

Clerk to the Council/RFO: Caroline Higgins
Chairman: Cllr Keith Keel

Minutes of a Full Council Meeting held at 7.00 pm on Monday 8 January 2018 in the Memorial Hall.

Present: Cllrs Keel, (Chairman); Breeze (Vice Chair); Hudson, Jones; Clarke; Engler; Mrs Lewis; Mrs Whittall, Mrs Robinson; Mrs Howells and Gouge;

In attendance: Caroline Higgins, Clerk; Mr D Preston, Chairman, Community Led Plan Steering Group

FC 1.18 **APOLOGIES** – Cllr Parkhurst; Cllr Ryan (family commitment)

FC 2.18 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – Cllr Clarke declared his personal interest as the Council's representative to the Bowling Club and his pecuniary interest as his wife is employed as key holder to the Council; Cllr Mrs Whittall declared her personal interest as her son-in-law hires the football pitches

FC 3.18 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS –**
Cllr T Clarke gave a report on the activities of Shropshire Council, including the purchase of three shopping centres in Shrewsbury town centre. *In response to concerns expressed about costs he explained the expenditure is being drawn from capital budgets with any profits to be made available for the revenue budget which is currently under significant pressure.*

He reported that a major refurbishment of the Shirehall had been approved to enable the majority of Shropshire Council staff to be relocated in one building together with partner organisations to offset the refurbishment costs. A revenue shortfall of £4-5M in the current year was forecast and Shropshire Council is therefore reviewing collections of green waste and other expenditure. He reported that Wyle Cop was undergoing footpath improvements and that Pride Hill would be resurfaced after that. *Members of the Council expressed concerns about the costs and disruption that these works were causing.*

Cllr Clarke reported that the mini-roundabout at Gorse Lane had recently been re-painted.

Cllr Gouge requested a repair to the pot holes at the bottom of Pulley Lane and the clerk responded that these had been reported to Shropshire Council Highways.

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Cllr Engler reported the use of foul and abusive language by Highways England workers during the recent night closures of the A49 to villagers attempting to access their homes. *Cllr Clarke recommended complaining directly to Kier with a copy to Highways England.*

Cllr Clarke reported that Kier would be taking over the Highways Maintenance Contract for Shropshire Council from April.

FC 4.18 **MINUTES** – The Council approved an amendment to Minute 107.17 clarifying that ‘Cllr Clarke’ had offered to arrange a personal tour rather than ‘the clerk’ and subsequently **resolved unanimously** to approve the amended minutes of the meeting held on 27 November 2017 as a true record.

FC 5.18 **CLERK’S REPORT & CORRESPONDENCE** – The Clerk tabled her report which had been circulated with the agenda and updated the Council on events over the Christmas break. She reported that the defibrillator had been used on Christmas Eve and that replacement pads had been ordered. She thanked Cllr Robinson and Mrs Anne Cousins for their assistance in ensuring the defibrillator was available for re-use on Christmas Day. Cllr Robinson volunteered to assist with the ongoing maintenance of the defibrillator and it was agreed to review and update the replenishment procedures. It was resolved to write to Tarmac to thank them again for the donation of the defibrillator and for Cllr Clarke to deliver it at the next liaison meeting.

Cllr Whittall suggested that Mrs Cousins attend any future training sessions on Scribe if appropriate.

The letter from Shropshire Mind was noted with no actions agreed.

FC 6.17 **COMMUNITY LED PLAN** – The Council noted the report from David Preston circulated with the agenda and it was **resolved unanimously** that £2,507 be released from the earmarked reserve to cover the consultants’ interim fee. The Council noted that the next meeting would be held the following evening at Christ Church and that the Steering Group would be looking at the first draft of the main questionnaire.

FC 7.18 **PLACE PLAN REVIEW** – It was **resolved unanimously** to add Community Buildings to the list of KEY priorities for CIL expenditure.

It was noted that flooding risk continued to be relevant as there had been a significant surface water flood in Pulley Lane in December, which had been addressed by Shropshire Council

The Council noted that the school entrance on Lansdowne Road was now being used more regularly for school drop-offs and pick-ups, resulting in safety concerns for children and other pedestrians. The requirement for improved safety measures and speed management on Lansdowne Road was included on the Place Plan. Speed management on Lyth Hill Road was also identified as a priority.

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The wider concerns of villagers about traffic speeds were noted and it was agreed to investigate the interest of residents for a Speed Watch scheme by asking for volunteers in the next Villager article.

The amendments listed were incorporated into the Place Plan Return and Cllr Clarke requested to countersign the document.

FC 8.18 **INTERNAL AUDIT** – The Council adopted and approved the Internal Audit Plan circulated with the agenda. The Council noted the Internal Audit Report dated 23 November and that further audits would take place in January, March and May 2018.

The recommendations relating to prompt submission of VAT returns were noted as were the need to undertake regular councillor spot checks. The Council noted the recommendation that the Risk Assessment is reviewed within the financial year and that a Key Task Calendar Framework be introduced to avoid timing issues.

The recommendation that the Council develops a General Reserve policy was noted. The Council noted the detailed recommendations for specific earmarked project reserves and LJC funds contained in report F123.17

FC 9.18 **PRECEPT AND BUDGET** – The Council noted that the Council Tax Base for 2018/19 calculated by Shropshire Council would be 1,781.03 Band D equivalents (representing an increase of 1.76%).

The Council reviewed the updated financial forecast and revised budget proposal taking account of the decisions taken at the budget meeting held on 27 November 2017.

It was noted that the budget made no allowance for the implementation of the General Data Protection Regulations to be introduced in May 2018. It was acknowledged that the costs of appointing a Data Protection Officer and administering the new regulation was uncertain but would be significant. It was **resolved that a budget of £2,000 would provisionally be allocated for compliance with the GDPR in the 2018/19 budget.**

The amended revised budget was then unanimously resolved.

It was noted that the small increase in the Council Tax Base provided for an increased Precept of £2,635 which was adequate to cover the increased budget without increasing the Band D equivalent Council Tax Charge of £85.70. **It was then proposed by Cllr Breeze, seconded by Cllr Jones and unanimously resolved that the Precept be set at £152,635 in 2018/19, representing a 0% change to householders.**

FC 10.18 **PROJECTS EXPENDITURE** – The Clerk tabled a list of projects summarising the earmarked reserves expenditure discussed at the budget meeting in November (originally report FC122.17). It was **resolved unanimously that the list represented accurately the decisions of the Council and the budgets were approved *en bloc*.**

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FC 11.18 **YOUTH CLUB PROPOSAL** – The Council noted the costs of the three levels of service provided by Shropshire Youth Association. The Clerk recommended that a Partnered Club would be appropriate as the support of a professional youth worker tends to encourage volunteer involvement by parents. The cost of a partnered club would be £4,000 per annum for a term time club meeting once weekly with three trips in the holidays. **It was resolved to gauge interest from young people and seek adult volunteers in the next article of the Villager magazine.**

FC 12.18 **TRAINING** – The Council noted the report detailing safety training requirements for staff identified during recent staff appraisals. The Council resolved that the training in manual handling; COSHH, PPE and ladder safety be approved for implementation in the current financial year and to arrange the training at the Lythwood Pavilion using Shropshire Council Occupational Health Training service. It was agreed to advertise the training to staff from other parish councils at a modest charge to offset the costs.

The Council resolved unanimously that the Clerk undertakes an IOSH Managing Safely training course, available from Shropshire Council in February.

The Council noted the additional staff training requirements listed in report FC12.18 and approved a further five training sessions to be arranged in the 2018/19 financial year. It was agreed to advertise these sessions to other parish councils to reduce costs where possible.

The Clerk requested permission to attend the SLCC Practitioner's Conference in Kenilworth on 22 February 2018. She requested the Council pay the delegate fee but offered to fund her own travel costs. The Council noted the wide range of professional development opportunities offered at the Conference and approved attendance for one day at a cost of £99.00.

At 9:00pm the Council resolved to suspend standing orders to enable the business on the agenda to be completed.

FC 13.18 **MANAGEMENT AND PERSONNEL COMMITTEE TERMS OF REFERENCE** – The Council **resolved unanimously to approve and adopt the draft Terms of Reference for the Management and Personnel Committee** as recommended by the Committee and circulated with the agenda under report MP33.17.

FC 14.18 **GENERAL DATA PROTECTION REGULATIONS** - The Council noted the Legal briefing issued by NALC under L10-17 confirming that the Clerk would not usually qualify to be the data protection officer due to conflicts of interest and a lack of expert knowledge. It was reported that NALC and SLCC were each preparing guidance documents to assist local councils meet their obligations under the GDPR and in the meantime it was recommended that a data audit be undertaken to confirm the personal data held by the Council.

It was **resolved unanimously** that additional administrative support (the equivalent of 1 week full time administrative assistant) be authorised to prepare for the GDPR in the current financial year

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FC 15.18 **APPROVAL OF PAYMENTS** - It was **resolved unanimously** to authorise payments 220 to 224 and 226 to 229 on the list tabled by the Clerk. Payment reference 225 was referred back to the Management and Personnel Committee for discussion.

FC16.18 **EXCLUSION OF THE PRESS AND PUBLIC** – It was **resolved unanimously to exclude the press and public to discuss confidential matters.**

FC17.18 **CONFIDENTIAL QUOTATIONS** – Cllr Engler declared his interest as an employee of Shropshire Council Property Services Group

Fire Risk Assessment Quotations – It was resolved unanimously to appoint Fire Safe International to undertake Fire Risk Assessments on the three buildings owned by the Parish Council at a cost of £350.00

The meeting closed at 9:15pm

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