

**Clerk to the Council/RFO: Caroline Higgins**

**Chairman: Cllr Fred Jones**

**22<sup>nd</sup> February 2016**

---

**Minutes of a Full Council Meeting held at 7.30 pm on Monday 22 February 2016 in the Memorial Hall.**

**Present:** Cllrs Jones (Chairman), Breeze, Ms Candy, Clarke, Gordon, Gouge, Mrs Lewis; Mrs Trickett and Mrs Whittall.

**In attendance:** Caroline Higgins, Clerk

- FC20.16 **APOLOGIES** – Cllr Parkhurst (personal commitment) and Cllr Keel (unwell)
- FC21.16 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – There were no declarations beyond those recorded in accordance with the Code of Conduct. Cllr Clarke reiterated that his wife was the key-holder for the Long Meadow play park and that he was the Parish Council representative for Bayston Hill Crown Green Bowling Club. Cllr Mrs Whittall reiterated that her son-in-law hires the football pitches.
- FC22.16 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – No members of the public were present.
- FC23.16 **MINUTES** – Mrs Whittall commented that she had declared her son-in-law's use of the football pitches under FC2.16, Declarations of Disclosable Pecuniary Interest. It was **resolved unanimously** to add the record to the minutes. It was then **proposed** by Cllr Gordon, and **seconded** by Cllr Mrs Whittall and **RESOLVED** that the minutes of the Full Council meeting held on Monday 18<sup>th</sup> January 2016 be accepted as a true record.
- FC24.16 **MATTERS ARISING** – No matters arising not covered in the agenda
- FC25.16 **CHAIR'S REPORT** – The Chair thanked the Council members for their assistance in the recruitment of a new Clerk. He also thanked Mrs Anne Cousins for her hard work as Locum Clerk.

The Chairman reported the sad death of the husband of a former councillor and Chair of the Council, Mrs Hazel Jones and the date of the funeral. Cllr Mrs Whittall offered to represent the Council at the funeral and it was proposed by the Chairman that a card expressing the sympathy of all at the Council be purchased and sent to his widow.

The Chairman thanked Councillors for their support during the recent upgrade of the Longmeadow play area and during the installation of the pedestrian crossing on the A49.

Signed: ..... Date: .....

The Chairman reported a spate of vandalism in the village, involving egg throwing and urged Councillors and residents to report any incidents of anti-social behaviour to the police to enable action to be taken.

FC26.16 **CLERK'S REPORT** – The Locum Clerk's report covered the following points:

The Clerk thanked the Councillors for their warm welcome and thanked Anne Cousins for her support during the handover period.

The Clerk declared a personal interest in agenda item FC37.16, Parish Office Improvements, as the main user of the office. She further declared her pecuniary interest in Item FC28.16, To approve and sign all payments, as she will be a beneficiary of salary payments as an employee.

**Meeting with Shropshire Council – 10<sup>th</sup> February 2016** – The Clerk reported on a meeting with Shropshire Council at which the difficult financial position was explained and town and parish councils were asked to consider taking on additional services, presently threatened by budget cuts. Services discussed included environmental maintenance and libraries. The Clerk recommended the Council applies for renewal of its Environmental Maintenance Grant, which expires in March. This was unanimously **approved** by the Council.

**Queen's 90<sup>th</sup> Birthday** – The Clerk suggested some options for marking the occasion. Cllr Mrs Lewis reported that the scouts were planning to light a beacon and that a picnic on the Common was planned by the Jubilation Committee, to be followed by a BBQ to be prepared by The Compasses Public House. Entertainment would include old fashioned games on The Common and a quiz. It was **proposed** by Cllr Clarke and **seconded** by Cllr Breeze that the Common be made available to the Jubilation Committee for the picnic on 12<sup>th</sup> June 2016. The motion was carried unanimously. The Chair further proposed that Councillors support the Committee in any practical way and by attending on the day if possible.

FC27.16 **REPORT FROM SHROPSHIRE COUNCIL REPRESENTATIVE** – Cllr Clarke reported on the following:

**Shropshire Council Financial Position** – Cllr Clarke reiterated the financial position created by cuts to the Central Government Grant, which threatens all discretionary services. Shropshire Council will consider a proposal to increase Council Tax by 3.99%, made up of 1.99% general increase and an additional 2% specifically for adult social care.

**IP&E** – The wholly owned, arms-length company IP&E, will be wound up due to the competitive market. All staff will be transferred back to Shropshire Council under TUPE regulations.

**Cardboard collections** – Discussions are ongoing with the existing term contractor and it is hoped to resume kerbside cardboard collections in the near future.

Signed: ..... Date: .....

FC28.16 **TO APPROVE AND SIGN ALL PAYMENTS** – The Clerk tabled a list of payments becoming due, which was circulated and reviewed by the Council.

Cllr Mrs Whittall requested clarification of why two payments were listed for XLN. The Clerk explained this included the previous month's payment, which had been missed off the last schedule

Cllr Clarke queried the cheque for a V5 document for the tractor. The Clerk explained this was for a replacement document required to tax the tractor for use on the road.

It was **proposed** by Cllr Mrs Lewis, **seconded** by Cllr Mrs Trickett and **RESOLVED** to authorise the Parish Council to pay the invoices presented to the meeting.

F29.16 **APPOINTMENT OF AUDITOR** – The Clerk presented two fee estimates for comparison purposes, together with an indication of the work involved.

Cllr Clarke **proposed**, Cllr Mrs Lewis **seconded** and it was **RESOLVED** to appoint SDH Accounting as the Council's Internal Auditor for the period April 2015 – March 2016.

FC30.16 **LONGMEADOW PLAY PARK IMPROVEMENTS**

**Post-Installation Inspection** – The Clerk tabled three quotations for an independent post-installation inspection of the new and repositioned equipment. It was **unanimously resolved** to instruct the Play Inspection Company to carry out the inspection.

**Replacement of steps to slide** – The Clerk reported that the existing steps for the slide were now in the wrong position and were in poor condition. The relocation of the steps had not been included in the specification for the play park and was not therefore included in the agreed price. She recommended that new steps be built at the side of the newly positioned slide to discourage children from scrambling up the grass bank, which would be damaging to the grass. Cllr Mrs Whittle **proposed**, Cllr T Clarke **seconded** and the Council **resolved** to agree in principle to the additional work and to delegate responsibility for the replacement of the steps to the Amenities Committee.

FC31.16 **PARISH COUNCIL WEBSITE** – The Clerk summarised her written report detailing alternative websites and indicative costs for the replacement of the Shrop.Net website, which will shortly be decommissioned by Shropshire Council.

The Council discussed the merits of an online booking facility for amenities hire, which would potentially reduce the Clerk's workload. The time required to transfer data onto a new site would be a significant additional load on the Clerk so the option for a data transfer facility was desirable. The importance of retaining control of the website content was discussed and a straight-forward Content Management System was agreed to be essential. The availability of training and support was also identified as a key element for a new website.

Signed: ..... Date: .....

It was **resolved** that the Clerk should attend the presentation by Web Orchard on 3<sup>rd</sup> March and report back her findings. It was further **resolved** to form a **Website Task and Finish Group** with delegated powers to consider the options available and develop a website strategy, for the approval of the Council. The Council appointed the Clerk and Councillors Mrs Candy; T Clarke and F Jones to the Task and Finish Group.

FC32.16 **COMMUNITY-LED PLAN** – There was no progress to report. The Council **resolved** to write to the Committee Chairman requesting a meeting be called in April.

FC33.16 **OAKLAND/GLEBEFIELD DEVELOPMENT BRIEF** – Cllr Clarke reported on a recent Steering Group meeting. It was noted that the Community Hub is not presently listed as a CIL Priority in the Bayston Hill Place Plan and therefore CIL funds cannot be used to develop it. The Clerk recommended that the Council review the Place Plan as a matter of urgency and submit an update to Shropshire Council.

The Council noted that existing CIL priorities had been identified through the Parish Plan, which was a document generated through community engagement. The highest rated priority remained the improvements to the junction of Hereford Road / Lyth Hill Road. Cllr Clarke expressed concern that all CIL available funding could be used to fund the Community Hub and that caution should therefore be exercised. The Clerk confirmed that CIL priorities could be ranked as ‘Critical’; ‘Priority’ or ‘Key’. The Parish Portion would remain under the control of the Parish Council.

It was resolved to add the item to the next Planning Committee agenda.

FC34.16 **MEMBERSHIP OF COMMITTEE** - Cllr Mrs Lewis offered to give consideration to joining the Patient Participation Group at the Beeches Medical Practice.

*At 8:55pm Cllr Mrs Candy gave her apologies and left the meeting.*

FC35.16 **MEETING SCHEDULE** – The Council noted that the Amenities Committee meeting scheduled for 25<sup>th</sup> January 2016 had been cancelled. It was **resolved** to carry over any business to the next meeting on 2<sup>ast</sup> March 2016.

FC36.16 **LOCAL COUNCIL AWARD SCHEME** – The Clerk confirmed the award of Foundation Status and invited the Council to consider updating its letterheads and other stationery to reflect the award. The Council **approved** a new letterhead, to include the Foundation logo and the Parish Council strapline

FC37.16 **OFFICE IMPROVEMENTS** – The Clerk declared her personal interest as the main user of the Parish Office then recommended a number of improvements, including archiving of old records and destruction of outdated and non-essential records. The Council **resolved unanimously** that the Clerk be authorised to offer essential records to the Shropshire Archive for

Signed: ..... Date: .....

safe storage, from which they can be accessed for viewing by the Council or the public free of charge.

The Council considered a list of physical improvements and **resolved** in principle that following the repair to the leaking roof, the damaged ceiling should be repaired, subject to satisfactory quotations being obtained.

It was then **proposed** by Cllr Gordon, **seconded** by Cllr Mrs Lewis and **resolved unanimously** that the Clerk be given a budget of £300.00 to purchase office equipment, including a suitably sized fridge and replacement office chair.

FC38.16 **TRAINING** - The Council authorised the Clerk to attend the Audit / End of Year Preparation Event on 8<sup>th</sup> March 2016 at a cost of

FC39.16 **ADOPTION OF MINUTES FROM COMMITTEES** – Cllr Mrs Whittall **proposed**, Cllr Gordon **seconded** and it was **RESOLVED** that the minutes and recommendations of the Finance Committee meeting held on 11<sup>th</sup> January 2016 be adopted.

FC40.16 **EXCLUSION OF THE PRESS AND PUBLIC** - It was **proposed** by Cllr Mrs Whittall, **seconded** by Cllr Mrs Lewis and **RESOLVED** to exclude the press and public under LGA 1972 ss 100 (2), so as to discuss Confidential matters, recorded elsewhere.

**Meeting closed at 9.07 pm**

Signed: ..... Date: .....