

Minutes of the Annual Council Meeting held at 7.00pm on Monday 15 May 2023 in The Memorial Hall.

Present: Cllrs Clarke (TC); H Merricks-Murgatroyd (HM); T Osenton (TO), C Shaw (CS); P Stevens (PS), C Teckoe (CT), J Whittall (JW)

In attendance: Julie Hodgkiss (JH) – Clerk, Mr K Fairclough

**RESOLVED:** CT proposed himself as Chair in the absence of Cllr Clode, this was seconded by TC and agreed by all members present.

Item 01.23 **ELECTION OF CHAIRMAN**

**RESOLVED:** TC nominated CC, this was seconded by CS and agreed by all members present. (Cllr Clode had communicated her wish to be nominated as Chair in her absence)

Item 02.23 **ELECTION OF VICE CHAIRMAN**

**RESOLVED:** CT nominated himself for Vice Chair, seconded by TO and agreed by all members present. TO nominated himself for co-Vice Chair, seconded by PS and agreed by all members present. TO and CT signed acceptance of office forms.

**RESOLVED:** TO proposed that CT continue in the Chair for the duration of this meeting, seconded by JW and agreed by all members present.

Item 03.23 **CO-OPTION OF CANDIDATES FOR COUNCIL**

Bayston Hill Parish Council voted unanimously to co-opt Mr Keith Fairclough as a member. Cllr Fairclough and the Clerk signed the Acceptance of Office Form.

Item 04.23 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Apologies were received from Cllr C Higgins – work commitments, Cllr Clode – personal commitment, Cllr Underwood - holiday

Item 05.23 **DECLARATIONS OF INTEREST**

None

Item 06.23 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**

None

Item 07.23 **MINUTES**

**RESOLVED:** PS proposed that the minutes from Full Council 17<sup>th</sup> April 2023 were an accurate record, this was seconded by JW and agreed by all members present.

Item 08.23 **REVIEW ARRANGEMENTS FOR INSURANCE COVER**

**RESOLVED:** JW proposed to accept the insurance quote of £8788 from Gallagher (1 quote received), this was seconded by HM and agreed by all members present.

Item 09.23 **REVIEW AND APPROVAL OF MEETING DATES TO THE NEXT ANNUAL COUNCIL MEETING**

**RESOLVED:** CS proposed to approve the meeting schedule with 1<sup>st</sup> evening meeting starting at 6pm, 2<sup>nd</sup> at 7.15pm, seconded by TO and agreed by all members present.

Item 10.23 **REVIEW OF COMMITTEES**

**RESOLVED:** HM proposed to adopt the Terms of Reference, seconded by PS and agreed by all members present.

**RESOLVED:** TO nominated himself to join the Planning Committee, seconded by CS. KF nominated himself to join Services Committee, seconded by TC. Other allocations to remain unchanged. Agreed by all members present.

Committee	Quorum	Chair	Members (vice chair in bold)	Timings
Services	3		Clarke, Clode (ex officio), Fairclough Merricks, Shaw, Whittall	7:15 pm
Finance and Personnel	3		Clarke, Clode (ex officio), C Higgins, P Higgins, Teckoe	7.15 pm
Planning	3		Clode (ex officio), C Higgins, Merricks, Osenton, Stevens, Underwood	6.00 pm

Item 11.23 **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

**RESOLVED:** TC proposed to readopt the Standing Orders and Financial regulations, seconded by JW and agreed by all members present.

Item 12.23 **REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

**RESOLVED:** JW proposed to agree to the contributions Bayston Hill Library - £25000, Lyth Hill Management - £8656, seconded by CS and agreed by all members present.

Item 13.23 **REVIEW OF THE COUNCIL'S MEMBERSHIP AND REPRESENTATION ON EXTERNAL BODIES**

**RESOLVED:** PS proposed that with the addition of HM as rep for Emergency Planning, that allocation remains the same, seconded by CS and agreed by all members present.

Committee	Council Representative	Committee	Council Representative
Area Local Committee (ALC)	Cllr Clarke, Cllr Stevens (Reserve for Cllr Clarke)	Memorial Hall	Cllr Clarke
Thomas Bowdler Education Charity	Cllr Clode	Allotment Association	Cllr Clarke

Lyth Hill Management Committee	Cllr Clarke, Cllr Mrs Whittall	Bayston Hill Quarry Liaison Committee	Cllr Clarke
Bayston Hill Bowling Club	Cllr Clarke	Neighbourhood Watch Group	Cllr Clarke
Shropshire County Council Emergency Planning	Cllr Merricks	CPRE	Cllr Underwood
Open Spaces Society	Cllr Clode	Patient Participation Group	Cllr Underwood, Cllr Shaw
RSPB – Great Big Green Week/BH Wildlife Group	Cllr Underwood		
Shrewsbury Health and Wellbeing Hub Focus Group	Cllr Underwood		

- Item 14.23 **REVIEW AND ADOPTION OF COMPLAINTS PROCEDURES**  
**RESOLVED:** HM proposed that the complaints procedure be readopted, seconded by JW and agreed by all members present.
- Item 15.23 **REVIEW OF THE PARISH COUNCIL’S POLICY FOR DEALING WITH THE PRESS AND MEDIA**  
**RESOLVED:** JW proposed that the Communications Policy be readopted, seconded by CS and agreed by all members present.
- Item 16.23 **DATA PROTECTION POLICY**  
**RESOLVED:** TC proposed that the Data Protection Policy be readopted, seconded by CS and agreed by all members present.
- Item 17.23 **PAYMENTS**  
**RESOLVED:** PS proposed that the payments list be approved, seconded by CS and agreed by all members present.
- Item 18.23 **REVIEW ASSET REGISTER INCLUDING LAND AND BUILDINGS**  
**RESOLVED:** HM proposed to adopt the Asset Register as at 31<sup>st</sup> March 2023, seconded by TO and agreed by all members present.
- Item 19.23 **REVIEW s137 EXPENDITURE**  
Members noted the information
- Item 20.23 **STANLEY PARKER LEASE**  
**RESOLVED:** CS proposed that the Clerk signs the lease on behalf of BHPC, seconded by PS and agreed by all members present.
- Item 21.23 **PLACE PLAN REVIEW**  
Item deferred for discussion in July.