# 110.18.19 Clerk’s Report to Full Council 29 October 2018

## Silent Soldiers & Beacon Arrangements

Following receipt of the £250 donation from Tarmac the Memorial Hall Committee agreed to sign the indemnity providing the silhouette (airman) be placed directly into the memorial garden with the tommy silhouette they have ordered. The suffragette can be positioned elsewhere in the village until the end of December when it will be relocated to the memorial garden.

The Scouts have provided a comprehensive method statement and risk assessment for the beacon, (copy enclosed with papers). An advertisement for the mini-bus has been placed in the November Villager and it is hoped that those wishing to use the mini-bus will notify the parish office in advance.

The exhibition of photographs will be displayed in the library garage from 30th Oct to 3 November. Two residents from York House have agreed to help supervise the exhibition on Friday and Saturday but additional volunteers are needed to keep the exhibition open on Tues and Thursday.

## Audit Report

Sue Hackett visited the parish office on Tuesday 23 October and will endeavour to provide a written report in time for the meeting. During her recent visit she identified a shortcoming with the payments reports available from the Unity Trust Bank, which does not currently affect this Council as it is used purely as a holding account.

### Correspondence

1. Tree Protection Order – 5 Grove Lane – consultation and temporary TPO issued 22 Oct 2018 by Shropshire Council
2. Childs Ercall PC – CIL Briefing and correspondence from Shropshire Council re CIL Local fund

### ALC AGM and Jan Snell Award

The Council is invited to approve the submission of the attached nomination. If successful, the Council will be presented with the award at the AGM on 9th November. In the meantime the shield has been returned to SALC to be engraved for the next recipient.

## Diary Dates

9 November 2018 – SALC AGM, New Bucks Stadium, Wellington, 5:30 – 7:30pm

12 November 2018 - Strategic Planning Workshop –– All Councillors to attend

13 November 2018 – HR Breakfast Briefing 8:45 – 10:00am (pre-registration required)

14 November 2018 – Shropshire Council Economic Strategy, Breakfast Briefing 7:45 – 10:30am (1 representative invited per parish – pre-registration required)

15 November 2018 - Shropshire Playing Fields Association AGM – (invitation to send representative)

15 November 2018 - Shropshire County Pension Fund Annual Meeting – Clerk to attend 11- 1pm

15 November 2018 – SALC Shrewsbury Area Committee Meeting, Shrewsbury Guildhall 6:30pm

21 November 2018 - Clerk’s Training Day 9 – 3:30pm – approval required for Clerk’s attendance

29 November 2018 - Town and Parish Council Forum, 10 – 12:30pm – Councillors welcome (includes CIL update, Place Plan and Local Plan Review)

## Maintenance Reports

The Astro turf has been refurbished and the tennis court thoroughly cleaned and the existing lines repainted. The same contractor has been booked to colour coat the court in spring 2018 when weather conditions are favourable.

An additional line marking machine has been purchased in accordance with the Council’s approval at the discounted price of £280 & VAT and a more concentrated lining paint selected to improve the time the line remains visible. Following consultation with Shrewsbury TC the football pitches have been marked with Finale on a ‘one-off’ basis and if necessary will be remarked with Finale again in the New Year. The use of Finale will be kept under review whilst it is permitted to be used. At present it does not look likely that another manufacturer will purchase the license when Bayer withdraws the product from use in January 2020.

## BMX Track

A quotation for the repair and resurfacing of the BMX track has been received and has been circulated with your papers. As this is a specialist task and a discount for labour of 50% has been offered no other quotations have been obtained at this stage. **Should the Council be content to proceed with the quotation it may be necessary to purchase some additional graded dust.** It is difficult to estimate the quantity remaining but last time we purchased 16T and we have possibly a third remaining. We are advised by the contractor that approximately 10T will be required in total so we could either order another full lorry load or order just what we need and accept that the delivery costs will be disproportionate to the volume of dust delivered. (Dust quotation to be brought to the meeting if available).

## Container

The clearing out of the container has not yet been progressed but a skip will be ordered in the coming weeks. There has been no further correspondence from the football club about arrangements to divide the unit into two sections.

### Youth & Community Building

12 new chairs have been purchased and are being used for the strength and balance class. Repairs to the toilets to deal with the mould and damp have resumed and should be completed this month. Costs are minimal. Arrangements have been made to clean the carpet this weekend and a repair has been carried out to the draw unit in the kitchen. A bin has been purchased to replace that which was vandalised on the outside of the YCB. Users have requested that the toilet locks be moved down as they are too high for some to reach. These can be replaced by inexpensive thumb locks which can be opened from the outside if someone gets stuck inside.

## LED Street Lighting Project

**It is recommended that the lights in Brookfield (10 lights) and Breidden Way (5 lights) are upgraded to LED lanterns.** There has been a flurry of reports of faulty lights that have been reported to the engineers this month and it is possible that some of these are appropriate for replacement with LEDs. If fewer than 20 lamps have been replaced by February, additional planned upgrades will be identified.

There are now two types of lantern available with similar specifications. The VMAX is approved by the Council but the SLINE is available from stock at a saving of £20 per lantern installed. **The Council is requested to approve the use of SLINE lanterns in Brookfield and to install VMAX lanterns in Breidden Way.** Sufficient numbers of each lamp are being held in stock pending our instructions.

Both types of lantern are capable of 50% dimming during the hours of midnight and 5:30am offering a considerable saving in electricity costs with a minimal reduction in light output. **The Council is invited to reconsider approving dimming, particularly in the cul-de-sacs where there is very little footfall at night.** It should be noted that dimming needs to be set up when the lamps are first installed as it is uneconomical to return to re set them at a later date. No parish lights have been set to dim at present.

## Expenditure Report

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| Expenditure approved by clerk  (Not exceeding £1,000) | Expenditure approved by the Clerk and Chairman (not exceeding £2,000) | Supplier and total cost |
| Replacement litter bin for YCB |  | Glasdon £59.82 & VAT |
| White line paint |  | Maxwell Amenity £497 & VAT |
| Hire of carpet cleaner & purchase carpet shampoo |  | B & Q £54 |
| Plasterboard and filler to repair YCB toilets |  | B & Q £50 approx. |
| Thumb locks for YCB |  | B & Q £20 approx. |

## Outdoor Gym

Shropshire Council has proposed the conditioning of the colour and height of the equipment. To date there have been no objections registered but no decision can be made until the end of the consultation period on 1 November 2018.

## Budget Timetable

The Council is required to set a Precept by the end of January based upon a robust budget setting process. **The Council will be asked to agree a provisional budget at its meeting on 26 November but prior to this** **it needs to identify which projects it wishes to pursue over and above its ongoing revenue commitments.** An agenda item is set aside during this meeting for **members to propose and consider upcoming projects.**

The Council will wish to take account of the recent Community Led Plan results (albeit they are not yet fully analysed) and also the use of reserve funds and potential funding streams from other sources. The Council will have an opportunity to consider these results and possible projects at the **Strategic Planning Workshop planned on 12 November** after which the Clerk will attempt to estimate broad costings likely to affect the 2019/20 budget.

The Council should also develop a longer term **strategic budget (3 years)** if possible to enable larger projects to be programmed in. The Council’s future plans are heavily dependent upon the submission of a planning application for the Oaklands / Glebelands site and any decision by Shropshire Council to alter the rules on CIL Local funds will have an impact on the Parish Council’s longer term plans. The Council will receive an update on any CIL changes on 12 November.

The draft budget will be finalised by **Full Council on 28 January 2019** following a review by the **Finance Committee on 14 January**. Shropshire Council will set the Tax Base in December which will enable the Council to set a sufficient Precept at the end of January.

## Casual Vacancy

The Council has received the resignation of Councillor Dave Engler with effect from 24 October 2018 which has created a casual vacancy. The vacancy has been advertised and should there be no request for an election, the Council will be permitted to co-opt a replacement. The earliest date the Council can co-opt is 15 November 2018 although there is a pre-existing vacancy which can already be filled by co-option should a candidate apply sooner.

Mr Engler has offered to be appointed as a non-voting member of the Pavilion Working Group should the Council be willing to do so.

## Training Review

Should members of the Council consider they would benefit from training for areas in which they have a particular involvement (eg. Finance or Planning) they should express an interest under the relevant agenda item. This will allow the council to budget for the training in the coming year.

## Budgets for Working Hours

The Chairman and Clerk have undertaken a careful review of the hours allocated to site staff for routine maintenance tasks. A shortfall of 10.3 hours per week has been identified as there was previously no allowance made for holiday or sickness cover. If the Council again bids for a Highways Maintenance Grant (for which a reduced grant is available) this shortfall will increase to 12.9 hours per week. A summary of the calculation is included with your pack and the full spreadsheet has been shared by email.

**This issue was presented to the Finance Committee on 15 October with a recommendation that the additional hours be allowed for in the next budget and was referred to Full Council for consideration.** The estimated cost of this change is £5,900 (excluding Highways Maintenance work which would be covered by the grant). It is anticipated that if approved these costs would be largely absorbed into the budget through efficiency savings without the need for an increased precept. The Council would then see advantages of improved standards of maintenance across the parish. If approved, the Council would need to consider whether to allocate additional hours to existing staff or to re-structure the workforce somewhat.

The Finance Committee also reviewed the budget for GDPR and noted that the budget is most effectively spent when converted into working hours for an administrator. In order to maintain progress towards GDPR compliance the Finance Committee approved the allocation of 4 hours per week until 31 December 2018 at an approximate cost of £400 to complete the data audit started in March. Compliance with GDPR will be allocated a separate budget heading in 2019/20.

## Salary Scales & National Living Wage

The National Joint Committee agreed salary scales for 2019/20 in April 2018 but have yet to publish them. The Council has committed to adopting these pay scales and the new scales will be incorporated into the budget as soon as they are available. The Living Wage Foundation reviews the Real Living Wage in November and any revisions will be implemented as soon as they apply.