

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

**Chairman: Cllr Keith Keel**

**22 November 2017**

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**Minutes of a Full Council Meeting held at 7.00 pm on Monday 6 November 2017 in the Memorial Hall.**

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

**In**

**attendance:** Caroline Higgins, Clerk; Mr P Glossop, resident

FC 81.17 **APOLOGIES** – Cllr D Engler – Family emergency; Cllr A Parkhurst – work commitment

FC 82.17 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – Cllr Mrs Whittall declared her interest in the football pitches as her son-in-law hires the pitches commercially; Cllr Clarke declared his personal interest as the Council's representative to the Bowling Club and his pecuniary interest as his wife is employed as key holder to the Council; Cllr Mrs Lewis declared her interest as a member of the Jubilation Events Group requesting a grant under item FC 93.17

FC 83.17 **MEMBERSHIP OF OUTSIDE BODIES** – The Council **resolved unanimously** to appoint Cllr T Ryan to be its representative member of the Thomas Bowdler Education Charity; The Council further **resolved unanimously** to appoint Cllr R Hudson to be its representative to the Shropshire Branch of CPRE (Campaign for the Protection of Rural England).

FC 64.17 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – Mr Glossop spoke to inform the Council of his open letter to the Villager magazine, which welcomes the refusal of the planning application for land north of Lyth Hill Road and encourages residents to attend any future consultation on the Oaklands/Glebelands development site.

He urged the Council to continue to act in a transparent manner with respect to the Glebelands development but expressed his personal concern that the involvement of some members of the Council in the Steering Committee resulted in a conflict of interest. It was noted that the representatives to the Steering Committee were the Clerk and Cllr Clarke in his capacity as Shropshire Council member. Cllr Lewis acknowledged that she had attended one meeting but had subsequently withdrawn, recognising a potential conflict of interest. Cllr Clarke is not a member of the Parish Council Planning Committee.

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FC 85.17 **MINUTES** – The Council **resolved unanimously** to approve the minutes of the meeting held on 11 September 2017 as a true record.

The Council then **resolved unanimously** to adopt the following committee minutes:

- **Amenities Committee** meetings held on 27 March and 24 July 2017;
- **Finance Committee** meetings held on 17 October 2016; 9 January; 10 April and 10 July 2017;
- **Joint Finance and Amenity Committee** meeting held 14 November 2017
- **Planning Committee** meetings held on 3 July; 7 August and 2 October 2017
- **Personnel Committee** meeting held on 19 June 2017

FC86.17 **CLERK'S REPORT** – The Clerk tabled her written report, circulated with the agenda. It was proposed by the Chairman that the Clerk bring recommendations for an alternative accounting system to the next Management and Personnel Committee meeting for consideration. Notwithstanding those discussions, it was resolved that the Clerk be provided with sufficient time and training to enable her to become familiar with the intricacies of the Scribe accounting package, including one-to-one training at the Council's office if available.

It was noted that the rough grass had been topped earlier in the day.

After some discussion, the Council noted the recommendation that the lawn mowers required replacement and referred the matter to the Amenities Committee for consideration.

FC 87.17 **CHAIR'S REPORT** – The Chairman reminded the Council of the heavy workload of the Clerk and requested members restrict their visits to the Parish Office to once per week. He also expressed concern at the number of meetings which the Clerk is required to attend at the invitation of Shropshire Council. Cllr Lewis reminded the Council that the Clerk's workload had been an ongoing concern for the last three Clerks and had not been adequately addressed.

FC 88 17 **VISIONING EVENT** – The Council considered the use of an external facilitator but decided this would increase the level of formality unnecessarily. It was **resolved unanimously** to hold an informal meeting on 13 November 2017 and to bring in a facilitator for a future meeting if required.

FC 89.17 **SHROPSHIRE COUNCILLOR'S REPORT**- Cllr Clarke referred to Shropshire Council's budget, which appears to be heading for a revenue deficit of £4M despite efficiency cuts. The new Council leader is confident that the budget can be balanced by April but is proposing to utilise reserves if required to make up the shortfall.

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He reported that Shropshire Council is consulting on the proposed North West Relief Road around Shrewsbury, which would require central government funding to go ahead.

He reported on the Local Plan Review, which had been summarised in the Clerk's report. He also reported that Easy Bus has started to run a number of bus services in Shrewsbury. Due to de-regulation of buses, Shropshire Council has no control of these services which are licensed by West Midland Traffic Commissioners. There is no obligation on the bus operator to notify Shropshire Council of changes to deregulated services.

The Council noted the report.

FC90.17 **PAVILION CHANGING ROOMS GRANT FUNDING APPLICATION** – It was **resolved unanimously** to allocate the unspent budget approved for the production of plans to commission a building condition report, which is a condition of the grant application process. (Estimated cost £300 – 500). The Clerk recorded her thanks to Cllr Lewis for her assistance with the grant application.

It was **further resolved unanimously** to confirm that in the event of a successful grant application to the Football Federation, the Parish Council would undertake to match the funds awarded to a maximum of £9,903 to enable the project to be completed. These funds to be allocated from the Future Projects (Buildings) reserve or included in the revenue budget for 2018/19 if more appropriate.

FC 91.17 **LYTH HILL MANAGEMENT PLAN** – The Council **resolved unanimously** to approve and adopt the 5-year Management Plan prepared by Shropshire Council in consultation with the Lyth Hill Advisory Group with a total budget of £88,325, (£17.665 per annum).

FC 92.17 **PRECEPT RESERVES** – The Council noted the guidance on investments circulated with the agenda and that the development of a prudent investment strategy was a decision for Full Council, however it was **resolved** that the report tabled be referred to the Finance Committee for further consideration and that the matter be brought back to the February Full Council meeting.

FC 93.17 **JUBILATION GRANT APPLICATION** – The Council considered an application for a grant of £100 to purchase a gazebo for use at the Jingleation Event in December. It was **resolved** to authorise the grant using S137 of the Local Government Act 1972. (*Cllr Mrs Lewis abstained from the debate and vote, having declared her personal interest as a member of the group*).

It was noted that the risk assessment referred to in the agenda was unavailable and the proposal to incorporate the group as a formal committee of the Council was rejected. It was proposed by the Chairman that the organisation of community events be discussed at the forthcoming Visioning Event.

FC 94.17 **FIRE RISK ASSESSMENTS** – The requirement to hold a written record of the Council's Fire Safety Risk Assessments was noted by the Council and it

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was **resolved** to obtain three quotations from suitably qualified individuals or organisations for the approval of the Council.

- FC 95.17 **REVISED MEETING AGENDA** – Cllr Breeze proposed that where Planning Committee meetings are scheduled in advance of a second committee meeting, that the Planning Committee meeting starts at 6:30pm, with stand-alone Planning Committee meetings starting at 7pm. This was **resolved**.
- FC 96.17 **OAKLANDS / GLEBELANDS UPDATE** – The Council noted the minutes of the steering group meeting held on 14 September 2017 and that subsequent meetings would be suspended indefinitely whilst Shropshire Council undertakes due diligence meetings with its legal advisors. The Council noted the recommendations approved by Shropshire Council Cabinet on 27 September 2017.
- FC97.17 **COMMUNITY LED PLAN REVIEW** – The Council noted a written report circulated to members by Cllr Mrs Lewis, including the tender document for the main questionnaire. Mrs Lewis encouraged members to attend the CLP Steering Group meetings if they wanted greater ‘ownership’ of the plan.
- FC 98.17 **BOWLING GREEN REPAIRS** – The Council noted the discovery of rotting timbers in the bowling green trench and the offer of voluntary labour by the bowling club members to install timbers if provided by the Council. Cllr Keel noted from the quotations provided that £600.00 is the lowest cost for materials and proposed an increased budget to allow for contingencies. He was seconded by Cllr Jones and it was **resolved** to approve a budget of up to £1,000 for suitable materials to be allocated from the Lythwood Sports Facilities Budget to replace the supporting timbers around the bowling green. The Clerk was authorised to confirm the appropriate specification for the timbers required in consultation with Cllr Clarke.
- FC 99.17 **APPROVAL OF PAYMENTS** - It was **resolved unanimously** to authorise the payments list tabled by the Clerk.
- FC100.17 **EXCLUSION OF THE PRESS AND PUBLIC** – It was **resolved unanimously to exclude the press and public to discuss confidential matters**.
- FC101.17 **CONFIDENTIAL MATTERS** – None

*The meeting closed at 9:00pm*

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