

**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 29 October 2018 in the Memorial Hall.

Present: Cllrs Keel (Chairman); Mrs Lewis; Gouge; Hudson; Jones and Clarke;

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

103.18/19 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – The Council approved the apologies of Cllrs Ryan; Breeze; Mrs Whittall; Parkhurst; Mrs Howells; Mrs Robinson; and Mrs Clode; it was noted that Cllr Engler had resigned from the Council

104.18/19 **DECLARATIONS OF INTEREST** – None

105.18/19 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – Mr & Mrs Mills spoke to raise awareness of an issue at Spring Coppice, Lyth Hill, where an unofficial bike track has been created. It was noted that they had written to Cllr Clarke who was addressing the matter as biking is not allowed in the area. They kindly offered their services to help maintain the BMX track if needed and requested a public meeting of the Lyth Hill Advisory Group (LHAG) be held. They were advised that this was a matter for the LHAG to consider but that the Parish Council has representatives on the LHAG and all Parish Council meetings have public speaking sessions which residents are welcome to attend.

Cllr Clarke gave a report on Shropshire Council's activities, covering a recent briefing on the CIL 123 list of priorities for infrastructure expenditure. He also reported that Shropshire Council is considering investing in social housing provision in partnership with a number of organisations.

*The two members of the public left the meeting at 7:30pm*

106.18/19 **MINUTES** – The Council reviewed the minutes of the Full Council meeting held on 1 October 2018 for accuracy. Cllr Clarke challenged minute 96.18/19 which he believed did not have the required notice or go to a formal vote. **The Council resolved unanimously to defer discussion on minute 96.18/19 only until a later meeting but to approve the remaining minutes as an accurate record.**

107.18/19 **ADOPTION OF COMMITTEE MINUTES** - The Council unanimously resolved to adopt all of the signed Finance and Planning Committee

minutes as listed on the agenda. It was noted that the Amenities committee minutes were not yet available.

- 108.18/19      **ADOPTION OF REVISED STANDING ORDERS** – Cllr Lewis proposed that the revised standing orders published with the meeting papers be adopted with immediate effect. Cllr Clarke objected to the removal of Committee Terms of Reference from the Council's Standing Orders and requested this be recorded in the minutes. This was duly noted and Cllr Jones seconded Cllr Lewis' motion. The motion was then carried by majority vote with Cllr Clarke voting against. He requested his vote be recorded in the minutes.

Cllr Jones requested his personal thanks be conveyed to Mrs Cousins for her assistance in this matter be recorded.

- 109.18/19      **REVIEW OF GRIEVANCE AND DISCIPLINARY PROCEDURES** – It was resolved unanimously that the review of these policies be deferred until a later meeting.

110.18/19      **CLERK'S REPORT AND MATTERS ARISING**

- **Silent Soldiers & Beacon arrangements** – The Council noted arrangements for mini-bus transport and the excellent contribution of the Scouts in building the beacon bonfire.
- **Exhibition** - Cllr Clarke suggested that the current cold weather might limit the interest in the photographic exhibition to be transferred to the library and it was agreed to review the situation the following day and cancel if appropriate.
- **External Audit Report** – It was noted that the external auditor's report was still awaited. Concerns as to the timeliness of the review had been communicated to SALC which had taken up the matter with the auditors through NALC. The Council noted that a significant number of Councils had been affected by a delayed audit.
- The Finance Committee recommendation to open a bank account with NatWest Bank was noted.
- **Correspondence** – The Council noted a Temporary Tree Preservation Order on a sycamore at 5 Grove Lane. Cllr Keel declared his interest as the tree overhangs his property.
- **Council vacancy** – The Council noted the resignation of David Engler and his offer to continue as a non-council member of the Lythwood Pavilion Working Party. The Council resolved unanimously to approve his co-option onto the working party as a non-Council member.
- **CIL Local** – The Council noted a letter from Childs Ercall Parish Council drawing their attention to the proposed change of policy for the allocation of CIL Local funds by Shropshire Council.
- **Lyth Hill Country Park** – The Council noted a recommendation that Lyth Hill Country Park be designated as a Local Nature Reserve and unanimously gave its support to the proposal.

- **SALC AGM** – Cllr Keel indicated his availability to attend
- **Jan Snell Award** – The Council supported the draft nomination.
- **Maintenance reports** – It was resolved to approve the quotation for repairs to the BMX track and appoint DeckKling to undertake the work.
- **LED Street Lighting Project** –It was resolved that the Council endeavours to maintain a consistent lighting stock rather than changing its lantern manufacturer. The Council will therefore specify VMAX LED lanterns as long as they are available.
- **Dimming of lanterns** – The Council resolved to undertake an assessment of lantern dimming in a nearby area to help them to determine whether to implement this energy saving feature in future.
- **Budget** – The Council noted the increase in the National Minimum Wage from April announced in the Autumn budget but also noted it will be lower than the National Living Wage that the Council has committed to paying all its staff.
- **Strategic Planning Workshop** – The Council noted the arrangements and agreed to invite former Councillor Engler to attend.
- **Clerk's Training Day** – It was resolved to authorise the Clerk to attend a training event on 21 November 2018.

111.18/19 **COMMUNITY LED PLAN** – No report available

112.18/19 **WORKING GROUP REPORT** – Cllr Lewis reported that the working group had met with the Scouts who had agreed to review their proposals and consider the site of the Youth and Community Building for their new scout hut.

She further reported that a meeting had been arranged with a surveyor on 8 November to discuss a feasibility study for commissioning a sports hall.

The group had given some thought to improving signage and all members were tasked with bringing ideas for improvements to the next meeting.

113.18/19 **UPCOMING PROJECTS** – Projects identified as requiring progression in the next financial year included protection of The Common and the asset transfer of Community Woodlands from Shropshire Council. These would require appropriate budget allocations in 2019/20.

114.18/19 **ASSET RENEWALS** – No major expenditure was identified but the need to maintain an adequate asset renewal reserve was noted and sufficient allocation to the reserve will be included in the budget.

115.18/19 **APPROVAL OF RESERVE FUND TRANSFER TO UNITY TRUST BANK** – It was agreed unanimously to transfer £84,000 into the recently opened Unity Trust Bank Instant Access account where it will benefit from

Financial Services Compensation Board protection and attract a modest level of interest.

116.18/19 **LYTH HILL AGREEMENT** – The Council unanimously approved a contribution of £8,650 to Shropshire Council to support Lyth Hill in 2019/20 and authorised the Clerk to sign the Service Level Agreement in due course.

117.18/19 **PAYMENTS FOR APPROVAL** – The Clerk tabled a list of payments becoming due. It was resolved unanimously to approve the list of payments tabled by the Clerk together with the £20 fee for the training day discussed above (minute 110.18/19) and the transfer of funds to Unity Trust Bank, (minute 115.18/19).

118.18/19 **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.

119.18/19 **CONFIDENTIAL QUOTATIONS** – The Council noted it had approved a confidential quotation for BMX repairs earlier in the meeting.

120.18/19 **STAFFING MATTERS**

1. **Training needs** – The Council resolved that Councillors requiring training in any areas of specialism should inform the Clerk of their needs for inclusion in the draft budget.

2. **Handypersons' hours** – The Clerk identified a shortfall in the hours needed to complete the wide ranging tasks expected of the site staff. The Council requested additional evidence be presented and it was agreed to confirm the allocated hours for each task using a revised time sheet and other monitoring activities over the winter period.

*At 9:10pm Cllr Clarke left the meeting*

3. **Staffing panel** – A written report was presented by Cllr Hudson. It was noted that a vacancy had arisen and it was resolved to advertise the vacant post on a temporary basis (until April 2019) to enable the Council to undertake a review of its staffing structure.

*The meeting closed at 9:15pm*