



## **Chair's Report to the Annual Parish Meeting 2018**

Well I have been Chair for the past 12 months and what a 12 months this has been. We as a council have had to deal with many different issues, some of which saw a large increase in the Precept 2017-18 however the good news for 2018-19 is that due to careful management of the accounts we have managed to keep the Precept at the same level as 2017-18. I hope that the reports from the chairs of committees will help you to understand the complex issues that we have to work towards.

Due to changes in Shropshire Council funding we have paid most of the costs of running the library and contributed to the upkeep of Lyth Hill in conjunction with Longdon Parish council.

We have completed the regeneration of Parrs Pool and resurfaced the BMX track. There is still a lot to do so please read the Villager for updates on our proposals.

A lot of work has been undertaken with reviews of many of the Parish Councils procedures and we have had a new batch of legislation which will affect the overall running of the Council. To this end I have to say a big thank you to our Clerk, Caroline, who without doubt has kept all members informed of the many changes that have been submitted by both Central and Local Government. Her other commitments are the day to day management of the Handypersons who look after all of the Councils' properties for which they deserve a big thank you from myself and Members of the Parish Council.

We still have some vacancies on the Parish Council for which any resident of Bayston Hill can apply. It is worth noting that we are unpaid volunteers who give up our time to serve the residents of this village. It is a rewarding role but it does come with strings attached, mainly the amount of documents we have to read and abide by.

Members do have to abide by Council policies and take on training to achieve the correct results. The Council covers the costs of all necessary training but your time would be voluntary.

We welcome to our Annual meeting Sharon Magrath who with her friends Di Carrington and Elaine Theaker managed to row across the Atlantic, something that no other female group has done. (Myself I still would prefer a Cruise liner!)

All of the proceeds went to their nominated Charities; Motor Neurone Disease Association; Relapsing Polychondritis UK and the Alzheimer's Society respectively, to which you will be able to donate tonight.

The Parish Council are proud to have been awarded the Jan Snell Parish Council Achievement Award for the Parrs Pool project and a range of initiatives to improve the health and well-being of the community.

**Keith Keel, Chair of Bayston Hill Parish Council**



### **Planning Committee Annual Report 2017/18**

During my first year as Chair of Planning we have re-written and Full Council approved our Planning Policy. The UK Government has consulted on a major overhaul to the National Planning Policy Framework, the first in 6 years, providing a comprehensive approach for planners, developers and councils to build more homes, more quickly, in the places people want to live. We also await the results of Shropshire Councils Place Plan review, their recommended development locations and numbers for the Parish. I am in no doubt these decisions will play an important part of the next 12 months and bring with them numerous challenges to the shaping of our village.

We saw a Planning application from developers wanting to build over one hundred new homes on open countryside off Lyth Hill Road. A well-attended public meeting was held where the committee welcomed your views. We opposed this application and It was encouraging to see that Shropshire Council listened to the views of the community and agreed with us, however we would be naive not to expect an appeal to be lodged.

The Oakland and Glebelands sites remain a hot topic and we await Shropshire Council to submit an application for outline planning. This is expected in the next month or two, at which point we will continue to consult with you, seeking your views on any proposed plans.

As a committee we will continue to take into account your views on any planning applications, helping shape the future of Bayston Hill.

**Paul Breeze – Chair of Planning Committee and Vice Chair of Council**



## **Amenities Committee Report 2018**

A year of steady progress and improvement; The investment in new tractor mowing machinery and the replacement of all goal anchor sockets is much helping us with the care and management of our pitches across the Lythwood fields. The recent installation of replacement bins around the field and Parrs pool will we hope further reduce dog fouling in the area, particularly of the playing pitches.

The recurring moss growth over the edges of our tennis court is now being treated and we are planning to arrange a full refresh of the painted markings of the playing area itself.

We are also considering a full “deep clean” of the 3G crumb/mat surfacing of our very popular five-a-side football court and perhaps providing an access gate through to the tennis court for easier replacement of the occasional bulb failure of the area’s flood lights.

The extensive run of aged boarding that surrounds and contains the edges of the bowling green has recently been replaced. All the materials required were sourced by Parish and then installed entirely by keen members of the bowling club.

Following the extensive clearance of Parrs Pool area we now have a specialist contractor visiting periodically to ensure that area is maintained and particularly to try and control the vexing and ever recurring duck weed across the water surface.

We hope to resurface the various woodland paths around our estate where they have been badly eroded and swamped in places by this winter’s deluges of rain.

We look forward to taking direct control and management of the various SC woodland areas bordering the playing fields from Parrs to Lythwood Hall this year. These dense and sadly overgrown places are now much in need of thoughtful attention to provide extra routes for walkers to enjoy.

We have embarked on gradual LED replacement of the 200 plus sodium street lights provided by the Parish around the village. Longmeadow and Mayfield Grove have both now been completed and more streets will be converted later this year, on a long term rolling schedule.

The investment in a mobile bowser and pump to ease the heavy task of watering the attractive summer flowers display along the shopping parade has been very effective. We much look forward to arrival of this year’s splendid blooms from Shrewsbury Town Council’s nursery . . .

**Ted Clarke - Chair of Amenities Committee**

## **Finance Committee Report 2018**

### **Clerk and Responsible Financial Officer's Report**

#### **Library and Lyth Hill Support**

Following the consultation with residents which confirmed they were willing to fund the Parish Council to support the protection of these local services, the Parish decided to increase the Precept by £25,000. This was considerably less than the sum actually provided to Shropshire Council which amounted to £29,328 for these two services alone. The balance was found from efficiency savings elsewhere in the budget.

During the early part of the year the Parish Council worked with Shropshire Council (and with Longden Parish Council for Lyth Hill), to agree Service Level Agreements for both facilities. Shropshire Council has agreed to provide regular financial updates and the Parish Council is part of the Lyth Hill Advisory Group which meets quarterly to discuss how the Hill should be managed. Shropshire Council is now providing annual financial statements to demonstrate that the Parish Precepts collected in Bayston Hill and Longden Parishes are being spent to enhance the County Park.

The accounts do show a sizeable credit against the Library (£12,500) which was immediately paid back to Shropshire Council. This was an administrative adjustment and did not affect the final contribution of £25,000 over the year.

The contribution for Lyth Hill will increase to £6,492 in 2018/19 and to £8,656 in 2019/20. In each year our contribution will be matched by Longden Parish Council.

#### **Real Living Wage**

In 2017 the Parish Council resolved to adopt the Real Living Wage as the minimum hourly rate for its entire staff and to seek accreditation as a Living Wage Employer. The Real Living Wage reflects the true cost of living and is calculated annually by the Rowntree Foundation. Whilst this has increased the budgeted salaries bill slightly, the cost has been offset by savings in the Pension Contributions resulting from a restructuring of staff working hours.

#### **Reserves Strategy**

The general recommendation is that unallocated reserves should be held at between 3 and 12 months Nett Revenue Expenditure, (NRE), depending on the size of the Council. NRE is the amount of precept less loan repayments; amounts included for capital expenditure and reserves earmarked for specific projects. The Council decided that its General Unallocated Reserves should not exceed 50% of NRE, or £75,000.

Due to the ongoing suppression of interest rates, the Council received no interest on its Reserves in the 2017/18 Financial Year. In order to ensure that our Reserves are working as hard as possible the Council undertook a review of its General Reserves Strategy and decided to seek a suitable investment vehicle, compatible with Government guidelines for local authority funds. The guidelines recommend Council investments feature three key elements; Security, Liquidity and Yield in that order. The Council decided that the CCLA Deposit Fund offered an appropriate mix of security and liquidity and offered a modest yield that can be released to offset the Revenue budget if required.

The Council has therefore invested £75,000 in the CCLA Deposit Fund, which can be accessed immediately should an unforeseen emergency occur.

### **Precept 2018/19**

The Council has continued to find savings and efficiencies where possible and has therefore been able to keep its Tax Base unchanged in 2018/19. The completion of a number of new houses in the village has increased the total Precept that is raised by £2,635 to £152,635 but individual families will see no increase in their Parish Precept. The annual Precept for Parish Council services therefore remains at £85.70 per household per year, or £1.15 per week, based on a Band D Council Tax property.

### **Community Infrastructure Levy**

Where new homes are built for sale on the open market in Shropshire, a Community Infrastructure Levy is paid by the developer to Shropshire Council. A proportion of this is passed to the Parish Council for infrastructure projects to offset the impact of the new development. Over the last few years a small fund has built up, currently amounting to £9,170.16. This is likely to be boosted in 2018 by an additional £36,708.53 which can be spent by the Parish Council in accordance with specific guidelines. The Parish Council will be considering the results of the Community Led Plan about to be delivered to all homes when deciding how this money should be allocated.

### **Data Protection and the General Data Protection Regulations (GDPR)**

As the Parish Council is a Data Controller we will be affected by the new GDPR regulations with effect from 25 May 2018. We will be required to appoint a Data Protection Officer (DPO) and undertake a Data Audit to demonstrate that we are processing any personal data we hold in an appropriate way. Although the Council has long been subject to the Data Protection Act, the appointment of a DPO is a new financial burden. As the legislation is very new we are uncertain what the financial implications may be but we have allocated the small increase arising from the Precept to cover the costs in the first year. In the meantime, we are reviewing and updating our policies and have published a General Privacy Notice on our website detailing how your data will be used. We will keep this Privacy Notice under regular review and we will place any updates on <http://baystonhillparishcouncil.org.uk/publication-scheme/>.

If you provide personal data in the course of a transaction with the Council (such as hiring our facilities or supplying us with goods or services) the Council has a right to use your data to complete the contract. The Council may sometimes seek your consent to use your personal data. The Council will only keep personal data for as long as is necessary and will publish a data retention policy on our website.

The Council may share your data with other data controllers in accordance with our Privacy Notice, in which case the receiving organisation will be under the same obligations to protect your data. The Council will **never** sell your data and you have a right to withdraw your consent at any time or to find out what data we hold about you.

## Parish Council Accounts

A summary of the Council's receipts and payments are given in the table below, with the previous year's figures included for comparison:

Summary Receipts and Payments Account					
Bayston Hill Parish Council 2017/18					
This is a summary of the receipts and expenditure with the previous year shown for comparative purposes.					
Further details on individual expenditure items are available on request.					
All figures are exclusive of VAT					
Income	2017/18	2016/17	Notes		
Precept	£150,000.00	£125,000.00	Precept increased by £6,000 to cover Employer pension contributions for new Clerk		
Lythwood Sports Complex	£7,370.23	£9,626.36	Income from football, astroturf and tennis court hire (variable)		
Bowling Green Lease	£2,057.18	£2,304.92	Bowling Club Lease (Total maintenance costs less £1,500 pa )		
Community Buildings	£1,582.00	£822.18	Income from Community Building and Pavilion (variable)		
Orange Mast/Wayleaves	£2,633.43	£2,672.12	Fixed income		
Solar Generation	£1,487.45	£1,771.92	Solar panels on Lythwood Pavilion - variable income		
Environmental Maintenance Grant	£2,672.13	£3,000.00	This grant is provided to cover maintenance of recreation areas leased from Shropshire Council		
Interest (all accounts)	£0.00	£190.74			
Supplier Refund	£12,500.00	£56.38	Administrative adjustment. Library Contribution partially refunded then re-paid as grant		
CIL Neighbourhood Fund	£6,443.49	£0.00			
<b>Total Income</b>	<b>£186,745.91</b>	<b>£145,444.62</b>	Total Income excluding £12,500 adjustment for Library Contribution £173,998.28		
Income excluding Precept	£36,745.91	£20,444.62	Income excluding Precept and £12,500 adjustment for Library Contribution = £24,245.91		
<b>Reserves</b>					
General Reserve		£75,000.00	Unrestricted reserve		
The Common Reserve		£3,000.09	Common road repairs fund		
Earmarked Reserves:		£74,300.00	Project funds; CIL Neighbourhood Fund; Community Led Plan etc		
Asset Renewals Reserve		£82,037.78	Reserve to replace redundant equipment as it wears out		
LJC Reserve		£24,949.15	Held by the Parish on behalf of the Bayston Hill LJC		

Expenditure	2017/18	2016/17	Notes
Community Grants (LGA S137)	£255.00	£500.00	Jubilation Committee; Donation made to Motor Neurone Disease
Library Contribution (Grant)	£37,500.00	£0.00	(£3,040 surplus transferred to earmarked reserve for next year's
Lyth Hill Contribution	£4,328.00	£0.00	earmarked reserve to offset next year's contribution of £6,492)
Lythwood Sports Complex (Repairs & Maint)	£5,166.74	£1,439.11	Excludes rates & utilities costs; Excludes direct labour
Bowling Green Maintenance	£3,309.48	£3,167.42	Bowling Green Maintenance subsidised by £1,500 per annum
Tractors & Mowers (Repairs, servicing & fuel)	£1,696.80	£2,031.46	2 tractors;
Replacement mowers (From Asset Renewals Reserve)	£998.34	£3,620.00	2 Hand mowers replaced
Replacement hedge cutter	£250.00	£0.00	From Asset Renewals Reserve
Replacement bins x 8	£1,751.60	£0.00	From earmarked reserve
Community Open Spaces (Grass cutting/weed spraying/ Drainage repairs)	£3,503.50	£4,316.19	Glebe fields; The Common & A49 grass cutting; floral displays; sensory garden; waste collections
Parrs Pool Regeneration(From Earmarked Reserve)	£3,330.00	£7,800.00	Balance of reserve £2800 used
Youth Provision (Longmeadow, Skatepark & BMX)	£1,023.17	£3,730.08	BMX Refurbishment / Inspections
Tree maintenance	£0.00	£875.00	
General Cleaning, Repairs & Maintenance; street furniture	£4,053.74	£2,271.53	Pavilion; Parish office & Community Building; Toddler gate & swings, Longmeadow
Street Lighting (Electricity, repairs & maintenance)	£18,530.75	£14,767.97	Electricity; repairs and upgrade of 20 street lights to LED
Rents, Rates & Utilities	£12,407.97	£8,474.91	Pavilion; Parish office & Community Building
Community Led Plan (Earmarked Reserve )	£125.83	£90.72	Breakfast meeting, banners etc
Earmarked Reserve - LJC Fund	£0.00	£625.85	Purchase & install defibrillator cabinet
Administration	£7,825.62	£6,818.08	
Insurance	£1,922.73	£2,499.57	
Loan Repayment	£560.15	£608.29	
Staff Costs	£58,290.39	£50,949.10	Real Living Wage applied
Refund to hirers	£46.17	£0.00	Cancellations due to bad weather etc
Investment in CCLA Deposit Fund	£75,000.00	£0.00	General Reserve fund transferred to attract interest
<b>Total Expenditure</b>	<b>£241,875.98</b>	<b>£114,585.28</b>	Expenditure in 2015/16 amounted to £167,323

## Bayston Hill Parish Councillors 2017 - 18

In addition to the Chairs of each Committee listed above, the following are currently members of the Parish Council:

	<p><b>Janet Whittall</b></p> <p><b>Committees:</b> Amenities (Vice Chair)</p>	 <p>Tempest ©</p>	<p><b>Alan Parkhurst</b></p> <p><b>Committees:</b> Finance (Chair) &amp; Amenities</p>
	<p><b>Fred Jones</b></p> <p><b>Committees:</b> Finance (Vice chair) &amp; Planning</p>		<p><b>Teresa Lewis</b></p> <p><b>Committees:</b> Planning &amp; Amenities</p>
	<p><b>Arthur Gouge</b></p> <p><b>Committees:</b> Planning &amp; Finance</p>		<p><b>Rob Hudson</b></p> <p><b>Committees:</b> Planning (Vice chair)</p>
	<p><b>Dave Engler</b></p> <p><b>Committees:</b> Amenities</p>		<p><b>Emma Robinson</b></p> <p><b>Committees:</b> Finance</p>

	<p><b>Tim Ryan</b></p> <p><b>Committees:</b> Amenities</p>		<p><b>Debbie Howells</b></p> <p><b>Committees:</b> Amenities</p>
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### Parish Council Vacancies

The Parish Council has a total of 15 seats, 2 of which are presently vacant. The Council would warmly welcome enquiries from residents about co-option onto the Council, to serve until the next elections in May 2021. Members should usually be over 18 but there are also two vacancies for Young Councillors. Anybody interested in applying should contact the Clerk for information and an application pack.

The Council would like to thank Rob Miles for his valued contribution to the Council, particularly as part of the Planning Committee until he stepped down in September 2017.

### Bayston Hill Parish Council Employees

The Parish Clerk is Caroline Higgins, who is ably assisted by our three part time Handypersons, Roger Pugh, John Pascall and Rachael Courtney and by Julie Clarke, who holds the keys to the Longmeadow Play Area. We are also being assisted in the office temporarily by Anne Cousins, who is working on a data audit to ensure we are compliant with the General Data Protection Regulation from May and who will be available to cover holiday and other absences as needed in the year.

Please feel free to visit us in the Parish Office if you would like information about anything the Council is doing, (or you think they should be doing). The office is open most mornings between 9;30am -1pm, except on Tuesdays, when we open between 1 – 4pm. The telephone number is 01743 874651 and our email address is baystonhilpc@hotmail.com.

	<p><b>Caroline Higgins</b> Parish Clerk</p>		<p><b>Anne Cousins</b> Locum Clerk and Admin Assistant</p>
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<b>Roger Pugh</b> Handyperson	<b>John Pascall</b> Handyperson	<b>Rachael Courtney</b> Handyperson	<b>Julie Clarke</b> Longmeadow Key holder

### Bayston Hill Annual Parish Meeting – 21 May 2018

The agenda for the Annual Parish Meeting is attached to this report.

The Parish Meeting is **not** a formal meeting of the Parish Council. It is your opportunity to speak about the issues that matter to you and your community. Providing you are an elector of the Parish, you are entitled to speak or ask questions on any matter of local interest, whether or not it is on the agenda. Members of the Council will be attending and listening to your views and the Council Chairman will chair the meeting to ensure everybody who wishes to speak has an opportunity to do so.

### Bayston Hill Community Award Scheme

The third Community Award Scheme has resulted in the following awards: Certificates will be presented by the Chairman of the Parish Council at the Annual Parish Meeting and you are warmly invited to attend and show your appreciation.

**Award Category:**      **Exemplary Achievement Award:**

<b>Sharon Magrath</b>	<b>Nominated for:</b> Outstanding achievement – Atlantic Ladies Rowing Challenge (Chairman’s Exemplary Achievement Award)
<b>Anthony Florian</b>	<b>Nominated for:</b> Voluntary maintenance and oversight of wide-ranging improvement projects at Bayston Hill Memorial Hall over a period of 32 years; helping to make it the excellent community building and vibrant hub of the community it is today.

## Hire of Parish Facilities

Bayston Hill is extremely fortunate to have a wide range of sports and leisure facilities available for use by the community. Many of these are owned and managed by the Parish Council and may be hired through the Parish Office. The following is a summary of the fees and charges payable;

FACILITY	HIRE PERIOD	HIRE CHARGES (With effect from 1 August 2016)
Pavilion meeting room	3 hour session -	16.00
Tennis Court	Hourly rate Adults Juniors	£7.00 (daytime) £3.50 (daytime) £17.00 Evening (incl. floodlight token) £13.50 Juniors, (incl. floodlight token)
Tennis Courts	13-week Subscription Adults (daytime) Adults (evening – after 6pm) Adults (weekend) Floodlight Token  <b>Juniors</b>	£17.00 £25.50* £34.00* £10.00* floodlight tokens sold separately  <b>The Council has agreed to make the tennis courts available to juniors between 3:00pm – 5pm each afternoon free of charge unless already booked for a paid session.</b> Keys may be obtained from the Parish Office on request
Astro Turf	Hourly rate (with floodlighting)	£17.00
Astro Turf	Subscription (13 hours – weekly timed sessions)	£190.00
Youth & Community Building	3 hour session (see website for regular bookings)	£16.00
Playing Fields Including use of changing rooms	13 games Adults Juniors	£430.00 £200.00
Playing fields including changing rooms	One off game Adults Juniors	£58.00 £26.50

## **Parish Grants**

Bayston Hill Parish Council is an active supporter of the community and the organisations in the village. If your group or organisation has a particular project which would benefit some, or all of the people of Bayston Hill we may be able to help with some funding under the grant scheme operated by the Council.

The Local Government Act 1972, s137 empowers a local council to spend up to a prescribed amount in any one year (the 'free resource') for the direct benefit of their area or any part of it or all or some of its inhabitants. Some of this money is being spent to maintain the library but the Council sets aside a separate fund from which local organisations may request a grant.

Each year there will be an article in the Villager magazine inviting applications by the deadline, which this year is 30 June. Applications must be made on the Grant Application Form that is available from the Parish Office or by downloading it from the Parish website. The grant must be used for the purpose it was requested and evidence provided within 12 months that the grant has been spent.

In 2017 – 2018 grants were awarded to Bayston Hill Library Friends and to the 'Jingleation' Committee. A donation was also made to the Motor Neurone Disease Association under this power in lieu of payment for a banner welcoming home Sharon Magrath from her Atlantic rowing challenge.