

Clerk to the Council/RFO: Caroline Higgins

Chairman: Cllr Keith Keel

20 June 2018

Minutes of the Annual Council Meeting held at 7.00 pm on Monday 14 May 2018 in the Memorial Hall.

Present: Cllrs Keel (Chairman); Breeze; Jones; Engler; Mrs Whittall; Clarke; Parkhurst; Mrs Robinson; Mrs Howells; Hudson and Gouge.

In attendance:
Caroline Higgins, Clerk;

AC01.18/19 **ELECTION OF CHAIRMAN** – Cllr Keel opened the meeting and invited nominations for election of Chairman. It was **RESOLVED unanimously** that Cllr Keel be re-elected as the Chair of the Parish Council.

Cllr Keel signed the Declaration of Acceptance of Office of Chairman.

AC02.18/19 **ELECTION OF VICE CHAIRMAN** – Cllr Whittall **proposed** that Cllr Breeze be elected as Vice Chairman. Cllr Jones **seconded** the proposal and it was **RESOLVED unanimously** that Cllr Breeze be elected as Vice-Chair of the Parish Council.

AC03.18/19 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Cllr Mrs Lewis sent her apologies due to a holiday. Cllr Ryan sent apologies as he had a family commitment. Their apologies were accepted unanimously.

AC04.18/19 **DECLARATIONS OF INTEREST** – Cllr Mrs Whittall recorded her pecuniary interest in the football pitches as her son-in-law hires them for goal-keeper training. Cllr Clarke declared his pecuniary interest as the Council employs his wife as Longmeadow Key holder. He also declared his pecuniary interest as the Council's representative on Bayston Hill Crown Green Bowling Club

AC05.18/19 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public present.

AC06.18/19 **MINUTES** – The Council reviewed the minutes of the Full Council meeting held on 23 April 2018 for accuracy. It was agreed that Cllr Hudson had been in attendance but had been omitted from the list of attendees. This was amended then Cllr Clarke **proposed**, and Cllr Breeze **seconded** that the minutes with the above amendment be accepted as a true record and this was **RESOLVED**. The Chairman signed the minutes.

AC07.18/19 **MATTERS ARISING** – None

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AC08.18/19 **ANNUAL INTERNAL AUDITOR'S REPORT** – The need to resume regular Financial Spot Checks was noted.

The Council noted the recommendation that payments lists be displayed together on the website to make them easier to locate.

The Council noted the recommendation that it develop and publish a strategic budget.

It was resolved to invite the Internal Auditor to present her recommendations in person at the next meeting.

AC9.18/19 **ANNUAL GOVERNANCE STATEMENT** – The Council considered the 9 statements of assurance in turn and having considered the Internal Audit report **resolved unanimously** that statements 1 – 8 should be answered 'Yes' whilst statement 9 was Not applicable'. The Council resolved that in addition to publishing the right to inspect the accounts, a copy shall be made available in the Bayston Hill library.

AC10.18/19 **ANNUAL STATEMENT OF ACCOUNTS** – The Council noted a draft statement of accounts for the year to 31 March 2018. It was noted that the report on Significant Variances from the previous year's accounts was still under preparation and would be presented to the Council upon completion.

It was resolved that all CIL monies received since 2012 be transferred into the CCLA account.

AC11.18/19 **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES; EMPLOYEES AND OTHER LOCAL AUTHORITIES** – The Council resolved to retain all powers to grant dispensations.

AC12.18/19 **Review of terms of reference to existing committees –**

It was **RESOLVED** that committees shall comprise between 6 and 8 members, not counting the Chair and Vice chair of Council. It was further **RESOLVED** that members shall not be permitted to join more than 2 committees in addition to the Management and Personnel Committee, with the exception of the Chair and Vice Chair who shall continue to be full voting members of all committees, 'ex officio'.

The numbers of members for each committee were confirmed as follows:

Planning	6	Quorum	3
Finance	6	Quorum	3
Management & Personnel	6	Quorum	3
Amenities	8	Quorum	4

All excluding the ex officio members

Signed:..... Date:.....

It was **RESOLVED** that the Amenities Committee be granted delegated authority to authorise expenditure up to £5,000.

AC13.18/19 **Nominations to existing committees** – Cllr Whittall proposed the existing committee members be re-appointed *en bloc*. She was seconded by Cllr Parkhurst. The Committee memberships were therefore confirmed as:

Planning Committee Members: Cllrs Hudson; Mrs Lewis; Gouge and Jones (2 vacancies); Cllrs Keel and Breeze (*ex officio*)

Finance Committee Members: Cllrs Parkhurst; Clarke; Jones; Gouge; and Mrs Robinson; (1 vacancy); Cllrs Keel and Breeze, (*ex officio*)

Amenities Committee Members: Cllrs Clarke; Mrs Whittall; Mrs Lewis; Mrs Howells; Engler; Ryan and Parkhurst (1 vacancy); Cllrs Keel & Breeze (*ex officio*)

Management & Personnel Committee: Cllrs Keel, (Chair) Breeze (Vice Chair); Jones, (most recent past Chair); Chairs of Planning; Finance and Amenities Committees (to be confirmed)

AC14.18/19 **Appointment of New Committees** – Cllr Engler requested confirmation of the membership of the Working Group to review the Council’s buildings. This was confirmed to be Cllrs Keel; Engler; Clarke; Mrs Lewis; Mrs Robinson and the Clerk, Mrs Higgins

AC15.18/19 **REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS** – It was resolved unanimously to defer a review of Standing Orders until a special meeting to be convened in July.

AC16.17/18 **REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES** – The Council reviewed a letter from Shropshire Council requesting financial support for Bayston Hill Library for the year to 31 March 2019. The Council approved the request for a grant of £25,000 spread over four equal payments in the year.

The Council noted that a three year agreement had been approved in 2017/18 to financially support Lyth Hill Country Park and confirmed that the second annual payment of £6,492 will be paid to Shropshire Council.

AC17.18/19 **Review of the Council’s representation on external bodies** – It was **resolved** unanimously to appoint the following members to represent the Council on the organisations indicated.

Organisation/Committee	Current Representative
Shropshire Association of Local Council –Shrewsbury Area Committee (SALC/ALC)	Cllr Clarke, Cllr Breeze
Bayston Hill Memorial Hall	Cllr Clarke
Thomas Bowdler Education Charity	Cllr Ryan

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Allotment Association	Cllr Clarke
Lyth Hill Advisory Group	Cllr Clarke, Cllr Mrs Whittall
Bayston Hill Quarry Liaison Committee	Cllr Clarke, Cllr Parkhurst
Bayston Hill Bowling Club	Cllr Clarke
Neighbourhood Watch Group	Cllr Clarke
Shropshire Council Emergency Planning	(2 <i>vacancies</i>)
Campaign to Protect Rural England	Cllr Hudson
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

AC18.18/19 **Review of Council's and/or employees' membership of other bodies –** It was **resolved** to continue membership of Shropshire Association of Local Councils and of the National body, NALC. The affiliation fee of £1,495.37 was approved.

The Clerk's private membership of the Society of Local Council Clerks was noted. It was resolved that attendance at training sessions shall be agreed with the Chair or Vice chair and be to the benefit of the Council.

AC19.18/19 **Review of Council's Complaints procedure** (adopted 2011); Cllr Hudson proposed amending section 6.3 to show Proper Officer in place of Officer.

Cllr Breeze proposed that this procedure and all others be referred to the Management and Personnel Committee for review. This was **resolved unanimously**.

AC20.18/19 **Review of Council's Grievance procedure** (adopted 2005) **and Disciplinary procedure** (adopted 2005) – See minute AC19.18/19

AC21.18/19 **Review Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 –** The Council noted that recent changes to the legislation had removed the requirement for Parish Councils to appoint a Data Protection Officer unless they chose to do so. It was further noted that the Council was still required to maintain registration as a Data Processor with the Information Commissioner.

AC22.18/19 **Review the Parish Council's policy for dealing with the press and media –** It was noted that the Communications Policy had not yet been updated to show the Social Media amendment approved in 2017. It was

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resolved that the policy be updated and then reviewed in conjunction with the Standing Orders in July.

AC23.18/19 **To set the dates, times and place of ordinary meetings of the Full Council for the year ahead** - It was **resolved** that a full year of proposed meeting dates be presented at the Management and Personnel Committee meeting and recommendations brought back to Full Council for ratification.

AC24.18/19 **REVIEW ARRANGEMENTS FOR INSURANCE COVER** – The Council noted the renewal premium for public liability insurance and confirmed the adequacy of cover. The Council noted that a 3-year long term agreement was in place and it was **resolved** to authorise payment of the insurance premium to preserve the continuation of cover.

AC25.18/19 **REPORTS BY PARISH COUNCIL REPRESENTATIVES** – The Council noted the following reports from outside bodies:

SALC Area Committees – Cllr Clarke referred to the minutes of these meetings regularly circulated by the Clerk.

Local Joint Committee Meeting – No meetings had been held in the year and Cllr Clarke stated that the future of the LJC's was being reviewed by Shropshire Council.

Community Led Plan Steering Group – A written report from Cllr Lewis was noted. It was proposed by Cllr Howells that the arrangements for responses to the forthcoming survey be circulated widely on social media. It was noted that Cllr Lewis had already advertised the planned drop-in sessions to assist residents with the completion of the survey on social media

Memorial Hall Committee – Cllr Clarke reported that a new floor was to be installed in the hall during the summer.

Allotments Association – No report

Quarry Liaison Committee – Cllr Clarke reported the quarry had been taken over by new owners. The quarry excavates approximately 1M Tonnes annually. The quarry is awaiting the development of new plant, after which the existing plant will be removed and screened.

Neighbourhood Watch Group – Cllr Clarke reported that the group is continuing but without a chairperson. The group meets at the Beeches PH once every 6 months and is sometimes joined by the local police officer.

Campaign for the Protection of Rural England – Cllr Hudson reported that he was now receiving regular newsletters but had attended no meetings as yet.

Beeches Patient Participation Group – A written report from Cllr Lewis was noted.

Oaklands / Glebelands Steering Group – The Council noted that the group would meet the following day after a period of inactivity. The Clerk and Cllr Clarke would attend.

AC26.18/19 **TO APPROVE AND SIGN ALL PAYMENTS** – Cllr Parkhurst proposed, Cllr Gouge seconded and all **resolved** that the payments listed in the schedule tabled by the Clerk be approved *en bloc* and paid after the meeting.

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AC27.18/19 **EXCLUSION OF THE PRESS AND PUBLIC** - It was **proposed** by Cllr Mrs Whittall, **seconded** by Cllr Jones and a **RESOLUTION** was passed to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following confidential matters.

AC28.18/19 **CONFIDENTIAL MINUTES** - None

AC29.18/19 **CONFIDENTIAL MATTERS ARISING** – None

AC30.18/19 **CONFIDENTIAL QUOTATIONS** –

Data Protection Officer - As the Council was no longer obliged to appoint a Data Protection Officer no quotations were presented.

Internal Auditor – It was resolved to defer this discussion as quotations were not yet available

Football Pitch Renovations – The Clerk reported that due to low availability only one compliant quotation for selective weed spraying had been submitted from the four suitably qualified contractors approached. She reminded the Council of the recommended pitch renovation programme developed in consultation with Shrewsbury Town Council, which included selective weed spraying before the end of the playing season followed by over-seeding then sanding and slitting. Prices for over-seeding were being obtained but she recommended proceeding with the weed spraying as soon as possible to avoid delaying the rest of the renovation programme. Cllr Whittall proposed that the goal mouths be turfed instead of seeded. This was **resolved**. Cllr Clarke proposed that the pitches should be sanded and slit as they had not been sanded for some years. Cllr Engler observed that it had previously been customary to walk the pitches in January or February annually to agree the programme of renovations. It was proposed that Cllrs Clarke and Engler inspect the pitches with the Clerk and the contractor as soon as possible to determine a cost effective programme of renovations for the pitches and bring recommendations to the Amenities meeting.

AC31.17/18 **CONFIDENTIAL STAFF REPORT** – The Council noted that the Management and Personnel Committee was dealing with a staff grievance which has been referred to ACAS.

Meeting Closed at 8.50 pm