

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

Minutes of the Full Council Meeting held at 7.15 pm on **Monday 26 July 2021** in Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs Underwood, (Chair); Clarke; Clode; Higgins C; Higgins P; Merricks-Murgatroyd; Rust; Shaw; Stevens; Teckoe & Whittall;

Not Present: Cllr Plover & Cllr Parkhurst

In attendance: Shaun Jones (SJ), Locum Clerk

31.21/22 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE –** Cllr Plover – Unwell & Cllr Parkhurst – Family Commitment.

32.21/22 **DECLARATIONS OF INTEREST –** Cllr Whittall declared her interest in the football pitches, which are hired by her son-in-law. Cllr Teckoe declared his interest over BHPC football amenities as currently the Secretary of Bayston Hill Juniors FC. SJ tabled a new Declaration of Personal Interest form for completion by members. Both JW and CT completed and this records their interest as an ongoing position unless retracted.

33.21/22 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS –** There were no members of the public present.

34.21/22 **CHAIR'S REPORT –** MU reported on recent planning for **Bayston Hill Big Green Week** event – 18th to 26th September 2021. BHPC will have a stall at the Eco Fete planned for Saturday 28th September 2021 at Oakmeadow School – all members invited to attend if available. A poster showing all activities throughout the week is soon to be published will be sent to all members.

35.21/22 **SHROPSHIRE COUNCILLOR'S REPORT –**

- TC stated he attended the SC Full Council meeting held at Theatre Severn on 15th July 2021. All 3 tiers used for COVID-19 precaution. Handling laptops on your lap proved tricky.
- A key piece of business was the final discussion on the draft Local Plan prior to being submitted to the Planning Inspectorate. A public consultation forms part of the Planning Inspectorate review.
- An additional £8 million has been set aside for highway maintenance.

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

- Recycling boxes are to be replaced by an additional wheelie bin in the hope recycling rates can be further improved.
- Normal committee resume meeting at Shirehall. TC attended the Planning Committee (North) recently.
- SC have taken a unilateral decision to go paperless but some concern expressed by a few members.

36.21/22 **MINUTES** – The draft minutes for the Full Council Meeting held Monday 21st June 2021 are now put to the Council as an accurate record of proceedings. **The motion proposed JW and seconded TC was passed unanimously.**

37.21/22 **ADOPTION OF COMMITTEE MINUTES** - To adopt the signed minutes of the following Committees – 2020/21:
 Finance Committee – 20/7, 19/10 & 18/1.
 Planning Committee – 15/6, 27/7, 24/8. 28/9. 16/11, 18/1, 8/2, 8/3, 29/3 & 27/4.
 Staffing Committee – 10/7, 30/11, 11/1 & 15/3.
It was proposed JW, seconded TC to adopt the tabled signed minutes – motion carried, 2 members voted against.

38.21/22 **REVIEW OF FIXED ASSETS** – the register of Fixed Assets was tabled and mention made of the methodology for compilation each financial year. Some queries were raised and answered by SJ and CH (held the role of Parish Clerk to July 2020). **Members noted and approved.**

39.21/22 **PROPOSED COMPREHENSIVE REVIEW OF BOTH COUNCIL'S EMPLOYMENT POLICIES & PROCEDURES AND POLICIES AS LISTED** – The list was reviewed – CH believes a Document Retention Policy has been adopted – SJ will look into this. Previously, elements of a Social Media Policy were incorporated in the Communications Policy. Discussions on a separate Social Media Policy have commenced but a final policy is yet to be adopted. A new Code of Conduct will shortly come forward, once adopted by Shropshire Council, this will be formally adopted by BHPC. **Proposed MU, seconded TC to refer now to the Staffing & Policies Committee to establish a clear plan of action, with prioritised list and likely set up a review team (working party) to progress the review and adoption. All in favour.**

40.21/22 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK** – The tabled report was reviewed. Where a currently serving member is noted as the representative it was agreed for them to remain so. Agreement to the following members to represent BHPC as follows:-

SALC	Cllr Stevens (Reserve for Cllr Clarke)
Thomas Bowdler Education Charity	Cllr Clode
Patient Participation Group	Cllrs Underwood and Shaw

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

Agreement to remove *Bayston Hill Local Joint Committee*, leave *Shropshire Council Emergency Planning* without appointed representatives and our representation on *CPRE* is rotated – initial member still to be agreed. SJ to enquire as to current status of *Community LED Plan Steering Group* – two names provided. **Members formally noted.**

41.21/22

REVIEW OF ARRANGEMENTS (INCLUDING LEGAL AGREEMENTS) WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES –

Shropshire Council	Library (Grant Funding)
Shropshire Council	Street Lighting Energy (Group Purchase Scheme)
Shropshire Council	Lyth Hill Country Park (Grant Funding)
Shropshire Council	Play Equipment Inspection
Jon Boyd	Grass Maintenance
Highline Electrical	Street Lights
Tim Owens	Parr's Pool Management

Members formally noted.

42.21/22

REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES –

Two committees, Planning and Services, have delegated powers and in the Financial Regulations the Clerk/RFO has a defined spending limit without reference to members. **Members formally noted.**

43.21/22

STREET LAMP UPGRADE – SJ outlined a request from a resident to re-site a street light. The total cost, covering Western Power, Highline Electrical and Section 50 Licence is £2,877.41 inc. VAT. Mitigated by SC agreeing to waive the fee for the Sec. 50 Licence and the VAT treatment allowable. SJ suggested to members that in the normal course BHPC would replace the SOX lamp with an LED equivalent and, being a concrete column, these are all also to be replaced in the medium term. **After discussion it was proposed TC, seconded CH for BHPC to contribute £700 to reflect our likely cost of lamp/column upgrade. Motion carried with one abstention.** It is expected the resident's contribution to be £1,331.18.

44.21/22

WELCOME BACK FUND – SJ outlined progress to date on an allocation of up to £8,687.00 to Bayston Hill from this Central Government funding initiative. There are some hoops to jump through but Mathew Mead, SC Place Plan Officer is assisting SJ with what may be permitted. An application is being prepared. Approaches to business owners on The Parade and the Halls – Management Agents for the landlord will be made to gain confirmation over what is being applied for. **Proposed TC, seconded MU for the Clerk to progress – motion carried.**

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

- 45.21/22 **GRANT APPLICATIONS** – An application from Age UK – Shropshire & Wrekin has been received. **Members agreed to leave on the table.**
- 46.21/22 **YOUTH & COMMUNITY BUILDING – Proposed MH, seconded CH to accept** the kind offer from Matt Sewell, a local artist, to use the YCB as his canvass. **All in favour, motion carried.**
- 47.21/22 **CLERK’S ORAL REPORT –**
- SJ reported on a reply from representatives of the land owner who had been approached to grant a permissive footpath across his land to the historic feature known as The Burgs. This was politely refused.
 - Email from new Community Radio – Shropshire INTune. Their offer is to spotlight our community. Members suggested BHPC should share the information/offer but not be directly involved, on this occasion.
 - SC Licensing – Statement of Principles – consultation. BHPC will not submit a response but members maybe interested in the background information – Contact SJ for the weblink.
 - Removal of The Compasses, Bayston Hill from the list of assets of community value. Notification from SC Assets Officer, members asked to re-check if a new application is permissible.
 - Bayston Hill 10K organisers request our agreement to running the event in 2022 on Sunday 10th July. SJ advised to review the Memorandum of Understanding with the organiser to confirm all terms for the 2021 event are finalised. **Proposed MU, seconded CT to agree to the suggested 2022 date. All in favour.**
 - SJ has been researching the opportunity to offer “whole council” training session(s) to ensure we are all on the same page, so to speak. Contact has been made with a trainer used regularly by SALC and a proposal will be brought forward. SJ has received requests from new members to attend training being offered by SALC and will see if it may be better to roll the requests into the bespoke training being mooted.
- 48.21/22 **PAYMENTS** – The Clerk tabled a list of payments becoming due. **Motion proposed DR, seconded JW, the Council unanimously approved the payments listed.**
- 49.21/22 **TO PRESENT ITEMS FOR INCLUSION ON THE NEXT AGENDA.**
- Lyth Hill – Walk 6, across field towards Sensory Gardens has swaths of overgrown nettles. Involve SC Outdoor Partnerships / Lyth Hill volunteers ? **SJ to action.**
- 50.21/22 **EXCLUSION OF THE PRESS AND PUBLIC** - Motion **proposed TC, seconded JW** – 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.

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

*At 8:58pm JW proposed, TC seconded to propose an extension of time to enable the business on the agenda to be completed. **This was resolved unanimously.***

51.21/22

CONFIDENTIAL MATTERS –

- Staffing Update – Members were updated on the process of selection of a candidate to fill the new position of Deputy Clerk. Three candidates were invited for interview, although one withdrew as the work hours pattern didn't suit. The interview panel was MU, TC & CC. The panel scored both candidates very close, so a suggested 2nd meeting be arranged, where a 10 minute presentation, given by each candidate, be made to the Staffing & Policies Committee. 75% of the committee agreed on the appointment of Mr Peter Orrell. **Proposed JW, seconded DR for the job offer to be made – all in favour.**
- Sickness/Holiday Cover Handyperson Team – SJ, in consultation with the MU has made an offer of temporary work to a locally based student to assist with cover while a member of the Handyperson team is unfit for work. **Noted.**

The meeting closed at 9:10pm.

DRAFT