

Clerk to the Council/RFO: Caroline Higgins

Chairman: Cllr Mr Mark Underwood

You are summoned to attend a Confidential Full Council meeting on Wednesday 20 May 2020 at **6pm** by conference call

*Mark Underwood*

**Mark Underwood**  
Chairman to the Council

**13 May 2020**

## Minutes

### IN ATTENDANCE

Cllr Underwood, Parkhurst, Clarke, Cloud, Whittle, Lewis, Jones (joined the meeting at 6.55pm)

9.20/21

**TO APPOINT A NOTE TAKER IN THE ABSENCE OF THE CLERK**  
*Cllr Underwood was appointed. Proposed Cllr Parkurst, Seconded Cllr Clarke.*

10.20/21

**TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**  
*No apologies received*

11.20/21

**DECLARATIONS OF INTEREST** – *In accordance with the Council's Code of Conduct, members shall withdraw from any discussion or vote for which they hold a disclosable pecuniary interest. Cllr Clarke declared an interest as the Parish Rep on the Bowling Club Committee.*

12.20/21

**PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – To allow members of the public the opportunity to speak on an item listed on the Agenda for a maximum of 3 minutes. No members of the public were in attendance.

13.20/21

**CHAIR'S REPORT** – Cllr Underwood

- Reopening of a Bowling Green

It was resolved unanimously that the bowling club could reopen in line with the requirements of the National Bowling working to the rules shared with the council. Proposed Cllr Parkhurst, Seconded Cllr Clode

- Reopening of Tennis Courts
  - Method of payment
  - Payment schedule for hire

It was resolved unanimously that the Council would work towards implementing the requirements of the Lawn Tennis Association Covid guidance in order to reopen the courts to existing users. And that enquiries

would be made to Web Orchard as to how we could implement online booking and payments on the Parish Website. Proposed Cllr Parkhurst, Seconded Cllr Clode.

- Concern about path down past allotments.  
The hedge had been cut back slightly and It was agreed that the Chairman would familiarise himself of the situation and report back at the next Full Council Meeting

**14.20/21 TO CONFIRM THE NEW INSURANCE PROVIDER FOR THE COUNCIL –**  
To approve the recommendation made by Insurance Brokers Came & Co. It was resolved unanimously to go with the recommendation of Came & Co and to go for the 3year option. Proposed Cllr Parkhurst, Seconded Cllr Clode

**15.20/21 FACILITY TO ENABLE COUNCILLORS TO MAKE PAYMENTS BY BANK TRANSFER IN THE ABSENCE OF THE CLERK –** update to be provided by Cllr Parkhurst. Ongoing.

**16.20/21 PAYMENTS**

- To authorise all payments, as per the attached schedule, including May salary payments
- To authorise any payments made or received after the publication of the agenda

It was resolved unanimously to make all payments submitted on the payment list. Proposed by Cllr Parkhurst, Seconded by Cllr Clarke.

**17.20/21 APPROVAL OF MINUTES**  
Emergency Meeting held on 06.05.2020.  
All minutes unanimously approved, Proposed Cllr Underwood, Seconded Cllr Parkhurst

**18.20/21 EXCLUSION OF THE PRESS AND PUBLIC -** *To pass resolution to exclude the public under Public Bodies (Admission to Meetings) Act 1960, so as to discuss the following confidential matters; Proposed by Cllr Whittle, Seconded by Cllr Clarke*

**19.20/21 CONFIRM ARRANGEMENTS FOR EMPLOYING A LOCUM CLERK DURING THE CLERK'S ABSENCE –** To confirm, candidate, contract of employment, hours of work and remuneration to be paid. It was resolved unanimously that Cllr Underwood would arrange for a Locum Clerk for the Council and payment and hours worked was delegated to him. Proposed Cllr Parkhurst, Seconded Cllr Clode.

**20.20/21 TO CONFIRM METHOD OF STAFF SALARY PAYMENTS IN MAY IN THE ABSENCE OF THE CLERK.** It was resolved that May salaries would be paid by Cllr Underwood having taken advice from the Internal Auditor and SALC, he will be reimbursed by the Council and that arrangements would be made for Shropshire Payroll to pay salaries from June onwards if possible.

It was requested by Cllr Whittle that a vote of thanks be noted in the minutes for Cllr Underwood for the work he had done in the Clerks Absence. Proposed Cllr Parkhurst, Seconded Cllr Clode.

Meeting closed at 7.15pm

DRAFT