

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

Minutes of the Full Council Meeting held at 7.00 pm on **Monday 21 June 2021** in Margaret Oliver Hall, Bayston Hill Memorial Hall.

Present: Cllrs Underwood, (Chair); Clarke; Clode; Higgins C; Higgins P; Parkhurst; Shaw; Teckoe & Whittall;

Not Present: Cllr Plover

In attendance: Shaun Jones (SJ), Locum Clerk Co-Option Candidates Debra Rust & Paul Stevens.

8.21/22 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Cllr Plover

9.21/22 **DECLARATIONS OF INTEREST** – Cllr Whittall declared her interest in the football pitches, which are hired by her son-in-law. Cllr C Higgins declared an interest for agenda items 23.21/22, 24.21/22 & 25.21/22 as she was the Responsible Financial Officer prior to the appointment of SJ as Locum Clerk/RFO. She will leave the meeting when considered. Cllr Teckoe declared his interest over BHPC football amenities as currently the Secretary of Bayston Hill Juniors FC. During the meeting AP and CC declared an interest when MU reported on planning application 21/02071/FUL minute 14.21/22.

10.21/22 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public present.

11.21/22 **ELECTION OF VICE CHAIRMAN** – MU **proposed** that Cllr Parkhurst be elected as Vice Chairman. JW **seconded** the proposal. CH **proposed** that Cllr Clode be elected as Vice Chairman. PH **seconded** the proposal. Voting by show of hands 5 for AP and 3 for CC it was **RESOLVED** that Cllr Parkhurst be elected as Vice-Chair of the Parish Council.

Cllr. Shaw joined the meeting at 19:03hours.

12.21/22 **CO-OPTION OF ADDITIONAL COUNCILLORS – 5 SEATS VACANT AFTER THE RECENT ELECTION ON MAY 6TH 2021** – the Locum Clerk has presented elected members with details of three applications received. Proposed MU, seconded AP, the Council resolved unanimously to co-opt

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Ms Debra Rust, Mr Paul Stevens and Mr Henry Merricks-Murgatroyd to the Council.

13.21/22

NEWLY CO-OPTED MEMBERS TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE –

Newly co-opted members Cllr Rust and Cllr Stevens signed the Declaration of Acceptance of Office and took their seats. Cllr Merricks-Murgatroyd has 28 days in which to sign his declaration.

14.21/22

CHAIR'S REPORT – MU reported

- attending a Shropshire Council meeting concerning the Holidays and Food (HAF) grant scheme. [Holiday activities and food programme \(HAF\) | Shropshire Council](#)
Children and young people who are eligible for free school meals and their families will be able to access free activities and food provision during the summer and Christmas holidays 2021. Oakmeadow School have received funding to run a scheme this Summer. MU suggests that BHPC could look to Summer 2022 to possibly participate.
- MU and SJ met with members of Oakmeadow School management team to hear of their plans to build a new Community Hub building. Marches Academy Trust are to be approached for funding. The school wish for this facility to be used by community groups based in BH. The school are keen to support the drive towards Carbon Neutrality and pupils are to design a new poster to promote.
- Mention also made of concerns of speeding vehicles in BH, there is likely to be agreement to designate the roads close to the school as a 20mph zone. BHPC are looking to co-ordinate efforts to calm speed, working with SC Highways. It was noted a traffic survey is currently being conducted near to the school on Lythwood Road.
- Ongoing discussions with BH Scouts and Guides over accommodating them after they vacate their building on the Glebeland. As a short term measure, they have been offered to become a long-term hirer of our Youth & Community Building while they raise capital funding to kick off their project to build a new HQ on the YCB site. They are confident that most, if not all their needs can be met by this arrangement.
- Planning Application 21/02071/FUL - MU and CC invited to make an on-site visit for fact finding. AP & CC declared an interest as they both live on Grove Lane. It was stated the three properties are for family members. SJ is to distribute our comments to be sent to SC Planning ahead of the submission deadline – imminent.
- The Great Big Green Week – MU reported the formation of a group wishing to participate in this event to be held 18th – 26th September 2021. The BH Wildlife Group included. Some thoughts on activities/actions, a Bug Hunt, Wildflower Meadow, Charging Points for Electric Vehicles & Carbon Neutral Homes. **It was proposed TC, seconded JW that MU represent BHPC, motion carried.**
- Shropshire Council – Local Transport Plan (4th edition), MU attended a virtual workshop on Environment & Climate Change earlier today. An

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opportunity for other members to make a contribution is offered, MU will email. There are 7 days remaining to submit.

- A short oral report on the interview structure for the Deputy Clerk role. The panel comprises MU, CC & TC. There were 5 applicants, each one marked against the person specification for the job. 3 applicants have been called forward for interview tomorrow afternoon. A set of 4 questions and scoring criteria has been drawn up.

15.21/22 **SHROPSHIRE COUNCILLOR'S REPORT** – TC stated he has nothing of significance to report. Since the election on May 6th there has been one Full Council meeting held at Theatre Severn. All the Council Executive were on stage, members in the audience area. The acoustics were poor. The composition of the Council has altered along with a new leader being appointed.

16.21/22 **MINUTES** – The draft minutes for the Annual Council Meeting held Monday 10th May 2021 are now put to the Council as an accurate record of proceedings. **The motion proposed AP and seconded JW was passed unanimously.**

17.21/22 **REVIEW OF TERMS OF REFERENCE FOR COMMITTEES** – The Council shall review the structure; delegated authorities, and terms of reference of its standing Committees. The Full Council in April 2021 adopted the current ToR. MU accepts the ToR as work in progress and acknowledges and thanks CH for her input to provide the updated Terms of Reference for Committees included with the supporting documents for this item. **It was proposed AP, seconded TC to approve the tabled updated Terms of Reference for Committees June 2021 draft – all in favour.**

18.21/22 **APPOINTMENT OF MEMBERS TO COMMITTEES** – it was noted the membership of the new Services committee sees all 13 members serving, on Finance – AP, CT, TC, CH, CC, PH & MU while on Planning – CC, MU, AP, DR & HMM. The Chairman for these three committees were also elected, Planning **CC – proposed MU, seconded AP – all in favour**, Finance **CT – proposed AP, seconded CC – all in favour** and Services **TC – proposed AP, seconded JW – by majority 2 votes against.**

19.21/22 **REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES** – To review and confirm renewal of the Council's membership of the Shropshire Association of Local Councils, which in turn is affiliated to the National Association of Local Councils and to approve the affiliation fees of £1,646.17 for 2021/22, to note other bodies – Information Commissioners Office (£35 annually), Open Spaces Society (£45 annually) & CPRE Shropshire (£36 annually). **Proposed AP, seconded CH to continue membership of all noted – all in favour.** It was proposed by CH that membership of the Society of Local Council Clerks (SLCC) be considered – being an employee membership. **It was proposed TC, seconded JW for a decision to be deferred to allow for**

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a brief report to be prepared and brought back to Council – all in favour.

- 20.21/22 **REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES** – To review and confirm the ongoing financial contributions to Shropshire Council (SC) for the maintenance of Bayston Hill Library (LGA 1972, S137) and Lyth Hill Country Park (Open Spaces Act 1906). **Proposed AP, seconded CH the Council continues the annual contributions of £25,000 and £8,656 respectively – all voted in favour apart from TC who abstained as he is an elected member of SC.**
- 21.21/22 **REVIEW s137 EXPENDITURE** – To note the expenditure of £18,108.00 in 2020/21 as noted in the attached report and the limit of expenditure in 2021/22 is £34,758.53 (4,133 electors x £8.41 as noted in letter advising from MHCLG). **All in favour.**
- 22.21/22 **REVIEW AND APPROVAL OF MEETING DATES TO THE NEXT ANNUAL COUNCIL MEETING** – The proposed diary of meetings included was reviewed. It was noted that meetings for the new Services Committee were yet to be scheduled – likely to be quarterly. **It was proposed AP, seconded MU that the diary of meetings is adopted – all in favour.**
- Cllr C Higgins left the room while items 23.21/22, 24.21/22 & 25.21/22 were considered.*
- 23.21/22 **INTERNAL AUDITOR'S REPORT** - To consider the final Internal Audit Report for the year to 31 March 2021. **Proposed AP, seconded JW to approve – all in favour.**
- 24.21/22 **AGAR SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2020/21**– To note and approve the Finance Committee draft response (met May 4th 2021), to 31 March 2021. Relevant signatures to be added once approved. **Proposed AP, seconded JW to approve – all in favour.**
- 25.21/22 **AGAR SECTION 2 – ACCOUNTING STATEMENTS 202/21** – To note and approve the completed return. Both the Finance Committee (met May 4th 2021) and our Internal Auditor have reviewed beforehand. Relevant signatures to be added once approved. Public inspection notice will be published Tuesday 22nd June 2021, period of inspection to run from Wednesday 23rd June 2021 to Tuesday 3rd August 2021. **Proposed AP, seconded JW to approve – all in favour.**
- 26.21/22 **REVIEW ARRANGEMENTS FOR INSURANCE COVER** – PH asked What has led to the increase and what steps have been taken to mitigate in future? In response the Chairman read out a prepared written statement. “A previous employee of the council took a grievance they had against the Council to an Industrial Tribunal. The decision was made to attempt Judicial Mediation which was successful in that a settlement was reached. This nevertheless impacts on our risk history for renewal

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purposes. I am not at liberty to provide any more detail regarding this.” A question was also raised over obtaining three quotations as per financial regulations as the premium is >£3,000. SJ had endeavoured to obtain quotes but only our incumbent insurer was prepared to offer terms. 3 other insurers, 2 on the invitation to renew and Zurich Municipal (directly contacted by SJ) stated the claims history precluded them from offering terms. So there is no alternative but to renew with Pen Underwriting. The establishment of a direct debit mandate to pay in 12 equal instalments was **proposed AP, seconded JW – carried by majority, 2 abstentions.**

27.21/22

PLANNING COMMENTS UNDER DELEGATED POWERS – the following four applications were noted and ratified.

1. Reference: 21/01866/FUL: **1 Lower Pulley Cottages Pulley Lane Bayston Hill:** Erection of part two and part single storey extension and associated alterations : – **it was resolved unanimously to make no comment on this application.**
2. Reference: 21/01863/FUL : **9 Edge Close Bayston Hill:** Erection of a part ground and part first floor extension, detached garage and associated works (revised scheme) : – **it was resolved unanimously to make no comment on this application.**
3. Reference: 21/01930/FUL : **94 Overdale Road Bayston Hill:** Erection of a single storey rear extension and two storey side extension : – **it was resolved unanimously to make no comment on this application.**
4. Reference: 21/01985/FUL : **5 Gorse Lane Bayston Hill:** Conversion of integral garage to habitable space and associated works; addition of render to property; formation of drive at front and terraced area to rear. : – **it was resolved unanimously to make no comment on this application.**

28.21/22

CLERK’S ORAL REPORT –

- SJ reported on progress to date on the re-siting of a street lamp. SC have agreed a fee waiver on Section 50 licence to undertake works on the footpath – a saving of £440. There is a query over VAT treatment – possible exemption as non-business activity suggested by CH. SJ will look for confirmation from our Internal Auditor and Derek Kemp who advises the SLCC on VAT matters.
- Attended the CPRE Shropshire Branch AGM – over zoom.
- Confirmed an agreement with current provider of Office 365 email accounts for 11 business licences £501.60 plus annual support £360 (originally quoted at £660 but negotiated down) – Total £861.60 per annum. Feelers have been put out to Shropshire Council IT and it is also suggested by AP to check with the IT provider he uses in his day job. Just to provided a mark to market comparison.

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- The Queen's Platinum Jubilee is to take place in June 2022. There is a Lighting Beacons event and previously working with BH Scouts and Guides a Beacon has been lit on Lyth Hill. SJ to invite the BH Scouts and Guides to help bring about.
- A thank you from a resident for the siting of 2 new bins close to dog walking routes.
- SC Environmental Maintenance Grant has been discussed at a recent SALC Clerk event - over zoom. Research into our application in December 2018 shows this was a multi-year application covering 3 financial periods. SJ will raise this with SC as £1,500 for both FY 20/21 and 21/22 has been agreed but no monies received.
- SJ updated members on the Bayston & Lyth Hill 10K run event scheduled for Sunday 11th July 2021. The Start/Finish is on Stanley Parker Playing Fields as previously approved by Council.

29.21/22

PAYMENTS – The Clerk tabled a list of payments becoming due. **Motion proposed TC, seconded AP, the Council unanimously approved the payments listed.**

30.21/22

TO PRESENT ITEMS FOR INCLUSION ON THE NEXT AGENDA.

- CH requested that signed Committee Minutes are presented to Full Council for approval. **SJ to action.**
- CS requested if the start time of regular Full Council meetings could move to 7:15pm. **Motion proposed MU, seconded TC to start Full Council meetings at 7:15pm with a review after 3 months. All in favour.**

The meeting closed at 8:40pm.

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