

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

***for all Bayston Hill residents’***

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

**Chairman: Cllr Fred Jones**

**16 August 2016**

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

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| **Present**: | Cllrs Jones (Chairman), Breeze, Keel, Clarke, Gordon, Gouge, Mrs Lewis; Miles and Mrs Whittall. (Cllr Ms Candy joined the meeting remotely by Skype). |
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| **In attendance:** | Caroline Higgins, Clerk; two members of the public |
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FC83.16 **APOLOGIES –** Cllr Ms Candy, holiday (attended via Skype); Cllr Parkhurst; (Magistrate’s commitments); Cllr P Breeze (holiday). All apologies were accepted. The Chairman then asked those present in the room whether they would object to Cllr Candy joining the meeting via Skype. There were no objections and Mrs Candy was invited to take part in discussions but not to vote.

FC84.16 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – There were no new 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.

FC85.16 **PUBLIC SPEAKING/QUESTIONS** **AT COUNCIL MEETINGS –** Mr T Barlow requested clarification of CIL fund and ‘in-kind development’ referred to under agenda item FC93.16 Oaklands/Glebelands Development. Cllr Clarke explained CIL is an abbreviation of Community Infrastructure Levy, which is the contribution developers are required to make to Shropshire Council towards provision of infrastructure required as a result of their development, some of which is passed to the Parish Council. He also explained that the ‘in-kind contribution’ refers to the potential for a developer to build the required infrastructure instead of paying a sum of money for Shropshire Council to build it. This is a new policy and is at the discretion of Shropshire Council not the developer.

Mr Glossop then spoke to remind the Council that there are many residents still opposed to the project as a whole and sought assurance that there would be consultation over the project at the planning stage. This was provided.

Mr Glossop also expressed his relief that the Council intended to undertake a wide ranging consultation with residents on the devolution of services, (agenda item FC91.16).

*There being no further public comments the session closed at 7:50pm and both members of the public left the room.*

FC86.16 **MINUTES – I**t was **proposed** by Cllr Mrs Lewis and **seconded** by Cllr Gordon and **RESOLVED** that the minutes of the Full Council meeting held on Monday 20 June 2016 be accepted as a true record.

FC87.16 **MATTERS ARISING –** None

FC88.16 **CHAIR’S REPORT –** The Chairman reported that he and the Clerk had attended a meeting with the Chairman and Clerk of Longden Parish Council to discuss the potential to collaborate to protect Lyth Hill Country Park. This is covered elsewhere in the agenda. He then thanked Cllr Candy for pushing new boundaries by attending via Skype.

FC89.16 **CLERK’S REPORT –** The Clerk reported on the recent planning enquiry relating to a development at the bottom of Pulley Lane, to which the Council had objected. The hearing had been well attended by local residents who spoke knowledgeably and eloquently against the appeal. Cllr Clarke added that Shropshire Council had made an application for costs.

The Clerk reported she had also attended a meeting with Shropshire Council to discuss the devolution of services. Some services had received an extension of time to enable parish and town councils to develop proposals but those in Bayston Hill are believed to be under threat after April 2017. She recommended that the Parish Council makes its plans with the 2017 date in mind but be aware that there is a potential for an extension until 2018.

The Council discussed how the position of the Council might be shared with the community and their views consulted.

The Clerk reported on a meeting she had had with an officer from the Environment Agency to discuss cleaning up Parrs Pool. The use of a floating bund had been recommended but he had warned that this would require repeated use to keep the duck weed from re appearing. It was proposed by Cllr Clarke that the Clerk progresses her enquiries and reports progress to the Amenities Committee. He was seconded by Cllr Whittall and it was unanimously RESOLVED.

The Chairman invited Cllr Clarke to give a report as **Shropshire Councillor**. He stated that the problems of devolution of services stem from the central government decision to rescind the Central Government Support Grant in favour of retention of business rates. Shropshire Council is attempting to protect services by approaching town and parish councils.

FC90.16 **TO APPROVE AND SIGN ALL PAYMENTS –** The Clerk tabled a list of payments becoming due, which was circulated and reviewed by the Council.

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

FC91.16 **DEVOLUTION OF SERVICES –** The Clerk referred to her earlier report which had covered the main points on devolution of services. She also reported that Longden Parish Council had recently agreed in principle to increase its precept incrementally over three years, to support Lyth Hill Country Park, based on a fixed increase per band D property. Condover Parish Council had declined an invitation to contribute to the upkeep of Bayston Hill library. The Clerk recommended that any contribution that the Council decided to make to support local services be ring-fenced for that purpose. She reported the predicted precept increases required to support both services.

Cllr Clarke expressed his view that the parish council would not be asked to contribute until 2018 however he agreed with the clerk that the council should be getting its plans in order now. He welcomed Longden PCs decision and their approach to stepping up the Precept over a three year period. He warned that reporting percentage increases could be misleading and recommended that any consultation with the community identify the actual sums of money required for each service.

Cllr Keel expressed concern at Condover PCs negative response which means that Bayston Hill Parish Council will have to cover the whole cost of the library. He was concerned that Shrewsbury TC might request support for town centre services in the future.

The Council discussed how to consult with the electorate over devolution of local services. Cllr Clarke proposed that the agreement in principle to support the library and Lyth Hill Country Park be communicated through the Villager; public notices and other channels and be added to the next LJC meeting agenda as a follow up from the Annual Parish Meeting. Cllr Gordon proposed that a time limit be set for any consultation. The Clerk suggested a library drop-in event. Cllr Keel proposed a questionnaire be delivered to each home within the parish. Cllr Gordon proposed the question be related to the increase in the precept. Cllr Mrs Lewis proposed that the Council includes a consultation questionnaire in the Villager in October. Cllr Gordon seconded her.

Cllr Mrs Whittall proposed an amendment to Cllr Mrs Lewis’ proposal; that the Clerk prepare a draft article and consultation questionnaire, including a YES/NO tear off response slip, for approval at the September meeting, for inclusion in the October Villager. The amendment was seconded by Cllr Mrs Lewis, who offered to assist the Clerk. This was **resolved unanimously.**

At 8:55pm Cllr Mrs Whittall proposed that standing orders be suspended to permit the remaining business on the agenda to be completed. She was seconded by Cllr Mrs Lewis and it was unanimously resolved.

FC92.16 **ADOPTION OF MINUTES FROM COMMITTEES –** Cllr Mrs Whittall proposed, Cllr Mrs Lewis seconded and the Council resolved that the following committee minutes be adopted:

* Planning Committee – 27 June 2016 and 11 July 2016
* Amenities Committee – 21 March 2016 and 6 June 2016
* Finance Committee – 11 April 2016

FC93.16 **OAKLANDS / GLEBELANDS DEVELOPMENT -**  Following a brief review of the points explained in the public session, Cllr Keel proposed; Cllr Gordon seconded and the Council **resolved** that in the event that Shropshire Council is willing to accept an ‘in-kind’ payment of Community Infrastructure Levy, in the form of a Community Hub building on the Oaklands / Glebelands site, the Parish Council would consider waiving their Parish Portion of CIL funds for his site only. Any agreement would be subject to further discussions but the Parish Council had no objections in principle.

FC94.16 **REVIEW OF STANDING ORDERS –** The Council reviewed its standing orders, which had last been updated in July 2014.

**Section 1 – All Meetings** - Cllr Mrs Lewis proposed, Cllr Mrs Whittall seconded and the Council resolve that paragraph 1k be altered to read ‘A person shall raise his/her hand when requesting to speak’. (Speakers will no longer be required to stand when speaking). **Resolved**

The Clerk stated she was aware that the current standing orders are out of date with regard to the broadcasting of proceedings. Cllr Clarke proposed that the Clerk prepare a revision to paragraph 1n for approval at the next meeting. **Resolved**

**Section 2 – Ordinary Council Meetings** –It was resolved that paragraph 2e be extended. The final sentence will read ‘The positions are to be filled by the longest serving members yet to have held those offices, *should they be so willing’.* **Resolved**

**Section 14 – Personnel Committee Terms of Reference –** Cllr Mrs Lewis proposed that any new employee appointment be discussed by Full Council prior to advertising for applicants and appointment by the Personnel Committee. **Resolved**

**Section 14 – Planning –** Cllr Keel proposed that references to the Borough Council planning department be deleted as this body no longer exists. **Resolved**

Cllr Mrs Lewis proposed that the positions of Young Councillor be referred to in Standing Orders. She was seconded by Cllr Mrs Whittall. It was **resolved** that the Clerk devise a suitable paragraph for approval at the next meeting, in consultation with Cllr Mrs Lewis.

Cllr Keel pointed out that some Standing Orders were regularly overlooked and urged the Council to make new Councillors aware of Standing Order 7b – ‘’ All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office’’.

Cllr Keel requested that the Clerk be asked to implement Standing Order 18b (quarterly financial statements) as soon as practicable. He also suggested that a copy of the draft standing orders be circulated to all members following revision.

Cllr Keel proposed that the revised Standing Orders refer to the current Financial Regulations; Health and Safety Policy and any other adopted policies, which should be listed with their date of adoption.

The Chairman proposed, the Vice chairman seconded and **all resolved** that Standing Orders be revised in accordance with the above discussions and that a copy be circulated to all members as a draft, with a view to adoption at the next Annual Council Meeting in May 2017.

FC95.16 **REVIEW OF FINANCIAL STANDING ORDERS** – The Clerk confirmed that the Council’s Financial Regulations had last been reviewed on 28 August 2014. The Chairman proposed, the Vice chairman seconded and it was resolved to defer this item to the next Finance Committee meeting, due to the late hour. The Clerk was asked to circulate the latest version to all Council members including those not in the Finance Committee.

FC96.16 **EXCLUSION OF THE PRESS AND PUBLIC -**  At 9:30pm it was **proposed** by Cllr Mrs Whittall, **seconded** by Cllr Clarke and **RESOLVED** to exclude the press and public under LGA 1972 ss 100 (2), so as to discuss Confidential matters, recorded elsewhere. *It was simultaneously resolved to suspend standing orders to permit the business on the agenda to be completed.*

FC97.16 **CONFIDENTIAL MINUTES** - It was proposed by Cllr Mrs Whittall, seconded by Cllr Gordon and unanimously resolved, that the confidential minutes of the meeting held on Monday 20 June 2016 be agreed as a true record.

FC98.16 **CONFIDENTIAL MATTERS ARISING -** None

**Meeting closed at 9.31pm**