freedom of information and data protection legislation:
  - I. Publication Scheme
  - II. Privacy Policy
  - III. Document Retention Policy
  - IV. Personal Data Management Policy
  - V. Security Incident Response Policy
  - VI. Subject Access Policy

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e) Accounting Procedures Risk Assessment

f) Parish Council Policies:

- I. Complaints Policy
- II. Health and Safety Policy
- III. Risk Management Scheme, Risk Register and Asset Inspection Schedule
- IV. Accessibility Statement

**RESOLVED** to approve and Clerk to check with SALC regarding standard updates to Standing Orders.

10.24

## Asset Management / Parish Maintenance / Parish Matters

a) **Closed Churchyards**

- I. Wall repairs – Receive an update on the ordered work. No update available on the work ordered at Morton. Clerk to follow up.
- II. Headstone Inspections – Receive a report from the Clerk following the latest health and safety checks in the Closed Churchyards. The Inspection Reports were **NOTED**.

b) **Bench and Noticeboard in Bryn Melyn** – Receive an update on the funding application made to STAR Housing. No response received from STAR Housing, despite emails requesting an update on the application for funding. Clerk to follow up.

c) **Noticeboards** for Llanyblodwel and The Bryn – Receive an update on possible funding and locations. The Clerk reported that Lloyds Animal Feeds have agreed to fund the noticeboard in Llanyblodwel. The proposed location at the junction is currently being reviewed by Shropshire Council Highways and a section 50 permit may be required – fee to be discussed. Evans of Oswestry to be approached to see if they would install another FOC. The update was **NOTED**, Lloyds Animal Feeds to be thanked for their generous donation and it was **RESOLVED** that when the location is confirmed and installation agreed, the Clerk be delegated responsibility to go ahead and order the noticeboard. It was **FURTHER RESOLVED** that a noticeboard for The Bryn be looked at once the Llanyblodwel one is complete.

d) **Red Phonebox at Llanyblodwel** – Discuss renovation and possible uses – receive an update from Cllr Argyle following discussions with Café Blodwel. Cllr Argyle reported that there is no update available at present, possible uses are still being discussed by Café Blodwel. Defer to March meeting.

11.24

## D-Day 80 – 6<sup>th</sup> June 2024

Discuss.

Various suggestions were discussed including an event at the Village Hall. Possible lighting of the beacon. **RESOLVED** that the Community Group get together to discuss ideas and bring these back to the next meeting.

12.24

## Correspondence - To note:

- a. SALC and NALC Newsletters and Bulletins.
  - b. PCC Newsletters
  - c. North Shropshire Project Gigabit Progress Update 30/11/23
  - d. Quarterly update from Helen Morgan MP
  - e. Road Closure: Penygarrag Lane, Llynclys. 27th March 2024. Road Closure - Road closure required for the safe access of blockage clearance. Works Promoter: Openreach. Works Promoter Ref: BC008WF7T
  - f. Town/Parish Boundary Review – Update
  - g. SALC 2024 Training Schedule
  - h. Shropshire Council – Budget Consultation 2024/25
- NOTED.**

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13.24

**Next Meeting**

To note that the date and time of the next meeting.  
Thursday 14<sup>th</sup> March – 7.30pm

**The Chairman closed the meeting at 20.22**