

**Clerk to the Council/RFO: Caroline Higgins**  
**Chairman: Cllr Tim Ryan**

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Minutes of the Full Council Meeting held at 7.00 pm on **Monday 4 November 2019** in the Memorial Hall.

Present: Cllrs Ryan; Hudson; Clode; Whittall; Robinson; Howells; Underwood; Wright and Jones;  
Cllr Clarke from 7:45pm

In attendance: Caroline Higgins, Clerk; 5 members of the public

89.19/20 **ELECTION OF CHAIR** - Cllr Hudson proposed, Cllr Underwood seconded that Cllr Ryan be re-elected to serve as Chair until the next Annual Council Meeting. Cllr Ryan accepted the nomination and signed a new Declaration of Acceptance of Office.

90.19/20 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Cllr Lewis, Cllr Clarke and Cllr Parkhurst's apologies were noted and accepted.

The Council noted the decision of the Vice chair to take a temporary sabbatical and appointed the following members to undertake her roles as Parish Council representative to the following bodies:

Beeches Patient Participation Group – Cllr Underwood  
Community Led Plan Steering Group – Cllr Jones  
Pavilion Working Party – Cllr Underwood to take over as Chair and Cllrs Hudson and Clode to join the working party.

91.19/20 **DECLARATIONS OF INTEREST** – Cllr Whittall declared her interest in football pitches, which are hired by her son-in-law.

92.19/20 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** –

Mr & Mrs Shenton expressed concern about road safety on Lyth Hill road. They also shared concerns about ongoing flooding; the extension of a children's nursery and damage to hedgerows by the associated construction vehicles and the lack of engagement from the nursery to the issues they had raised. They suggested traffic calming measures be introduced and signage be improved.

Mr Cook and Mr Austin, representing the charity Game for Craig presented a donation of £1,000 to the Council towards the provision of a public

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access defibrillator to be located at the Lythwood sports complex. It was noted that the funds had been raised at a football tournament during the summer in memory of a strong supporter of community football. The representatives thanked the Council for agreeing to provide a cabinet and maintain the defibrillator for public use.

93.19/20 **SHROPSHIRE COUNCILLOR'S REPORT** – In the absence of Cllr Clarke this item was deferred.

94.19/20 **CHAIR'S REPORT** –

**Recording of Meetings** – The Council noted the legal position that anybody may record or video a meeting without requesting permission. A Councillor may place a recording device prior to the meeting in their capacity as a member of the public. If the Council records a meeting it must make it available upon request under the Freedom of Information Act. The Council would therefore require a storage and retention policy for recordings.

**It was resolved to seek technical advice and costs of audio recording of meetings.**

**Council email addresses** – The Council noted these had now been set up for all members based on the structure [Forename.surname@baystonhillparishcouncil.org.uk](mailto:Forename.surname@baystonhillparishcouncil.org.uk). The Council resolved to publicise the new email addresses and to start using them on 1 December 2019.

**Community Speed Watch** – It was noted that the volunteer group had not yet met.

**We Don't Buy Crime** – The Chair thanked those Councillors who had helped to issue SmartWater kits at the library and fireworks event. He encouraged members to deliver kits to addresses on their own street and invited suggestions to encourage greater take up of the scheme.

*At 7:45pm Cllr Clarke joined the meeting*

**It was resolved to promote the scheme through posters in local shops; editorial in the Villager magazine and attendance at local events.**

**It was resolved to invite residents to sign up to receive copies of the Villager articles by email.**

**Online Booking Facility** – The Chair observed that whilst the Clerk was on leave he had received numerous enquiries about facilities bookings which he could not progress. He suggested that an online booking and

payment facility be set up and that this could be added to our website for a cost of £30.00 / month.

**It was resolved, with one abstention that an online booking and payment facility be set up and trialled for one year from January 2020.**

**It was further resolved that the facilities hire rates be reviewed after one year at which time consideration would be given to a mechanism of providing parish residents with preferential hire rates in recognition of their payment of the parish Precept.**

95.19/20 **MINUTES** – The revised draft minutes of the meeting held on 9 September were unanimously agreed as a true record.

The draft minutes of the meeting held on 7 October 2019 were unanimously agreed as a true record.

96.19/20 **CLERK'S REPORT & MATTERS ARISING** – The Council noted the written report that had been distributed with the agenda.

**Signage for Stanley Parker Playing Fields** – The offer to provide new signs by Bayston Hill Junior Football Club was considered. It was noted that more than one club uses the facility as a home ground and that any signage should be designed and provided by the Council.

**It was resolved that the Council designs a general welcome sign to which clubs may attach a temporary banner during home matches. It was further resolved that the new public access defibrillator be suitably signed.**

**Sustainability Forum** – It was resolved that Cllrs Underwood and Wright would attend

**Lyth Hill Road Flooding** – It was resolved to meet with Shropshire Council Highways as soon as could be arranged.

**Street Lighting** – The Clerk noted that two lighting faults reported on Fairview Drive may have been falsely reported. Cllr Underwood to confirm locations.

97.19/20 **SHROPSHIRE YOUTH STRATEGY** – The Council resolved that the Clerk be given delegated authority to respond to the consultation with reference to the comments received from members.

98.19/20 **LIBRARY STRATEGY** – Shropshire Council's consultation was noted by the Council.

The Council noted that the Library Friends had been invited to meet with the Library Team on 29 November to receive an update on the future of the library.

The Council resolved to arrange another visit to Pontesbury Community Hub when the library fit out was completed.

*At 9:00pm it was resolved to extend the meeting beyond the 2 hour limit to enable the business on the agenda to be completed.*

99.19/20

### **TRAINING**

**Safeguarding** – The Council granted delegated authority to the Clerk and Chair to develop a safeguarding policy.

**Manager as Coach** – The Council approved by a majority vote the attendance of the Clerk at a training event on 14 November 2019 at a cost of £80. There were two votes against the motion including Cllr Clarke, who requested his objection be recorded.

**Health & Safety Training** – It was resolved to arrange on site safety training with Shropshire Occupational Health Team and to open the training session to other local councils at a fee to keep costs to a minimum. It was resolved to investigate e-learning for future refresher training.

**Defibrillator and First Aid Training** – It was resolved to arrange for first aid and CPR training for key Council personnel and to invite representatives from local clubs to fill any remaining available spaces.

100.19/20

### **PAVILION WORKING GROUP REPORT –**

The Council resolved unanimously to commission Shropshire Council Property Services Group to prepare a cost estimate for the provisional development plans at Lythwood Pavilion at a maximum cost of £450.

The working group meeting scheduled for 7 November was deferred until the estimate of costs was available. A provisional date of 2 December was set for a follow up meeting providing the costs were available.

The Council deferred applying for a pre-application consultation until after the costs were known.

101.19/20

**COMMUNITY LED PLAN** – No update available

102.19/20

**AMENITIES** – The Council unanimously authorised a budget of £700.00 to replace two damaged skateboard panels.

*At 9:20pm Cllr Clarke left the meeting.*

- 103.19/20      **AUTHORISATION OF PAYMENTS** – The Clerk tabled a list of payments becoming due. The Council unanimously approved the payments listed.
- 104.19/20      **STAFFING COMMITTEE** – The Council reviewed the membership and resolved that Cllrs Underwood and Hudson should join the committee. The Staffing Committee now comprises Cllrs Ryan, Whittall, Underwood, Howells, Hudson, Jones, Parkhurst and Hudson
- 105.19/20      **EXCLUSION OF THE PRESS AND PUBLIC** – It was **RESOLVED** to exclude the press and public under LGA 1972 ss 100 (2), so as to discuss Confidential matters.

106.19/20      **CONFIDENTIAL MATTERS** –

**Appointment of Staffing Sub-committee** – The Council appointed a sub-committee from the Staffing Committee to deal with a staff matter and report to Full Council. The Sub-committee comprised Cllrs Parkhurst, Howells and Underwood. Cllr Hudson was appointed to join the sub-committee in an advisory capacity. Cllr Parkhurst was appointed as Chair to the Sub-committee.

**Confidential Minutes** – The Clerk informed the meeting that the confidential minutes prepared by Cllr Howells had not yet been provided for circulation.

**Confidential Quotations** – None

*The meeting closed at 9:35pm*

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