

 ***‘protecting and improving the quality of life***

 ***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Emma Kay**

**Chairman: Cllr Mrs Teresa Lewis**  **A Quality Council**

**27 March 2015**

**Draft Minutes of the Parish Plan Steering Committee Meeting held on Wednesday 18 March 2015 in the Youth and Community Building**

**7.30 – 8.55 p.m.**

**Present:**

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| **NAME** | **ORGANISATION (if applicable)** |
| Mark Combes | Severn Partnership |
| Judy Crabb | CPRE |
| Anne Cousins | Locum Clerk, Bayston Hill Parish Council |
| Cllr Ian Gordon | Bayston Hill Parish Council |
| Cllr Keith Keel | Bayston Hill Parish Council |
| Cllr Teresa Lewis | Bayston Hill Parish Council |
| Janet Phillips | Hillside House Nursery |
| David Preston | Village Association |
| Cllr Teri Trickett | Bayston Hill Parish Council |
| Laura Whitmarsh | Christ Church |
| Maurice Wright | Methodist Church |

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|  |  | **ACTION** |
| 1. | **Apologies** |  |
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| 1.1 | Cllr Ted Clarke, Bayston Hill Parish Council.David Fairclough, Community Enablement Officer, Shropshire CouncilChris Fryer, Bayston Hill Scouts. Cllr Fred Jones, Bayston Hill Parish Council.Dave Kibbler, Bayston Hill Crown Green Bowls Club.Representative from the Memorial Hall Committee |  |
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| 2. | **Minutes of Village Summit/Parish Plan Meeting held on Wednesday 11 February 2015.** |  |
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| 2.1 | There was discussion about paragraph 3 – Role of Community – on page 2. Cllr Keel said the second sentence “It was important the Parish Plan was not led by the Parish Council…” needed to be changed, because the project could not go ahead without the Parish Council. Cllr Mrs Lewis suggested the group would be able to give a broad perspective of village needs. She also reminded Cllr Keel that the group did not have decision-making powers. After discussion, it was agreed there was no need to change the wording, as the minutes were an accurate reflection of the meeting.**AGREED: That the minutes of the meeting held on 11 February 2015 be accepted as a true record.** | **ACTION** |
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| 3. | **The Purpose of the Parish Plan** |  |
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| 3.1 | Cllr Mrs Lewis said she wanted to find a single sentence which would summarise the purpose of the Parish Plan.Following discussion, the sentence suggested was: “*A community vision for the present and future needs of Bayston Hill.”*It was recognised that this wording may change as the work of the group developed. |  |
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| 4. | **Framework to produce the Parish Plan – Dates and Themes of Future Meetings** |  |
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| 4.1 | Cllr Mrs Lewis suggested that identifying themes would help to draw in different people with particular interests. She referred to the Village Summit held in 2014 and the need to develop a Youth Strategy and an Older People’s Strategy to include in the Parish Plan. Another suggestion was to include businesses. |  |
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| 4.2 | Laura Whitmarsh summarised the main themes as:Housing; Young People; Older People; Businesses; Transport; Amenities/infrastructure of the village. David Preston suggested that these themes sat under a broad umbrella of social cohesion, which could be linked to sustainable development. Mark Combes was keen to see involvement by the schools and churches. Judy Crabb felt an inter-generational approach would be productive. Maurice Wright suggested holding a village conference to help identify themes. |  |
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| **5.** | **Constitution and Election of Committee** |  |
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| 5.1 | A draft constitution had been provided by David Fairclough, Community Enablement Team, Shropshire Council, who had given apologies for this meeting.  |  |
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|  | There was discussion about the wording, with some suggestions being made to amend it. In particular, it was felt that “The constitution may be amended at a committee meeting” should be changed to “The constitution may be amended with the agreement of the Parish Council.” Cllr Keel referred to the Standing Orders and Financial Regulations of the Parish Council and did not think a separate constitution for this group was appropriate. Maurice Wright said it was recognised that the Parish Council was the parent body. |  |
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| 5.3 | Cllr Mrs Lewis noted from the constitution that the committee consisted of at least six nominated members, of which no more than three were parish councillors. The constitution also required the election of a chairperson, vice chair, secretary and treasurer. Cllr Mrs Lewis made it clear she would prefer a chair from outside the Parish Council. Anne Cousins suggested that, if that were the case, it would be sensible to have a parish councillor as vice chair. | **ACTION** |
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| 5.4 | Nominations were then invited for each position.Secretary: It was proposed by Cllr Mrs Trickett and seconded by Maurice Wright that Anne Cousins became Secretary. **All agreed.**Chairperson: It was proposed by Laura Whitmarsh and seconded by Cllr Mrs Trickett that David Preston became Chairperson. **All agreed.**Vice-Chair: It was proposed by Cllr Gordon and seconded by Cllr Mrs Lewis that Cllr Keith Keel became Vice-Chair. **All agreed.**Treasurer: There were no nominations for the position of Treasurer. David Preston suggested this could be deferred to a later date. Cllr Keel then suggested that he could combine the positions of Vice-Chair and Treasurer for the time being. **All agreed.** |  |
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| 5.5 | It was confirmed that, in addition to the officers named above, the other members of the Steering Committee were:Cllrs Ted Clarke, Ian Gordon and Teresa Lewis from the Parish Council;Mark Combes, Judy Crabb, Janet Phillips, Laura Whitmarsh and Maurice Wright.Cllr Mrs Trickett did not want to join the committee, but was happy to provide support as required. |  |
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| **6.** | **Any Other Business** |  |
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| 6.1 | Judy Crabb spoke about the work she was planning to do with pupils from Oakmeadow School in the summer term. She had held discussions with the Head Teacher, who was very supportive, and she hoped to involve the community, i.e. parents and grandparents. |  |
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| 6.2 | Maurice Wright asked if the Community Council of Shropshire would be able to support the group, as had happened when the previous Parish Plan was produced. Judy Crabb said she had spoken to Renee Wallace, of the Community Council of Shropshire, who had offered to hold a pod-casting activity with school children and older people. |  |
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| 6.3 | The next meeting will take place on **Wednesday 15 April 2015, 7.30 p.m. at Hillside House, Lyth Hill Road, Bayston Hill SY3 0AU** (with thanks to Janet Phillips for offering to host this meeting). | **All** |