

**Clerk to the Council/RFO: J Hodgkiss**

**Chairman: Cllr R Ruscoe**

Minutes of the Annual Council Meeting held at 7:15pm on **Monday 12<sup>th</sup> May 2025** in The Memorial Hall.

Present: C Clode (CC), D Engler (DE), M Jones (MJ), T Markham (TM), T Oseinton (TO), A Parkhurst (APa), A Price (APr), R Ruscoe (RR) – Chair, C Shaw (CS), P Stevens (PS), C Teckoe (CT), M Underwood (MU)

In attendance: Julie Hodgkiss – Clerk (JH), 1 MOP

Item 01.25 **ELECTION OF CHAIRMAN**

**RESOLVED:** MU proposed Cllr Rob Ruscoe to be Chairman for this municipal year 2025/26, seconded by APr and agreed by all members present. The Chairman signed the Acceptance of Office form, witnessed by the Clerk and took the Chair.

Item 02.25 **ELECTION OF VICE CHAIRMAN**

**RESOLVED:** MU proposed Cllrs C Teckoe and T Oseinton as Vice Chairs, seconded by APa and agreed by all members present. Both Cllrs signed the Acceptance of Office form, witnessed by the Clerk.

Item 03.25 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Apologies were received from Cllr Clarke – ill health

Item 04.25 **DECLARATIONS OF INTEREST**

None

Item 05.25 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**

None

Item 06.25 **MINUTES**

**RESOLVED:** APr proposed to agree and sign off the minutes of the Full Council meeting held on 31<sup>st</sup> March 2025, seconded by TO and agreed by all members present.

Item 07.25 **GENERAL POWER OF COMPETENCE**

**RESOLVED:** MU proposed to adopt the resolution, seconded by CC and agreed by all members present.

Item 08.25 **REVIEW ARRANGEMENTS FOR INSURANCE COVER**

**RESOLVED:** APri proposed to approve insurance cover with Zurich for £4975.04, seconded by APa and agreed by all members present.

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

Item 09.25 **REVIEW AND APPROVAL OF MEETING DATES TO THE NEXT ANNUAL COUNCIL MEETING**

**RESOLVED:** CT proposed to approve the schedule for 2025/26, seconded by APa and agreed by all members present.

Item 10.25 **REVIEW OF COMMITTEES**

**RESOLVED:** CT proposed to approve the structure; delegated authorities, and terms of reference of its standing Committees, seconded by APr and agreed by all members present.

Members to serve until the next Annual Council Meeting; (all votes were unanimous)

Committee	Quorum	Chair	Members	Proposed and seconded by	Timings
Services	3		Clarke, Engler, Markham, Parkhurst, Ruscoe, Teckoe	CC, MJ	7:15 pm
Finance and Personnel	3		Jones, Price, Ruscoe, Teckoe, Underwood, vacancy	TM, APR	7.15 pm
Planning	3		Clode, Markham, Osenton, Price, Ruscoe, Underwood	MU, TO	6.30 pm

Item 11.25 **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

**RESOLVED:** TO proposed to and adopt the Standing Orders and Financial Regulations, seconded by CC and agreed by all members present.

Item 12.25 **REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

**RESOLVED:** APr proposed to confirm the ongoing financial contributions to Shropshire Council for the maintenance of Bayston Hill Library (LGA 1972, S137) £18,000 and Lyth Hill Country Park £8656 (Open Spaces Act 1906), seconded by MU and agreed by all members present.

Item 13.25 **REVIEW OF THE COUNCIL'S MEMBERSHIP AND REPRESENTATION ON EXTERNAL BODIES**

**RESOLVED:** All votes were unanimous.

Committee	Council Representative	Committee	Council Representative
Area Local Committee (ALC)	Cllr Clarke, (Cllr Stevens – reserve)	Memorial Hall	Cllr Clarke
	MU, CC		APa, TM

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

Thomas Bowdler Education Charity	Cllr Clode <b>APa, MU</b>	Allotment Association	Cllr Clarke <b>APr, APa</b>
Lyth Hill Management Committee	Cllr Underwood, vacancy <b>CC, CS</b>	Bayston Hill Quarry Liaison Committee	Cllrs Underwood and Clarke <b>TO, CS</b>
Bayston Hill Bowling Club	Cllr Clarke <b>APa, DE</b>	Neighbourhood Watch Group	Cllr Clarke <b>MU, APr</b>
Shropshire County Council Emergency Planning	Cllr Markham <b>APa, CT</b>	CPRE	Cllr Underwood <b>APr, CC</b>
Open Spaces Society	Cllr Underwood <b>APa, CC</b>	Patient Participation Group	Cllrs Underwood and Shaw <b>APr, APa</b>
Great Big Green Week/BH Wildlife Group	Cllr Underwood <b>CT, CC</b>		

Item 14.25 **REVIEW AND ADOPTION OF COMPLAINTS PROCEDURES**  
**RESOLVED:** MU proposed to adopt the policy, seconded by APa and agreed by all members present.

Item 15.25 **REVIEW OF THE PARISH COUNCIL'S POLICY FOR DEALING WITH THE PRESS AND MEDIA**  
**RESOLVED:** CT proposed to adopt the policy (11. with the caveat that paper copies of policies should be provided on request – paperless where possible), seconded by CC and agreed by all members present.

Item 16.25 **DATA PROTECTION POLICY**  
**RESOLVED:** MU proposed to adopt the policy, seconded by DE and agreed by all members present.

Item 17.25 **PAYMENTS**  
**RESOLVED:** See table, agreed by all members.

March Payments	APa, CT
March Rec	MU, TM
April Payments	MU, TM
April Rec	MU, Apr

Item 18.25 **REVIEW ASSET REGISTER INCLUDING LAND AND BUILDINGS**  
**RESOLVED:** APr proposed to adopt the Asset Register up to 31/3/25 seconded by DE and agreed by all members present.

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

- Item 19.25 **REVIEW s137 EXPENDITURE**  
**RESOLVED:** APr proposed to note the expenditure in 2024/25 and the limit of expenditure in 2025/26, seconded by MJ and agreed by all members present.
- Item 20.25 **REVIEW OF WORKING GROUPS**  
**RESOLVED:** CT proposed that the Working Groups – Carbon Neutral, Road Safety, Income Generation will continue for the next municipal year. The Income Generation Group will be renamed the Pavilion Project Group. Seconded by TO and agreed by all members present.
- Item 21.25 **NEIGHBOURHOOD PLAN STEERING GROUP**  
**RESOLVED :** APa proposed to approve the formation, number of members and terms of reference (amendment – Chair should be a Council Member) of the NP Steering Group, seconded by MU and agreed by all members present.
- Cllr members are Clode, Osenton, Parkhurst, Price, Ruscoe, Underwood.
- Item 22.25 **BANK MANDATES**  
**RESOLVED:** APr proposed to approve bank signatories to remain the same, seconded by MU and agreed by all members present.
- Item 23.25 **PAVILION REFURBISHMENT**  
**RESOLVED:** MU proposed to approve the GI survey at the cost of £2465.00, seconded by CC and agreed by all members present.  
**RESOLVED:** MU proposed to approve layout change to plans to include a plant room, seconded by APa and agreed by all members present.
- Item 24.25 **FREEDOM OF THE PARISH**  
**RESOLVED:** APa proposed to approve the policy to create the award of Freeman/Freewoman of the parish, seconded by DE and agreed by all members present.

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