

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 4 October 2021** in Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs Parkhurst (AP), (Vice-Chairman); Clarke (TC); Higgins C (CH); Higgins P (PH); Rust (DR); Shaw (CS); Stevens (PS) & Whittall (JW).

Not Present: Cllrs Underwood, Clode, Merricks-Murgatroyd & Teckoe.

In attendance: Shaun Jones (SJ).

71.21/22 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Cllr Underwood – Holiday, Cllr Merricks-Murgatroyd – Return to university, Cllr Clode – Family commitment & Cllr Teckoe – Work commitment.

72.21/22 **DECLARATIONS OF INTEREST** – None.

73.21/22 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public present, nor written questions submitted.

74.21/22 **CHAIR'S REPORT** – MU produced a written report ahead of the meeting and this was noted by members.

19:17hrs TC joins the meeting.

75.21/22 **SHROPSHIRE COUNCILLOR'S REPORT** – TC produced a written report ahead of the meeting and this was noted by members.

76.21/22 **MINUTES** – The draft minutes for the Full Council Meeting held Monday 13th September 2021 are now put to the Council as an accurate record of proceedings. After clarification made to minute 64.21/22 – the equipment remains in BHPC ownership, **the motion proposed PS and seconded CH was passed unanimously.**

77.21/22 **EXTERNAL AUDITOR REPORT & CERTIFICATE 2020/21** – SJ provided a brief overview to the report & supporting papers. The unqualified report and lower charge for the services of PKF Littlejohn (External Auditor) were welcomed. TC requested the Conclusion of Audit Notice be displayed on the Parade BHPC Noticeboard, noting that it was currently posted on the BHPC website and displayed in the Parish Office window – the legal minimum is placing online. It was **proposed by JW, seconded DR** to receive and note the report & certificate – **all in favour, motion carried.**

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

78.21/22

PLANNING MATTERS – To consider the following planning applications;

- Reference: 21/04427/FUL: **43 Brookfield Bayston Hill** Erection of a single storey, flat roof extension to rear of property, incorporating existing conservatory – **it was resolved unanimously to make no comment on this application.**

Notification received after the meeting agenda was published.

- Reference 21/04711/HHE: **11 Lyndhurst Drive Bayston Hill** Erection of a rear single storey extension to semi detached dwelling, dimensions 6.0 metres beyond rear wall, 4.0 metres maximum height, 2.50 metres high to eaves – **it was resolved unanimously to make no comment on this application.**

Members **noted** the following planning decisions:

- 21/03361/FUL: **Elvaston 21 Lythwood Road Bayston Hill:** Erection of rear single storey extension : **Permission granted**
- 21/03402/FUL: **35 Eric Lock Road West Bayston Hill:** Erection of a single story side extension : **Permission granted**
- 21/03518/FUL: **79 Lyth Hill Road Bayston Hill:** Erection of single storey extension to rear of existing dwelling : **Permission granted**

Notification received after the meeting agenda was published.

- 21/03895/FUL: **9 Newbrook Drive Bayston Hill:** Erection of first floor extension over existing garage : **Permission granted**

79.21/22

H1 – EXPENDITURE AGAINST BUDGET REPORT – SJ outlined to members the accompanying reports, Bank Reconciliation and Net Position report – 1.4.21 to 30.9.21 – Half Year. Cllr Underwood will second check the Bank Reconciliation report in the week following. SJ stated that in essence the figures reported show most lines are on track, 50% spent at the half year. SJ did suggest a virement exercise can be agreed later in the financial year to balance under/over spent lines within a Cost Centre. In essence members are providing oversight and show good financial management and control. CH did note the new reserve for Street Lighting LED's and asked if an agreed programme of Street Lighting upgrade can be undertaken in FY21/22 to draw against this. SJ outlined a current update of our inventory by our contractors and further phased replacement of all the SOX lamps with an LED lamp are underway. It was suggested Street Lights are on the agenda of the December Services Committee to consider further. It was **proposed TC, seconded JW** to note and approve the **Half-year Expenditure against Budget report – all in favour, motion carried.**

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

CLERK'S ORAL REPORT –

- SJ provided members with an update on how to draw on the Welcome Back fund allocation of £8,687.00 for Bayston Hill. Renovation of the three benches on The Parade are an element and a quotation of c£1,200 for a recycled plastic product to replace the tired wooden components has been received. Whatever plans are finally proposed these need to be shared with residents to give proper notice. **SJ to continue progressing.**
- Consultation on the Local Nature Recovery Strategy - MU has submitted a suggested response back to Dept for Environment, Food & Rural Affairs. This will be circulated ahead of submission – deadline Tuesday 2nd November 2021.
- SJ attended a recent meeting of the Lyth Hill Advisory Group, Chaired by TC. A report to both Parishes that financial support is being prepared and it is expected to be on our November Full Council agenda.
- SJ updated members on the progress to date with regard to the Clerk/RFO vacancy. The closing date for applications was Friday 17th September 2021 and the Staffing Committee have been advised of two completed applications which have been circulated. A Staffing Committee meeting is being arranged for Monday 18th October 2021 when a decision on how to proceed will be reached.
- The Returning Officer advises that no request to hold an election following the resignation of Cllr. Plover and Council is requested to fill the vacancy by co-option. **Noted**
- An invitation to attend the Launch of The Community Foundation in Shropshire to be held in Coalbrookdale on Thursday 21st October 2021 has been received. **Agreed to refer to MU.**
- Consultation on the Review of Planning Committee Structures by the Shropshire Council – Place Overview Committee. SJ advises that CC (Chair of BHPC Planning Committee) has drafted a response which does, in essence, call for the reinstatement of the Central Planning Committee to cover Shrewsbury/Central Shropshire. **It was proposed CS, seconded JW** for Bayston Hill Parish Council to fully endorse this position – **All in favour, motion carried.**
- SJ advises continued efforts with Kim Bedford to tailor some training sessions where all members are requested to join. A blend of the Fundamentals and Being a Better Councillor training courses is being proposed. Delivery via Zoom is probably preferred as the session can be recorded in case a member is unable to make the live session. **SJ will revert once more details are available.**
- SJ has received a Grant Application from the Friends of Oakmeadow School PTA group who have a Fireworks event planned for next month and are looking for financial support towards the cost of the fireworks. Members determined that they are unable to determine a grant application out of cycle, the closing date was 30th June 2021 and asked **SJ to advise accordingly.**

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

81.21/22 **PAYMENTS** – The Clerk tabled a list of payments becoming due.
Motion proposed CH, seconded DR, the Council unanimously approved the payments listed.

82.21/22 **TO PRESENT ITEMS FOR INCLUSION ON THE NEXT AGENDA.**

- CS has some additional ideas on improvements to Longmeadow Play Area. JW reaffirms the offer to arrange for members to look over the BHPC amenities – a Saturday morning is suggested. SJ is willing to attend, offer advice and take notes

The meeting closed at 8:12pm.

DRAFT

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