

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

***for all Bayston Hill residents’***

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

**Chairman: Cllr Fred Jones**

1 June 2016

Minutes of the Annual Council Meeting held at 7.00pm on Monday 9 May 2016 in the Memorial Hall.

**Present:** Cllrs Jones, Clarke, Mrs Whittall, Mrs Lewis, Breeze, Gordon, Keel, Gouge, Breeze and Ms Candy.

**In attendance**: Caroline Higgins (Parish Clerk)

AC01.16 **ELECTION OF CHAIRMAN AND VICE CHAIRMAN –** Cllr Mrs Lewis, remarked that it was traditional for Chairs to remain in office for two years and asked if Cllr Jones was willing to continue as Chair. Cllr Jones confirmed that he was willing. It was **proposed** by Cllr Mrs Whittall, **seconded** by Cllr Gordon and **RESOLVED** that Cllr Jones be re-elected as the Chair of the Parish Council.

Cllr Jones signed the Declaration of Acceptance of Office of Chairman and took the Chair.

Cllr Mrs Whittall asked the Clerk to confirm which Councillor was the next longest serving member. The Clerk stated that Cllr Gordon was the next longest serving member. Mrs J Whittall **proposed** that Cllr Gordon be elected as Vice Chairman. Cllr Mrs Lewis **seconded** the proposal and Cllr Gordon was asked to confirm his willingness to take office. Cllr Gordon remarked his work would prevent his undertaking Council duties during the daytime but if that was acceptable to the Council, he was honoured to accept the nomination. It was **RESOLVED** that Cllr Gordon be elected as Vice-Chair of the Parish Council.

AC02.16 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE –** Cllr Parkhurst sent his apologies due to attendance at the Mayor Making Ceremony in Shrewsbury. His apology was accepted by the Council.

AC03.16 **DECLARATIONS OF INTEREST -** No declaration beyond those recorded in accordance with the Parish Council’s Code of Conduct.

AC04.16 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS –** There were no members of the public present.

AC05.16 **MINUTES –** The Chairman reviewed the minutes in some detail and invited comments on accuracy. Cllr Mrs Whittall **proposed**, Cllr Clarke **seconded** and it was **RESOLVED** that the minutes of the Full Council Meeting held on Monday 18 April 2016 be accepted as a true record.

AC06.16 **MATTERS ARISING –** The following matters arose from the minutes of the Full Council Meeting held on Monday 18 April 2016:

Cllr Ms Candy proposed that an action box be included with future minutes to speed up the review of Matters Arising. To expedite the present meeting she proposed that the Clerk provide a report covering outstanding actions. Cllr Mrs Whittall seconded and the motion was carried. **(Action - Clerk).**

AC07.16 **Review Committee Terms of Reference** – Cllr Clarke **proposed,** that the review be deferred to a later meeting. Cllr Keel opposed the motion and requested it be dealt with as per the agenda. Cllr Mrs Lewis proposed an amendment, that the item be deferred but that it not be delayed until the next Annual Meeting. This amendment was seconded by Cllr Clarke and subsequently **resolved.** Cllr Keel abstained. All others voted in favour.

AC08.16 **Adoption of the Minutes from Committees –** None

AC09.16 **Nominations to existing committees** – Cllr Mrs Whittall proposed the existing committees be re-appointed *en bloc.* She was seconded by Cllr Ms Candy and resolved unanimously.

**Planning Committee** – Cllr Mrs Lewis stated that the Planning Committee is in need of additional members. There were no volunteers to transfer from another committee, so Cllr Keel proposed that any new member co-opted onto the Council be invited to join the Planning Committee. Cllr Mrs Lewis also stated the Planning Committee had a vacancy for a Vice Chairman and would elect one at the next Planning meeting.

**Personnel Committee –** This Committee is made up of the Council Chair and Vice Chair and Chairs to all other standing committees. Cllr Gordon was therefore added to the Committee.

**Finance Committee Members**: Cllrs Parkhurst; Gordon; Ms Candy; Clarke; Gouge; Jones and Keel

**Amenities Committee Members**: Cllrs Clarke; Mrs Whittall; Breeze; Gordon; Keel; Mrs Lewis; and Parkhurst

**Planning Committee** **Members:** Cllrs Mrs Lewis; Breeze; Cllr Ms Candy; Gouge and Jones

**Personnel Committee:** Cllrs Jones; Clarke; Mrs Lewis; Parkhurst and Cllr Gordon

AC10.16 **Appointment of New Committees –** It was resolved that no further committees were needed at this time.

AC11.16 **Review, amend and adoption of Standing Orders and Financial Regulations –** Cllr Clarke **proposed**, Cllr Mrs Whittall **seconded** and it was **RESOLVED** that the review of Financial Regulations and current Standing Orders be deferred to a later meeting.

AC12.16 **Review of arrangements with other local authorities –** It was resolved to defer this review until a later meeting.

AC13.16 **Review of the Council’s representation on external bodies –** Cllr Clarke proposed that Cllr Mrs Lewis be appointed as representative to the Community Led Plan Steering Group. Mrs Lewis agreed on the proviso that she steps down from another body and it was agreed that she would be replaced by Cllr Clarke on the Neighbourhood Watch Group.

It was **resolved** unanimously to appoint the following members to represent the Council on the organisations indicated.

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| **Organisation/Committee** | **Current Representative** |
| Shropshire Association of Local Council (SALC/ALC) | Cllr Clarke,  Cllr Breeze |
| Memorial Hall | Cllr Clarke |
| Thomas Bowdler Education Charity | Cllr Ms Candy |
| Allotment Association | Cllr Clarke |
| Lyth Hill Management Committee | Cllr Clarke,  Cllr Mrs Whittall |
| Bayston Hill Liaison Committee | Cllr Clarke,  Cllr Parkhurst |
| Bayston Hill Bowling Club | Cllr Clarke |
| Neighbourhood Watch Group | Cllr Clarke |
| Shropshire Council Emergency Planning | Cllr Keel,  Cllr Clarke |
| Campaign to Protect Rural England | Cllr Ms Candy  *Vacancy* |
| Bayston Hill Local Joint Committee | Cllr Breeze,  Cllr Parkhurst |
| Patient Participation Group, Beeches Medical Practice | Cllr Mrs Lewis |
| Community Led Plan Steering Group | Cllr Mrs Lewis |

AC14.16 **Review of eligibility to exercise the power of Competence** – It was noted that until the Clerk completes her CiLCA qualification the Council is ineligible to exercise the General Power of Competence.

AC15.16 **Review of Council’s and/or employees’ membership of other bodies –** The Clerk stated she was already a member of the Society of Local Council Clerks, which is a body which provides continuing professional development for Clerks and also manages the CiLCA qualification. She reported that the SLCC presently has a trade union function which discourages some Councils from supporting their Clerk’s membership. This situation is under review and the Society will decide on separating the trade union function from the professional body in June. This was noted by the Council.

The Council noted that payment of its affiliation fees to SALC/NALC had been approved in April.

AC16.16 **Review Council’s Complaint Procedure** – It was resolved to defer this review to a later meeting. Cllr Candy requested a copy of any Grievance & Disciplinary Procedures. It was resolved to provide a full set of council policies and procedures to all Councillors prior to the review meeting. **Action: Clerk**

AC17.16 **Review Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998** – It was resolved to defer this and all other reviews to a single dedicated meeting. It was proposed by Cllr Ms Candy and seconded by Cllr Clarke that only proposed amendments be considered at the meeting. This was resolved. **Action: Clerk**

AC18.16 **Review the Parish Council’s policy for dealing with the press and media –** It was resolved unanimously to defer this item to a later Full Council meeting. **Action: Clerk**

AC19.16 **Set the dates, times and place of ordinary meetings of the Full Council for the year ahead** – The Council confirmed the meeting dates agreed at the January meeting and resolved to add an additional meeting in July to review Standing orders and Council policies. It was agreed that all Councillors would advise the Clerk of their availability in July. **Action: All Councillors**

AC20.16 **END OF YEAR ACCOUNTS** – The Clerk reported that the Internal Auditor had been in to audit the end of year accounts and that she had prepared a draft account for inclusion in the Annual Report. She stressed that due to the turnover of staff, the figures were not yet finalised and were subject to further internal audit. She nevertheless considered the draft figures represented a fair illustration of the Council’s accounts and activities during the year.

Cllr Candy proposed that small sums resulting from inputting errors may need to be written off if the costs of identifying them proved excessive. She proposed that the draft accounts be included in the Annual Report. She was seconded by Cllr Breeze and the motion was carried unanimously. **Action: Clerk**

AC21.156 **APPOINTMENT OF INTERNAL AUDITOR** – Cllr Candy **proposed** that the current internal auditor, Mrs S Hackett be re-appointed for the 2016/17 financial year, providing the requested meetings take place with the Council. Cllr Clarke **seconded** her and the **appointment was confirmed**. Cllr Keel proposed that the Council advertise for expressions of interest in the last quarter of the financial year to ensure we are obtaining best value in internal audit services.

AC22.16 **REVIEW ARRANGEMENTS FOR INSURANCE COVER** – The Clerk presented the insurance renewal schedule and premium for the coming year, confirming that we were in the final year of a three year agreement. She highlighted the inflated premium cost which is in accordance with the agreement, however she reported that the Asset Register is not presently up to date and once reviewed the premium quoted might require amendment.

Cllr Keel **proposed,** Cllr Mrs Whittall **seconded** and it was **RESOLVED** that the Came & Company premium be paid and any subsequent adjustment arising from the Asset Review be reported to the next appropriate meeting. **Action: Clerk**.

AC23.16 **CHAIRMAN’S ANNUAL REPORT 2014 – 2015 –** Cllr Jones presented members with his Annual Report for approval. It was **resolved** to add a short paragraph on the introduction of the Community Awards scheme and to include the amended report in the Annual Report. **Action: Clerk**.

AC24.16 **REPORTS BY PARISH COUNCIL REPRESENTATIVES –** The following reports were made from the Parish Council representatives on external bodies:

* **Area Local Committee** – Cllr Clarke attended 1 meeting.
* **Thomas Bowdler Education Foundation** – Cllr Ms Candy attended 1 meeting at which various applications were considered. The trustees had decided to ascertain the ancient boundaries of the Borough of Shrewsbury and Atcham and to better advertise the availability of grants to encourage more applications.
* **Lyth Hill Management Committee** – Cllr Mrs Whittall reported that four meetings were held a year including a walk round amenities, accompanied by the Shropshire Council ranger. Recent discussions have included grazing of animals; thinning of Sycamore trees and the future of Spring Cottage. Cllr Clarke reported that Shropshire Council had commenced discussions with the Countryside Access Team regarding future budgets. The Clerk reported she had received an informal approach from the Clerk at Longden Parish Council with regards to financial support for the site and anticipated a formal approach in the near future.
* **Bayston Hill Bowling Club –** Cllr Clarke declared his non-pecuniary interest as a member of the club and reported that the Bowling Club continues to go from strength to strength, There are approximately 60 members who deal with their own maintenance They enter teams in various leagues with a large contingent of retired bowlers forming an additional 2 teams.
* **Shropshire County Council Emergency Planning –** No meetings held during the year.
* **Local Joint Committee** – Cllr Clarke reported as Chair of the Bayston Hill LJC. He stated the committee had no delegated budget but public meetings continued to be well attended. A planning meeting will be held with the Community Enablement Team in the next 2 -3 months.
* **Memorial Hall** – Cllr Clarke reported the hall is doing well. They have had continuing success with grant funding and the hall is regularly fully booked. Balances are healthy, assisted by a contribution from the solar panels installed in January and an adaptation to utilise surplus electricity to heat the immersion heater.
* **Bayston Hill Quarry Liaison Committee** – Cllr Clarke reported the group meets quarterly and has discussed the proposed extension to the quarry; noise and other nuisances. Members include representatives from Betton Strange quarry; lay representatives and local residents. He reported that the parent body, Tarmac La Farge have been bought out by another company. The quarry has occasionally donated stone for the use of the Parish free of charge and recently delivered some stone for the use of the allotment holders.
* **Neighbourhood Watch Group** – Cllr Clarke reported the group meets twice each year but is experiencing diminishing numbers. The next meeting will be held in The Beeches PH lounge in November.
* **Campaign to Protect Rural England** – Cllr Candy reported that the AGM will be held on 9th June 2016.

AC25.16 **COMMEMORATION OF THE 75TH ANNIVERSARY OF THE DEATH OF ERIC STANLEY LOCK ON 3/8/2016 –** It was noted that the national press have expressed an interest in this anniversary. The Clerk reported a verbal suggestion by a resident that an event be organised to mark the occasion. It was agreed that if a resident wished to arrange an event he should be encouraged to take the lead personally, however it was agreed to progress the installation of the brass plaque recently acquired for the memorial bench on the Common and request further details of the proposals in writing. **Action Clerk**

AC 26.16 **PURCHASE OF PICNIC BENCHES – LONG MEADOW PLAY PARK –** The Council approved the purchase of two picnic benches, as per the budget approved at the amenities meeting. This was proposed by Cllr Mrs Whittall, seconded by Cllr Mrs Lewis and resolved unanimously.

AC27.16 **TO APPROVE AND SIGN ALL PAYMENTS –** Cllr Mrs Whittall **proposed**, Cllr Gordon **seconded** and it was **RESOLVED** to authorise the payment of the invoices presented to the meeting.

AC28.16 **EXCLUSION OF THE PRESS AND PUBLIC -**It was **proposed** by Cllr Mrs Whittall, **seconded** by Cllr Gordon and a **RESOLUTION** was passed to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following confidential matters.

**Members of the general public left the meeting at 9.18 pm**

**Meeting Closed at 9.30 pm**

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