

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

Minutes of the Full Council Meeting held at 7.15 pm on **Monday 1 November 2021** in Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs Underwood (MU), (Chairman); Clode (CC), Higgins C (CH); Higgins P (PH); Merricks-Murgatroyd (HMM), Rust (DR); Shaw (CS); Stevens (PS) & Teckoe (CT).

Not Present: Cllrs Clarke, Parkhurst & Whittall.

In attendance: Shaun Jones (SJ) – Locum Clerk

83.21/22 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Cllr Parkhurst – Work commitment, Cllr Ted Clarke – Unwell & Cllr Whittall – Holiday.

84.21/22 **DECLARATIONS OF INTEREST** – At minute 93.21/22 CH advised that she declares a non-pecuniary interest as she is an employee of Longden Parish Council – a form noting this was completed for the record.

85.21/22 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public present, nor written questions submitted.

86.21/22 **CHAIR'S REPORT** – MU produced a written report ahead of the meeting and this was noted by members.

- MU added that PS also joined the SALC Sustainability and Climate Change – Adaption Measures for Your Council course.
- So far there are 7 volunteers to be part of the Carbon Neutral Working Party [includes MU & PS] – the offer to take part will also be published in The Villager magazine.
- The organising team of this years' "Bayston Hill Great Big Green Week" have the wish to repeat next year. Litter picking will be organised throughout the year.
- Along with SJ met with SC Highways, joined by BH Neighbourhood Watch and a resident of Lyth Hill Road. Now have new contacts at SC Longden Rd Depot to refer request for improving signage and painted line markings – Lyth Hill Rd and Pulley Lane especially.

87.21/22 **SHROPSHIRE COUNCILLOR'S REPORT** – none presented, Cllr Clarke is unwell.

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- 88.21/22 **MINUTES** – The draft minutes for the Full Council Meeting held Monday 4th October 2021 are now put to the Council as an accurate record of proceedings, **the motion proposed CH and seconded DR was passed unanimously.**
- 89.21/22 **APPOINTMENT OF INTERNAL AUDITOR** – SJ outlined actions to bolster quotes for the services of an IA – to view alongside the quotation from JDH Business Services Ltd. In reply to our request both individuals approached (including our IA once removed) declined the opportunity. SJ explained that there is a limited pool to call on and we have demonstrated best efforts to elicit 3 offers. Members noted the letter of engagement as appropriate and the fee of £495 +VAT, although £175 higher is accepted, **proposed CT, seconded PH – all in favour, motion carried.**
- 90.21/22 **COUNCILLOR TRAINING** – Members expressed a preference for holding the training on a Monday evening beginning 7:15pm preferably. SJ will revert to Kim Bedford for some suggested dates. The training will be delivered over Zoom video conferencing and recorded in case a member is unable to attend on the day. The email offer, including £260 cost was accepted – **proposed CC, seconded HMM – all in favour, motion carried.**
- 91.21/22 **CARBON NEUTRAL WORKING PARTY** – MU presented a draft terms of reference for this new working party. Some suggested changes made by members were agreed, a budget of £200 to cover room hire costs and training courses/certificates, oversight/ratification by Full Council rather than Services Committee as drafted, possible align target year to reach net zero carbon with Shropshire Council [2030] – currently 2035 and overall process of review. With these changes incorporated, approval given - **proposed MU, seconded CT – all in favour, motion carried.**
- 92.21/22 **FINANCIAL REGULATIONS UPDATE** – members approved the amendment to Financial Regulation 11.1h lifting the floor from £100 to £500 where three estimates are required – **proposed CH, seconded PH – all in favour, motion carried.**
- 93.21/22 **LYTH HILL COUNTRY PARK** – the Annual Report 2021/22 was noted by members and approval of the requested funding of £8,656 for FY 2022/23 – **proposed DR, seconded CT – motion carried.** CH declared a non-pecuniary interest – for details see 84.21/22 and abstained from the vote.
- 94.21/22 **CLERK’S ORAL REPORT** –
- Longmeadow Play Area – based on member observations after Amenities Tour on Saturday 16th October these have been sent to two maintenance firms for a quote to rectify. Hoping to offer to a third firm too. CH asked if the Annual Inspection report had been received – SJ advised it is expected shortly.
 - Staffing update – employee contracts/appraisals are still to be drafted – these are overdue. The recruitment of a Clerk/RFO is being re-

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advertised for a third period, closing Friday 12th November 2021 after Cllr Parkhurst and SJ referred to Dianne Dorrell of Shropshire Association of Local Councils (SALC) the fact two applications had been received after Friday 17th September 2021 – the second period deadline for submission. This normalises and demonstrates due process. Interviews are planned for Wednesday 17th November 2021.

- Budget process – equipment to record/broadcast meetings. CH suggested a “try before you buy/pilot” using a locally based service provider. SJ will seek a price to broadcast/record a future council meeting and present to members.

8:30pm DR leaves the meeting

- Youth & Community Building – Electrical work, invitations to provide an estimate issued to two locally based electrical contractors.
- Remembrance Sunday – Cllr. Whittall is willing to attend the Shrewsbury Town Council service as BHPC representative.
- Lease on Glebefield extended to 22.4.2022.
- Apple pressing event Sunday 17th October 2021, Lythwood Sports Complex – this was a successful event and over 70 litres of apple juice was produced. Adults and children participated. Members asked if a donation to Bill and Jo Smith of Friends of Ruabon [organisers and equipment provision] could be agreed – suggested at £50. **All in favour.**
- Local Nature Recovery Strategies – Consultation response – MU has completed and circulated to members. Agreed this will be submitted as BHPC response on the closing date of 2nd November 2021 via the Defra Citizenspace portal. **SJ to progress.**

95.21/22 **PAYMENTS** – The Clerk tabled a list of payments becoming due.
Motion proposed CH, seconded HMM, the Council unanimously approved the payments listed.

96.21/22 **TO PRESENT ITEMS FOR INCULSION ON A FUTURE MEETING AGENDA [FULL COUNCIL OR RESPECTIVE COMMITTEE].**

- CC suggests relaunching the Smart Water offer to residents – promoting greater security.

The meeting closed at 8:44pm.

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