

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

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

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

**Chairman: Cllr Keith Keel**

28 August 2018

Minutes of the Full Council Meeting held at 7.00 pm on Monday 30 July 2018 in the Memorial Hall.

Present: Cllrs Keel (Chairman); Breeze; Mrs Whittall; Mrs Lewis; Clarke; Parkhurst; Mrs Howells; Ryan; Gouge and Mrs Clode.

In attendance: Caroline Higgins, Clerk; Mrs Anne Cousins; 2 members of the public

55.18/19 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE –** The Council approved the apologies of Cllrs Hudson; Jones; Engler and Mrs Robinson;

56.18/19 **DECLARATIONS OF INTEREST –** Cllr Mrs Whittall recorded her interest in the football pitches as her son-in-law hires them for goal-keeper training. Cllr Clarke declared his pecuniary interest as the Council employs his wife as Longmeadow Key holder. He also declared his interest as the Council’s representative on Bayston Hill Crown Green Bowling Club and Bayston Hill Memorial Hall Committee.

57.18/19 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS –** There we no comments from members of the public present. Cllr Clarke gave the following report as Shropshire Council member:

 **Local Plan Review** - All the sites proposed for development are being reviewed but will not necessarily be included in the proposal document which will be presented for public consultation later in the year.

 **Oakland / Glebelands site –** Portfolio holder recently presented an update to Shropshire Council Cabinet. It was noted that the outline planning application would not be put out for consultation before October.

58.18/19 **MINUTES –** The Council reviewed the minutes of the Full Council meetings held on 25 June 2018 and 9 July 2018 for accuracy. Cllr Whittall proposed an amendment to minute 54.1819. Following a short debate it was resolved to defer the discussion of confidential minutes until after the exclusion of the press and public.

59.18/19 **NALC RESPONSE TO STANDING ORDER QUERY –** It was resolved to defer this matter for discussion after the exclusion of the press and public due to the confidential nature of the subject matter.

60.18/19 **GOAL POST REPLACEMENT** – It was resolved unanimously to purchase replacement goal posts for Pitch 2.

61.18/19 **APPOINTMENT TO PLANNING COMMITTEE –** It was resolved unanimously that Cllr Caroline Clode be appointed to the Planning Committee and to authorise appropriate training on 12 September 2018.

62.18/19 **MEETING DATES –** The Council resolved unanimously to approve the revised schedule of meetings circulated with the agenda for 9 July, following the removal of the line referring to the Management and Personnel Committee start times.

63.18/19 **PAVILION SITE VISIT –** It was agreed that the Council would visit the Lythwood Pavilion site at 6pm on Monday 3 September 2018 to consider potential options for future use of the site.

64.18/19 **FINANCIAL REPORT & BANK RECONCILIATION –** It was noted that this item had been brought forward from the 9 July meeting. It was resolved to note the report and bring an update to the next Finance Committee meeting.

65.18/19 **LYTH HILL GRANT –** The Clerk was authorised to sign the funding agreement for Lyth Hill for the period 2018/19 and to arrange payment of the grant of £6,492 in October.

66.18/19 **TRANSFER OF FUNDS TO CCLA DEPOSIT FUND –** The Council authorised Cllrs Parkhurst and Clarke to sign the subscription form to deposit the CIL Neighbourhood Fund of £45,878.69 into the CCLA Deposit Fund. The Clerk was authorised to make the necessary transfer.

67.18/19 **GRANT APPLICATION –** It was resolved to award a grant of £250.00 to the Bayston Hill Memorial Hall Committee towards the replacement of the hall floor. *Cllr Clarke abstained, having declared his non-pecuniary interest.*

68.18/19 **PAYMENTS FOR APPROVAL –** The Council unanimously approved the schedule of payments presented by the Clerk. The Council thanked Cllr Clarke for assisting with the 75% reduction to the disputed bus shelter invoice.

69.18/19 **REVIEW OF** **STANDING ORDERS –** The Chairman proposed that this item be deferred for discussion after the exclusion of the press and public.

70.18/19 **EXCLUSION OF THE PRESS AND PUBLIC –** It was resolved unanimously to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in accordance with the provisions of Schedule 12 of the Local Government Act 1972, so as to discuss confidential matters.

58.18/19 **CONFIDENTIAL** **MINUTES** (deferred discussion) -

 Minute 49.18/19 - Following a short debate it was agreed to insert ‘by the Chairman’s casting vote with three abstentions’ after the word ‘resolved’ in the first line of the third paragraph of minute 49.18/19. The Chairman was authorised to sign the amended minutes as a true record.

The Council reviewed the minutes of the meeting held on 9 July 2018. It was resolved to delete part of paragraph four of minute 54.18/19. The Chairman was authorised to sign the amended minutes as a true record.

59.18/19 **NALC RESPONSE TO STANDING ORDER QUERY –** (Deferred discussion) – The Clerk read a response to a query on the interpretation of Standing order 14 d vi. It was resolved that the response be noted.

69.18/19 **REVIEW OF STANDING ORDERS –** (Deferred discussion)

 Mrs Cousins was thanked for preparing a helpful review document for Standing Orders.

 The Council discussed the interpretation of Standing Order 14 d vi and the dissolution of committees.

At 8:20pm It was resolved to set a time limit of 30 minutes for the review of Standing Orders. Mrs Cousins was invited to take the Council through the colour coded composite document that had been circulated with the agenda.

**Proposal 1 – Adoption of all legal and statutory requirements -** It was proposed by Cllr Parkhurst and seconded by Cllr Ryan that all the legal and statutory clauses (printed in purple) be adopted by the Council in addition to the existing Standing Orders. This was **unanimously resolved.**

**Proposal 2 – Adoption of recommended clauses** - It was proposed by Cllr Parkhurst, seconded by Cllr Ryan and resolved unanimously that with the exception of the following, all the recommended clauses (printed in red) be adopted and the corresponding original (blue) text be deleted:

**Exceptions** -

Section 4 – Motions for a meeting that require written notice to be given to the Proper Officer; Order f – Retain original text in blue ‘*Notice of every motion received in accordance with the Council’s standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors’.*

 Order g – Retain original text in blue ‘*Every motion rejected in accordance with the Council’s standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors’.*

Section 14 – Committees; Orders f vii and f viii – Delete recommended text and retain original (blue) text *‘Every committee shall at its first meeting before proceeding to any other business elect a Chair and may elect a Vice-Chair who shall hold office until the next committee meeting following the Annual Council meeting of the Council and shall settle its programme of meetings for the year’.*

Order f xiii, (dissolution of committees) - deferred for further discussion

Section 34 - Code of Conduct Complaints (Allegations of breaches of the code of conduct) – Removal of the words ‘*District or’* from the adopted recommended text.

It was also resolved to delete the original text of Order 5 a xxiv which has no equivalent recommended text in Model Standing Orders.

The Council resolved that Mrs Cousins continues to administer the review of Standing Orders and that an updated draft document, incorporating the above amendments be brought to the next Full Council meeting for further discussion and consideration of **Proposal 3, Deletion of obsolete clauses** (printed in blue) and **Proposal 4, Removal of Committee Terms of Reference** to a separate document.

71.18/19 **CONFIDENTIAL QUOTATIONS –** The Council considered a number of confidential quotations and resolved to award the following contracts:

* Topographic survey of Lythwood pavilion area – Invar Mapping Surveys Ltd - £850 & VAT
* Goal posts – Pitchcare (posts & crossbars only) - £596 & VAT
* Electrical condition surveys of parish council buildings – SDM Electrics - £570 & VAT

The Council resolved to seek a refresh of two old quotations for other electrical works.

72.18/19 **MINUTES OF CONFIDENTIAL COMMITTEE MEETINGS –** Cllr Whittall proposed an amendment to minute MP 16.18/19 to clarify her reason for leaving the meeting, which was in protest at the tone of the Chairman. The amendment was approved and the Council subsequently adopted all the minutes of the Confidential Meetings.

 *At 8:50pm Mrs Cousins left the meeting*

 *It was resolved to consider item 74.18/19 next.*

*At 9:08 Cllr Clarke left the meeting.*

74.18/19 **CONFIDENTIAL PROCEDURAL COMPLAINT –**

Cllr Breeze stated that investigations had been concluded and the Complainant notified of the outcome. The outcome had been shared with the Chair and Vice-chair only. Should an appeal be received it will be brought back to the Full Council for consideration or appointment of a panel to consider the appeal.

73.18/19 **CONFIDENTIAL STAFF MATTERS ARISING**

The Council noted that a staff grievance had been resolved.

The Clerk was authorised to deal with a staff management issue in accordance with current procedures.

 *The meeting closed at 9:20pm*