

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

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Minutes of the Full Council Meeting held at 7.15 pm on **Monday 15 November 2021** in Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs Underwood (MU), (Chairman); Clode (CC), Higgins C (CH); Higgins P (PH); Parkhurst (AP); Shaw (CS); Teckoe (CT) & Whittall (JW).

Not Present: Cllrs Clarke, Merricks-Murgatroyd, Rust & Stevens.

In attendance: Shaun Jones (SJ) – Locum Clerk, Peter Orrell – Deputy Clerk.

97.21/22 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Cllr Clarke – Unwell, Cllr Merricks-Murgatroyd – College commitments, Cllr Rust – Family commitments & Cllr Stevens – Prior commitment.

98.21/22 **DECLARATIONS OF INTEREST** – Cllr Whittall referenced her standing declaration concerning her son-in-law being a hirer of BHPC football pitches.

99.21/22 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public present, nor written questions submitted.

100.21/22 **MINUTES** – The draft minutes for the Full Council Meeting held Monday 1<sup>st</sup> November 2021 are now put to the Council as an accurate record of proceedings, with one amendment, **the motion proposed CC and seconded CH was passed unanimously.**

101.21/22 **CARBON NEUTRAL WORKING PARTY** – It was agreed that bullet 2 of the recently approved Terms of Reference for the Carbon Neutral Working Party be updated (bold text) to read :- “The Chairman of the Working Party to be appointed by the Full Council, **selected from those BHPC members who have joined the Working Party.**” Cllr Underwood was **proposed** as Chairman of the Carbon Neutral Working Party **by CH, seconded JW – all in favour, motion carried.**

*Cllr Shaw and Cllr Parkhurst joined the meeting at 7:26pm and 7:27pm respectively.*

102.21/22 **BUDGET DISCUSSION** – SJ referenced the “Detailed Budget Summary” report, included as an attachment to this item. The reported figures have been mirrored in our usual Budget spreadsheet, which was shared with members using a data projector and narrative provided. In addition, estimates of the financial totals to the end of the current Financial Year

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

(FY) and suggested budget for FY 2022/23 have been included. At the summary section members could see on both expenditure and income the variances – plus or minus. In a computed precept figure these are taken into account.

To identify projects likely to require new or significantly altered expenditure during 2022-23, these included the provision of public access Electric Car Charging Points in Bayston Hill & consideration over the former toilet block, situated within Long Meadow Play Area, for repurpose or renovation.

To review annual grants to support the Library and Lyth Hill Country Park and confirm contributions for 2022-23.

To review earmarked reserves and identify any sums that should be spent or reallocated. MU thought a working group to review and input to the Finance Committee should allow detailed analysis. **Proposed AP, seconded JW to undertake along the lines suggested – all in favour.**

To review CIL Neighbourhood Fund reserves and identify projects that may be suitable for funding from this reserve. CH suggested checking on the conditions over using CIL monies, there could be an expiry date. **SJ agreed to undertake.**

Other related matters – the new Sports Hall project & leasing of land to BH Scouts & Guides for their new HQ are further in the future but will have to be considered in finance impact terms. SJ suggested the annual Parish Meeting of Electors would be a platform to gain backing. After the April 2021 meeting was held virtually over Zoom videoconferencing BHPC did plan to hold an in-person meeting in the last quarter of 2021. CH did suggest that running this side of Christmas was not recommended. It was agreed to decide on a further postponement of arranging an in-person Parish Meeting of Electors to May 2022, **SJ will place on the December Full Council Agenda.** CS was more in favour of improving the BHPC buildings (face lift/upgrade) over building new ones. Maintenance of amenities also needed. The Parish Office roof is leaking in heavy rain, both AP and MU suggested obtaining quotations for repair. CH interested in Parr's Pool/Environmental Maintenance Grant work. Mention made of an outstanding list of improvements to Parr's Pool to be written by Tim Owen, **SJ will follow up.**

103.21/22

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

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

104.21/22

**PLANNING MATTERS.**

- Reference: 21/04848/FUL: **1 Berwyn Drive Bayston Hill:** Erection of single storey side/rear extension, conversion of integral garage to habitable room and elevational alterations.: – **it was resolved unanimously to make no comment on this application.**

105.21/22

**EXCLUSION OF THE PRESS AND PUBLIC** - Motion **proposed CH, 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.

106.21/22

**CONFIDENTIAL MATTERS –**

- To note the newly published [15/11/21] Real Living Wage Rates which will be applied automatically to those employees linked – minute 89.20/21. The new rate is £9.90 per hour, which is above the current SCP1 hourly rate which is contracted, and will be honoured.

*Cllr Parkhurst left the meeting at 9:00pm*

- SJ tabled a breakdown of employee contracted salaries which for the 2022/23 budget totalled £93,862. All known uplifts in employment costs have been included. PH has enquired on a parallel piece of work looking at an outsource vs. in-house resourced amenity maintenance model. The draft “Invitation to Tender” document was shared (on screen) and comments raised over any reference to TUPE (Transfer of Undertakings, Protection of Employment) needing to be included. CT suggest renaming the document as a “Request for Quotation/Proposal” and adding this proposal may be subject to TUPE requirements.

*The meeting closed at 9:13pm.*

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