

**Clerk to the Council/RFO: Caroline Higgins**  
**Chairman: Cllr Keith Keel**

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Minutes of the Full Council Meeting held at 7.00 pm on Monday 10 June 2019 in the Memorial Hall.

Present: Cllrs Breeze (Chair); Ryan, (Vice Chair); Jones; Mrs Whittall; Parkhurst; Mrs Lewis; Mrs Robinson; Mrs Howells; Mrs Clode; Hudson; Gouge and Clarke

In attendance:  
Caroline Higgins, Clerk; 3 members of the public

15.19/20 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None, all present

16.19/20 **DECLARATIONS OF INTEREST** – Cllr Mrs Whittall recorded her interest in the football pitches as her son-in-law hires them for goal-keeper training.

17.19/20 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – None but those present indicated their interest in joining the Council.

18.19/20 **MINUTES** – The Council confirmed the accuracy of the minutes of the Annual Council meeting held on 13 May 2019 and authorised the Chair to sign them. The Chairman signed the minutes.

19.19/20 **CLERK'S REPORT & MATTERS ARISING** –  
The Clerk tabled a report circulated with the agenda detailing ongoing incidents of anti-social behaviour such as misuse of the lifebuoy as reported the previous month and incidents of arson. Cllr Parkhurst suggested that if a scheme exists that the Parish Council looks to funding a full time Community Support Officer for the village with matched funding by the Police and Crime Commissioner.

Cllr Ryan proposed and Cllr Clode seconded that the Neighbourhood Watch Group be encouraged to get involved.

CCTV discussed but considered likely to encourage sabotage.

Cllr Robinson proposed a lockable cabinet for the lifebuoy with the access code lodged with the emergency services. Various other deterrents were discussed then it was **resolved by a majority vote** to seek clarity as to the legal requirement of maintaining the lifebuoy at Parr's Pool.

The Clerk reported that a number of repairs are required to play equipment. Confidential quotations for repairs to wet pour shrinkage were provided for consideration. No decision was reached on the appointment of a suitable contractor.

It was **resolved** to repair the bench at Longmeadow and a bench on the Parade. It was **resolved** to speak to GL Jones about warranty on the toddler gate mechanism at Longmeadow.

Cllr Whittall, having previously declared her interest, questioned the condition of the football pitches. The Clerk arranged to meet her at the pitches on Friday morning to discuss her concerns.

20.19/20

#### **CORRESPONDENCES –**

- Open Spaces Society – Noted
- Police & Crime Commissioner Survey – Noted
- Request for additional picnic benches at Longmeadow – **Resolved to purchase 4 additional recycled plastic picnic benches** (No prices or budget agreed)
- U3A request for Petanque playing area at Lythwood – The Council agreed it was in general support of the idea and it was **resolved to form a sub-committee to develop proposals**. Cllrs Breeze, Ryan, Lewis and Clarke were appointed to the sub-committee.
- Leadership Conference – Noted
- SALC 70<sup>th</sup> Celebration – decision on attendance at dinner/dance deferred until prices confirmed. Cllr Parkhurst expressed disappointment that long-standing Councillors were not to be recognised.
- Place Plan Review – The Council resolved to update the priorities for Bayston Hill by adding the following:
  - Junction improvements at A49 Hereford Road / Lyth Hill Road
  - Bypass of A49 to east of the village
  - Community Hub

21.19/20

**NALC STAR COUNCILS –** The Council approved the draft nomination for its health and well-being initiatives

*The following items are business carried forward from the Annual Council meeting adjourned on 13 May 2019*

22.19/20

**REVIEW OF COMMITTEES –** The following motion, having been carried over from the Annual Council meeting as a consequence of a tied vote was put to the Chairman for his casting vote:

*'It was proposed by Cllr Clarke that the Council instead re-introduces an Amenities Committee. This was seconded by Cllr Whittall. The Council voted six in favour and six against the motion'.*

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

The Chairman acknowledged there was not a clear majority for the reinstatement of the Amenities Committee and therefore cast his second vote **against** the motion.

The Chairman proposed a motion that Amenities matters shall be included in the agenda for Full Council as a mini- agenda. This was seconded by Cllr Lewis and **resolved by a majority vote**.

The Council resolved to re-appoint all current committee members to all standing committees and that Cllr Ryan shall join the Staffing Committee as Vice Chair.

23.19/20

**REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS –**  
Cllr Whittall proposed that Standing Order 3 b i. be amended to read:

3 b. The Council's Proper Officer shall do the following.

1. At least ~~three~~ five clear days before a meeting of the Council, a committee or a sub-committee, serve on Councillors by delivery or post at their residences or by email authenticated as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (providing the councillor has consented to service by email).

Cllr Clarke proposed an amendment to her motion that the Council reintroduce the 'old' Standing Order from 2010 which reads;

3 b. The Council's Proper Officer shall do the following.

- i. Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 5 clear days before a meeting is not expedient, electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 5 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.

The meaning of 5 days was discussed and the Council interpreted it to mean 5 working days. *Note: The meaning of clear days is defined in standing order 1 (b) for a meeting of the full council and in standing order 1(c) for a meeting of a committee.*

Cllr Whittall seconded Cllr Clarke's amendment and the motion was carried by a majority in favour.

24.19/20

**REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES** - The Council resolved unanimously to continue its financial contributions to Shropshire Council to support the maintenance of Bayston Hill library in its existing building for another year at

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

£25,000 (*Power LGA 1972, S137*) and of Lyth Hill Country Park for a contribution of £8,656 (*Power Open Spaces Act, 1906*).

- 25.19/20 **REVIEW LOCAL GOVERNMENT ACT 1972, s137 EXPENDITURE** - The Council noted a total expenditure of £25,280 in 2018/19 and the annual spending limit of £7.86 per elector in 2019/20, giving a spending limit of £32,461.80 against this power based on an electorate of 4,130 on 1 April 2019.
- 26.19/20 **REVIEW OF THE COUNCIL'S MEMBERSHIP AND REPRESENTATION ON EXTERNAL BODIES** – The Council appointed Cllr Clode to be its representative on the Open Spaces Society.
- 27.19.20 **REVIEW AND APPROVAL OF MEETING DATES TO THE NEXT ANNUAL COUNCIL MEETING** – The Council noted the additional meeting of the Staffing Committee on 17 June 2019 and accepted the apologies of Cllr Howells. The change of date for the August meeting of full council to 29 July was noted.
- 28.19/20 **REVISED COMPLAINTS AND EMPLOYMENT PROCEDURES** – It was noted that no response had been received from Shropshire ALC as to the requested review of policies and they were therefore deemed as being compliant with current legislation.
- Cllr Hudson proposed that paragraph 2.3 of the Disciplinary Procedure be amended to be gender neutral by changing 'his/her' to 'their' and this was **resolved**.
- The Council then **resolved unanimously** that the policies adopted at the 18 March 2019 meeting, with the above amendment be deemed **ratified**.
- 29.19/20 **REVIEWS OF DATA PROTECTION AND FREEDOM OF INFORMATION PROCEDURES** –
- The Council adopted the draft Subject Access Request Policy by **unanimous resolution**.
- 30.19/20 **REVIEW OF THE PARISH COUNCIL'S POLICY FOR DEALING WITH THE PRESS AND MEDIA** - It was proposed by Cllr Parkhurst that all revised and adopted policy papers be printed and issued to Councillors at a meeting for insertion into their information folders and that these be paper copies by default unless otherwise requested. He proposed that the Communications Policy be amended accordingly.
- 31.19/20 **TO AUTHORISE ALL PAYMENTS BECOMING DUE** – The Council approved the list of invoices tabled by the Clerk. The Council confirmed the authority of the Clerk to purchase new netball goals within her £500 budget and to report the expenditure to the next appropriate meeting.

32.19/20 **EXCLUSION OF THE PRESS AND PUBLIC** – It was **RESOLVED** to exclude the press and public under LGA 1972 ss 100 (2), so as to discuss Confidential matters.

33.19/20 **JOB EVALUATION** – It was **resolved unanimously** to refer the recommendations of a recent external review of the Clerk’s role and responsibilities to the Staffing Committee to make recommendations for the ratification of full council.

Cllr Lewis requested that the signed minutes of previous Personnel Committee meetings be brought to the full Council for information and adoption. This was **resolved**.

*The meeting closed at 8:33pm*

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