

**Clerk to the Council/RFO: Caroline Higgins**

**Chairman: Cllr Mark Underwood**

Minutes of the Full Council Meeting held at 7.00 pm on **Monday 24 February 2020** in the Memorial Hall.

Present: Cllrs Underwood, (Chair); Gouge; Parkhurst; Whittall; Wright; Robinson; Howells; Clode; and Jones; Cllr Clarke arrived at 7:55pm

In attendance: Caroline Higgins, Clerk; Anne Wilson, Clerk to Longden Parish Council (as a member of the public)

**149.19/20 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – The Council noted Cllr Lewis had sent her apologies and that those of Cllr Gouge had been withdrawn as he was present.

**150.19/20 DECLARATIONS OF INTEREST** – Cllr Whittall declared her interest in football pitches which are hired by her son-in-law.

**151.19/20 PUBLIC SPEAKING** – Mrs Wilson indicated her desire to speak about the Lyth Hill 10K race and with the consent of the Council deferred her comments until the matter was considered under the Clerk's report.

**152.19/20 SHROPSHIRE COUNCILLOR'S REPORT** – In the absence of Cllr Clarke, this report was deferred.

**153.19/20 CHAIR'S REPORT** – No report

**154.19/20 MINUTES** – it was unanimously resolved to authorise the new Chairman to sign the unsigned minutes of Full Council meetings held on 9 September 2019; 7 October 2019; 4 November 2019; and 18 November 2019.

The Council reviewed the revised draft minutes of the meeting held on 27 January 2020 incorporating the amendments suggested at the meeting on 10 February 2020. A written amendment to minute 138.19/20 submitted by Cllr Clarke was proposed in his absence by Cllr Parkhurst and seconded by Cllr Underwood; it was then resolved to delete paragraph 5 on page 35 of the revised draft minutes and insert the following:

*Councillor Underwood summarised the Staffing Committee's decision/recommendations from their review of office staffing matters. Following discussion it was proposed by Cllr Clarke and seconded by Cllr Ryan that those recommendations be accepted. By show of hands, with*

Signed:..... Date:.....

*four abstentions the proposal was carried and it was resolved to delete the related additional £24,419.20 from the draft budget.*

The Clerk then alerted the Council to an error in the revised draft that had been correctly recorded in the original draft. It was confirmed that the expenditure budget of £177,562 had been approved for the year 2020 - 2021 and was duly corrected.

**The above listed amendments were unanimously approved and the Chairman authorised to sign the amended minutes.**

The minutes of the meeting held on 10 February 2020 were discussed and approved by a majority of votes with two abstentions. The Chairman was authorised to sign the minutes as a true record.

**155.19/20 CLERK'S REPORT-**

The written report was noted by the Council.

Mrs Wilson expressed some concerns about the proposed Bayston Hill / Lyth Hill 10K race and it was resolved to arrange a meeting between the organisers, the Clerks of both Parish Councils and Shropshire Council staff to finalise satisfactory arrangements.

The Clerk outlined the need for suitable training for staff using a powered pole pruner and it was resolved to authorise training for all three members of operational staff in the Maintenance of Chainsaws and Cross cutting at a cost of £775.00

The Clerk reported a satisfactory internal audit report and it was resolved to circulate the interim report to members.

**156.19/20 REVIEW OF COUNCIL KEY PRIORITIES**

**a. Community Led Plan –**

It was resolved to invite David Preston to report progress on the Community Led Plan and to clarify the identified priorities as it was not straightforward to link the responses to the Big Survey to the ambitions outlined in the summary sheet. **(Action: Cllr Jones)**

The Council noted that the plan is led by the community and not by the Parish Council but that any action plan would be subject to adoption by the Parish Council before allocation of Council funds.

**b. Strategic Plan 2018 – 2021( Review – 2020)**

It was confirmed that the strategic priorities detailed in this plan remain a priority for the Council

**c. Pavilion Working Group –**

The Council **resolved unanimously** that it will prioritise the development of a sports hall over any other development at the pavilion site.

The new hall would have the capacity to accommodate the existing users of the youth and community building, which will be demolished to make space for a replacement scout and guide hut. The hall shall be sufficiently spacious to accommodate a variety of sports.

The Council confirmed it did not intend to compete unfairly against existing community halls and that a sports hall would provide a new facility for activities that cannot be accommodated in existing provision, such as indoor football.

*At 7:55pm Cllr Clarke arrived.*

The extension of car parking provision was confirmed as an associated priority for completion prior to the disposal of overflow parking at the youth and community building site. The use of recycled materials will be considered if costs are not prohibitive.

It was **resolved unanimously** that the community be consulted on the sports hall proposal and to launch the consultation at the Annual Parish Meeting.

It was **unanimously resolved** to dissolve the Pavilion Working Group and create a new Sports Hall Complex Development Committee. The Council appointed Councillors Underwood; Clarke; Clode and Lewis to the Committee and resolved to invite Mr Dave Engler to join the committee in an advisory capacity.

It was **unanimously resolved** to arrange an inaugural meeting of the Committee at the earliest opportunity.

It was **resolved unanimously** to acknowledge the Pavilion Working Group for their contribution to the project thus far and to thank them for their work.

It was noted that large scale construction projects can result in the loss of the Council's right to reclaim VAT on all non-business activities and that specialist advice is recommended before commencement of any construction work.

#### **d. Climate Change –**

The Council noted the draft ambition identified by the Community Led Plan for the parish to be carbon neutral by 2030 and that of Shropshire Council to achieve carbon neutrality by 2035.

The Council acknowledged the opportunities presented by the development of new buildings to embrace low carbon technologies and that tools to assist in the measurement of its carbon footprint are becoming easier to access.

The importance of raising community awareness was acknowledged as was the fact that the imperfect efforts of a lot of people was more effective than the perfect actions of a small number of individuals or organisations.

**It was then resolved unanimously that the Council becomes carbon neutral by 2035 and to add this ambition to the Strategic Plan as a fourth strategic priority.**

**157.19/20 VE DAY 75 PARADE –** It was unanimously resolved to allocate a budget of £500 for approved incidental expenses from the appropriate budget.

**158.19/20 ANNUAL PARISH MEETING –** It was **resolved unanimously** to launch both the vision for a new sports hall and the project to achieve carbon neutrality by 2035 at the Annual Parish Meeting on 18 May 2020.

It was resolved to invite Adrian Cooper (Shropshire Council lead on Sustainability) to speak at the Annual Parish Meeting and to encourage community involvement in the project. **(Action: Cllr Clarke)**

**159.19/20 AWARD OF ANNUAL GRASS CUTTING CONTRACT –** The Council considered three quotations for the cutting of amenity grassed areas on the Common, the Glebeland and three A49 verges. It was resolved to award the 2020 contract to Contractor C at an estimated cost of £1,438.00, subject to the approval of the Highways Agency. Should approval be withheld; the contract to be awarded to Contractor B at a cost of £1,566.00.

**160.19/20 GENERAL RISK ASSESSMENT –** It was resolved that all members shall submit comments on the draft risk assessment to the Clerk by 2 March 2020 for inclusion with the final document for approval on 16 March 2020.

**161.19/20 REVIEW OF FINANCIAL STANDING ORDERS –** It was resolved unanimously that the review document be recirculated, incorporating the recommended amendments, for adoption at the March meeting.

**162.19/20 PAYMENTS FOR APPROVAL –** The Council received an updated list of payments becoming due. After confirming the reasons for the higher than

usual repair costs for the tractor the Council resolved unanimously to approve the schedule of payments as tabled.

**163.19/20 POLICIES FOR REVIEW AT ANNUAL COUNCIL MEETING** – Council members received a paper copy of recently published NALC template employment policies, (grievance, disciplinary, bullying and harassment and whistleblowing). It was **resolved unanimously** that the policies be reviewed by the Staffing Committee and a report and recommendations be brought back to Full Council by the Annual Council Meeting on 4 May 2020.

Council members received a paper copy of the NALC model Social Media Policy and **resolved unanimously** that all members shall review the policy and submit comments to the Clerk by the end of March for adoption to be considered at the Annual Council Meeting on 4 May 2020. **(All Councillors)**

*Mrs Wilson left the meeting at 8:30pm.*

**164.19/20 EXCLUSION OF THE PRESS AND PUBLIC** – It was unanimously resolved to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.

**165.19/20 CONFIDENTIAL MINUTES –**

It was resolved to remove the first sentence of paragraph 6 on page 38 and to insert the amended minute approved by the Council under minute 154.19/20 (*shown italicized above*) into the Confidential Notes of the meeting held on 27 January 2020.

It was confirmed that the confidential notes of the Staffing Committee meeting held on 9 December 2019 would be copied to all Council members.

It was confirmed that the minutes of confidential discussions shall not disclose exempt information but will contain the decisions of such discussions and will be circulated to the Full Council and be available as a public record. The minutes of the meeting held on 9 December 2019, prepared by Cllr Underwood will be circulated upon receipt by the Clerk.

*The meeting closed at 8:45pm*