

**Locum Clerk to the Council/RFO: Shaun Jones**  
**Chairman: Cllr Mark Underwood**

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Minutes of the Finance Committee Meeting held at 7:00pm on **Monday 20 July 2020** via Zoom Video Conferencing.

**Present:** Cllrs Parkhurst, (Chair), Clarke and Jones  
**Apologies** Cllr. Gouge;  
**In** Shaun Jones Locum Clerk; Cllr. Underwood  
**attendance:**

**F1.20/21 RECEIVE APOLOGIES & REASONS FOR ABSENCE – None**

**F2.20/21 DECLARATIONS OF INTEREST – None**

**F3.20/21 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS - None**

**F4.20/21 MINUTES –** The minutes of the meeting held on 20 January 2020 were unanimously approved and signed by the Chair.

**F5.20/21 CLERK'S REPORT AND MATTERS ARISING**

- **Banking relationship – signing mandates require to be updated.**  
Using the Co-operative Bank form – Change of Account Signatories & Authorised Users.  
The following individuals are to be removed - Rob Miles, Caroline Higgins, Tim Ryan and Teresa Lewis. Move Janet Whittle to be an account signatory from authorised user and add Caroline Clode and Mark Underwood as account signatories too. **Proposed AP, seconded FJ to proceed as outlines. All in favour.**  
Unity Bank and other accounts also need mandates to be reviewed.
- **Lyth Hill Country Park – 50% contribution (plus Longden Parish Council contribute 50%) towards costs. Invoice raised in November 2019 £8656.00.**  
Statement of Account for June 2020 – invoice still showing as outstanding. SJ believes he has uncovered an instance of invoice fraud with interception of emails looking likely to have taken place, between Shropshire Council and ourselves. Email account – [baystohillpc@hotmail.com](mailto:baystohillpc@hotmail.com) is the more likely point of access. Details have been passed to the Police. Possibly by discovery of a common password may have allowed access. If any registered users list was exposed via a data breach, a fraudster can try their luck in accessing the email account. I have no evidence that a common password was in play with regard to this email account, on the contrary the previous Clerk was very cautious over security, but through whatever means we believe accessing and manipulating emails is what has taken place. The intercept resulted in a single page invoice from Shropshire Council, rather than a two sided one. New bank details were added to the bottom of the invoice. What is puzzling is that signs were missed, manipulated email addresses, e.g. an i replaced with a 1 or lower case l, poor English phrasing – all tell tell signs. I have no idea why, under pressure or distraction, but new bank account details were input to our internet banking profile. Shropshire Council have the NatWest as their bankers but the details input relates to a Barclays account in Leicester. The £8,656.00 was remitted to the Barclays account on November 27<sup>th</sup> 2019. It has been raised with the

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people in Shropshire Council and they performed a mapping exercise between the emails that they sent vs. what we received. There are of course lessons to be learnt, firstly I have added second level authentication on both of Bayston Hill Parish Council's email accounts. You now can't log into our email accounts without an added code sent to our registered mobile phone. It will prevent this suspected form of fraud but there are many others we need to be on alert for. Shropshire Council claim to their knowledge this is the first instance of this type of fraud. SC mood music is that they are not putting pressure on us to settle the account for now. TC asked to be kept in the loop on how matters transpire. AP asks how many occasions were we told by Shropshire Council that they hadn't been paid the money? SJ has spoken to a senior manager in Finance at SC and stated his dismay that we had not been alerted to non-payment sooner, as the trail has gone cold. Approaching Barclays Bank at this stage maybe far too late to repatriate any funds. SJ will research how many instances did SC Finance send reminders or statements clearly showing the unpaid invoice. SC are to do the same from their side. MU states while monitoring the council's email box in April/May he doesn't recall seeing an email from SC relating to this unpaid invoice – reminder or statement. MU is interested to know if the Police will act on our report. SJ will get in touch with local Police contacts to see if any progress has been made. The National Fraud Agency did state they reply within 28 days. FJ – can you chase Barclays again – have they any insurance to cover such losses? TC and SJ will make contact with our bankers, Co-operative Bank on Wednesday to get them to look into this from their side – and they will contact Barclays too. SJ had called Barclays initially to see if the account concerned had been flagged as fraudulent, they did go away and check, coming back with the advice to report to the Police. Could we read into this that their account had been flagged?

- **PKF Littlejohn – External Auditors** have agreed to moving the deadline for the submission of the papers for external audit from 31.7.20 to 28.8.20, a one month extension. Approval of the AGAR by Council is slated for 27.7.20.

- F6.20/21 FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY** – To note the position of financial cost centres compared to budgets at the end of the financial year. **Proposed AP, seconded FJ to accept the report. All in favour.**
- F7.20/21 BANK RECONCILIATION** - To note and agree the Bank Reconciliation for all accounts, including Petty Cash to 31 March 2020. The CCLA Deposit Fund is now treated as a long-term asset – the Bank Reconciliation was updated 27<sup>th</sup> April 2020. **Proposed AP, seconded FJ to accept the report. All in favour.**
- F8.20/21 ANNUAL STATEMENT OF ACCOUNTS** – Both Balance Sheet at year end – 31.3.2020 and Income and Expenditure Account 2019/20 presented. AP requested if there is a norm with respect to level of reserves set aside. SJ advised any unallocated reserve should not exceed the amount requested as the annual precept. Ear marking of reserves for specific reasons is permitted. **Members of the committee unanimously accepted the financial statements presented.**
- F9.20/21 ALLOCATION OF YEAR END SURPLUS TO EARMARKED RESERVES** – Deferred and SJ will bring to Full Council if required. **Proposed AP, seconded FJ to approve deferral – All in favour.** TC request an update on amounts received via Community Infrastructure Levy. Members accepted that there is likely to be a financial hit with respect to the Coronavirus Pandemic as well as additional costs related to staffing. Also, the invoice fraud noted in F5.20/21 could require use of any surplus. MU also flagged up progress to becoming Carbon Neutral may need some funding. AP would welcome a review of all ear marked reserves to ensure they match current priorities and plans on capital projects.

Signed.....

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- F10.20/21 REVIEW INTERNAL AUDITORS REPORT AND FOLLOW RECOMMENDATIONS**  
Members noted the Internal Auditors report and recommendations, move to a true dual authorisation internet banking system and recalculation of bank reconciliation statement by a Councillor. AP also believes we check statements from key suppliers to ensure no old items outstanding. **Proposed AP, seconded FJ to the actions outlined. All in favour.**
- F11.20/21 REVIEW ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) –**  
To review the drafted return in advance of being presented to Full Council for legal sign off. **Members approved the report presented and the proposal to restate line 7 and 9 for the previous financial year to give a more accurate comparator since moving the CCLA Fund from cash balance to long term asset.**
- F12.20/21 KEY FINANCIAL TASKS –** To review Key Financial Tasks calendar and identify actions arising. MU and SJ have reviewed this document prior to this meeting. SJ not entirely up to speed on how this document is used by the committee. MU prepared a version of this document in an excel spreadsheet format with status colours – red, amber & green plus additional tabs. **To be shared with SJ. Can come back to Full Council with recommendations.** AP emphasises the importance of robust procedures to assist both members and officers.
- F13.20/21 PAYMENTS –** The Clerk presented a list of payments becoming due. **Proposed MU, seconded FJ to approve – All in favour.**

Meeting closed at 8:12 pm

Signed.....

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14/10/20



**Locum Clerk to the Council/RFO: Shaun Jones**  
**Chairman: Cllr Mark Underwood**

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Minutes of the Finance Committee Meeting held at 6:00pm on **Monday 19 October 2020** via Zoom Video Conferencing.

**Present:** Cllrs Parkhurst, (Chair), Clarke and Jones  
**Apologies** Cllr. Gouge;  
**In** Shaun Jones Locum Clerk; Cllr. Underwood  
**attendance:**

**F14.20/21 RECEIVE APOLOGIES & REASONS FOR ABSENCE – None**

**F15.20/21 DECLARATIONS OF INTEREST – None**

**F16.20/21 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS - None**

**F17.20/21 MINUTES –** The minutes of the meeting held on 20 July 2020 were reviewed as an accurate record of proceedings. **Proposed FJ and seconded TC to approve – carried unanimously** and signed by the Chair.

**F18.20/21 CLERK'S REPORT AND MATTERS ARISING**

- Very little on my side. As you said we have the item later on the invoice fraud issue relating to Lyth Hill Country Park. Agenda item F22.20/21 picks up on this.
- An apology, after a weekend of getting to grips with the Scribe accounting system - which I found delightful once I had got my head around it, I managed to get Q1 fully entered covering April to June but still have to get Q2 completely entered - July to September. AP pleased to hear the fact the Locum Clerk has got this far and happy for a little extra time to bring everything up to date. We will get an interim meeting convened to properly approve all financial statements and reports. From a governance view point this is imperative, proper review at each quarter end is best practice. We are in a catch-up situation so that is where we are.

The Chair appreciated the honest report and brevity.

**F19.20/21 FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY –** Report covering Q1 distributed just ahead of the meeting. Leave that as a take-away. We may have to agree on budget virement to reflect the appointment of a Locum Clerk. You will spot that, only first month caught by Q1 reporting. Questions invited but appreciated that the distribution took place very recently. AP states as the item is for noting and that the report has been produced, he encourages questions to be raised directly with SJ but copy AP in. **Noted proposed AP, seconded FJ – all in favour.**

**F20.20/21 BANK RECONCILIATION –** The Clerk shared a report noting the Working Account balance as at 30.9.20 (end of Q2) as well as all other accounts as at 31.3.20, year-end 2019/20. SJ notes an internal transfer of £11,534.09 in Q1 which most likely relates to a transfer to reserves but will delve deeper and report back.

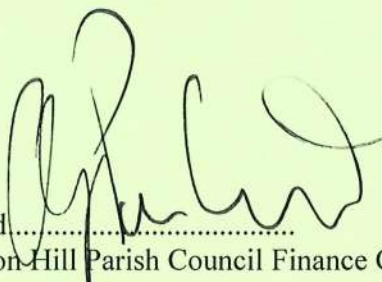
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- F21.20/21 FUNDING AGREEMENT – LYTH HILL COUNTRY PARK** – reference made to the agreement previously circulated. **Proposed AP, seconded FJ for the Clerk to sign the agreement relating to the funding in FY 2020/21 – passed unanimously.**
- F22.20/21 REPORT ON AN INSTANCE OF INVOICE FRAUD AND MITIGATION STEPS UNDERTAKEN** – Thankfully since the meeting minutes just approved from 20th July, we have contacted the Co-operative Bank and were fortunate to receive a credit of £6,150.01 as a contra to the mis-directed payment of £8,656.00 sent in November 2019. This leaves us with a shortfall of £2,505.99 and although we asked Shropshire Council to split this, based on the fact the trail was as cold as ice by June 2020 they declined. SJ will consult with the Internal Auditor to properly reflect these circumstances in the financial reporting. We also have to properly complete the original transaction and send £8,656.00 to Shropshire Council to settle their invoice. All mitigation steps are complete to ensure there is no repetition going forward. SJ also strongly suggests we move the day-to-day banking to Unity Trust Bank to benefit from full dual authority internet banking. The Financial Regulations should be reviewed to include threshold amounts, above which extra checks/steps are prescribed. Adding beneficiaries and updates should also be subject to extra checks. AP thanks the Clerk for securing the contra credit made by Co-operative Bank plc. Also SJ asked how soon could Unity Trust be brought into play ? A target of 1st January 2021 is achievable so long as bank mandates are brought up to date - no small feat. MU tacks back with a mitigation step to counter the £2,505.99 shortfall and suggest we advise Shropshire Council that we are squeezed financially and that a lower figure be accepted for FY 2020/21. Such a written request should be copied to the Chief Executive. **MU proposes and AP seconds to make this request.** All in favour. No decision on accounting treatment of the shortfall made, it is hoped our appeal to SC might alter the need to. AP suggests the updates to Financial Regulations as raised should also be presented to Council in the New Year, SJ and TC to work on this.
- F23.20/21 REQUEST FOR AN ADDITIONAL BATTERY PACK FOR EGO POWER TOOL** – SJ outlines the quotation of £72.25 for an additional battery pack, **AP proposed, seconded MU to approve the expenditure. All in favour.**
- F24.20/21 PAYMENTS** – The Clerk tabled a list of payments for October for approval. For acceptance of October schedule, **motion proposed AP, seconded FJ, all in favour.**
- F25.20/21 EXCLUSION OF THE PRESS AND PUBLIC** – Motion proposed MU, seconded FJ – It was unanimously resolved to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.
- F26.20/21 CONFIDENTIAL SESSION**
- **Staffing Matters** – The Clerk brought forward an invoice received from Marches HR for approval. Hours spent and rate confirmed. **Proposed AP, seconded FJ to approve this expenditure. All in favour.**

Meeting closed at 6:32 pm

Signed.....  
  
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Locum Clerk to the Council/RFO: Shaun Jones  
Chairman: Cllr Mark Underwood

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Minutes of the Finance Committee Meeting held at 7:00pm on **Monday 18 January 2021** via Zoom Video Conferencing.

**Present:** Cllrs Parkhurst, (Chair), Clarke and Jones  
**Apologies** Cllr. Gouge;  
**In** Shaun Jones Locum Clerk; Cllr. Underwood  
**attendance:**

- F27.20/21 RECEIVE APOLOGIES & REASONS FOR ABSENCE – None**
- F28.20/21 DECLARATIONS OF INTEREST – None**
- F29.20/21 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS - None**
- F30.20/21 MINUTES –** The minutes of the meeting held on 19 October 2020 were reviewed as an accurate record of proceedings. **Proposed MU and seconded FJ to approve – carried unanimously** and signed by the Chair.
- F31.20/21 CLERK'S REPORT AND MATTERS ARISING**
- Updates for Financial Regulations - Transition to Unity Trust Bank internet banking system - target of switch over missed - Jan 1st. Efforts in place to meet soon.
  - The invoice for 2020/21 Lyth Hill Country Park annual contribution reduced by £1,253.00 agreed with Richard Knight - BHPC always looked upon as a contributor to Lyth Hill Country Park and he was happy to help. Assists in mitigation over the Invoice Fraud.
  - £11,534.09 related to the movement of FY 19/20 partial surplus to earmarked reserves - didn't have the background at the previous meeting. Also £6,190.00 from an underspend of Street Lighting upgrade budget moved to an earmarked reserve.
  - Reserves - £339,837.02 as at 31.3.20.
  - An offer from an HR Service Provider to review Health & Safety Policies review being actively considered.
- F32.20/21 FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY –** SJ highlighted three Cost Centres – Administration, Grants & Contributions and Staffing Costs where there is a projected overspend – full reasons given. All remaining 9 Cost Centres are within budget, some comfortably. Overall, the projection is for a budget surplus. **Noted – proposed MU, seconded FJ – all in favour.**
- F33.20/21 BANK RECONCILIATION –** SJ acknowledges valued assistance from MU in the sign off of Monthly Bank Reconciliation reports. To note and agree the Bank Reconciliation for all accounts, including Petty Cash to 31 December 2020. **Proposed FJ, seconded TC to accept the report. All in favour.**

Signed.....

Date.....

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**F34.20/21 REVIEW OF RESERVES AND CONTINGENCIES** – report tabled. SJ is still working through recent changes in balances reported but confirms Scribe shows some 6 named earmarked reserves totalling £338,168.75 and £88,367.34 in free surplus as at Q3. **Members noted the report.**

**F35.20/21 DRAFT BUDGET** – Members of the committee were guided through each cost centre to agree on each and this will flow into the proposed Precept request.

Cost Centre	Amount 2021/22	Proposer/Seconder
Administration	£15,700	MU/AP
Community Open Spaces	£4,150	FJ/TC
Council Buildings – Parish Office	£2,500	AP/MU
Council Buildings - Pavilion	£4,000	AP/MU
Council Buildings – YCB	£2,020	AP/MU
Repairs & Maintenance	£11,000	MU/FJ
Grants & Contributions	£34,656	FJ/MU
Lythwood Sports Facilities	£13,000	FJ/MU
Rents, Rates & Utilities	£2,950	FJ/MU
Staff Costs	£86,215	AP/FJ
Street Lighting	£21,300	MU/AP
Tractors	£1,700	AP/MU

Income projection of £175,186 if we were to hold the precept request at the present level – includes Facilities income.

Mention made of a Hire Charge review, to bring forward – proposed that Annually increase by 5%. AP FJ (TC reference STC fee table too).

**F36.20/21 PRECEPT RECOMMENDATION** – To meet the agreed budget of £204,191 (includes new earmarked reserve addition of £5,000) an increase of 2.9% (up £2.70 to £95.66 for a Band D property) would raise £173,185 on a slightly lower Taxbase (no. of properties paying Council Tax). **Proposed MU, seconded FJ to recommend setting of noted precept for FY 2021/22 to Full Council – Motion carried.** A couple of requests made to review, which SJ will make – particularly Staff Costs, that could impact on the 2021/22 budget but these will be put to Full Council.

**F37.20/21 PAYMENTS** – The Clerk tabled a list of payments for January for approval. For acceptance of January schedule, **motion proposed MU, seconded FJ, all in favour.**

**F38.20/21 EXCLUSION OF THE PRESS AND PUBLIC** - Motion **proposed FJ, seconded AP** – It was **unanimously resolved** to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.

**F39.20/21 CONFIDENTIAL MATTERS**  
To note an addition member of staff has joined the pension scheme – administered by Shropshire Pensions.

**Meeting closed at 8:16pm.**

Signed.......... Date.....4/5/21..... Page 7

Clerk to the Council/RFO: **Caroline Higgins**  
Chairman: **Cllr Mark Underwood**

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**Minutes of a Planning Meeting held at 6.30 pm on Monday 15 June 2020 via Zoom video conference.**

**Present:** Cllrs Clode (CC); Lewis (TL) and Underwood (MU).

**Not Present:** Cllrs Jones and Gouge

**In attendance:** Locum Clerk, Shaun Jones (SJ);

**P1.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE - None**

**P2.20/21 DISCLOSURE OF PECUNIARY INTEREST – None**

**P3.20/21 PUBLIC SPEAKING AT COUNCIL MEETINGS –** There were no members of the public present.

**P4.20/21 MINUTES – Proposed MU, seconded CC,** it was **RESOLVED unanimously** to approve the minutes of the meeting held on Monday 16 March 2020 as a true record and to authorise the Chair to sign them.

**P5.20/21 DELEGATED POWERS – Proposed MU, seconded CC,** it was **RESOLVED unanimously** to ratify the BHPC response [in consultation with Chair of the Council and Chair of the Planning Committee] to the following applications received since the March planning committee meeting:

- 20/01237/VRA106 : Variation to the S106 attached to 13/03793/FUL to remove clause 8.2 and replace with a conditional mortgagee exclusion clause for **1-14 (inclusive) and 16-36 (even) Bestune Way, 1-7 (inclusive), and 9 Otter Drive** :  
Applicant: The Wrekin Housing Group Limited: To view online [Click here](#)  
Mrs Caroline Higgins (Neutral)  
Comment submitted date: Wed 22 Apr 2020  
Bayston Hill Parish Council would object to any amendment that would have the effect of reducing the availability of affordable housing, either now or in the future but having received an assurance that this is purely a technical amendment for the purposes of borrowing, the Council raises no objections.
- 20/01196/FUL : **The Old Orchard , Sharpstones Lane, Bayston Hill** : Erection of first floor extension over existing garage and conversion of garage to accommodation : To view online : [Click here](#)  
Mrs Caroline Higgins (Neutral)  
Comment submitted date: Wed 22 Apr 2020  
Bayston Hill Parish Council raises no objections to the development proposed.

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I Planning Committee Minutes

Signed Caroline Clode (Chair) 27.7.20 (Date)



**P6.20/21 PLANNING APPLICATIONS** – To consider the following planning applications;

1. Reference: 20/02159/FUL : **46 Broad Oak Crescent, Bayston Hill** : Erection of single storey extension to side and alterations to front elevation – It was **resolved unanimously to make no objection to this application.**
2. Reference: 20/01801/FUL : **1 Ferndale Betley Lane Bayston Hill** : Erection of detached garage – It was **resolved unanimously to make no objection to this application.**
3. Reference: 19/04389/OUT – **Proposed Development Land To The South Of Meole Brace Retail Park** : Approve an additional submission based on Shropshire Highways published view on this application – 23<sup>rd</sup> May 2020. It was **resolved unanimously to strongly object to this application.** The following additional comments were agreed on:-

Bayston Hill Parish Council deeply regrets that the email that was published on 23 May 2020 regarding the concerns of the Bayston Hill Parish Council and local residents regarding the new access into the development and the impact on traffic congestion on the A5112 Hereford Road and the Pulley Lane junction has by completely dismissed by Shropshire Council's Area Manager for Developing Highways.

This site is not included in this Five-Year Housing Land Supply Statement and therefore there is no justification for its inclusion and is not required to meet current housing need.

"6.42 years supply of deliverable housing land against the housing requirement within the adopted Local Plan and 8.00 years supply of deliverable housing land against the housing need identified using Governments standard methodology. Consequently, Shropshire Council considers that local planning policies remain up to date and contribute to achieving sustainable development, through development of the right types of housing, in the right locations and within the right timescales". This site does not form part of the SAMDev housing allocated sites in Shrewsbury and should not even be a consideration until 2022. Please note that Shropshire Council's Regulatory Services department also raised this crucial point during their consultations on this development.

A query has been raised by members over the number of school places that this development would require. The figure we quoted in our original submission of 48 has been questioned by BHPC members and could be far from reality when 150 houses are occupied by families. Could this be referred for verification please. See below the original response from Bayston Hill Parish Council which **STRONGLY OBJECTS** to the proposed development.

**P7.20/21 PLANNING DECISIONS**

The Committee **noted** the following planning decisions:

1. 20/01196/FUL : **The Old Orchard , Sharpstones Lane, Bayston Hill** : Erection of first floor extension over existing garage and conversion of garage to accommodation : *Grant Permission*
2. 20/01049/FUL: **25 Long Meadow Bayston Hill** : Erection of a part single, part two storey rear extension : *Grant Permission*

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Planning Committee Minutes

Signed Caroline Clode (Chair) 27.7.20 (Date)

3. 20/00992/TPO : **9 Oak Tree Drive, Bayston Hill** : Crown thin by 15% 1no Oak & reduce crown by 1.5metres of 1no Hawthorn protected by the Shrewsbury & Atcham Borough Council (Oak Tree Drive, Hanley Lane, Parrs Lane, Bayston Hill) Tree Preservation Order 2003 (Ref: SA/374) : *Grant Permission*
4. 20/00827/FUL Address: **53 Fairview Drive, Bayston Hill**: Erection of first floor side extension and associated alterations : *Grant Permission*
5. 20/00440/ADV : **Bayston Hill Service Area Hereford Road Bayston Hill** : Erect and display 1 internally illuminated, 9 metre high totem sign : *Grant Permission*
6. 20/01790/AMP : **9 Edge Close Bayston Hill** : Non Material Amendment for the repositioning of proposed garage to previously approved planning permission 18/04161/FUL Erection of a part ground and part first floor extension; detached garage and associated works : *Grant Permission*

**P8.20/21**      **PLANNING APPEALS** – No appeals to note

*The meeting closed at 6:56pm*

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3 | Planning Committee Minutes  
Signed Caroline Clode (Chair) 27.7.20 . (Date)

Locum Clerk to the Council/RFO: Shaun Jones  
Chairman: Cllr Mark Underwood

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Minutes of a Planning Meeting held at 6.30 pm on Monday 27 July 2020 via Zoom video conference.

**Present:** Cllrs Clode (CC); Jones (FJ) and Underwood (MU).

**Not Present:** Cllr Gouge

**In attendance:** Locum Clerk, Shaun Jones (SJ);

**P9.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE - None**

**P10.20/21 DISCLOSURE OF PECUNIARY INTEREST – None**

**P11.20/21 PUBLIC SPEAKING AT COUNCIL MEETINGS –** There were no members of the public present.

**P12.20/21 MINUTES – Proposed MU, seconded FJ, it was RESOLVED unanimously** to approve the minutes of the meeting held on Monday 15 June 2020 as a true record and to authorise the Chair to sign them.

**P13.20/21 PLANNING APPLICATIONS –** To consider the following planning applications;

1. Reference: 20/02300/TPO : **Site Of Former Oakland County Primary School Glebe Road Bayston Hill** : To carry out a Light crown lift to 1no London Plane (T1) works required to ensure height clearance for pedestrians and to crown reduce and cut back boughs overhanging adjacent property 66a Lyth Hill Road, Bayston Hill and to balance tree canopy 1no Sycamore (T4) protected by Shropshire Council (Land at former Oak Meadow Primary School, Glebe Road, Bayston Hill) TPO 2013 – **it was resolved unanimously to make no comment on this application.**
2. Reference: 20/02732/FUL : **11 Clarkefields Bayston Hill** : Erection of single storey rear extension; – **it was resolved unanimously to make no comment on this application.**
3. Reference: 20/02833/COU : **109 Lyth Hill Road Bayston Hill** : Change of use from agricultural to domestic curtilage (garden) – **members noted the planning application is dated 15.7.2019 and section 4 and 17 have differing sqm areas noted. The Clerk has been requested to contact the Planning Officer to enquire on protections on agricultural land, whether a covenant remains in force and seek further information on the reasons behind the application.**
4. Reference: 20/02861/FUL : **79 Lansdowne Road Bayston Hill** : Installation of new driveway and associated dropped kerb; – **it was resolved unanimously to make no comment on this application.**

5. To consider any planning applications validated since the publication of the agenda **20/02916/FUL** is referenced via official planning alert email ahead of formal consultation invitation. Also **20/02943/AMP** mentioned but likely there will be no formal consultation invitation as it noted as a Non-Material Amendment.

**P14.20/21 PLANNING DECISIONS**

The Committee **noted** the following planning decisions:

1. 20/02159/FUL : **46 Broad Oak Crescent, Bayston Hill** : Erection of single storey extension to side and alterations to front elevation; *Grant Permission*
2. 20/01801/FUL : **1 Ferndale Betley Lane Bayston Hill** : Erection of detached garage; *Grant Permission*

**P15.20/21 PLANNING APPEALS – No appeals to note**

*The meeting closed at 6:50pm*

**Locum Clerk to the Council/RFO: Shaun Jones**  
**Chairman: Cllr Mark Underwood**

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**Minutes of a Planning Meeting held at 6.30 pm on Monday 24 August 2020 via Zoom video conference.**

**Present:** Cllrs Clode (CC); Jones (FJ) and Underwood (MU).

**Not Present:** Cllr Gouge

**In attendance:** Locum Clerk, Shaun Jones (SJ); Maximum of 4 Members of the Public (some choosing to remain connected for those agenda items that are of interest to them).

**P16.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE - None**

**P17.20/21 DISCLOSURE OF PECUNIARY INTEREST – None**

**P18.20/21 PUBLIC SPEAKING AT COUNCIL MEETINGS –** There were 4 members of the public present. The Chair invited those present to comment on any agenda item, all were happy to observe proceedings.

**P19.20/21 MINUTES – Proposed MU, seconded FJ, it was RESOLVED unanimously to** approve the minutes of the meeting held on Monday 27 July 2020 as a true record and to authorise the Chair to sign them.

**P20.20/21 PLANNING APPLICATIONS –** To consider the following planning applications;

1. Reference: 20/02916/FUL : **Oakfield 1 Beddoes Drive Bayston Hill**: Erection of first floor extension above existing garage – **it was resolved unanimously to make no comment on this application.**
2. Reference: 20/03072/TPO : **Land On Field Off 29 Gorse Lane Bayston Hill** : To prune back branches overhanging roof of 11 Parry's Close protected by Shrewsbury & Atcham Borough Council (Land at the rear of 11 Parry's Close, Bayston Hill) TPO 2008; – **it was resolved unanimously to make no comment on this application.**
3. Reference: 20/03040/TPO : **Beechwood Green Lane Bayston Hill** : To crown reduce by 25%, 1.5 metres all round 1no Common Beech (T1) protected by Shrewsbury and Atcham Borough Council (Green Lane, Bayston Hill) Tree Preservation Order 1992 : – **it was resolved unanimously to make no comment on this application.**
4. Reference: 20/03211/FUL : **2 South View Betley Lane Bayston Hill** : Erection of single storey front extension including demolition of existing porch; – **it was resolved unanimously to make no comment on this application.**

5. Reference: 20/03296/FUL : **21 Parrs Lane Bayston Hill** : Erection of detached garden room following demolition of existing garage; internal alterations, replacement roof and new windows to rear elevation; – **it was resolved unanimously to make no comment on this application.**
6. To consider any planning applications validated since the publication of the agenda – **the Clerk confirmed there were no applications to consider.**

**P21.20/21 PLANNING DECISIONS**

The Committee **noted** the following planning decisions:

1. 20/02300/TPO : **Site Of Former Oakland County Primary School Glebe Road Bayston Hill** : To carry out a Light crown lift to 1no London Plane (T1) works required to ensure height clearance for pedestrians and to crown reduce and cut back boughs overhanging adjacent property 66a Lyth Hill Road, Bayston Hill and to balance tree canopy 1no Sycamore (T4) protected by Shropshire Council (Land at former Oak Meadow Primary School, Glebe Road, Bayston Hill) TPO 2013 ; **Grant permission**
2. 20/02943/AMP : **62 Lansdowne Crescent Bayston Hill** : Non Material Amendment to planning application 20/00682/FUL - alteration to single storey extension and the roof design; **Grant permission**
3. 20/00736/FUL : **Proposed Dwellings South Of The Fold Lythwood Road Bayston Hill** : Erection of one pair of semi-detached bungalows; **Grant permission**
4. 19/04389/OUT : **Proposed Development Land To The South Of Meole Brace Retail Park Shrewsbury** : Outline Planning Application (all matters reserved other than access) for the development of up to 150 residential dwellings; **Permission Refused**
5. 20/03086/AGR : **Lower Pulley Farm Pulley Lane Bayston Hill** : A new general purpose agricultural building; **Not required**

**P22.20/21 PLANNING APPEALS** – No appeals to note

**P23.20/21 LOCAL PLAN 2016 - 2038** – Consultation on the 'Regulation 18' Pre-Submission Draft of the Shropshire Local Plan from Monday 3 August 2020 - Wednesday 30 September 2020. All responses should be received by the council by 5pm on Wednesday 30 September 2020.

A detailed discussion raised the following headlines to be included in the Parish Council consultation response. SJ requested to draft a consultation submission for circulation ahead of it being approved and submitted ahead of the deadline.

- Put forward strong arguments for the removal of the site SHR145 Land at Meole Brace Retail Park, Hereford Road, Shrewsbury as it has recently had an outline planning application refused and also emphasise the unsuitable environment for good quality housing – keeping windows closed because of noise etc.

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 Signed Caroline Gade (Chair) 28.9.20 (Date)

- The inclusion of BAY039 – Land off Lyth Hill Road is outside of the Bayston Hill village boundary (according to the Decision Notice that refused an outline planning application in May 2017) begs for clarity over the Bayston Hill Community Hub boundary, is it threatened? Make reference to the concerns raised when many residents submitted their concerns if development were to go ahead. A ripple effect where additional sites may come forward to eat further into this countryside location.
- With respect to BAY050, the green space in the middle has been given by the Church to the village. The suggestion this could be flexed – is roundly rejected – this gift is sacrosanct, the open space is for everybody and allows good access to pathways.
- Any significant development approved in Bayston Hill must take account of increased demand on education and healthcare provision. New housing in the vicinity of Bayston Hill will also increase demand within Bayston Hill Community Hub.
- Review suggested alternative sites – maybe looking back at earlier statements/reports produced at the time.
- Fully support the retention of the Green Gap north of Bayston Hill – in line with Community Hub Policy SP 7.
- The 200 house target over the plan period will most likely be met with sensitive planning of BAY050 and smaller in fill sites within the village boundary.

*The meeting closed at 7:50pm*



**Locum Clerk to the Council/RFO: Shaun Jones**  
**Chairman: Cllr Mark Underwood**

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**Minutes of a Planning Meeting held at 6.00 pm on Monday 28 September 2020 via Zoom video conference.**

**Present:** Cllrs Clode (CC); Jones (FJ) and Underwood (MU).

**Not Present:** Cllr Gouge

**In attendance:** Locum Clerk, Shaun Jones (SJ)

**P24.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE - None**

**P25.20/21 DISCLOSURE OF PECUNIARY INTEREST – None**

**P26.20/21 PUBLIC SPEAKING AT COUNCIL MEETINGS –** There were no members of the public present.

**P27.20/21 MINUTES – Proposed MU, seconded FJ, it was RESOLVED unanimously** to approve the minutes of the meeting held on Monday 24 August 2020 as a true record and to authorise the Chair to sign them.

**P28.20/21 PLANNING APPLICATIONS –** To consider the following planning applications;

1. Reference: 20/03323/FUL : 1 **Sharpstones Lane Bayston Hill**: Erection of single storey side extension – **it was resolved unanimously to make no comment on this application.**
2. Reference: 20/03679/FUL : **41 Fairview Drive Bayston Hill** : Erection of single storey rear extension; – **it was resolved unanimously to make no comment on this application.**

To consider any planning applications validated since the publication of the agenda

**P29.20/21 PLANNING DECISIONS**

The Committee **noted** the following planning decisions:

1. 20/02732/FUL : **11 Clarkefields Bayston Hill** : Erection of single storey rear extension; **Permission granted**
2. 20/02833/COU : **109 Lyth Hill Road Bayston Hill** : Change of use from agricultural to domestic curtilage (garden) **Permission granted**
3. 20/02861/FUL : **79 Lansdowne Road Bayston Hill** : Installation of new driveway and associated dropped kerb; **Permission granted**

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Signed Caroline Clode (Chair) 16.11.20 (Date)



4. 20/02916/FUL : **Oakfield 1 Beddoes Drive Bayston Hill**: Erection of first floor extension above existing garage; **Permission granted**
5. 20/03561/AMP : **Primrose Cottage Lyth Hill Road Bayston Hill** : Non Material Amendment to planning permission 19/05591/FUL - to change of window frame material from timber to uPVC; **Permission granted**
6. 20/03211/FUL : **2 South View Betley Lane Bayston Hill** : Erection of single storey front extension including demolition of existing porch; **Permission granted**

**P30.20/21**     **PLANNING APPEALS** – No appeals to note

**P31.20/21**     **LOCAL PLAN 2016 - 2038** – Consultation on the 'Regulation 18' Pre-Submission Draft of the Shropshire Local Plan from Monday 3 August 2020 - Wednesday 30 September 2020. All responses should be received by the council by 5pm on Wednesday 30 September 2020 – To review draft response based on discussion at prior meeting and approve.

SJ explained the format of response whereby reference to a particular section of the Draft of the Shropshire Local Plan must be noted and then there is a comment box on the second page of the Part B form. It is straight forward to pass comment on the two proposed sites SHR145 and BAY039. Also supporting the Green Gap north of Bayston Hill. Points around education and healthcare provision and infrastructure generally were the planned developments to come about will be included where pertinent. A look back at the report where alternative sites were proposed by BHPC will be actioned.

*The meeting closed at 6:40pm*



Locum Clerk to the Council/RFO: Shaun Jones  
Chairman: Cllr Mark Underwood

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Minutes of a Planning Meeting held at 6.00 pm on Monday 16 November 2020 via Zoom video conference.

**Present:** Cllrs Clode (CC); Jones (FJ) and Underwood (MU).

**Not Present:** Cllr Gouge

**In attendance:** Locum Clerk, Shaun Jones (SJ)

**P32.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE - None**

**P33.20/21 DISCLOSURE OF PECUNIARY INTEREST – None**

**P34.20/21 PUBLIC SPEAKING AT COUNCIL MEETINGS –** There were no members of the public present.

**P35.20/21 MINUTES – Proposed MU, seconded FJ, it was RESOLVED unanimously** to approve the minutes of the meeting held on Monday 28 September 2020 as a true record and to authorise the Chair to sign them.

**P36.20/21 PLANNING APPLICATIONS –** To consider the following planning applications;

1. Reference: 20/03792/TPO : **Bay Villa 40 Lyth Hill Road Bayston Hill:** To fell 1 No Common Ash (T1) protected by Shrewsbury & Atcham Borough Council (40 Lyth Hill Road, Bayston Hill) TPO 2006 : – **it was resolved to contact the Planning Officer by email and request if an Arboricultural Report from an accredited person has been included with this application and also should approval be given, that a replacement tree is planted in its place.**
2. Reference: 20/04036/DIS : **Proposed Dwelling South Of The Fold Lythwood Road Bayston Hill :** Discharge of Conditions 3 (Materials), 4 (Drainage) and 5 (Car parking) relating to Planning Permission 20/00736/FUL for the erection of one pair of semi-detached bungalows : – **it was resolved to contact the Planning Officer by email and request clarification over whether the applicant has met the three conditions noted in the original Decision Notice for 20/00736FUL – it was unclear to members, their view being the conditions must be met.**
3. Reference: 20/04420/AGR : **Lythwood Farm Lythwood Road To Lythwood Farm Bayston Hill :** Erection of a general purpose agricultural building – **it was resolved unanimously to make no comment on this application.**
4. Reference: 20/04429/FUL : **12 Wentworth Close Bayston Hill :** Erection of single storey extension : – **it was resolved unanimously to make no comment on this application.**

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Signed Caroline Clode (Chair) 18.1.21 (Date)

5. To consider any planning applications validated since the publication of the agenda – **None**

**P37.20/21 PLANNING DECISIONS**

The Committee **noted** the following planning decisions:

1. 20/03072/TPO : **Land On Field Off 29 Gorse Lane Bayston Hill** : To prune back branches overhanging roof of 11 Parry's Close protected by Shrewsbury & Atcham Borough Council (Land at the rear of 11 Parry's Close, Bayston Hill) TPO 2008 : **Permission granted**
2. 20/03040/TPO : **Beechwood Green Lane Bayston Hill** : To crown reduce by 25%, 1.5 metres all round 1no Common Beech (T1) protected by Shrewsbury and Atcham Borough Council (Green Lane, Bayston Hill) Tree Preservation Order 1992 **Permission granted**
3. 20/03296/FUL : **21 Parrs Lane Bayston Hill** : Erection of detached garden room following demolition of existing garage; internal alterations, replacement roof and new windows to rear elevation : **Permission granted**
4. 19/03560/FUL : **Proposed Dwelling West Of Fairfield Burgs Lane Bayston Hill** : Erection of 1No Dwelling : **Permission refused**
5. 20/03323/FUL : **1 Sharpstones Lane Bayston Hill** : Erection of single storey side extension : **Permission refused**
6. 20/03679/FUL : **41 Fairview Drive Bayston Hill** : Erection of single storey rear extension : **Permission granted**
7. 20/04147/AMP : **9 Edge Close Bayston Hill** : Non material amendment to change pitched roof on the detached garage so that the pitch is lower and the ridge runs the longest way at 6 metres instead of it running the 4 metre pan relating to Planning Permission 18/04161/FUL : **Permission granted**
8. To **note** any planning decisions made since the publication of the agenda: **None**

**P38.20/21 PLANNING APPEALS – No appeals to note**

*The meeting closed at 6:30pm*



**Locum Clerk to the Council/RFO: Shaun Jones**  
**Chairman: Cllr Mark Underwood**

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**Minutes of a Planning Meeting held at 6.00 pm on Monday 18 January 2021 via Zoom video conference.**

**Present:** Cllrs Clode (CC); Jones (FJ) and Underwood (MU).

**Not Present:** Cllr Gouge

**In attendance:** Locum Clerk, Shaun Jones (SJ)

**P39.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE - None**

**P40.20/21 DISCLOSURE OF PECUNIARY INTEREST – None**

**P41.20/21 PUBLIC SPEAKING AT COUNCIL MEETINGS –** There were no members of the public present.

**P42.20/21 MINUTES – Proposed MU, seconded FJ, it was RESOLVED unanimously to approve the minutes of the meeting held on Monday 16 November 2020 as a true record and to authorise the Chair to sign them.**

**P43.20/21 DELEGATED POWERS – By all members, it was RESOLVED unanimously to ratify the BHPC response [in consultation with Chair of the Council and Chair of the Planning Committee] to the following application received since the November planning committee meeting:**

1. Reference: 20/05109/FUL : **1 Sharpstones Lane Bayston Hill:** Erection of single storey side extension (re-submission) :  
Based on the earlier application 20/03323/FUL the BHPC response is to make no comment on this application.

**P44.20/21 PLANNING APPLICATIONS – To consider the following planning applications;**

1. Reference: 20/05205/FUL : **122 Lyth Hill Road, Bayston Hill:** Erection of single storey side extension (following demolition of existing) : – **it was resolved unanimously to make no comment on this application.**
2. Reference: 20/05123/FUL : **3 Cedar Close, Bayston Hill :** Conversion of integral garage into living accommodation, removal of garage door and replacement door, window and surrounding brickwork : – **it was resolved unanimously to make no comment on this application.**

3. To consider any planning applications validated since the publication of the agenda–

Reference: 21/00042/FUL : **14 Fairview Drive, Bayston Hill**: Erection of single storey side and rear extension; first floor extension and relocation of front door : – **it was resolved unanimously to make no comment on this application.**

#### **P45.20/21 PLANNING DECISIONS**

The Committee **noted** the following planning decisions:

1. 20/03792/TPO : **Bay Villa 40 Lyth Hill Road, Bayston Hill** : To fell 1No Common Ash (T1) protected by Shrewsbury & Atcham Borough Council (40 Lyth Hill Road, Bayston Hill) TPO 2006 : **Permission granted**
2. 20/04420/AGR : **Lythwood Farm Lythwood Road To Lythwood Farm Bayston Hill** : Erection of a general purpose agricultural building : **Prior Approval Not Required**
3. 20/04036/DIS : **Proposed Dwelling South Of The Fold Lythwood Road Bayston Hill** : Discharge of Conditions 3 (Materials), 4 (Drainage) and 5 (Car parking) relating to Planning Permission 20/00736/FUL for the erection of one pair of semi-detached bungalows : **Permission granted – Discharge Conditions Approved**
4. 20/04429/FUL : **12 Wentworth Clos, Bayston Hill** : Erection of single storey extension : **Permission granted**
5. To **note** any planning decisions made since the publication of the agenda: **None**

#### **P46.20/21 PLANNING APPEALS – No appeals to note**

#### **P47.20/21 ORAL REPORT CONCERNING SITE OF FORMER OAKLANDS PRIMARY SCHOOL AND GLEBELAND RECREATION GROUND –**

MU and SJ met with a member of Shropshire Council (SC) Estates team and two representatives of Cornovii Developments on 14th January 2021 via Zoom video conference. This came about after being notified of a Ground Investigation Survey to be carried out w/c 18th January 2021. Two drilling rigs will be brought onsite and core samples of the ground below will be extracted and analysed. A report is expected to be published 3 weeks after the survey has been completed. CC would be interested to receive a copy if this is offered. Following, a valuation will be drawn up for the land which SC and the Diocese of Lichfield should approve to move onto the appointment of the developer of the site. Cornovii (a wholly owned subsidiary of SC) are hoping they will be awarded this contract to develop. It is then expected the next step will be a Full Planning Application will be submitted for the housing to be built - the Community Hub (Library and Parish Office) has already been approved - expected Q3 or Q4 this year. Outlooking the construction to begin in H1 of 2022. It was agreed a news release on the BHPC Facebook page be published. This follows:-

In the last few days there has been a flurry of notes exchanged which led to a zoom conference call yesterday afternoon attended by representatives of Shropshire Council Estates team, Cornovii Developments and Bayston Hill Parish Council. Cornovii, who are a wholly owned by Shropshire Council, hope to secure the contract to develop the site which has already received outline planning permission for 50 houses. Ahead of that contract being awarded and a detailed planning

application being presented to Shropshire Council Planning Dept agreement on the land asset viability and valuation is now being worked on. Cornovii have engaged a specialist firm to undertake a Ground Investigations Survey involving 2 drilling rigs (not for oil !) that take core samples of the geological structure below. The company engaged to do the survey have offered a slot starting next week, Monday 18th January 2021 as a diary window opened due to a cancellation. Initially, in the first week, they will undertake drilling on the old school site and the following week move onto the playing field. There has been a clear request to operate in the safest manner and public access will be permitted, with the drilling rigs fenced off. The drilling will be carried out in daylight and there is some noise to contend with, we thank nearby residents and users of the Playing Fields for their forbearance. The ground area where the rigs have drilled will be properly restored. Additional information was also provided concerning likely timeline, the results of the survey above are expected in early March, then agreement on valuation between parties will be sought, then the Developer will be appointed and the full planning application over the site should be submitted before the year end. Construction work is likely to commence in the first half of 2022. Shaun Jones, Locum Clerk, Bayston Hill Parish Council.

CC stressed the wish for BHPC to be included in all stages, including a pre-consultation stage which Cornovii Developments stated this was the usual course for them. Housing type and the amenity green space are decisions that BHPC have knowledge of strong feelings on what villagers would wish to see and therefore wish to convey. FJ mentioned there is a natural spring running through the site.

*The meeting closed at 6:35pm*



Locum Clerk to the Council/RFO: Shaun Jones  
Chairman: Cllr Mark Underwood

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Minutes of a Planning Meeting held at 6.30 pm on Monday 8 February 2021 via Zoom video conference.

**Present:** Cllrs Clode (CC); Jones (FJ) and Underwood (MU).

**Not Present:** Cllr Gouge

**In attendance:** Locum Clerk, Shaun Jones (SJ)

P48.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE - None

P49.20/21 DISCLOSURE OF PECUNIARY INTEREST – None

P50.20/21 PUBLIC SPEAKING AT COUNCIL MEETINGS – There were no members of the public present.

P51.20/21 MINUTES – Proposed MU, seconded FJ, it was **RESOLVED** unanimously to approve the minutes of the meeting held on Monday 18 January 2021 as a true record and to authorise the Chair to sign them.

P52.20/21 **PLANNING APPLICATIONS** – To consider the following planning applications;

1. Reference: 21/00130/FUL : **16 Broad Oak Crescent, Bayston Hill:** Erection of a two storey side extension : – **it was resolved to comment back to the Case Officer that consideration be given to a review of the proposed design to ensure daylight/sunlight is not adversely affected over neighbouring properties/gardens and that in principle the addition of a two storey extension is one where BHPC have a neutral stance.**
2. To consider any planning applications validated since the publication of the agenda–

Reference: 21/00233/OUT : **Proposed Development Land To The South Of Meole Brace Retail Park Shrewsbury Shropshire:** Outline Planning Application (all matters reserved other than access) for the development of up to 150 residential dwellings. : – **it was resolved to make contact with the Case Officer to gain acceptance as a statutory consultee as was the case in the previous application. Then to restate much of the reasons why BHPC took the position of strong objectors on the original application and specifically request traffic control on the Pulley Lane/Hereford Road junction due to real safety concerns for school cycle commuters and cars to and from Bayston Hill. Some parts of the road scheme were refined while the earlier application was considered, could our suggestion for traffic lights be adopted ? Finally members wanted due regard for the archaeological significance of the site to be properly taken into account – this alone could justify refusal of permission.**

**P53.20/21 PLANNING DECISIONS**

The Committee **noted** the following planning decisions:

1. 20/05205/FUL : **122 Lyth Hill Road, Bayston Hill**: Erection of single storey side extension (following demolition of existing): **Permission granted**
2. To **note** any planning decisions made since the publication of the agenda: **None**

**P54.20/21 PLANNING APPEALS – No appeals to note**

**P55.20/21 SHROPSHIRE LOCAL PLAN –**

- To review feedback received after our representations made at the previous **Regulation 18 Consultation** stage.

An officer at Shropshire Council has replied to our request for an update on whether submissions made have altered the draft of the Local Plan, of specific concern is the boundary moves to allow new green sites into the allocation. An extract is noted here :-

With regard to the specific response made to the consultation on the Regulation 18: Pre-Submission Draft of the Shropshire Local Plan by Bayston Hill Parish Council:

- Comments on Draft Policy SP7/Supporting text to S16.2 were noted. They supported inclusion of explanatory text relating to the Green Gap between Bayston Hill and Shrewsbury, which remains in the Regulation 19: Pre-Submission Draft of the Shropshire Local Plan.
- Comments on proposed site allocation SHR145 were considered alongside all other relevant responses on this matter. Identification of proposed site allocations is based on a comprehensive site assessment process, which is available using the above weblink (the site assessment process forms part of the Sustainability Appraisal Appendices). Ultimately it was concluded that it was appropriate to retain this site as a proposed allocation within the Regulation 19: Pre-Submission Draft of the Shropshire Local Plan.
- Comments on proposed site allocation BAY039 were considered alongside all other relevant responses on this matter. Identification of proposed site allocations is based on a comprehensive site assessment process, which is available using the above weblink (the site assessment process forms part of the Sustainability Appraisal Appendices). Ultimately it was concluded that it was appropriate to retain this site as a proposed allocation within the Regulation 19: Pre-Submission Draft of the Shropshire Local Plan.
- Comments on proposed site allocation BAY050 relating to open space provision and associated opportunities for access were considered alongside all other relevant responses. Draft site guidelines already included the fact that "A significant area of open space will form the focus for the development", which it is considered provided certainty about the need for a significant area of open space to be provided on the site. However, recognising the importance of pedestrian and cycle links to and through the site, the draft site guidelines were extended to include "Effective pedestrian and cyclist links will be provided to and through the site".

**Members noted the three specific development sites, Lyth Hill, Oaklands/Glebe field and land adjacent to Dobbies/Park & Ride remain in the plan with only a nod to pedestrian/cycle links covered off for the Oaklands/Glebe field site.**



- To determine whether to submit representations on compliance with all legal requirements, including the duty to co-operate, and soundness under the **Regulation 19 Consultation**. The closing date has been extended to Friday 26<sup>th</sup> February 2021, 5pm. **Members did appreciate a submission could only have merit if a full review of the plan was undertaken by an expert in the subject of Local Plan legalities. Reference to residents known to members who have a keen eye will be made and a decision on BHPC making an response can then be determined.**

*The meeting closed at 7:32pm*

Locum Clerk to the Council/RFO: Shaun Jones  
Chairman: Cllr Mark Underwood

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Minutes of a Planning Meeting held at 6.30 pm on Monday 8 March 2021 via Zoom video conference.

**Present:** Cllrs Clode (CC); Jones (FJ) and Underwood (MU).

**In attendance:** Locum Clerk, Shaun Jones (SJ)

**P56.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE - None**

**P57.20/21 DISCLOSURE OF PECUNIARY INTEREST – None**

**P58.20/21 PUBLIC SPEAKING AT COUNCIL MEETINGS –** There were no members of the public present.

**P59.20/21 MINUTES – Proposed MU, seconded FJ, it was RESOLVED unanimously** to approve the minutes of the meeting held on Monday 8 February 2021 as a true record and to authorise the Chair to sign them.

**P60.20/21 PLANNING APPLICATIONS –** To consider the following planning applications;

1. Reference: 21/00719/FUL : **22 Lyth Hill Road, Bayston Hill:** Erection of a single storey garage/workshop extension with electric car charging point : – **it was resolved unanimously to make no comment on this application.**
2. Reference: 21/00740/FUL : **130 Lyth Hill Road, Bayston Hill:** Erection of 2 storey extension to front and single storey extension to rear : – **it was resolved unanimously to make no comment on this application.**
3. To consider any planning applications validated since the publication of the agenda–

Reference: 21/00927/FUL : **77 Glebe Road Bayston Hill:** Erection of first floor side extension (raising roofline) with porch extension on front elevation. : – **it was resolved unanimously to make no comment on this application.**

**P61.20/21 PLANNING DECISIONS**

The Committee **noted** the following planning decisions:

1. 20/05109/FUL : **1 Sharpstones Lane Bayston Hill:** Erection of single storey side extension (re-submission): Permission granted : **Permission granted**
2. 20/05123/FUL : **3 Cedar Close Bayston Hill:** Conversion of integral garage into living accommodation, removal of garage door and replacement door, window and

surrounding brickwork: **Permission granted**

3. To **note** any planning decisions made since the publication of the agenda:

21/00042/FUL : **14 Fairview Drive Bayston Hill**: Erection of single storey side and rear extension (amended description): **Permission granted**

21/00130/FUL : **16 Broad Oak Crescent Bayston Hill**: Erection of a two storey side extension: **Permission granted**

- P62.20/21 PLANNING APPEALS** – To consider any planning appeals validated since the publication of the agenda:

21/02897/REF : **Proposed Dwelling West Of Fairfield Burgs Lane Bayston Hill**: Erection of 1No dwelling: – it was resolved unanimously to note our original comments made under planning application reference 19/03560/FUL which stated the proposed development fell outside our planning policy with regard to garden development and note these will be seen by the Planning Inspector. SJ asked to add to the agenda for the next Planning Committee meeting when the appeal papers should be available to view when further comment can be submitted ahead of 5<sup>th</sup> April 2021.

*The meeting closed at 7:00pm*

Locum Clerk to the Council/RFO: Shaun Jones  
Chairman: Cllr Mark Underwood

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Minutes of a Planning Meeting held at 6.00 pm on Monday 29 March 2021 via Zoom video conference.

**Present:** Cllrs Clode (CC); Jones (FJ) and Underwood (MU).

**In attendance:** Locum Clerk, Shaun Jones (SJ)

**P63.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE - None**

**P64.20/21 DISCLOSURE OF PECUNIARY INTEREST** – Cllr Underwood notes planning application ref: 21/00838/MAW on the agenda and declares he is a former employee of Tarmac. SJ suggests there is no pecuniary interest and the member may contribute to the discussion and vote.

**P65.20/21 PUBLIC SPEAKING AT COUNCIL MEETINGS** – There were no members of the public present.

**P66.20/21 MINUTES** – Proposed MU, seconded CC, it was **RESOLVED unanimously** to approve the minutes of the meeting held on Monday 8 March 2021 as a true record and to authorise the Chair to sign them.

**P67.20/21 PLANNING APPLICATIONS** – To consider the following planning applications;

1. Reference: 21/00950/FUL : **37 Lansdowne Road Bayston Hill:** Erection of first floor rear extension and replacement window : – **it was resolved unanimously to make no comment on this application.**
2. Reference: 21/00838/MAW: **Bayston Hill Quarry Sharpstones Lane Bayston Hill:** Extraction of sand and gravel, construction of south west screening landform, diversion of access to Bomere Farm, and related engineering operations. : – **reference made to an earlier application 17/04868/MAW which was supported and this application is a renewal so members are satisfied to support in this instance.**
3. To consider any planning applications validated since the publication of the agenda–

Reference: 21/01274/FUL : **37 Broad Oak Crescent Bayston Hill:** Part conversion of existing garage into additional living accommodation, erection of rear extension and to increase height of existing garage by approx 500mm. : – **it was resolved unanimously to make no comment on this application.**

**P68.20/21 PLANNING DECISIONS** – None to note.

**P69.20/21 PLANNING APPEALS** – To consider any planning appeals validated since the publication of the agenda:

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Signed Caroline Adde (Chair) 27.4.21. (Date)

21/02897/REF or APP/L3245/W/20/3265872: **Proposed Dwelling West Of  
Fairfield Burgs Lane Bayston Hill:** Erection of 1No dwelling. **No further  
comment.**

*The meeting closed at 6:25pm*

Locum Clerk to the Council/RFO: Shaun Jones  
Chairman: Cllr Mark Underwood

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Minutes of a Planning Meeting held at 6.00 pm on Tuesday 27 April 2021 via Zoom video conference.

**Present:** Cllrs Clode (CC); Jones (FJ) and Underwood (MU).

**In attendance:** Locum Clerk, Shaun Jones (SJ)

**P70.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE - None**

**P71.20/21 DISCLOSURE OF PECUNIARY INTEREST – None**

**P72.20/21 PUBLIC SPEAKING AT COUNCIL MEETINGS –** There were no members of the public present.

**P73.20/21 MINUTES – Proposed MU, seconded CC, it was RESOLVED unanimously** to approve the minutes of the meeting held on Monday 29 March 2021 as a true record and to authorise the Chair to sign them.

**P74.20/21 PLANNING APPLICATIONS –** To consider the following planning applications;

1. Reference: 21/01633/FUL: **80 Hollies Drive Bayston Hill:** Erection of single storey rear extension, garage conversion and raising of roof line : – **it was resolved unanimously to make no comment on this application.**

2. To consider any planning applications validated since the publication of the agenda–

Reference: 21/01647/FUL : **Whitefells 123 Lythwood Road Bayston Hill:** Erection of a single storey extension. : – **it was resolved unanimously to make no comment on this application.**

Reference: 21/02107/TPO : **46 Hollies Drive, Bayston Hill:** To deadwood and reduce back branches overhanging patio and conservatory of 1no Oak protected by the Shrewsbury and Atcham Borough Council (46 Hollies Drive, Bayston Hill) Tree Preservation Order 1991. : – **it was resolved unanimously to make no comment on this application.**

**P75.20/21 PLANNING DECISIONS**

The Committee **noted** the following planning decisions:

1. 19/05068/DIS : **Hillside House Lyth Hill Road Bayston Hill**: Discharge of condition 3 (Travel Plan) attached to planning permission 19/00739/COU Change of use of domestic residential rooms for use as a children's nursery; provision of parking areas : **Permission granted** :
2. 21/00719/FUL : **22 Lyth Hill Road, Bayston Hill**: Erection of a single storey garage/workshop extension with electric car charging point : **Permission granted** :
3. 21/00740/FUL : **130 Lyth Hill Road, Bayston Hill**: Erection of 2 storey extension to front and single storey extension to rear : **Permission granted** :
4. 21/00927/FUL : **77 Glebe Road Bayston Hill**: Erection of first floor side extension (raising roofline) with porch extension on front elevation. : **Permission granted**
5. 21/01342/AMP : **9 Edge Close Bayston Hill**: Amendments to Planning Permission 18/04161/FUL - Erection of a part ground and part first floor extension; detached garage and associated works - to make the rear ground floor utility smaller, front window changed to doors, and ground floor foot print to be built on an angle in line with boundary. **Refused** : **FJ requested SJ to verify there is a TPO on the tree.**

**P76.20/21 PLANNING APPEALS** – To consider any planning appeals validated since the publication of the agenda: - **None.**

*The meeting closed at 6:17pm*

**Locum Clerk to the Council/RFO: Shaun Jones**  
**Chairman: Cllr Mr Mark Underwood**

Minutes of a meeting of the Staffing Committee convened on Monday 10 July 2020  
at 6.00 pm via Zoom Video Conferencing.

Present: Cllrs Parkhurst (Chair); Jones; Lewis; Whittall & Underwood;

In attendance: Locum Clerk, Shaun Jones

S1.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None.

S2.20/21 **DECLARATIONS OF INTEREST** – None.

S3.20/21 **MINUTES** – The minutes of the meeting held on 16 March 2020 were  
unanimously approved and signed by the Chair.

S4.20/21 **EXCLUSION OF THE PRESS AND PUBLIC** – Motion proposed MU,  
seconded JW – It was unanimously resolved to exclude the press and  
public under the Public Bodies (Admission to Meetings) Act 1960 in  
order to allow the Council to discuss confidential matters.

S5.20/21 **STAFF RECRUITMENT** – SJ confirmed to members the calculation of  
Time off in Lieu and payment for holidays untaken to be included in the  
final salary payment to meet contractual obligations for the Clerk/RFO  
whose leaving date was 3<sup>rd</sup> July 2020. **Proposed FJ, seconded MU  
to approve – carried unanimously.** Discussion on how staffing might  
look to support the activities of Bayston Hill Parish Council took place.  
Having 5 or more on the payroll automatically involves all Health and  
Safety regulations. Outsourcing could play a part in the mix. AP  
suggests approaches to potential partners to gain an idea of service  
offering and at what cost. TL suggests SJ is invited to participate – as  
an outside pair of eyes, in a working party to look into greater detail  
ahead of bringing forward detailed options for members to consider.  
**Members resolved, proposed AP and seconded MU for SJ to be  
part of the working party. Members resolved to set up a working  
party, proposed MU seconded JW.**



30/11/20



S6.20/21

**PROGRESS REPORT OF FLEXIBLE RETIREMENT REQUEST** – A member of the Handyperson team wishes to take advantage of a flexible retirement option offered by Shropshire County LGPS. The number of contractual hours will reduce by 4 and these will be shared by the two other team members. Amendments to the respective employment contracts to be completed. **Proposed AP, seconded MU to approve – passed unanimously.**

*The meeting closed at 7:30pm.*

A handwritten signature in black ink, appearing to be 'J. Palmer', written over a horizontal line.

30/11/20

**Locum Clerk to the Council/RFO: Shaun Jones**  
**Chairman: Cllr Mr Mark Underwood**

Minutes of a meeting of the Staffing Committee convened on Monday 30 November 2020 at 6.00 pm via Zoom Video Conferencing.

Present: Cllrs Parkhurst (Chair); Jones; Whittall & Underwood;

In attendance: Cllrs Clode & Clarke - Locum Clerk, Shaun Jones

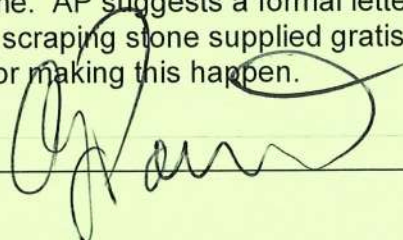
S7.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None.

S8.20/21 **DECLARATIONS OF INTEREST** – None.

S9.20/21 **MINUTES** – The draft minutes of the meeting held on 10 July 2020 were presented for approval as a true record, **proposed MU, seconded JW to accept** - unanimously approved and signed by the Chair.

S10.20/21 **SUPPORT SERVICES** – SJ and MU outlined the offer from Tim Tearle - Senior Health & Safety Officer, Shropshire Council Occupational Health & Safety Team. The overall estimate to establish is £1,680. Annual estimate of cost is £500 thereafter. **Proposed MU, seconded AP to appoint along the lines outlined. All in favour.** It was emphasised by MU that the Parish Clerk still has overall responsibility but this level of support is deemed good practice. Robert Montgomery of Telford and Wrekin Council has tabled an offer to provide a level of GDPR (General Data Protection Regulations) and Legal support to BHPC. There are Gold, Silver and Bronze tier offerings. For Gold level, in total for both elements, this is annually £482 with a commitment to request support initially for a three-year period. **Proposed MU, seconded AP to appoint along the lines outlined. All in favour.** Both support packages should be brought into effect soonest. **All agreed.**

S11.20/21 **REPORT ON HANDYPERSON TEAM ACTIVITIES** – SJ provided an update with the recent additional 2 temporary staff members who came on board 6 weeks back. The additional cost of the additional staff is £750 to date – approx. of budgeted figure. Work undertaken includes work on The Common, paths around Parr's Pool and Wood, renovation of benches and other pathways to be worked on. Bin near Brookfield is to be relocated. Christmas Tree on The Parade is also being put up shortly. AP and CC noted the reporting of the work to the community is welcome. AP suggests a formal letter of thanks to Tarmac from BHPC for the scraping stone supplied gratis. Thanks too to the Handyman team for making this happen.



11/1/21

- S12.20/21 **EXCLUSION OF THE PRESS AND PUBLIC** – Motion proposed JW, seconded FJ – It was unanimously resolved to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.
- S13.20/21 **REVIEW OF STAFFING STRUCTURE AT BAYSTON HILL PARISH COUNCIL** – SJ narrated a slide depicting the current staffing organisation chart with related costs. AP raised the parallel activity of scoping the options for contracting out some activities. SJ and MU are currently seeking some information from two sources and these will be presented and considered alongside any suggested change of staff structure, at a future meeting. Then some time was given over to looking at four further slides illustrating different staffing structures alongside hours and costs. There was a clear view that members do need to be provided with comprehensive information over base tasks vs. seasonal with respect to the Handyperson Team activities and also the administration, legal obligations and activities currently in the job description of the Clerk/RFO role. Mention of succession planning is also a neat thing to build into this. Both members and SJ were asked to submit their ideas and preference (maybe first and second) to MU/SJ to provide a steer. It was further stated that the current staffing structure will be altered, so each member providing their preference for a suggestion tabled or their own version will give direction of travel on what members may agree on. While these matters are being worked through it was **proposed AP, seconded MU that we offer a further 3 month extension of the contract period for our temporary Handyperson until 31/3/21. All in favour.** SJ made further comment on taking advice over perhaps including a degree of flexing in employment contracts so that the employer can alter roles/hours according to the needs of the time – e.g., in a couple of years' time the Sports Hall project may complete and the project workload reduced. Also, a review of pension provision might enable more attractive hourly rate of pay to new hires. A workplace pension is a good deal lower in cost to the employer, where the savings can be rolled into a higher pay rate. **Finally, a vote of thanks for the efforts of the Working Party thus far was proposed FJ, seconded JW. All agreed.**
- S14.20/21 **PROGRESS REPORT OF FLEXIBLE RETIREMENT REQUEST** – SJ states that from tomorrow the employee taking pension benefits through the Flexible Retirement route becomes effective. Contractual hours will be reduced from 17 to 13 to meet the stipulated terms of the scheme. Staff consultation with other employees in the Handyperson team has agreed on the sharing of the 4 hours given up, uplifting their 10 hours by an additional 2. Therefore, the net effect on hours expended is unchanged. To be explicit the temporary contract for the Handyperson hired in October on 10 hours per week will benefit from the other additional 2 as well.

*The meeting closed at 7:16pm.*

11/1/21

**Locum Clerk to the Council/RFO: Shaun Jones**

**Chairman: Cllr Mr Mark Underwood**

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Minutes of a meeting of the Staffing Committee convened on Monday 11 January 2021 at 7.30 pm via Zoom Video Conferencing.

Present: Cllrs Parkhurst (Chair); Jones; Whittall & Underwood;

In attendance: Cllrs Clode & Clarke - Locum Clerk, Shaun Jones

S15.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None.

S16.20/21 **DECLARATIONS OF INTEREST** – None.

S17.20/21 **MINUTES** – The draft minutes of the meeting held on 30 November 2020 were presented for approval as a true record, **proposed MU, seconded JW to accept - unanimously approved** and signed by the Chair.

S18.20/21 **AMENITIES ADMINISTRATION ROLE** – After a brief explanation from SJ and some discussion by members a **motion was proposed AP and seconded FJ to approve a further 3 month period (estimated cost £1,661) with the arrangement finishing on 30<sup>th</sup> April 2021 – All in favour – motion carried.** JW advised members of positive feedback received while Sally Page has been in post and AP asked for this to be passed by SJ to SP.

S19.20/21 **EXCLUSION OF THE PRESS AND PUBLIC** – **Motion proposed JW, seconded MU** – It was unanimously resolved to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.

S20.20/21 **REVIEW OF STAFFING STRUCTURE AT BAYSTON HILL PARISH COUNCIL** – following on from the last meeting members are reviewing more input on how BHPC may re-organise their staffing to meet the needs of the council and still wishing to gain a clearer picture on options to outsource some function of maintaining the amenities currently managed in-house – if both quality and cost make it prudent to undertake. After all members were invited to state their view, **MU proposed, AP seconded that the suggested organisation chart tabled by the Locum Clerk is deemed the preferred option and will be subject to further analysis, particularly the job descriptions attributed – All in favour.** SJ agreed to publish draft job descriptions. As a follow on, it was **proposed by AP and seconded CC that the budget for 2021/22 should see the estimated costs associated with the preferred option reflected in the staffing section for the next FY. 5 members in favour and 1 against – Carried.**

*The meeting closed at 8:50pm.*

**Locum Clerk to the Council/RFO: Shaun Jones**  
**Chairman: Cllr Mr Mark Underwood**

Minutes of a meeting of the Staffing Committee convened on Monday 15 March 2021 at 7.00 pm via Zoom Video Conferencing.

Present: Cllrs Parkhurst (Chair); Jones; Whittall & Underwood;

In attendance: Cllrs Clode & Clarke - Locum Clerk, Shaun Jones

S21.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None.

S22.20/21 **DECLARATIONS OF INTEREST** – None.

S23.20/21 **MINUTES** – The draft minutes of the meeting held on 11 January 2021 were presented for approval as a true record, proposed FJ, seconded MU to accept - unanimously approved and signed by the Chair.

As no members of the public had joined the meeting it was agreed that **Item S26.20/21 be initially discussed. Agenda item S25.20/21 completed now.**

Members reminded of the preferred organisation structure agreed at the last committee meeting.

Two strands are filling staff roles and also get a firm proposal on outsource options.

Investigation and analysis of possibilities to contract out.

Review of staff organisation structures selecting a preferred.

Whole council is party to this meeting. The decisions we make tonight will be those that are carried forward, even though some present are not named as committee members.

Effectively becoming the full council to take a vote.

First step to appoint a permanent Parish Clerk/RFO who then is to carry forward the rest of the work on agreed changes to the staffing organisation.

*AP turns off video to avoid audio breakup.*

*JW re-enters the meeting.*

SJ explains - Submitted working documents are the "Base job description of the Clerk/RFO" – as used in 2015 previously. Plus, MU also assisted with an "Amenities Assistant Job Description".

Rather than 2 additional posts perhaps meld into one additional post.

JW not happy to have 2 additional positions. **JW proposes to subsume the 2 posts into 1. MU seconded. SJ confirms that the resolution would be as full council. All in favour. Carried.**

In the January meeting we spoke about Service Level Agreements for some tasks to be outsourced. An end date to gather quotes is to be agreed. Look at end December 2021 we would like to make a decision on take up of SLA for certain tasks or continue with the current directly employed workforce. **AP outlines that by 31st December 2021**

tenders will have been put out, specifications drawn up and proposals received back so that Council may make a decision on whether to outsource to said organisations. Second post mix of temp hours and base hours. JW needs to know monetary wise before any decision to outsource is made. Value for money being the key. TC thinks we may take a lot of time doing the tendering when he is unsure it will demonstrate any savings. CC some jobs maybe better outsourced while others remain in-house - blended. TC supports retaining the handyperson team - but reviewing what tasks are undertaken. AP states we can blend, but the management of the handy person team has been difficult historically. TC keen on Lengthsman role directly employed. Also blending has been seen before - with not great results. If the terms and contract are not set well then problems will likely come about. MU we do need to understand the cost of outsourcing. MU happy to look at blending option as described by CC. Aspirations of the council do suggest a fundamental change of structure - Sports Hall, Carbon Neutrality et al. Look at the bigger picture - got to be different. TC, a critical point, agree there have been problems with the work team. SJ is managing to get the best out of the team. Working more effectively. AP takes the point. Rely on personality of the management of the team. **MU proposes the action outlined by AP, seconded FJ - TC asks to abstain from the vote - all others in favour. Motion carried.**

S24.20/21

**REVIEW AND APPROVE JOB DESCRIPTIONS FOR CLERK/RFO and ASSISTANT CLERK ROLES** – Turning to job descriptions. Clarity needed on the appraisal process, what is expected, what we are putting in place to manage them? Council needs to properly and professionally manage the role of Clerk to the Council.

MU suggests looking at the **Amenities Assistant** person first. TC 5 working days' notice should be adhered to for presentation of papers. AP takes the point entirely. Tonight, is a discussion and that an advert for the Clerk is drawn up but time can be made if members wish to meet further to hone the job description if needed.

Members are wanting to get this right.

Also committee structure is to be reviewed. A services committee is in play.

TC not sure about the Clerk not having all staff as direct reports. MU states that ultimately that the Clerk is responsible for all employed staff but having a structure where the handyperson/maintenance team report into the new role is meant to alleviate much of the day to day matters from the Clerk. TC is reassured and thanks MU for the clarification.

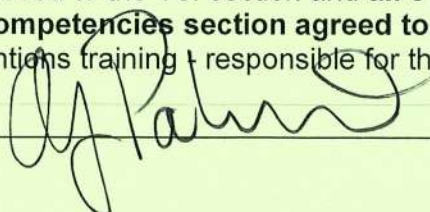
TC asks with services booking system should the Clerk be involved.

MU states that that it is the intention to take some tasks off the Clerk to allow for strategic management of the Council. TC satisfied with this explanation. **All agreed on the Responsible for section.**

Then moved to the To: section and **all 5 points were agreed.**

**Core competencies section agreed to.**

CC mentions training - responsible for their staff and their willingness to



train too. Time to attain Scribe skill. Confidentiality is key.  
JW time limit - use probation period properly. SJ - six months usual ?  
FJ - what is the actual name of this post - **Deputy Clerk** suggested.  
CC agrees. Succession management. TC & JW nod. **All in favour**,  
AP may need to put specifically the requirement to deputise for the  
Clerk if absent.

Move to **Clerk Job Description**.

SJ covers "Overall Responsibilities" section. Moving to the "Specific  
Responsibilities section, members covered all 20 responsibilities  
described, some suggestions to update were discussed and SJ  
updated the draft directly.

JW asks for SJ to go over the JD with a keen eye to sanity check  
against his experience and perhaps look at other examples to feed in.  
AP & TC add that the job holder should be mindful of the Council's  
Standing Orders where they impact.

AP - The Clerk is acting on the motions passed by Council and advise  
on the practicality and the likely effects, including costings and  
timescales.

Covered everything ? TC thinks we have covered as much as we can.

JW happy to go along with what has been covered off.

FJ incorporate anything about Disciplinary/Grievance plus the  
Confidentiality clause. In the employment contract.

AP suggests we run by Shropshire HR too ?

MU refers back to Deputy Clerk JD and also wishes to incorporate  
Continuous Professional Development and include Appraisal piece too.

TC another point relating to liaise regularly with the Chairman -  
previously in the Standing Orders. The appraisal process covers this.

Advertise and recruit positions. Do they need to come back to meeting  
? Or delegate to MU, AP and SJ. Having had sight beforehand.

Ability to call another meeting.

AP moves that : **If all Council has been given sight and no  
objections received - taken as a full council decision that these  
are accepted as formal and final Job Descriptions. If anyone  
shouts foul, we would hold another meeting. All in favour.**

Timetable for appointment.

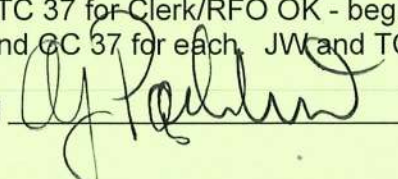
Time to get JD's and advert drafted. Get out into the press. SJ -  
advice from SALC to be sought out. Is it desirable to recruit a qualified  
Clerk. SLCC offer a service to recruit - est. £300-400. SALC have a  
free service. Shropshire Star - Facebook. AP would like it to go  
national.

Now end of March - delegate to MU, AP and SJ. Include Carbon  
Neutrality. SJ suggests early May to launch. **AP states from 15th  
May 2021 for the advert for permanent Clerk to be issued.**

Hours to clarify ? Previously Clerk/RFO 37 hours - TC - 30 & 15 hours.

MU would look for 37 hours for both roles. Step change for the  
Council. Fighting chance / headroom for the Clerk. CC agrees with  
Mark - mind shift. Get advice for hours/rate of pay. Get Dianne and  
Gail to review. JW - could the deputy clerk start on 27 say, then more  
could be added if the person was up to scratch. P/T and review later to  
F/T. TC 37 for Clerk/RFO OK - begin with half time for Deputy Clerk.

MU and CC 37 for each. JW and TC have lower offer. FJ does believe



28/6/21

FT hours for both. MU, quality of candidate better if F/T offered. Also vested interest is stronger if both F/T. AP - if the Handyperson team was lost. Even if we outsource, there will be plenty to manage - MU still believes 2 F/T posts. JW Deputy Clerk hours - 3/4 post 20 hours +. Say 25 or 30. TC is nodding in agreement.

If SALC and Shropshire HR - take advice on remuneration - sanity check on hours. Then we get input from them.

AP proposes to Council if they would be happy with the 3rd party review. TC is a little anxious. TC could live with 3/4 for Deputy Clerk. Also, office accommodation is to be determined. AP does suggest a blend of Home-Based work - as well as the Hub.

Got the JD for both roles. Agreed on 37 for Clerk - 3/4 or F/T for Deputy Clerk - with 3rd party input. CC take as much professional advice.

**Look at appoint 2 members of staff - 37 and 37 or 3/4 thereof. SALC and Shropshire HR provide view on Deputy Clerk hours. Clerk being involved in the recruitment of the Deputy. TC abstained. All others in favour - motion carried.**

Job description for Councillors is a good descriptor for both staff and members.

SJ having worked for other Councils. What has he seen ?

**Member/Officer Protocol.** TC recalls something produced last year. MU take that back to SALC and Shropshire HR. TC - Ultimate arbiter are the electors. More guidance rather individual job descriptions. TC - training session for new joiners. AP asks that all **new councillors sign up to training – with input from SALC/Shropshire HR.** AP proposes - seconded MU/CC Motion carried.

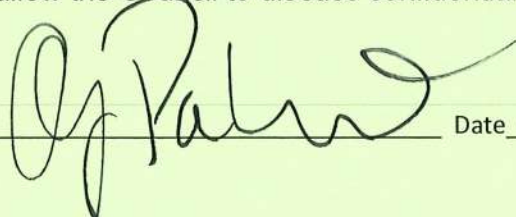
SJ asks the committee if they could see the thinking in the possibility of running the recruitment of Clerk/RFO concurrently with the Deputy Clerk role. If we weren't able to select a candidate for the Clerk/RFO first time around, we could get a Deputy Clerk candidate hired while the Locum Clerk remains in post. MU does agree that the piece of work for the Clerk to prepare all the tender papers for possible outsource of key maintenance jobs has a short window already - July to December. Having a Deputy Clerk already in post does give head room. **In favour to run the recruitment of both roles, side by side. Proposed MU, seconded FJ - All in favour. Unanimous.**

AP wonders if a tick box - would you also like to be considered for the Deputy Clerk position if not shortlisted for Clerk/RFO post ?

AP requests a new structure chart based on this evening's decisions. **Thanks to the Locum Clerk and Chairman of the Council for the stewardship and contribution** that have made to the Council and on behalf of the Village regarding the future of Bayston Hill. **Proposed AP, seconded JW - All in favour – carried.**

S25.20/21


**EXCLUSION OF THE PRESS AND PUBLIC – Motion proposed JW, seconded MU** – It was unanimously resolved to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.





S26.20/21 **REVIEW OF STAFFING STRUCTURE AT BAYSTON HILL PARISH COUNCIL** – Item taken earlier in the meeting.

*The meeting closed at 9:09pm – actual meeting duration noted as < 2 hours.*

A handwritten signature in black ink, appearing to be 'A. Paul', written over a horizontal line.

28/6/21