**Minutes of Clungunford Parish Council meeting**

**November 2018**

The statutory meeting of Clungunford Parish Council was held on **Wednesday 14th November 2018 at 8.00 pm** in the Village Hall.

**Present:**

Chairman: Cllr Jonathan Roberts. Cllr Anne Gledhill; Cllr Maureen Rooney; Cllr Keith Arbery; Cllr John Elliot; Cllr Mary Bason; Cllr Neville Rollason; Cllr Mike Tucker

Clerk: Mr Max Maxwell

**Attending:**

Mr Mark Disley (until item 41)

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**Business**

**35 – Declarations of Interest**

There were none.

**36 – Apologies**

There were none.

**37 – Minutes of the last meeting**

These were read and agreed as accurate.

**38 – Matters arising**

Cllr Roberts indicated that the consent has not been issued yet for the Heath Farm planning application and indicated that there may be sufficient grounds for review of this application.

**39 – Guidance for new Clerk**

The clerk informed the councillors of some difficulties relating to taking over the role from the previous clerk. There are issues relating to:

* communication with HMRC
* updating our bank mandate, and
* storage and filing of council papers.

The clerk will look to address these before the next meeting and report any risks identified.

Councillors agreed to start receiving copies of relevant correspondence from the clerk by email. Most of these will be for information but the clerk will endeavour to indicate if any action is required. Councillors can ask for items of interest to be put on the next agenda if required.

Councillors agreed that the clerk will send out a draft agenda about two weeks before a meeting for anything to be added. A final agenda will be sent at least 4 days before the meeting and displayed on the council notice board.

**40 – Planning matters**

The council discussed a proposed planning application by Mr Mark Disley for an affordable residence that could be eligible for a rural planning exemption. The council agreed to support the application in principle. They agreed to this support with the condition that the property is screened from the valley below. This is similar to the support that was offered when an open-market application was made previously.

Action – clerk to inform Mr Disley’s planning agent of the decision.

**41 – Co-option of new Councillor**

No request to hold an election has been made following notice of a casual vacancy. The council therefore considered expressions of interest to be co-opted to the council.

After discussion the council voted to invite Mrs Elizabeth Lyster to be co-opted.

Action – Cllr Roberts will contact Mrs Lyster

**42 – Correspondence**

A letter regarding footpath access was discussed but the offending blockage has now been removed so no action was deemed necessary.

**43 – Authorisation of Payments**

The council agreed to update the bank mandate so that cheque signatories will be Cllrs Roberts, Arbery, Tucker and the clerk. Any two of these would be required to sign cheques. The clerk will also have access to online banking for the council accounts.

No clerk salary payment can be made until issues relating to HMRC contact are resolved.

**44 – Parish Matters**

The following problems on local roads were identified:

* School Lane drain blocked
* hedge blocking visibility at Longmeadow End junction
* road between Shelderton and the Leintwardine Road at the Lynches is in very poor condition
* the hedge by the Severn Trent facility at Abcott is a problem from the village to the corner
* potholes on road from Abcott to Twitchen

Action: Clerk to take these up with the Shropshire highways department

**45 – Date of next meeting**

Wednesday 9th January 2019

The meeting concluded at 9.00pm

**Max Maxwell**

**Clerk to Clungunford Parish Council**

1 Church Row

Clungunford

Craven Arms

Shropshire

SY7 0PU.

**clungunfordparishcouncil@gmail.com**