

**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 27 July 2020** 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

36.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE – None**

37.20/21 **DECLARATIONS OF INTEREST –** Cllr Whittall declared her interest in the football pitches, which are hired by her son-in-law. Cllr Underwood declared his interest under 43.20/21 being a member of the Christ Church Fellowship. Cllr Parkhurst declared his interest under 45.20/21 being a resident close to one of the proposed sites.

38.20/21 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS –** There were no members of the public present.

39.20/21 **CHAIR'S REPORT –** Although there are no members of the press or public joining this online meeting a legal resolution is required to exclude press and public. Part of Cllr Underwood's report contains a confidential staff matter. 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.

A draft letter prepared by WMEmployment to advise of the outcome of the grievance lodged by the former Clerk/RFO and reviewed by our insurer's legal advice group Rradar was passed by Council, **resolution proposed AP, seconded FJ – All in favour.**

19:20 hrs - **Proposed AP, seconded FJ, Council resolved** for the resumption of meeting Standing Orders.

Cllr Teresa Lewis, Parish Vice Chairman submitted her resignation from the council 10 days ago and members were informed by email. **Proposed MU, seconded CC it was resolved** to write and thank Cllr Lewis for her

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decade of service to the Bayston Hill Parish Council and wish her well for the future.

**The Clerk was also asked to write** formally to the Headteacher of Oakmeadow C of E Primary School with respect to a BHPC nominated member serving on the governing body. The school is understood to be joining The Marches Academy Trust so the Board of Governors will alter – with representation from BHPC no longer relevant.

MU has been contacted by the Chair of Bayston Hill Neighbourhood Watch group – w/b 1<sup>st</sup> August there is a National Burglary Protection Campaign. BHPC still promoting the Smart Water initiative and open to other ideas of how to support.

40.20/21

**SHROPSHIRE COUNCILLOR’S REPORT** – Cllr Ted Clarke provided a written report, noted by members present. For completeness his report is reproduced below: -

First remote/virtual meeting of Full Council (72 members) held from 10am to 3pm on Thursday 16<sup>th</sup> July. Relevant items in the long agenda decided by Cllrs casting their individual votes electronically.

Amongst the issues discussed:

- A call for Shropshire County Pension Fund disinvestment from fossil fuels within next 3 years.
- Sustainable solutions for temporary housing of homeless cases to reduce the increasing reliance on B&B placements. Budget of £1.5million agreed for acquisition/adaptation of open market properties across the County.
- Planned refurbishment/reconfiguration of present Shirehall complex now cancelled, in favour of a new “Civic Centre” in Shrewsbury Town Centre.
- *Recent survey indicates over 90% of staff seemingly support adopting present home working arrangements, introduced to cover the pandemic emergency.*
- Preparation of the statutory Local Plan for Shropshire continues. Cabinet approval has been given for an additional six weeks public consultation of the 190 page first draft, commencing in August. The preferred development sites for Bayston Hill are unchanged (approx.100 dwellings behind Beddoes Drive on Lyth Hill, and approx. 50 dwellings on the Oaklands/Glebe site).

Local Matters:

- The long-awaited recent work on full surface dressing of new Pulley Lane was much assisted by the present reduction in daily traffic. This continuing low volume of regular traffic is now also helping the treatment to properly bed in.

- Contractors spent some days last week rectifying the complicated water course problems on old Pulley Lane. Hopefully, the previous serious road flooding and frequent closure of the lane will not now be recurring.
- Travellers have once again “invaded” the Meole Brace Park & Ride site late last week. The usual procedures for quickly “moving them on” may be affected by discovery of Covid infections on traveller’s sites in Craven Arms & Welshpool.

41.20/21 **MINUTES** – The draft minutes for the Council Meeting held Monday 15th June 2020 are now put to the Council as an accurate record of proceedings. AP clarified a word substitution from piece to piste – this will be updated. **The motion proposed AP and seconded CC was passed unanimously.**

42.20/21 **CONSULTATION – DEVOLUTION WHITE PAPER** – Members reflected on the supplied background papers, quite concerned seeing Shropshire grouped with Herefordshire & Telford and Wrekin under the title “The Marches”. Also noted was the potential of a reduction of elected representatives – any response should state we should keep the same number. It was also agreed to feedback the identity of Shropshire is paramount as well as seeing no reduction in representation. **SJ will draft a response and submit by Monday 17th August 2020**

43.20/21 **COMMUNITY GROUP – COVID-19** – Bayston Hill Community Group (BHCG) are performing a vital role in these uncertain times, indeed they have just launched “Ear for You” a service offering friendly support over the phone. In order to keep BHCG in touch a mobile phone line is an outgoing cost that perhaps the Council could provide financial support towards. **Proposed TC, seconded AP to contribute £12 monthly, to be reviewed in May 2021 with possible drawdown from the Community Wellbeing budget. BHCG will be requested to table a report on their activities at our May Annual Meeting 2021. All in favour.**

44.20/21 **YOUTH AND COMMUNITY BUILDING** – ensuring the building is COVID-19 secure is paramount, Bayston Hill Memorial Hall (BHMH) have undertaken a good deal of work to allow them to reopen to certain groups, they limit to no more than 30 people. Agreement on how the room is set out is done beforehand and provision of cleaning materials is included for the hirer to ensure a clean through at the end of the hire period. All this experience and knowledge can feed into a Risk Assessment for the YCB, contacting the Secretary of BHMH suggested. There is a possibility of one band wishing to return to hiring the YCB. **Proposed MU, seconded TC that work on completing a COVID-19 risk assessment is undertaken ahead of any approval to re-open. All in favour.**

45.20/21 **DOG POO BINS** – one suggested location is Eisha Croft Lane, another Lyth Hill Road about half way up. Previously Lower Pully Lane opposite Meadows Drive has been a requested location. CC suggested additional

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signage to encourage use of bins already provided. Councillors are minded to perhaps supply the new bins but have a wish they are serviced by the County Streetscene contractors. **Proposed TC, seconded FJ to make the offer for BHPC to supply the bins on the proviso that Kier (the current contractors engaged by SC) agree to regularly empty the new bins. All in favour.** TC will progress with SC.

46.20/21 **LONGMEADOW PLAY AREA** – members felt that as there have been limited instances of perimeter breach that the situation is monitored and add some warning signs of the danger. **Proposed AP, seconded FJ to keep in view and deploy signage of the danger. All in favour.**

47.20/21 **EMPLOYER RESPONSIBILITIES – HEALTH & SAFETY** – Agreement for a baseline H&S audit to be undertaken. The engagement of a suitably qualified service provider delegated to Chair and Clerk. The resultant report can be brought back to Council which will consider ongoing support to BHPC on H&S matters. **Proposed MU, seconded JW. All in favour.** Also a clear steer on all our responsibilities – initially consulting with Head of H&S at Shropshire Council, suggested by JW and CC. AP states this is a necessity.

48.20/21 **CLERK’S ORAL REPORT** –

- by email, a resident implores the community of Bayston Hill to take the opportunity to submit their views on the drafted Shropshire Local Plan 2016 – 2038. MU suggests we also encourage engagement of the whole community via our usual channels. Eddie West at Shropshire Council is attending, via video conference, Shropshire Association of Local Council (SALC) meetings which BHPC attend. This will afford a better understanding of the consultation exercise.
- Notice of a Police and Crime Commissioner survey – agreed Chair and Clerk to respond.
- Open Spaces Society – renewal of annual membership - £45. **Proposed AP, seconded TC to renew. All in favour.**
- Hire charges for Amenities requires a review, both on packages offered and related fees. It appears fee rates last changed in 2016. **Agreed that MU, TC and Clerk to bring forward recommendations.**
- Plans for allowing football games to resume on Stanley Parker Playing Fields are advanced (revised COVID-19 regulations come into force on 3<sup>rd</sup> August 2020). To allow for initial pilot matches and full availability it is requested that delegated powers be passed to MU, TC & SJ over the release of pitches. **Proposed AP, seconded FJ. All in favour.**

49.20/21 **SIGN OFF ON ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2019/20** –

- **ANNUAL GOVERNANCE STATEMENT** – The Council considered the 9 statements of assurance in turn and having considered the Internal Audit report **resolved unanimously** that statements 1 – 8 should be answered ‘Yes’ whilst statement 9 was Not applicable. The Chairman

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was authorised to sign the completed Annual Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR).

- **ACCOUNTABILITY RETURN 2019/20** – The Council noted and approved the final statement of accounts for the year to 31 March 2020 and accompanying bank reconciliation. The Chairman was authorised to sign the Annual Statement of Accounts, Section 2 of the AGAR.

50.20/21

**PAYMENTS** – The Clerk tabled a list of payments becoming due. Motion **proposed AP, seconded FJ**, the Council **unanimously approved** the payments listed. TC has incurred expense of c£20 on behalf of BHPC – **approval to reclaim proposed MU, seconded JW.**

51.20/21

**TO PRESENT ITEMS FOR INCLUSION ON THE NEXT AGENDA.**

- CC states, can we get back on track and make decisions on behalf of the Parish and use the Strategic Plan as a basis.
- TC asked when Council may return to meeting as normal rather than remotely. The NALC risk assessment can be referenced.
- MU – missed off his Chair’s report earlier, referenced work on Shropshire Carbon Footprint and a tool being offered to provide input and that BHPC would be interested in participation and survey. MU agreed to circulate more details after the meeting. **Proposed FJ, seconded JW to approve MU taking this further.**
- Proposed review of BHPC staffing/organisation – TC willing to participate along with AP and MU.
- JW – would like the overall committee structure currently in place at BHPC to be reviewed with the inclusion of a General Purposes Committee.

*The meeting closed at 8:45pm*

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