

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

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Minutes of the Full Council Meeting held at 7.00 pm on **Monday 22 February 2021** via Zoom Video Conferencing.

Present: Cllrs Underwood (MU), (Chair); Clarke (TC); Clode (CC); Jones (FJ); Whittall (JW); and Parkhurst (AP);

Not Present: Cllr Gouge

In attendance: Shaun Jones (SJ), Locum Clerk

- 122.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE –** Beforehand both AP and TC have let it be known their attendance is tentative. In fact, both AP joined while Tim Shrosbee was presenting (125.21/21) and TC for the Chairman's Report (126.20/21).
- 123.20/21 **DECLARATIONS OF INTEREST –** Cllr Whittall declared her interest in the football pitches, which are hired by her son-in-law.
- 124.20/21 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS –** There were no members of the public present.
- 125.20/21 **RIGHT HOME RIGHT PLACE –** Tim Shrosbree – Presentation on Housing Needs Survey.
- Surveys published 2 weeks ago, staggered delivery to 2,277 people on the Electoral Roll - 20% is the targeted response rate.
  - In Bayston Hill the actual response so far is 22%. 443 paper 47 online.
  - Some concern of the reason for the survey expressed on social media. TS responded to allay any concern. RHRP surveys are a tool/source of data to assist the Parish Council in responding to relevant planning applications.
  - TS always willing to take feedback to make improvements in the RHRP surveys.
  - MU suggests - TS and SJ should work to advertise an update on response rates - letter to every household or social media ? Closing date 15th March 2021. Target getting the response to 30% or greater. Lends more credence if we get a higher response.
  - TS - within the drafted Shropshire Local Plan - 2016 - 2038, Right Home Right Place surveys are referred to. **Survey results can be expected in 4-6 weeks after the closing date.** The survey results

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can sometimes see a Parish making the first move to help satisfy the need - being a developer !

- There is some background which SJ may seek help on, the **BH Community Led Plan 2017-27** and **Parish Plan 2006** <https://baystonhillparishcouncil.org.uk/bayston-hill-parish-plan> (refreshed 2010) before that. In planning terms, a "Neighbourhood Plan" has not yet been developed for Bayston Hill.
- TS and SJ to touch base and encourage more respondents.

126.20/21 **CHAIR'S REPORT** – MU and FJ attended a SALC training course on Year-end Accounts - 3 hours but very useful. Highly recommended. Kim Bedford was the course leader.  
Email from Chairman of Bayston Hill Scouts & Guides concerning the current lease they have on their HQ. He is asking for any support BHPC can provide. **Proposed AP, seconded JW** that MU look to contact Lichfield Diocese over this matter. **Motion carried.**  
Update on COVID-19 Business Rate Grants. Back in July, after the precepting authority condition was removed, BHPC received a grant of £10,000. A recent additional application has seen two credits related to the November and January lockdowns, £1,334 & £6001 respectively. All members expressed special thanks to SJ for working on this.

127.20/21 **SHROPSHIRE COUNCILLOR'S REPORT** – TC has not been 100% of late and has not been able to produce a report. He advises there is a Shropshire Council meeting on Thursday this week and he currently working through the meeting pack.

128.20/21 **MINUTES** – The draft minutes for the Council Meeting held Monday 25th January 2021 are now put to the Council as an accurate record of proceedings. **The motion proposed CC and seconded AP was passed unanimously.**

129.20/21 **STANDING ORDERS REVISIONS** – The current Standing Orders were last reviewed in June 2019. Subsequently National Assoc. Local Councils (NALC) have issued a 2020 update to model Standing Orders, figures in Section 18 have been updated – relating to procurement. In addition, SJ suggests clarification that ex-officio members of committees are voting members - Section 14 updated. **Proposed AP, seconded JW to approve the current Standing Orders with the 2 proposed updates. Carried.** In accordance with Section 28e an item on the next agenda to formally adopt will come forward.

130.20/21 **STREET LIGHTING UPGRADE TO LED – TO REDUCE ONGOING ENERGY USAGE** – Street Lighting upgrade. Mindful that some lampposts needed to be put right and switch to LED lamp units - reserve monies are in place. Within working parameters MU suggest we delegate to SJ to move matters forward. SJ advised of concerns from our contractor over SOX lamps where spares are no longer available so should be replaced as a priority.

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SJ offers a quarterly report, road plan for improvements and possibly look to council for approval to release some monies from reserves to fund. Dialogue with MU throughout. Give SJ the power to act. TC happy to be involved too as a reference point. **Proposed FJ, seconded JW to proceed as outlined. All in favour.**

131.20/21 **BUDGET VIREMENTS** – to take account of circumstance through the current financial period and agree a transfer of unspent budget to lines of overspend. Overall, the outlook for the Financial Year is spending is within budget. Post COVID-19 measures undertaken; TC wishes the cleaning regime to revert to the Handyperson team – SJ confirmed this. **Proposed FJ, seconded JW for the proposed virements to be approved – All in favour.**

132.20/21 **FINANCIAL REGULATIONS ANNUAL REVIEW/UPDATE** – to review the current regulations in force (an annual check) and approve incorporation of extra security checks when updating beneficiary bank account details as part of internet banking protocols. This is to further protect the Council from the risk of invoice fraud. **Proposed TC, seconded FJ to approve the Financial Regulations with an updated section 6.17 referencing the Supplier Account Set Up & Change Procedures newly created. Motion carried.**

133.20/21 **CLERK'S ORAL REPORT** –

- SJ wrote to Cllr. Gouge concerning his non-attendance at Council meetings of late. After a conversation with Cllr. Gouge's wife it was agreed Cllr Gouge will retire due to ill health. **Proposed TC, seconded JW that MU to write to Cllr Gouge acknowledging his decision to step down and express thanks for his contribution since joining the council in 2017. All agreed.**
- After a recent nasty accident on the A49 by the pedestrian crossing a review of all Speed Awareness Signs is underway, some in the village are not working and others could benefit from a service. FJ added we should suggest to Highways England that an improvement to the crossing where the accident happened is for barrier railings to be installed each side. SJ will take this up.
- A meeting with the Chair of Bayston Hill Scout and Guides to discuss the offer their new HQ being relocated to where the Youth & Community Building has taken place. A draft lease and plan should be drawn up referencing our Legal Support team. **SJ to progress.**
- Bayston Hill Library annual grant. For FY2020/21 Shropshire Council have agreed to receive a grant of £18,000.00 from BHPC and for £7,000 to be set aside for final fit out of the Community Hub building. This split can continue for subsequent financial years ahead of the building being ready to move into. The reserve will be under our control but benefit the library, parish office and common areas. **Council moves to approve, proposed TC, seconded JW – All in favour.**

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- SALC Survey - deadline 31.3.21, response on behalf of the Council. Happy to delegate to Chair and Clerk ? **All in favour.**
- A retired resident offering his talent to map water courses on land owned by BHPC. As part of SC asset transfer that maps will be available. No need to take up kind offer at present.
- The Burgs and reserve for reclamation. TC states the reserve has been in place for too long, to provide an interpretation board and seat. Heritage England have been involved to clear the site. Ambition to take in a walk to the Hill Fort from Cross Lane to Berries Lane. A visitor attraction. **MU offers to speak with the landowner over a permissive right of way.**
- Defibrillator sited on The Common side of the A49 ? Approach the Care Home to determine if they already have a defibrillator - **FJ to enquire.** The offer of making external cabinet available if currently access not 24 hours.
- Siting of picnic tables purchased in 2019. 2 now sited at Long Meadow. Would Council agree to siting the remaining 2 tables in the Sensory Gardens ? **All in favour.**

134.20/21 **PAYMENTS** – The Clerk tabled a list of payments becoming due. He has added a cheque payment since the list was published. **Motion proposed FJ, seconded JW, the Council unanimously approved the payments listed.** JW requested information on management of Parrs Pool, particularly the offer to site more water lilies. **SJ to progress.**

*At 8:59pm JW proposed, CC seconded to propose an extension of time to enable the business on the agenda to be completed. This was resolved unanimously.*

135.20/21 **TO PRESENT ITEMS FOR INCLUSION ON THE NEXT AGENDA.** CC has a request for her recent report on the Sensory Gardens to be included on the agenda for our March full council meeting. SJ advised his recent action to invite a representative of Shropshire Disability Network to survey “accessibility for all” to the Sensory Gardens. TC also asked for the path running behind the YCB adjacent to the Allotments to be kept in mind – it would benefit from some improvements.

*The meeting closed at 9:02pm.*

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