

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

***for all Bayston Hill residents’***

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

**Chairman: Cllr Fred Jones**

**22 July 2016**

**Minutes of a Full Council Meeting held at 7.30 pm on Monday 27 June 2016 in the Memorial Hall.**

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| **Present**: | Cllrs Jones (Chairman), Breeze, , Clarke, Gordon, Gouge, Mrs Lewis; Keel and Mrs Whittall. |
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| **In attendance:** | Caroline Higgins, Clerk; L Roberts, Shropshire Council Community Enabling Officer |
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FC61.16 **APOLOGIES –** Cllr Ms Candy, Prior commitment; Cllr Parkhurst; School governor’s meeting

FC62.16 **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.

FC63.16 **PUBLIC SPEAKING/QUESTIONS** **AT COUNCIL MEETINGS –** Lucy Roberts introduced herself and stated she was willing to offer any assistance with the proposed transfer of Shropshire Council services.

FC64.16 **MINUTES –** Cllr Breeze observed that he had been recorded twice in the attendance list. This was amended then it was **proposed** by Cllr Clarke, and **seconded** by Cllr Gordon and **RESOLVED** that the minutes of the Annual Council meeting held on Monday 9 May 2016 be accepted as a true record.

FC65.16 **MATTERS ARISING –** Cllr Keel enquired whether the Clerk had found an alternative accounting package to replace Scribe. The Clerk responded that whilst alternatives were available she had been keeping the accounts on a spreadsheet for the time being.

FC66.16 **APPLICATION FOR CO-OPTION** – The Council considered an application for co-option from Mr Robert Miles. His previous experience as a parish councillor was noted and it was proposed by Cllr Mrs Whittall, seconded by Cllr Keel and unanimously **resolved** that Mr Miles be co-opted onto the Council. The Chairman then proposed that Mr Miles join the Planning Committee in the first instance. This was seconded by Cllr Clarke and **resolved** unanimously.

FC67.16 **CHAIR’S REPORT –** The Chairman reported that the Clerk had been very busy completing the Annual Return and thanked the members for their co-operation in deferring the meeting by one week.

FC68 16 **CLERK’S REPORT –** The Clerk requested members sign a revised Bank Mandate as the first submission had been returned by the bank with a request for additional information.

The Clerk reported she had received a letter from Church Stretton Town Council inviting her or a Council representative to attend a meeting of the Church Stretton LJC meeting on 7July 2016 to discuss potential clustering arrangements. Following a short discussion concerning the Clerk’s workload and the distance between the two parishes it was proposed by Cllr Gordon and seconded by Cllr Clarke that the Clerk replies with thanks for the invitation and gratefully decline.

FC69.16 **REPORT FROM SHROPSHIRE COUNCIL REPRESENTATIVE –** Cllr Clarke stated he had nothing new to add to his comprehensive report to the Annual Parish Meeting other than to confirm the key issues concerning Shropshire Council are around devolution of services, which are well covered by the agenda.

FC70.16 **TO APPROVE AND SIGN ALL PAYMENTS –** The Clerk tabled a list of payments becoming due, which was circulated and reviewed by the Council.

Cllr Keel questioned whether the new tractor was now functioning properly as a lot of money had been spent on repairs. The Clerk confirmed that the tractor was working well but the mower unit had been taken for repair. As the mower is not easily detachable from the tractor, both had been removed to the workshop for repair.

It was then **proposed** by Cllr Whittall, **seconded** by Cllr Breeze and **RESOLVED** to authorise the Parish Council to pay the invoices presented to the meeting.

FC71.16 **PARISH COUNCIL WEBSITE –** The Council noted a report from the Clerk detailing emergency actions to ensure data is transferred to a new Community Hub website before the premature shut-down of Shrop.Net announced by Shropshire Council the previous week. Cllr Gordon proposed; Cllr Gouge seconded and it was **resolved** to purchase the web domain [www.baystonhillparishcouncil.org.uk/](http://www.baystonhillparishcouncil.org.uk/) through Web Orchard, who are providing the new website. The Council further resolved to delegate authority to the Task and Finish Group to agree final details of the website customisation in due course. Cllr Keel recorded his thanks to the Clerk for her actions and remarked that the new site appeared easier to navigate and maintain.

FC72.16 **COMMUNITY-LED PLAN –** Cllr Mrs Lewis gave a brief report on the recent meeting of the CLP Steering Group. She described the four distinct themes around which consultation is being focused; Community; Sustainability; Health and well-being and the Natural and Built Environment. She showed some large diagrams showing greater detail within each theme and offered to circulate A4 copies by email and post to members via the Clerk.

Cllr Keel expressed his reservations that the CLP is being discussed at a time of great uncertainty with respect to Shropshire Council services. Cllr Lewis remarked that the discussions with the community would help to inform the Council’s decisions on these issues. Lucy Robert confirmed that the CLP consultation sits alongside the work being done by the Council and is an opportunity to consult on devolution of services. Cllr Clarke observed that when the CLP is produced it will need to be endorsed by the Parish Council in order to carry any weight.

FC73.16 **OAKLAND/GLEBEFIELD DEVELOPMENT BRIEF –** The Council noted the minutes of the Steering Group meeting held on 13 June 2016 and requested that they be uploaded onto the new website promptly. Cllr Keel asked Lucy Roberts when the Oaklands project would be developed. She responded that the project was supported by Shropshire Council officers and that work was continuing with the planning department to finalise the Planning Brief. She reported that Shropshire Council was also considering a change to the CIL policy to allow contributions to be made in-kind in some circumstances.

FC74.16 **DEVOLUTION OF SERVICES –** The Clerk reported on discussions with Shropshire Council and neighbouring parishes to date. Discussions took place around the possibility of costs changing over time. It was proposed by Cllr Keel that discussions should be arranged with neighbouring parishes to confirm their interest in clustering before arranging community consultation.

Cllr Clarke remarked that the Council had twice indicated its willingness to support **Bayston Hill library** financially and proposed that this be re-confirmed and subsequently to approach Condover Parish Council for a contribution. Cllr Clarke advised caution in approaching Shrewsbury Town Council for support due to the likelihood of attracting a counter request to support the town services used by the Parish. He proposed that the Parish Council support for the Library need not be dependent on the support of Condover. Cllr Breeze seconded the proposal that the library be supported financially and that Condover be approached and thus it was **resolved** unanimously.

The Council discussed how the decision should be communicated to the residents. It was suggested by Cllr Keel that it be added to the agenda for the next LJC meeting. Lucy Roberts suggested a drop in session at the library to share non-sensitive information about costs. Cllr Lewis suggested a wide range of communication methods be employed, including the Villager report; LJC meeting and a poster campaign. Lucy Roberts offered to assist with consultation and communication.

It was noted by the Council that a consultation on Library opening hours was ongoing and ended on 5 July 2016. As the consultation did not appear on the agenda it was agreed that Council members submit their views in a personal capacity if they wished to do so.

The Chairman noted the comments submitted by a resident with ideas to support the Library, via the Clerk and proposed she be thanked and invited to consider starting a ‘Friends’ group to support the library.

The Council then discussed **Lyth Hill** which is also threatened by a zero budget from April 2017. Cllr Clarke proposed meaningful discussions be started with Longden Parish Council as he felt it is beholden on Bayston Hill Parish Council to support 50% of the costs of its upkeep. He further proposed that Longden PC be asked to confirm their intention to fund the remaining 50% and to create a cluster that can work closely together to protect the service. Cllr Gordon seconded the proposal and the motion was unanimously supported**.** Thus it was **resolved.**

FC75.16 **DATE OF ADDITIONAL MEETING –** This was confirmed as 27 July 2016 at 7:30pm in the Memorial Hall.

*At 8:45pm Lucy Roberts left the meeting.*

FC76.16 **ANNUAL REPORT** – The Council reviewed the completed Annual Return tabled by the Clerk, together with the Explanation of Variances and Bank Reconciliation. The Council reviewed the **Annual Governance Statement**, including the explanations of the No responses as tabled by the Clerk. A minor amendment to the response to Box 5 was discussed and agreed. It was then proposed by Cllr Keel and seconded by Cllr Gordon that the Annual Governance Statement be **approved and signed by the Chairman.** All agreed and thus it was **resolved.**

The Council then reviewed the **Annual Statement of Accounts** for the year ended 31 March 2016. The Council noted that the Asset Register had been updated and the value for the year to 31 March 2015 had been restated. Cllr Clarke then proposed and Cllr Keel seconded that the Annual Statement of Accounts be **approved and signed by the Chairman.** All agreed, and thus it was **resolved.**

Cllr Lewis thanked the Clerk for her hard work in resolving the issues and Cllr Keel seconded her thanks and asked that they be recorded in the minutes.

FC77.16 **PENSIONS DISCRETIONS POLICY –** Following a short discussion it was proposed by Cllr Whittall, seconded by Cllr Clarke and resolved that the Personnel Committee be authorised to agree a Pensions Discretions Policy. There was one abstention. All others agreed and thus it was **resolved.**

FC78.16 **ADOPTION OF MINUTES FROM COMMITTEES –** The Council resolved unanimously to adopt the following committee minutes and recommendations:

* Planning Committee meeting held on 6 June 2016
* Amenities Committee meeting held on 16 November 2015
* Finance Committee meeting held on 11 January 2016

FC79.16 **EXCLUSION OF THE PRESS AND PUBLIC -**  It was **proposed** by Cllr Mrs Whittall, **seconded** by Cllr Gordon 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 9.05 pm**