

Clerk to the Council/RFO: Emma Kay
Chairman: Cllr Fred Jones

10 June 2015

Minutes of the Annual Council Meeting held at 7.00pm on Monday 11 May 2015 in the Memorial Hall.

Present: Cllrs Jones, Mrs Trickett, Clarke, Parkhurst, Mrs Whittall, Mrs Lewis, Moraghen, Ball, Gordon, Keel, Gouge, Breeze and Mrs Whitmarsh.

In attendance: Emma Kay (Parish Clerk) and two members of the public, Mr and Mrs Jones.

AC01.15 **ELECTION OF CHAIRMAN AND VICE CHAIRMAN** – Cllr Mrs Lewis, the current Chair, asked now that her two year term of office was coming to a close and as per Standing Order 2(c) whether Cllr Jones, as the next longest serving member, would be willing to take up the office as Chair of the Council. Cllr Jones confirmed that he was willing. It was **proposed** by Cllr Clarke, **seconded** by Cllr Ball and **RESOLVED** that Cllr Jones be elected as the Chair of the Parish Council.

Cllr Jones signed the Declaration of Acceptance of Office of Chariman.

Cllr Jones took the Chair and in accordance with Standing Order 2 (c) asked if Cllr Mrs Trickett, as the next longest serving member, would be prepared to become Vice-Chairman. Cllr Mrs Trickett confirmed that she was willing to take on the Vice-Chair position. Cllr Parkhurst **proposed**, Cllr Mrs Whittall **seconded** and it was **RESOLVED** that Cllr Mrs Trickett be elected as Vice-Chair of the Parish Council.

AC02.15 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – There were no apologies as all councillors were in attendance.

AC03.15 **DECLARATIONS OF INTEREST** - No declaration beyond those recorded in accordance with the Parish Council's Code of Conduct.

AC04.15 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – None of the members of the public wished to speak on an Agenda item.

AC05.15 **MINUTES** – Cllr Gordon **proposed**, Cllr Mrs Whittall **seconded** and it was **RESOLVED** that the minutes of the Full Council Meeting held on Monday 20 April 2015 be accepted as a true record.

AC06.15 **MATTERS ARISING** – The following matters arose from the minutes of the Full Council Meeting held on Monday 20 April 2015:

FC39.15 **Public Speaking** – The Chair has sent a reply to Mr Glossop’s letter to the Parish Council about the Glebefield. The Clerk has also been chasing a response from the Steering Group and Diocese for Mr Glossop and has received a formal Freedom of Information request for copies of any official papers relating to the Glebefield held within the office.

FC48.15 **Annual Report and Annual Parish Meeting** – The Annual Report has been passed to the printers and will be delivered to the Chronicle for distribution to villagers on Thursday 14 May 2015.

The Clerk asked whether the Parish Council would like to ask a representative of the Diocese to attend the Annual Parish meeting as she knew the opposition group would be attending.

Following discussion it was decided to keep the Annual Parish Meeting as a meeting to discuss the planning process and that the opposition group should be advised that it was not a meeting specifically about the Oaklands/Glebefield development. It was suggested that the Clerk advise the visiting speakers that the subject may arise. **Action: Clerk.**

AC07.15

STANDING ORDERS – The meeting worked through the Agenda items as listed:

a) **Review Committee Terms of Reference** – Cllr Parkhurst **proposed**, Cllr Clarke **seconded** and it was **RESOLVED** that the Committee Terms of Reference were accurate.

b) **Adoption of the Minutes from Committees** – Cllr Parkhurst **proposed**, Cllr Ball **seconded** and it was **RESOLVED** that the minutes of the Personnel Committee (8 December) and the Finance Committee (12 January) be adopted by the Parish Council.

c) **Nominations to existing committees** – The composition of each Committee was reviewed and the following changes made:

Finance Committee – Cllrs Ball, Mrs Trickett and Mrs Lewis resigned and Cllrs Breeze and Gouge joined.

Amenities Committee – Cllrs Mrs Whitmarsh, Breeze, Ball, Mrs Trickett and Gordon joined.

Planning Committee – Cllr Gordon resigned and Cllrs Moraghen and Gouge joined.

d) **Appointment of New Committees** – Cllr Keel asked whether a Future of the Parish Committee needed to be formed, following discussion it was agreed that to avoid duplication and overburdening councillors no further Committees were currently required.

e) **Review, amend and adoption of Standing Orders and Financial Regulations** – The Clerk suggested reviewing Standing Orders at a separate meeting in the future and reminded councillors that the new Financial Regulations had been agreed and adopted in September 2014. Cllr Clarke **proposed**, Cllr Mrs Whittall **seconded** and it was **RESOLVED** that the Financial Regulations and current Standing Orders be adopted for use.

f) **Review of arrangements with other local authorities** – The Clerk stated that the Parish Council had the following arrangements with other local authorities:

Grass Cutting of three village locations with Shrewsbury Town Council.

Quarterly Energy Contract with Shropshire Council.

Maintenance and moving of the Vehicle Activated Sign with Shropshire Council.

Following discussion Cllr Parkhurst **proposed**, Cllr Clarke **seconded** and it was **RESOLVED** that the arrangements for grass cutting and Energy Contract be continued.

Cllr Clarke **proposed**, Cllr Parkhurst **seconded** and it was **RESOLVED** that due to some unresolved problems with the Vehicle Activated Sign that the Clerk and Cllr Clarke try to rectify the problems and identify any suitable replacements. **Action: Clerk and Cllr Clarke.**

g) **Review of the Council’s representation on external bodies** – Mrs Jones gave a quick update on the Thomas Bowdler Education Foundation, two meetings are held a year to allocate financial assistance to students under the age of 25 years old. She advised councillors that she was tendering her resignation.

The Chair formally thanked Mrs Jones for all her efforts in her time on the Foundation and asked for a volunteer to take over. Cllr Parkhurst **proposed**, Cllr Mrs Trickett **seconded** and it was **RESOLVED** that Cllr Mrs Whitmarsh be the new Parish Council representative.

Cllr Parkhurst **proposed**, Cllr Mrs Whittall **seconded** and it was **RESOLVED** that the future Parish Council representation on external bodies should be as follows:

| Organisation/Committee | Current Representative |
|--|-------------------------------|
| Shropshire Association of Local Council (SALC/ALC) | Cllr Clarke, Cllr Jones |
| Memorial Hall | Cllr Clarke |
| Thomas Bowdler Education Charity | Cllr Mrs Whitmarsh |
| Allotment Association | Cllr Clarke |

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| Lyth Hill Management Committee | Cllr Clarke, Cllr Mrs Whittall |
| Bayston Hill Quarry Liaison Committee | Cllr Clarke, Cllr Parkhurst |
| Bayston Hill Bowling Club | Cllr Clarke |
| Neighbourhood Watch Group | Cllr Mrs Lewis |
| Shropshire County Council Emergency Planning | Cllr Moraghen, Cllr Clarke |
| Campaign to Protect Rural England | Cllr Moraghen Cllr Mrs Trickett |
| Bayston Hill Local Joint Committee | Cllr Moraghen, Cllr Parkhurst, Cllr Jones |

h) **Review of eligibility to exercise the power of Competence** – The Clerk gave councillors some information on the General Power of Competence and that due to the Clerk not yet being CiLCA qualified that they were ineligible to exercise it. Cllr Parkhurst **proposed**, Cllr Mrs Whittall **seconded** and it was **RESOLVED** that this be revisited once the Clerk is fully qualified.

i) **Review of Council’s and/or employees’ membership of other bodies** – The Clerk stated that the SALC subscription had already been approved for renewal in April and informed councillors that she had recently joined the Society of Local Council Clerks in order to complete the CiLCA qualification. Following discussion Cllr Parkhurst **proposed**, Cllr Clarke **seconded** and it was **RESOLVED** that the Parish Council pay a one year membership of the SLCC for the Clerk’s qualification.

j) **Review Council’s Complaint Procedure** – The Clerk presented members with a revised Complaint Procedure for their consideration which had received SALC and SLCC approval. Cllr Parkhurst **proposed**, Cllr Clarke **seconded** and it was **RESOLVED** that the Complaint Procedure be adopted.

k) **Review Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998** – The Clerk presented councillors with a revised Freedom of Information Publication Scheme for their consideration which had received SALC and SLCC approval. Cllr Parkhurst **proposed**, Cllr Breeze **seconded** and it was **RESOLVED** that the Freedom of Information Publication Scheme be adopted.

l) **Review the Parish Council’s policy for dealing with the press and media** – Cllr Breeze **proposed**, Cllr Ball **seconded** and it was **RESOLVED** to defer this item to a later Full Council meeting. **Action: Clerk.**

m) **Set the dates, times and place of ordinary meetings of the Full Council for the year ahead** – The Clerk presented the meeting with some suggested meeting dates for the coming year. Some changes were

discussed, Cllr Clarke **proposed**, Cllr Mrs Whittall **seconded** and it was **RESOLVED** that the revised meeting dates be accepted. **Action: Clerk.**

AC08.15 **END OF YEAR ACCOUNTS** – The Clerk reported that the Internal Auditor had been in to audit the end of year accounts and that she had agreed the figures as presented to members. The Clerk explained that there had been no problems with the end of year.

Cllr Parkhurst **proposed**, Cllr Mrs Whittall **seconded** and it was **RESOLVED** that the End of Year Accounts be agreed and signed.

AC09.15 **REVIEW ARRANGEMENTS FOR INSURANCE COVER** – The Clerk gave members the insurance renewal schedule for the coming year, confirming that we were in the second year of a three year agreement. She highlighted the inflated premium cost which is in accordance with the agreement. Following discussion the new container was identified as needing to be included and the Clerk was asked whether the policy covered gates and fences.

Cllr Gouge **proposed**, Cllr Breeze **seconded** and it was **RESOLVED** that the Came & Company premium be paid. **Action: Clerk.**

AC10.15 **CHAIRMAN'S ANNUAL REPORT 2013 – 2014** – Cllr Mrs Lewis presented members with her Annual Report for comment, Cllr Mrs Trickett **proposed**, Cllr Parkhurst **seconded** and it was **RESOLVED** that it be included in the Annual Report. **Action: Clerk.**

AC11.15 **REPORTS BY PARISH COUNCIL REPRESENTATIVES** – The following reports were made from the Parish Council representatives on external bodies:

- **Area Local Committee** – No report made.
- **Thomas Bowdler Education Foundation** – Mrs Jones reported under item number AC07.15.g.
- **Lyth Hill Management Committee** – Cllr Mrs Whittall reported that four meetings were held a year including a walk round amenities. Extra bins had been purchased and collections organised. Trees were discussed and the repair of the connecting road.
- **Bayston Hill Bowling Club** – Cllr Clarke reported that the Bowling Club continues to go from strength to strength, the green is in very good condition and the club is doing well in competitions. Currently trying to recruit new bowlers.
- **Shropshire County Council Emergency Planning** – No report made.
- **Local Joint Committee** – No report made.
- **Memorial Hall** – No report made.
- **Bayston Hill Quarry Liaison Committee** – No report made.
- **Neighbourhood Watch Group** – Cllr Mrs Lewis reported the format that the Neighbourhood Watch meetings take, reminded councillors to never give out bank details and that all villagers had a responsibility to keep up to date with their reports and commended the work they do.

- **Campaign to Protect Rural England** – Cllr Mrs Trickett reported that CPRE have been working with the Parish Council on planning and with the formulating of the new Parish Plan, especially at Oakmeadow School.

AC12.15 **TO APPROVE AND SIGN ALL PAYMENTS** - Cllr Parkhurst **proposed**, Cllr Ball **seconded** and it was **RESOLVED** to authorise the Parish Council to pay the invoices presented to the meeting.

AC13.15 **EXCLUSION OF THE PRESS AND PUBLIC** - It was **proposed** by Cllr Mrs Whittall, **seconded** by Cllr Parkhurst and a **RESOLUTION** was passed to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following confidential matters.

Members of the general public left the meeting at 8.18 pm

Meeting Closed at 8.21 pm

Minutes of the Annual Council Meeting held at 7.00pm on Monday 11 May 2015 in the Memorial Hall – following exclusion of the Press, Public and Young councillors.

AC14.15 **CONFIDENTIAL MINUTES** – Cllr Parkhurst **proposed**, Cllr Ball **seconded** and it was **RESOLVED** that the confidential minutes of the Full Council Meeting held on Monday 20 April 2015 be accepted as a true record.

AC15.15 **MATTERS ARISING FROM CONFIDENTIAL MINUTES** - There were no matters arising from the confidential minutes of the Full Council Meeting held on 20 April 2015.

AC16.15 **REVIEW ARRANGEMENTS FOR INSURANCE COVER** – To further inform the decision taken at Agenda item AC09.15 the Clerk provided councillors with the renewal costs for the insurance cover. Councillors noted the information.

The Chair took the opportunity to formally thank Cllr Mrs Lewis, on behalf of the whole Parish Council, for her 2 years as Chairman.

Meeting Closed at 8.21 pm