

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 6 December 2021** in Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs Underwood (MU), (Chairman); Clarke (TC); Clode (CC); Higgins C (CH) & Higgins P (PH).

Not Present: Cllrs, Merricks-Murgatroyd, Parkhurst, Rust, Shaw, Stevens, Teckoe & Whittall.

In attendance: Shaun Jones (SJ) – Locum Clerk.

107.21/22 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Cllr Merricks-Murgatroyd – College commitments, Cllr Parkhurst – Self Isolating, Cllr Shaw – Self Isolating, Cllr Stevens – Prior commitment, Cllr Teckoe – Unwell & Cllr Whittall – Family Bereavement.

108.21/22 **DECLARATIONS OF INTEREST** – None.

109.21/22 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public present, nor written questions submitted.

109a.21/22 **PLANNING MATTERS** – Brought forward from inquorate Planning Committee Meeting publicly advertised to commence at 6:45pm.

- Reference: 21/05206/FUL: : **58 Lansdowne Road, Bayston Hill:** Erection of a single storey extension to rear.: – **it was resolved unanimously to make no comment on this application.**
- Reference: 21/05273/FUL: **72 Overdale Road, Bayston Hill:** Erection of part single storey part two storey extensions following some demolition.: – **it was resolved unanimously to make no comment on this application.**

110.21/22 **CHAIR'S REPORT** – MU reported

- a cancelled meeting of the Beeches Medical Practice Patients Participation Group as nothing new to discuss at this stage.
- The Patient & Public Advisory Group (PPAG) have not yet called a meeting.
- Taken from a recent SALC Bulletin the offer of a tree and commemorative plaque tied in to the Queen's Green Canopy and her Platinum Jubilee taking place in June 2022. **SJ asked to request.**

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

- 111.21/22 **SHROPSHIRE COUNCILLOR'S REPORT – TC reported**
- the Full Council meeting for December has been postponed until January – it clashed with the North Shropshire Parliamentary By-election which is to be held on Thursday 16th December 2021.
 - Keeping an eye on upcoming planning applications affecting Bayston Hill.
- 112.21/22 **MINUTES – The draft minutes for the Full Council Meeting held Monday 15th November 2021 are now put to the Council as an accurate record of proceedings, the motion proposed CH and seconded CC was passed unanimously.**
- 113.21/22 **ADOPTION OF NEW CODE OF CONDUCT – It was noted that Shropshire Council adopted the Local Government Association (LGA) New Model Code of Conduct on 23rd September 2021 taking effect on 1st December 2021. A motion, proposed CH, seconded TC to approve the adoption of the LGA New Model Code of Conduct in its entirety as the member Code of Conduct for Bayston Hill Parish Council from 1st January 2022 – all in favour, motion carried. SJ advised each member will be required to complete the “Other Registerable Interests” form – a draft copy published in the meeting papers – within 28 days of the new Code of Conduct becoming effective. The scheduled Councillor training taking place on Monday 31st January will cover off too.**
- 114.21/22 **ELECTRICITY CONTRACT – SJ presented three quotations for a 3 year fixed contract to supply electricity to BHPC buildings as our current supplier – Bulb Energy have significantly increased their variable tariff. There is an eye on who can supply the greenest electricity and from research SSE Business does appear price competitive and commits to supply direct from its renewable sources. The annual saving is around £1,500. One supplier, Ecotricity is noted to have 100% green energy and members would consider if the estimate is comparable – SJ will contact and request a quotation. The motion to select SSE Business effective 1st January 2022 unless Ecotricity is offering a comparable deal – proposed MU, seconded CC – all in favour, motion carried.**
- 115.21/22 **LONG MEADOW PLAY AREA, PERIMETER HEDGE – A quote of £600 to significantly reduce the height of one large and one smaller section of hedge at the play area has been received. This work will be the second planned programme to reduce the height to one where our in-house handy person team can trim and maintain going forward. Members were satisfied with using the same contractor as the estimated cost is all but the same and they know the job will be properly undertaken with safety of visitors to the park paramount. All in favour.**

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

116.21/22

NEW HEALTH AND SAFETY STATEMENT OF INTENT & ESTABLISH A HEALTH & SAFETY WORKING GROUP - *the Staffing & Policies Committee recommend adoption of Part One of an updated Health & Safety Policy and put forward a proposal to Full Council that a working group be established to work on Part Two and Three of the Council's Health & Safety Policy – in accordance with section 2 (3) of the Health and Safety at Work etc. Act 1974.* SJ and PH are requested to encourage another 2 or 3 members to form the suggested working party. A template document which is covering comparable Council activity will form part of the work on Parts Two & Three. **Motion proposed MU, seconded TC** to adopt the drafted Part One – Statement of Intent and agree with the establishment of a working group to bring forward a draft Part Two and Three to complete the new BHPC Health & Safety Policy – **all in favour – motion carried.**

117.21/22

CLERK'S ORAL REPORT

- Youth & Community Building – members advised that addition electrical work identified to keep within safety standards. Additional quotations are being arranged.
- Christmas Tree on The Parade arrived on Wednesday 1st December. Supplied by Oswestry Christmas Tree Farm, also grateful thanks to Bayfield Van Hire for supplying the transport – for the second year.
- Welcome Back fund – progressing slowly with the grant needing to be drawn down by 31st March 2022. Some estimates are still to come in.
- Swap 2 petrol powered tools for an EGO battery equivalent. Members were happy to consider but suggest a trial of the EGO leaf blower to assess whether it is a good equivalent.
- The condition of the Oak Tree on corner of Crossroads and Lyth Hill Rd is of concern. The Shropshire Council Tree Officer may have to recommend, on safety grounds, that the tree be taken down and a replacement planted (actual location to be discussed). TC and SJ to work on the least worst actions, reference made of the Pully Lane Eagle carving and whether an equivalent at Crossroads would welcome visitors to Bayston Hill.
- Two Ashes – 3 LED Street Lamp upgrade quotation. A little more research required ahead of putting to the Council for approval.
- Shropshire Pensions – Employer meeting attended 22/11/21. Possible reduction in employer contribution rate after Actuarial Valuation due in 2022.
- Attended SALC Area Committee meeting 2/12/21. A Highways theme. Two Shropshire Council officer presented. The Local Transport Plan - LTP4 and The Local Cycling and Walking Infrastructure Plan (LCWIP) were highlighted.

118.21/22

PAYMENTS – The Clerk tabled a list of payments becoming due. **Motion proposed PH, seconded CC, the Council unanimously approved the payments listed.**

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

- 119.21/22 **TO PRESENT ITEMS FOR INCULSION ON A FUTURE MEETING AGENDA [FULL COUNCIL OR RESPECTIVE COMMITTEE].**
 MU requests to add Queen's Green Canopy and possible tree planting sites in Bayston Hill.
- 120.21/22 **EXCLUSION OF THE PRESS AND PUBLIC - Motion proposed MU, seconded CC** – 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.
- 121.21/22 **CONFIDENTIAL MATTERS** – *To receive the recommendations from the Staffing & Policies Committee meeting held on Monday 29th November 2021 – includes: -*
- *their recommendation to appoint Candidate 4 to the permanent position of Parish Clerk/Responsible Financial Officer.* MU, CC and TC formed the interview panel and talked through the interview and presentation selection stages. The submitted application form by Candidate 4 was reviewed and discussed. The starting Spinal Column Point (SPC) of 26 and upon satisfactory completion of a 6 month probation the Parish Clerk will be contracted on a single point of SCP 27 were outlined. The motion to appoint Candidate 4, subject to satisfactory references, **proposed MU and seconded TC – all in favour – motion carried.**
 - *Use of Locum Clerk Services for transition period – January to March 2022 after Candidate 4 joins.* In January SJ and the newly appointed Parish Clerk/RFO will work together full time, in February and March SJ will spend 2 weeks and 1 week respectively – the total cost estimated at £4,922. **Proposed CC, seconded MU to accept, all in favour – motion carried.**
 - *Cost of room hire – The Burgs for January 2022, 20 daytime slots @£22/day. To provide additional office space.* The total cost of £440. **Proposed CC, seconded CH to approve, all in favour – motion carried.**
 - *To retain the services of the Locum Clerk – April 2022 to March 2023 – maximum 12 days billable to support Bayston Hill Parish Council.* **Members agreed to defer until near to the end of March 2022.**

The meeting closed at 9:08pm.

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