

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

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18 October 2018

Minutes of the Full Council Meeting held at 7.00 pm on Monday 1 October 2018 in the Memorial Hall.

Present: Cllrs Keel (Chairman); Breeze; Mrs Whittall; Mrs Lewis; Parkhurst; Mrs Howells; Gouge; Hudson; Mrs Robinson; Mrs Clode; Clarke; Jones and Engler

In attendance: Caroline Higgins, Clerk; Mrs Anne Cousins;

88.18/19 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – The Council approved the apologies of Cllr Ryan for an ongoing family commitment

89.18/19 **DECLARATIONS OF INTEREST** – Cllr Mrs Whittall recorded her interest in the football pitches as her son-in-law hires them for goal-keeper training. Cllr Clarke declared that his wife is employed as key holder for Longmeadow play area and that he is the Council's representative to the Bowling Club

90.18/19 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public present.

Cllr Clarke reported that austerity cuts continue at Shropshire Council in an effort to balance the budget. Measures include a staffing freeze and the disbanding of the well regarded Community Enablement Team, which has been particularly helpful with the Oaklands / Glebelands development consultation and other projects. Childcare support centres are also due to be significantly reduced in number.

Parking charges in Shrewsbury town centre have been further reviewed and charges will only apply until 6pm (as at present) instead of 8pm as proposed.

In response to a question about Shropshire Council's policy on expenditure of Community Infrastructure Levy 'Local' Funds he stated that the policy remained that these funds can be spent anywhere within the relevant Place Plan area and for Bayston Hill this includes the whole of Shrewsbury.

He stated that the Oaklands / Glebelands planning application was now not expected to be presented before November.

91.18/19 **MINUTES** – The Council reviewed the minutes of the Full Council meeting held on 10 September 2018 for accuracy. The minutes were unanimously approved as being a true record and the Chairman was authorised to sign them.

92.18/19 **REVIEW OF STANDING ORDERS** – Mrs Cousins was invited to take the Council through the remaining items requiring clarification. The Council made the following decisions, (numbers and letters refer to the section numbers in the original Standing Orders document circulated with the agenda):

- 6 - Rules of debate;
  - g. Keep with a small amendment for grammatical clarity
  - i. Delete
  - u. Delete
- 7 – Code of Conduct & Dispensations ; Amended to
  - b. *‘Code of Conduct Training – The Council shall arrange whole Council training every four years and the Clerk shall provide in-house training for co-opted members within 6 months of appointment’*
  - f. Delete *‘(by the Proper Officer) Or’*
  - g. Delete *‘by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required) OR’*
  - j. Delete
  - k. Delete
- 8 – Questions – It was noted that this order enables a Councillor to enjoy the same opportunity as a member of the public to raise a question off agenda and was therefore retained.

Cllr Parkhurst thanked Mrs Cousins for her preparation and hard work which had made the review process smooth and understandable. It was agreed that a final draft would be circulated for consideration at the next meeting.

14 – Committees

- d. Delete
- e. Delete
- f. iv Retain
- f xii Amend to *‘May dissolve a committee or a sub-committee’*.

It was resolved to remove the Committee Terms of Reference to a separate appendix.

15 – Sub- Committees – It was resolved to remove this section

17 – Advisory Committees – It was resolved to remove this section

21 – Canvassing of and recommendations by councillors – It was resolved to remove this section

22 – Inspection of documents – It was resolved to retain this section

23 – Restrictions on Councillor Activities – It was resolved to amend the first line to read '*Unless duly authorised by Full Council, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:*

- i. Inspect any land and/or premises which the Council has a right or duty to inspect; or*
- ii. Issue orders, instructions or directions or*
- iii. Make statements/decisions on outside bodies or other public meetings*

24 – Confidential Business – It was resolved to remove this section

25 – Power of Well Being – It was resolved to remove this section

32 – Code of Conduct Complaints – It was resolved to remove section d. a. but to insert some elements of sections d. b. to d. g into the Council complaints policy which are subject to review in the near future.

33 – Standing Orders Generally – It was resolved to retain section e and to remove section f.

93.18/19

#### **CLERK'S REPORT AND MATTERS ARISING**

- The Council noted the Local Transport Plan consultation but offered no comments
- Facilities maintenance – It was resolved that the Clerk be authorised to deal with routine maintenance issues within the agreed budget and need only bring matters to Full Council when strategic decisions are required.
- Silent soldiers silhouettes – it was re-affirmed that the Council would take no responsibility for the silhouettes sponsored by others. It was agreed to thank the quarry for their offer of support.
- Conclusion of external audit – It was noted that an interim statement had been published declaring that the audit was incomplete but that no challenges had been received. It was resolved to withhold payment of the audit fee until such time as the audit certificate had been issued and to send a suitable letter of complaint to the external auditor for failing to meet the statutory deadlines.
- Request for permission to lay water service pipe across the road around the Common – approved subject to suitable communication with residents regarding the temporary road closure.
- Letter from Beeches Medical Practice Patient Participation Group noted
- The Council noted an enquiry from Highways England' contractor about responsibility for an uncontrolled pedestrian crossing (dropped kerb) installed on Lyth Hill Road in 2009 and confirmed it had not commissioned the work.
- The Council noted that the Power League 5-a-side facility on Oteley Road had been identified for closure in January. This was likely to

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

result in increased demand for the Parish astro turf facility. Cllr Clarke observed that Shrewsbury Town FC was in the process of developing the community pitch at the same site.

94.18/19 **WORKING GROUP REPORT** – Cllr Lewis presented a report and proposed actions to liaise with the scouting group to seek mutually acceptable solutions and to initiate a consultation with professional organisations able to develop a realistic idea of budgets required to provide a multi-functional building for sports and recreation to replace the Youth and Community Building. The action plan was noted by the Council.

95.18/19 **COMMUNITY LED PLAN** – No report available

96.18/19 **ASSET RENEWALS** – *The Council approved the purchase of 12 replacement chairs, a transfer wheel line marking machine and a replacement office door. **It was proposed by Cllr Parkhurst, seconded by Cllr Hudson and there were no objections that the Clerk's spending authority be increased to £1,000 and up to £2,000 in consultation with the Chair of the Council.***

Minute 96.18.19 was challenged under minute 106.18.19 and discussion deferred to a later meeting

It was proposed by Cllr Clarke and unanimously resolved that any such expenditure be reported back to the Council at the next appropriate meeting.

97.18/19 **BATTLE'S OVER COMMEMORATIONS** – It was noted that the Scouts had agreed to the use of their mini bus for the beacon lighting but would need to charge to cover their costs. It was proposed by Cllr Parkhurst and seconded by Cllr Clarke that the Parish Council makes a contribution to cover these costs and make the transport free to residents unable to attend on foot. It was further resolved to pay for a second mini bus to be hired from a local business. A total budget for the event was agreed at £350.00.

98.18/19 **REVIEW OF AUDIT PLAN AND APPOINTMENT OF INTERNAL AUDITOR** – Confidential quotations having been circulated prior to the meeting, it was proposed by Cllr Clarke that SDH Accounting be reappointed as the Council's internal auditor. Cllr Parkhurst seconded the motion with the recommendation that next year the Council seeks quotes from auditors of similar sized councils in Shropshire for consideration. It was unanimously resolved to appoint SDH Accounting as the internal auditor for the financial year 2018 – 2019 and to adopt the audit plan circulated with the agenda.

99.18/19 **PAYMENTS FOR APPROVAL** – It was resolved unanimously to approve the list of payments tabled by the Clerk with the exception of the External Audit Fee, which will be withheld until the certificate of completion has been received.

100.18/19 **EXCLUSION OF THE PRESS AND PUBLIC** – A resolution was passed to exclude the public under the Public Bodies (Admission to Meetings) Act

1960 (S1(2)) and in accordance with the provision of Schedule 12 of the Local Government Act 1972; so as to discuss confidential matters.

101.18/19

**CONFIDENTIAL QUOTATIONS** – The Council reviewed quotations for the renovation of the astro turf and the painting of the tennis court. It was agreed that it would be most efficient to award both contracts to the same contractor and to defer the full painting of the tennis court (including netball markings) until Spring 2019 but to proceed with the cleaning and re-marking of the existing tennis court lines and the astro turf renovations as soon as possible. It was resolved unanimously to award both contracts to Astrocure for a combined cost of £5,500.

It was further resolved to investigate the costs of installing double gates through the dividing fence between the tennis court and the astro turf to facilitate floodlight maintenance when required.

It was further resolved to replace the tennis court padlock with the master padlock used elsewhere in the pavilion compound after regular users have been informed of the change. Cllr Clarke confirmed he had a suitable padlock and offered to change it in due course.

*At 8:35pm Cllr Clarke gave his apologies and left the meeting*

102.18/19

**STAFFING PANEL** – The Council unanimously approved the draft terms of reference for the staffing panel created at the September meeting.

*At 8:41pm the meeting closed having noted the advanced apologies of Cllrs Breeze, Robinson and Clode for the meetings to be held on 29 October 2018.*