

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 25 January 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

- 105.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None
- 106.20/21 **DECLARATIONS OF INTEREST** – Cllr Whittall declared her interest in the football pitches, which are hired by her son-in-law.
- 107.20/21 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public present.
- 108.20/21 **RIGHT HOME RIGHT PLACE** – Tim Shrosbree – Presentation on Housing Needs Survey. Because of an urgent family matter Tim has advised he is unable to join us tonight. It is hoped this item can be rescheduled. In the meantime, SJ outlined that Tim is a member of the Planning Policy team at Shropshire Council. They have housing needs survey which is undertaken at parish level and it is the turn of Bayston Hill. A survey is delivered to every householder on the electoral roll and the target is to exceed a 20% return/completion rate. This should provide a reliable picture of what residents of BH believe future housing needs in the area comprise of. There is an online option to respond too.
- 109.20/21 **CHAIR'S REPORT** – Cllr Underwood advises he has a couple of topics which are picked up later in the agenda. MU attended a workshop on a carbon footprint tool a couple of weeks ago and will provide an update on staffing matters in the last section of the meeting – confidential. Nothing to report outside the agenda items for this evening's meeting.
- 110.20/21 **SHROPSHIRE COUNCILLOR'S REPORT** – It has been a busy day with many video calls and I have overlooked producing a SC report. I will try and prepare and pass to the Clerk to circulate. The main item of interest is a proposal to re-locate the of Shirehall to Pride Hill - a new Civic Centre.

Taken from the SC news page:-

- Shrewsbury's Pride Hill Shopping Centre has emerged as the preferred option for a new civic centre to house Shropshire Council and some of its public sector partners from 2023, once the council has vacated and sold its current Shirehall headquarters.
- The new civic centre would be around four-fifths smaller than Shirehall in terms of floor space, and be created and funded entirely by the sale of the Shirehall site and a grant the council has already secured.
- It would also provide a major boost to Shrewsbury's town centre's regeneration and generate income for the council from partners who would also have office space in the centre.

- 111.20/21 **MINUTES** – The draft minutes for the Council Meeting held Monday 7th December 2020 are now put to the Council as an accurate record of proceedings. **The motion proposed FJ and seconded JW was passed unanimously.** A discussion linked to minute 96.20/21 – Tree planting, over when could this be undertaken. It was **resolved unanimously to wait for the time when Reception children from Oakmeadow Primary School can participate** (no pandemic restrictions) in planting the 60 trees – most likely along the field side of the footpath on the Northern edge of Stanley Parker Playing Fields.
- 112.20/21 **CARBON FOOTPRINT TOOL** – MU and SJ attended the workshop. A tool developed by the Centre for Sustainable Energy in conjunction with the University of Exeter. They have effectively populated the Carbon Footprint Tool to the Town & Parish Council level. The tool was demonstrated live. It is a free tool. Ongoing updates maybe permitted but there is a cost implication. Designed to give you a big overview of where a Parish maybe. Data download will be permissible. It may assist with any work BHPC undertake with Shropshire Climate Action Partnership, zerocarbonshropshire.org. CC can see this being taken up by year 5 & 6 students as it directly illustrates what the challenge for BH is.
- 113.20/21 **CENSUS 2021** – All about getting the word out to residents and encourage take up. Our usual channels for news can be utilised to promote. MU suggests contacting community groups, churches and the school to put out the word. **SJ is happy to arrange a meeting with Roger Belham Census Engagement Manager** with MU and himself to learn if there is more that we can do ? FJ suggests using the Library and staff support for those needing help with completing the form. TC is to attend a SC Census 2021 briefing tomorrow afternoon.
- 114.20/21 **LOCAL GOVERNMENT ELECTIONS 6TH MAY 2021** – All about raising awareness. An opportunity to encourage potential candidates that members are already aware of. BHPC will look at publicising within the community as much as we can. AP stressed we must give a good briefing on what a new councillor might expect, keeping the level of enthusiasm high is needed even when the time needed is a bit longer than first envisaged. Managing expectations in other words.

FINAL BUDGET REVIEW AND PRECEPT APPROVAL FOR 2021/22 –

- SJ walked members through the Budget 2021/22 spreadsheet which groups spending into :-

Administration	£15,700
Community Open Spaces	£4,150
Council Buildings	£8,520
Repairs & Maintenance	£11,000
Grants & Contributions	£34,656
Lythwood Sports Facilities	£13,000
Rent, Rates & Utilities	£2,950
Staff Costs	£90,229
Street Lighting	£21,300
Tractors	£1,700
& addition to reserves	£5,000

- Income is outlooked at £7,624. For the current FY a surplus of £26,121. The precept request of the householders in Bayston Hill is calculated at estimated spending of £208,205 less income and surplus, £33,745 equals £174,460. This represents a 4% increase on the precept request made 12 months ago. For a Band D householder their annual contribution is £97.00 up by £4.04 (or £0.08 per week) to the BHPC budget.
- MU invited members to take the opportunity to put across their view/opinion.
- AP (Chair of Finance Committee) more than happy with the effort SJ has gone to with the presentation of a budget. Notes the reduction in contribution to reserves to reflect the economic shocks many residents are dealing with as the pandemic has shrunk the economy. I think it is a good budget and **happy to propose it is agreed as it stands.**
- JW asks on the staffing levels that no firm decision yet made ? MU confirms the budgeted figures are based on the preferred option on staff structure. He then suggests to look at the staff budget increase as an investment in the future of this Parish, giving us headroom to start to bring in the projects we want to deliver, e.g., a new Sports Hall & Net zero carbon emissions by 2035. Staff retention is also a goal to efficiently operate the business of the Parish Council. One element of the new structure is a Deputy/Assistant Clerk which will provide operational security should the Clerk be unavailable or no longer in post. We will be better placed to meet statutory obligations and keep our policies and procedures to a good standard & up to date. With headroom we create capacity to keep costs under regular review and deliver best value for our residents. The staffing budget should be seen as an investment in this parish. We all want to improve our parish, improve our community and as councillors enjoy the role. JW came back to clarify whether this budget for staff was likely to be affected by the result of the staffing structure. MU stated it is unlikely to go up and actual expenditure may be lower as it will take a little longer to fill the posts agreed on. Staffing up to meet the

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

ambitions/projects in mind for our community is paramount. JW was in agreement and supports.

- CC adds her support for the budget. She notes her willingness to work to further improve/enhance The Sensory Gardens and seeing financial provision too is welcome.
- FJ the way the budget is laid out is a great thing for the future of the Bayston Hill. We need a structure in place that will be beneficial for our community. Also, thanks to SJ, echoed by CC, for this piece of work which is an excellent step forward for Bayston Hill. That is what we are about, looking after our community, and thanks to all members for their tireless work & commitment.
- MU references **AP making the proposal to move to accept the budget and is happy to second.** TC was experiencing some connectivity issues, but members would like to hear his viewpoint. TC commented the makeup of staff structure is not yet cast in stone. Specialist help needed to assist with Project Management of a project like delivering the new Sports Hall. TC does agree to the budget tabled but states the staffing review is still to be signed off on.
- **All members voted to approve the budget tabled for 2021/22.**

116.20/21 **MEETING SCHEDULE 2021/22** – to approve future meeting diary for 2021/22. **AP states he is happy to propose approval** but does expect it could be reviewed based on Council altering some operational matters going forward. Possible more delegation to officers thereby allowing more scope for members to oversee policy/strategic direction of travel.
CC & TC seconded and all members voted in favour.

117.20/21 **CLERK'S ORAL REPORT** –

- References an earlier decision to engage Rob Montgomery and his team at Telford and Wrekin Council to provide Legal Advice and Information Governance Support. The costs were presented inaccurately due to an assumption made and MU acknowledged that he was responsible for this. For the agreed service package, the cost moves from £482 per year to £832 per year. Over a three year contract an increase of £1,050.
Proposed AP, seconded JW to the revised costings. All members in favour.
- Members informed that MU and SJ have raised a purchase order to buy 3 new litter bins. We have already resolved to installing 2 bins at Lower Pulley Lane (at Electricity substation access) and Lyth Hill Road (Beddows Drive entrance) as we have secured approval from Shropshire Council to service (empty) both. The original quote for 2, included carriage of £57 which is removed if 3 units are ordered. For finance efficiency the third bin can be kept in stock. TC does not suggest we push our luck and site this one and ask SC to service. Total expenditure £656.85 (or £218.95 each).
- Matter raised by a resident who backs onto Parrs Pool/Wood who has concern over helicopter seeds from nearby Ash trees. He has identified two trees that slightly overhang his rear boundary. Our tree maintenance contractor has had a look and spoken with the resident. Even if the two trees were trimmed our contractor doesn't think the problem will be solved.

The helicopter seeds are airborne and there are many sources in close proximity. Members didn't believe the matter justified the use of Council funds (public money) but were willing to give permission for the two trees to be sympathetically trimmed by our contractor but at the resident's expense. **Proposed TC, seconded AP to proceed along these lines – all in favour – motion carried.**

118.20/21 **PAYMENTS** – The Clerk tabled a list of payments presented to the Finance Committee on Monday January 18th to note. **Members unanimously approved the payments listed.**

119.20/21 **TO PRESENT ITEMS FOR INCLUSION ON THE NEXT AGENDA** – None

120.20/21 **EXCLUSION OF THE PRESS AND PUBLIC** - Motion **proposed JW, seconded FJ** – 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.

121.20/21 **CONFIDENTIAL MATTERS –**

- Staffing Update – MU gave an oral report on a staffing matter. **All members approved.**

The meeting closed at 8:34pm.