

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

Minutes of the Full Council Meeting held at 7.00 pm on Monday 28 January 2019 in the Memorial Hall.

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

In attendance: Caroline Higgins, Clerk; Mr M Simpson, Sgt R Aston, West Mercia Police; Ms R Oakley, SmartWater Ltd; approximately twenty members of the public

137.18/19 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – The Council approved the apologies of Cllr Ryan;

138.18/19 **DECLARATIONS OF INTEREST** – Cllr Mrs Whittall declared her interest in the football pitches which her son-in-law rents. Cllr Breeze declared his interest as an employee of West Mercia Police.

139.18/19 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – Mr M Simpson was invited to outline the 'We Don't Buy Crime' initiative supported by the Police and Crime Commissioner, John Campion. He described how the scheme tackled acquisitive crimes such as burglaries by distributing property marking kits to at least 70% of the properties in a participating area. The kits enable property to be linked to a specific address, allowing the legal owners to be identified and enabling the police to bring successful prosecutions against suspected thieves.

The PCC has negotiated a heavily discounted rate for kits from SmartWater Ltd and is able to provide grants to fund 25% of the kits and all the appropriate signage to support a community participating in the 'We Don't Buy Crime' scheme. His staff will also support the roll out of the scheme.

Ms Oakley explained how each kit is manufactured with a unique code that can be analysed by their laboratories from the smallest trace. Online registration of each kit is required. Support for registration can be offered at public events which the police will attend.

A number of questions were asked by the members of the public which the police responded to.

Cllr Mrs Lewis informed those present that the next meeting of the Neighbourhood Watch Committee would be held the following week. The police representatives offered to attend the meeting to explain the scheme.

A resident suggested that CCTV cameras be installed to monitor vehicles entering and leaving the village by the main routes.

Cllr Clarke waived his report on behalf of Shropshire Council.

The public session closed at 7:40pm and the Council returned to Standing Orders.

- 140.18/19 Cllr Lewis proposed that Motion 6/18/19 from item 142.18/19 Motions in Writing be brought to the top of the agenda for consideration. This was resolved.

Cllr Breeze formally proposed motion 6/18/19 that consideration be given to supporting West Mercia Police 'We Don't Buy Crime' initiative and rolling it out within the Parish of Bayston Hill, purchasing and providing the kits free of charge to parish residents.

Cllr Hudson seconded the motion and the Council voted unanimously in favour. Thus it was **RESOLVED.** (*Power to spend provided by Local Government and Rating Act 1997, S31 – Crime prevention*)

It was noted that the Council would need to complete a grant application to secure the PCC discount but subject to a successful application the Council would proceed to advertise the offer to residents and to arrange a series of roll out events that would be supported by the West Mercia Police.

A rough estimate of the cost of the scheme (£16,700) was carried out and it was proposed that the Council utilise its projected income surplus to fund the scheme with any shortfall being met from the general reserve.

It was further resolved that the Clerk liaise with the police and Cllr Breeze to implement a roll out.

- 141.18/19 **CHAIRMAN'S REPORT - Waived**

- 142.18/19 **MINUTES** – The Council reviewed the minutes of the meeting held on 26 November 2018 and **resolved unanimously to accept them as an accurate record.**

- 143.18/19 **MOTIONS IN WRITING** – The Chairman proposed that written motions should where possible be detailed on a standard form which had been circulated to members with the meeting pack. The form was designed to be submitted either electronically or on paper. All such motions will be recorded in a book kept for the purpose and shall be open for inspection by any member.

Cllr Whittall requested a copy of the updated Standing Orders that had been approved at the meeting held on 26 October 2018. She also requested confirmation of the 3 days clear notice of meetings detailed in

Standing Order 1b. It was resolved that an electronic copy of the current Standing Orders be circulated to all other members.

The Council considered motion number **3/18/19 – Staffing Panel** – It was formally proposed by the Chairman Cllr Keel and seconded by Cllr Breeze that ***‘the Council establishes a staffing panel who will be responsible for dealing with all staff matters that may arise, the terms of reference to be detailed in a separate document in accordance with the Council’s approved policies, which shall be reviewed regularly’.***

Cllr Keel further proposed six members be appointed to the panel, comprising the Chair, Vice chair the immediate past chair and three other members who shall meet three times per annum or as required. He proposed that panel members be appointed until the next Annual Council Meeting and be expected to attend appropriate training on personnel management that shall be arranged by the Council periodically.

Following a brief discussion Cllr Parkhurst proposed an amendment that the membership includes the Chair of the Finance Committee. Cllr Breeze seconded the amendment and the Chairman accepted the proposed amendment.

Concerns were expressed as to whether a staffing panel allowed for sufficient transparency as there was concern that the full Council would not learn about issues until it is too late to address them.

The amended motion was then moved to a vote and it was **RESOLVED** by 11 votes in favour to 1 against to **establish a Staffing Panel comprising the current Chair of Council, the current Vice Chair, the immediate past Chair (if still serving on the Council) the Chair of Finance Committee and two other members of the Council.** *Cllr Clarke requested his objection be recorded in the minutes.*

The Council noted that motion **4/18/19 – Committee Chairs** had been deferred to a later meeting.

The Council noted that motion **5/18/19 – Longmeadow Toilets** had been deferred to a later meeting.

144.18/19 a)

CLERK’S REPORT AND MATTERS ARISING –

The Council noted the withdrawal of a motion by Cllr Parkhurst

The Council received a report from the Clerk on the deterioration of the Youth and Community Building. The Council approved the repairs to the heaters, the completion of the work to the toilets and the redecoration of the community room in order that the building can continue to be let to the public.

The Council resolved that the abandoned trailer be removed from the pavilion compound as soon as possible.

The Council noted the unauthorised use of a chain saw on Council premises and instructed that staff shall challenge and prevent any such activities in future. Chain saws shall only be used by suitably qualified and insured contractors on the instructions of the Clerk.

Sensory Garden restoration - The Council received a report from the working party which had met in January. It was noted that the project would take place over a long period but there was a need to get started in the near future to make the most of the appropriate seasons for planting and pruning. Volunteers have already started clearing the sensory beds but there was a need for a budget to purchase new plants. It was still hoped that Dobbies would support the project in the next few months. Cllr Howells offered to liaise with the garden centre.

It was **resolved unanimously** to approve an initial budget of £500 for the project and to advertise for volunteers in the next edition of the Villager. It was noted that the volunteers are meeting on Friday mornings under the guidance of Cllr Lewis. Cllr Clode proposed a vote of thanks to Cllr Lewis for all the hard work she has already provided and this was duly **resolved**.

- 144.18/19 b) **REVIEW OF FEES AND CHARGES** – This matter was deferred to the next meeting
- 145.18/19 **BANK REVIEW** – It was resolved to refer this matter back to the Finance Committee for further consideration.
- 146.18/19 **APPROVAL OF BUDGET** – The Council received a recommendation that the draft budget presented to the Finance Committee on 14 January 2019 with amendments **and** the additional expenditure for the 'We Don't Buy Crime' (WDBC) initiative detailed in minute 140.18/19 be approved by the Full Council. A copy of the amended budget (excluding the WDBC initiative) was circulated to each member at the meeting. It was then **unanimously resolved** to approve the amended budget.
- 147.18/19 **PRECEPT SETTING** – The Council considered a recommendation from the Finance Committee that the Precept be set at £152,635 for the financial year 2019/20. It was noted that this figure would provide an unchanged receipt but as a result of an increase in the Tax Base it would result in a small reduction in the annual Band D equivalent Council Tax Charge of £85.05 (a reduction of £0.70 per Band D property per annum compared to 2018/19). **After a brief discussion it was RESOLVED to set the Precept for 2019/20 at £152,635.**
- 148.18/19 **PAVILION WORKING GROUP REPORT** – The Council received and **noted** a brief report summarising that the initial proposals arising from the inception report were not in line with the Council's budget expectations. The Working Group is now seeking further clarification of the required specification and need for a new sports hall.

A draft letter and questionnaire will be prepared and circulated to the Council for comments. The Scouts will be consulted as part of the next stage.

- 149.18/19 a) **COMMUNITY LED PLAN** – The Council **noted** the demographic analysis of the Bayston Hill Community Led Plan demonstrating that the results to the survey were somewhat skewed towards the older population. It noted the recommendation that some targeted action may be required to balance the survey responses, particularly with young people aged 5 – 19 and those of working age, broadly 20 – 60 years of age.
- 149.18/19 b) **PAVILION WORKING GROUP REPORT** – The Chair reported that the working group would follow up on consultations with community groups; invite suggestions on the website; consider disabled access; interrogate Community Led Plan results; undertake further surveys and investigate grant funding options. It was proposed by Cllr Clode that the sports hall objective be to provide the biggest and best facility we can afford that will serve the community into the future.
- 150.18/19 **MEETING SCHEDULE** – The Council deferred consideration of the schedule to allow meetings for the newly formed Staffing Panel to be included
- 151.18/19 **PAYMENTS FOR APPROVAL** –The Clerk tabled a schedule of payments becoming due, including January Salaries and it was **resolved unanimously** to approve the schedule of payments.
- 152.18/19 **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.
- 153.18/19 **STAFFING MATTERS**
1. The Council noted the appointment of Mrs Sally Page as Longmeadow Key Holder
 2. The Council referred a review of staff hours to the newly formed Staffing Panel
 3. The Council referred the review of the Clerk's post to the Staffing Panel
 4. The Council appointed Councillors Howells and Whittall to join the Staffing Panel with the current Chair, Cllr Keel, the Vice Chair, Cllr Breeze, Cllr Jones, (immediate past chair) and Cllr Parkhurst (Finance Committee Chair).

The meeting closed at 9:05pm