

Clerk to the Council/RFO: Caroline Higgins
Chairman: Cllr Keith Keel

1 November 2017

Minutes of a Full Council Meeting held at 7.00 pm on Monday 11 September 2017 in the Memorial Hall.

Present: Cllrs Keel, (Chairman); Breeze (Vice Chair); Parkhurst; Jones; Clarke; Mrs Whittall; Mrs Lewis; Miles; Robinson; Howells; Gouge; Hudson and Ryan

In

attendance: Caroline Higgins, Clerk;

Prior to the commencement of the meeting a discussion took place as to its validity as some Councillors had not received papers with 5 clear days' notice as required by Standing Orders. At 7:05pm Cllr Miles left the meeting room. It was subsequently agreed that 3 days clear notice had been provided, meeting the legal minimum and that the meeting was therefore legal. A show of hands confirmed that members were willing to proceed with the meeting. The meeting convened at 7:10pm

FC 61.17 **APOLOGIES** – None, Cllr Miles did not return to the room, having already left the building.

FC 62.17 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – A list of organisations to which members had been appointed had been included in the agenda. Cllr Clarke commented that some appointments were missing from the list but that several of the entries related to his role as a Shropshire Council member rather than a Parish Councillor and he questioned the need to include the list. It was noted that he is also a governor at Oakmeadow School and the Chair of the Bayston Hill Local Joint Committee and of the Bayston Hill Library Friends Group. It was **resolved** that the list should be shown as a separate agenda item if included in future meetings.

FC 63.17 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public present so the public session was closed at 7:30pm.

FC 64.17 **MINUTES** – The Council reviewed the draft minutes of the Full Council Meeting held on 26 June 2017 for accuracy. Minute FC50.17 was amended to remove the end of the second sentence. Minute FC57.17 was amended to correct the spelling of Cllr Jones' name; Minute FC60.17 was amended to replace the word pecuniary with personal. It was then **RESOLVED UNANIMOUSLY** that the minutes be accepted as a true record.

FC 65.17 **CLERK'S REPORT** – The Clerk presented her written report. It was resolved that the Council writes to Oakmeadow School to invite them to take

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advantage of the **free tree scheme**. Cllr Jones proposed that the oak trees on the Burgs be replaced. It was resolved to order 2 feathered specimen trees for Longmeadow play area and one feathered tree for The Common, the species to be selected to suit the planting areas.

The Council considered Shropshire Council's **Library Strategy** and resolved unanimously to support the proposals therein.

The Council noted Shropshire Council's **Parking Strategy** but required more time to consider it. It was further noted that individual responses would be accepted by Shropshire Council.

The Council resolved to submit personal responses to the **Police & Crime Commissioner's consultation** should they wish to do so.

General Data Protection Regulations – the Council noted the forthcoming changes to regulations and **resolved unanimously to delegate responsibility for implementation to the Management and Personnel Committee**.

The meeting with the **Highways Agency** was noted and it was confirmed that the Shropshire Council Environmental Maintenance Grant had never covered the costs of grass cutting on the A49 verges. Members were asked to advise the Clerk of any additional areas of concern relating to the A49 before the meeting (date and time to be confirmed).

Training– Council authorised the Clerk to attend the Scribe training session in Cheltenham. Cllr Ryan thanked the Council for arranging new Councillors' training which he had found very useful. Council authorised the Clerk to attend Fire Marshall Training at a cost of £65.00. The Council authorised members to attend the **Councillors as Employers'** training session if they wished to do so by notifying the Clerk of their interest. The Chairman requested that all members attending training report any useful points back to the rest of the Council.

Cllr Clarke recommended all members attend the **SALC Area Committee** meeting on 18 October to receive an update on the Local Plan Review.

The actions list was reviewed and it was resolved that an effort would be made to clear some longstanding items.

FC 66.17 **CHAIR'S REPORT –**

Suspension of Standing Committees - The Chair tabled a proposal to suspend all standing committees with the exception of the Management and Personnel committee and set out his reasons. A lengthy discussion followed, at the end of which it was **resolved by a majority vote that the Council remains in its present structure until further discussions have taken place**. There was one abstention.

It was further **resolved to hold two informal meetings to discuss the structure and future challenges of the Council**.

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Boot scraper – The Chair proposed the purchase of a boot scraper in response to a complaint about grass being walked onto residential pavements. It was **resolved to install a soft brush and sign requesting users wipe their feet before leaving the football field.**

Parade shops - The maintenance of the Parade was discussed and considered to be inadequate. **It was resolved that the Council refurbish the public benches following removal of the floral displays.** It was further resolved to write to the management agents requesting the willow be trimmed and the remaining uneven pavements be reset. The Council agreed that litter management was inadequate and required improvement.

FC 67 17 **CO-OPTION OF COUNCIL MEMBERS** – An application from Mr David Engler was considered by the Council and it was noted that he had previous experience as a member of the Parish Council. **It was resolved unanimously to co-opt Mr Engler onto the Council and to appoint him to the Amenities Committee.**

FC68.17 **AMENITIES REPORTS** – It was **resolved unanimously** that the majority of items listed under Amenities Reports be referred to the next Amenities Committee meeting, with the following exceptions which were dealt with immediately;

Cllr Whittall requested that the long grass adjacent to the playing fields be topped and that this task be included with the annual management plan being prepared for the site.

The minutes of the Amenities Committee meeting held on 12 June were adopted by the Council by unanimous vote

The Council **resolved** that the Friends of Bayston Hill Library be permitted to save the plants from the floral displays for a fundraising plant sale.

FC69.17 **FINANCE REPORTS** – It was **resolved unanimously** to refer the consideration of the External Audit report to the next Finance Committee meeting.

It was **resolved unanimously** to add Cllrs Keel and Breeze to the list of authorised cheque signatories to all accounts.

It was **resolved unanimously** to authorise the payments list tabled by the Clerk.

At 9:00pm it was resolved unanimously to suspend standing orders and to extend the meeting to enable the remaining business on the agenda to be dealt with.

FC70.17 **PLANNING REPORTS** – It was **resolved unanimously** to formally adopt the revised Planning Policy drafted by the Planning Committee as guidance in the response to planning applications within the parish.

It was **resolved unanimously** to adopt the duly signed minutes of the Planning Committee meetings held on 3 July 2017 and 7 August 2017. It was

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further **resolved** that any large public meetings held in the main hall makes use of microphones and that the relevant procedures are explained to residents to avoid confusion.

- FC71.17 **MANAGEMENT AND PERSONNEL REPORTS** – It was resolved to refer discussion on terms of reference; size; membership and delegated powers to the first meeting of the newly named committee.
- FC72.17 **POLICE REPORT** – Not available
- FC73.17 **SHROPSHIRE COUNCILLOR'S REPORT** – Cllr Clarke thanked the Clerk for including details of SC consultations in her report. He reported an average of three residents visiting his monthly surgery at the Library. He reported that Peter Nutting had been appointed as the new leader of Shropshire Council. Plans to disband the Central Planning Committee have subsequently been cancelled and the present three committee structure will be retained.
- FC74.17 **OAKLANDS / GLEBELANDS UPDATE** – The Council noted the plans for the public information drop in event on 13 September and the next planned meeting of the Steering Group the following morning.
- FC75.17 **COMMUNITY LED PLAN REVIEW** – Cllr Lewis confirmed that the letters from children arising from the Treasures and Eyesores project would be shown to the CLP Steering Group and the results fed into the developing plan. It was **resolved** that the Council writes to the school thanking them for their involvement and complementing them on the high standard of literacy exhibited by their pupils. The Council also thanked Cllr Lewis for her work on the project.
- FC76.17 **ITEMS FOR INCLUSION IN THE NEXT AGENDA** – Not discussed
- FC77.17 **EXCLUSION OF THE PRESS AND PUBLIC** – It was **resolved unanimously** to exclude the press and public to discuss confidential matters.
- FC78.17 **CONFIRMATION OF PERMANENT APPOINTMENTS OF PART TIME STAFF** – It was **resolved unanimously** to delegate authority to the Management and Personnel Committee to deal with this item.
- FC79.17 **APPROVAL OF REVISED STAFF CONTRACTS** – It was **resolved unanimously** to delegate authority to the Management and Personnel Committee to deal with this item.
- FC80.17 **REVIEW OF CONFIDENTIAL QUOTATIONS** – It was noted that the quotations related to the refurbishment of the pavilion changing rooms, which was an Amenities Committee project. It was therefore **resolved unanimously** to defer the discussion to the next Amenities Committee meeting.

The meeting closed at 9:20pm

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