

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

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Minutes of the Full Council Meeting held at 7.00 pm on **Monday 15 June 2020** via Zoom Video Conferencing.

Present: Cllrs Underwood (MU), (Chair); Clarke (TC); Clode (CC); Jones (FJ); Lewis (TL); Whittall (JW); and Parkhurst (AP);

Not Present: Cllr Gouge

In attendance: Shaun Jones (SJ), Locum Clerk

**21.20/21 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE – None**

**22.20/21 DECLARATIONS OF INTEREST –** Cllr Whittall declared her interest in the football pitches, which are hired by her son-in-law.

**23.20/21 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS –** There were no members of the public present.

**24.20/21 CHAIR'S REPORT –** MU welcomed SJ in the role of Locum Clerk. Nothing further to inform members on, the agenda items will pick up on any current matters which MU will then contribute.

**25.20/21 SHROPSHIRE COUNCILLOR'S REPORT –** Cllr Ted Clarke provided a written report, noted by members present. For completeness his report is reproduced below: -

- All Shirehall services functioning – with staff working remotely, from home
- The expensive redesign of IT operating system, driven by Chief Executive over last 2 years, now showing its real value.
- Cabinet and other statutory committees (Planning etc) now being conducted "virtually".
- Dedicated Community Support Team responding well to heavy demands of the ongoing pandemic.
- Highways using current traffic reductions to undertake normally more difficult carriageway repairs
- Next meeting of Full Council scheduled for Thursday 16th July
- Lobby continues to cancel long planned Shrewsbury North West Relief Road (Battlefield to Shelton)
- Lobby growing to remove/relocate Robert Clive monument from its plinth in Shrewsbury town centre

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

- .26.20/21 MINUTES** – The draft minutes for the Council Meeting held Monday 20th May 2020 are now put to the Council as an accurate record of proceedings. **The motion proposed AP and seconded JW was passed unanimously.**
- 27.20/21 COUNCILLOR OFFICIAL EMAIL SERVICE** – MU outlined the background to the proposed transition over to members using an official BHPC email account. The Information Commissioners Office supporting papers were referenced. Also the draft Data Protection checklist provided with the meeting papers was also considered a transparent step that each member will be requested to sign off on. The motion, **proposed MU and seconded AP** approves the provision of a BHPC email account for up to 15 members at an annual cost, in the region of, £720 plus VAT annually. In addition BHPC will ensure a member is able to access this account with their own computing equipment or facilitate by issuing a council owned Lenovo tablet computer. Four have been purchased at £66 each. By moving council meetings to using electronic delivery over printed papers will move us towards the goal of being Carbon Neutral by 2035 – Minute 156.19/20. **The motion was passed unanimously.**
- TC and FJ both joined the video conference at 7:25pm.
- 28.20/21 UNMETERED ELECTRICITY SUPPLY – STREET LIGHTING** – The Joint Energy Agreement through Shropshire Council (SC) is assumed to continue for 2020/21. In addition, our Street Lighting inventory needs to be kept up to date and submitted to SC. MU advised that a spreadsheet has been published and will furnish SJ with a copy. This can be brought back to a future meeting for review and update. A plan for a switch to LED lamps has been tabled earlier and based on the recommendations of which units would serve the best – least cost/best light efficiency/low energy & maintenance a decision on a program of switching away from neon to LED can be agreed upon. **The motion** to propose continuance of unmetered electricity supply for BHPC footway lighting through the SC scheme was **placed by AP, seconded TC and passed unanimously.**
- 29.20/21 BAYSTON HILL 10K – RESCHEDULE EVENT** – the organiser suggest either October 4<sup>th</sup> or 25<sup>th</sup> 2020. Members suggested avoiding the school half term holiday at the end of October and therefore expressed a preference for October 4<sup>th</sup> 2020. **The motion** to pass this recommendation to the organisers was **proposed by FJ and seconded TL – passed unanimously.**
- 30.20/21 COMPOSITION OF BAYSTON HILL PARISH COUNCIL COMMITTEES AND PARISH COUNCIL REPRESENTATIVES** – the published information included with the meeting papers was **accepted unanimously.**
- 31.20/21 APPROVE THE DRAFTED RESOLUTION TO SUPPORT THE LOCAL ELECTRICITY BILL** – TC leaves the meeting 7:55pm. **Proposed AP, seconded FJ** to approve the drafted resolution, **motion passed unanimously.**

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

32.20/21

**CLERK'S ORAL REPORT –**

- 7:59pm - TC re-joins the meeting
- Fil informed SJ in person that his “Trade of Energy” has him in credit for 20 x 90 minute hire of Youth and Community Building – For noting.
- Currently MU is using his personal Zoom account to facilitate online video conferencing. SJ proposes to upgrade the free Zoom service registered to BHPC to the Pro level, £11.99 per month, which is on a months’ notice for cancellation. **Proposed AP, seconded FJ** to the upgrade - **all members approved.**
- For the Handyperson team of three, reinstate the option to pay 12 hours per week overtime, in total, at the discretion of the Clerk. **Proposed AP - all members approved.** A request for regular feedback to Council on jobs completed with the flex of overtime. TC notes the re-stoning of paths would be welcome, AP noted the public footpath linking A49 and Lyth Hill Road needs the nettles cutting. TC mentioned clearing the Causeway Channel at Parris Pool, will check with contractor – JW too.
- A quotation of £400 to reduce height of conifer hedge to the top of the fence line – Longmeadow Play Area – adjacent to disused toilet block. **Agreement by members to proceed.**
- Correspondence from Police & Crime Commissioner on the subject of community engagement – agreed for the **Clerk to reply and inform of the Bayston Hill Villager magazine.**
- Notice of a CCLA and NALC joint discussion – 25<sup>th</sup> June 2020. AP expressed interest.
- Her Majesty’s Opposition invite NALC member councils to engage in a consultation on “The impact and future of local government, housing & transport”. **Agreed to leave on the table.**
- Reply to resident on pathway adjacent to allotments. A trim has been arranged and also forward SC guidance to landowners & farmers with respect to rights of way, it covers the topic of barbed wire which was also referenced by the resident.
- SJ looking for assistance to locate an alarm remote control for the defibrillator located at Beeches Medical Practice.
- Play and Leisure quotation for swing spare parts - £53.04 pls VAT. **Members approved.**
- The Play Inspection Company Ltd are booked for the annual play equipment inspection – the Clerk is their point of contact/liaison.

33.20/21

**PAYMENTS –** The Clerk tabled a list of payments becoming due. Motion **proposed AP, seconded MU**, the Council **unanimously approved** the payments listed.

34.20/21

**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.

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**CONFIDENTIAL MATTERS**

- Staff Matters –
  - Payment of Salaries – **Unanimously resolved** for SJ to progress the take on of Shropshire HR to manage the BHPC payroll. Contacts Michele Leith and Darren Edwards.
  - Letter of resignation from Clerk/RFO – Noted and notice period ends on 4<sup>th</sup> July 2020 – a Saturday.
    - Zoom call with Shropshire HR – Michele Leith. BHPC should bring the grievance process (made by the Clerk/RFO) to a conclusion. Because of limitations on BHPC council members this has been outsourced to Shropshire HR. (TC left the meeting 8:35pm). They in turn engaged WMEmployment as they were the only available external body who could meet the July 4<sup>th</sup> 2020 deadline – quoted £5,000 plus VAT – 10 days work. **Proposed MU, seconded FJ** – It was **unanimously agreed** to appoint.
    - Both Came & Co, our insurers, and Rradar, the legal advice group appointed by them have been kept informed.
    - Dianne Dorrell of Shropshire Association of Local Councils (SALC) has been advised of the resignation of the Clerk/RFO.
    - **Proposed AP, seconded JW** for the Staffing Committee to look at the best route to move forward, looking at roles and responsibilities across the piece. It was **unanimously agreed**.
    - TC re-joined the meeting 8:40pm
    - Current Fit to Work notice expires 3 days short of notice period, **proposed AP, seconded FJ** that the Clerk/RFO not be required to return to work for the few days in mind, it was **unanimously agreed**.

*The meeting closed at 8:49pm*

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