

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

Minutes of the Full Council Meeting held at 7.00 pm on **Monday 7 December 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

90.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE – None**

91.20/21 **DECLARATIONS OF INTEREST –** Cllr Whittall declared her interest in the football pitches, which are hired by her son-in-law.

92.20/21 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS –** There were no members of the public present.

93.20/21 **CHAIR'S REPORT –** Cllr Underwood advises he has nothing to report outside the agenda items for this evening's meeting, so proposes to move onto the next item.

94.20/21 **SHROPSHIRE COUNCILLOR'S REPORT –** Cllr Clarke circulated a written report ahead of the meeting. For the record it is noted now:-

- The next meeting (virtually) of SC Full Council is scheduled for 17th of December. The agenda and all supporting documents have yet to be published. I hope to report on them at our next BHPC meeting.
- The SC Cabinet meet this afternoon (7th Dec.). Amongst the agenda items for discussion are Swimming Baths Provision for Shrewsbury, progress on the Draft Climate Strategy and setting the Council Tax base for the coming year 2020/2021.
- Locally some much overdue progress is now being made on various long outstanding highway issues. Replacement of street signage in three locations; replacing a first section of collapsed storm drain in Broad Oak Crescent; renewed efforts to address the recurring deep flooding of Lyth Hill Road, on the approach to Country Park entrance.
- The recent mysterious none return from Lyth Hill of the 544 bus service, seems to be due to increases in daily visitors now parking up there and limiting the manoeuvring space to turn the bus round. The bus drivers, on tight schedules, are instead travelling down the steep, narrow Little Lyth lane onto A49 for their return to Shrewsbury!
- *Finally, and separately, we must applaud Shaun (Mr Can Do Jones) for so swiftly and efficiently organising the Parade Xmas tree; all done within a single week at only modest cost to Parish balances*

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95.20/21 **MINUTES** – The draft minutes for the Council Meeting held Monday 19th October 2020 are now put to the Council as an accurate record of proceedings. **The motion proposed AP and seconded JW was passed unanimously.** The draft minutes for the Council Meeting held Monday 16th October 2020 are now put to the Council as an accurate record of proceedings. **The motion proposed FJ and seconded TC was passed unanimously.**

96.20/21 **POTENTIAL LOCATIONS FOR TREE PLANTING** – What places do BHPC own so that we can decide where to suggest the planting of new trees ? In addition, a recent episode of BBC Countryfile launched an initiative called Plant Britain with a target to plant 750,000 trees across the country, one for every child starting school this year. All members agreed that the idea was appealing and hope to work with Oakmeadow School perhaps. CC advises their intake is around 60 children each September. So in summary JW needs to understand where BHPC can plant trees on land in their ownership, SJ to research and mark on a map land directly owned by the Council, then determine the best planting scheme. JW will then speak with the Headteacher at Oakmeadow to outline the scheme. In the meantime, JW is happy to invite members to join her on a walk looking over possible locations to plant in the New Year. FJ also suggests making contact with the team at Lyth Hill Country Park as they may have some areas suitable for planting some trees.

97.20/21 **RESIDENT REQUEST FOR AN ADDITIONAL STREET LIGHT** – SJ reported that a resident of Grove Lane has approached the Council with a request for an additional street light to improve the overall level of lighting in one section. There are currently 5 lamps sited on telegraph poles. The request was made of the Council over a year ago so SJ made best efforts to bring this forward to members. In the meantime, SJ has spoken to the resident to explain progress to date. An approach to Western Power (WPD) to quote for an electricity supply to a telegraph pole was made as well as to our Street Light contractor to quote for a lamp and connection. When WPD provided a quote of £1,500 for providing a supply they stated that a new lamp column is also needed as they no longer allow street lights to be affixed to telegraph poles. Including a column, electricity and lamp it is estimated c£2,300 - £2,400 as the total outlay. Another resident, of Westbourne Rise, has also written to Cllr Clarke, our Shropshire Council local member, expressing a wish for looking at light levels after installation of LED lamp units. The focus of the LED unit is creating lower light levels between columns. MU understood legally the Council is required to maintain the existing footway lighting and is concerned over setting any precedent of acceding to a request for additional lights. Financially this would lead to a high capital cost as well as adding to ongoing costs. FJ wishes to assure those residents who do get in touch with their concerns on footway lighting are being listened to and their observations will feed into plans to modernise the lighting across Bayston Hill. The aim of the Council is to be carbon neutral by 2035 and these improvements will

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greatly help towards this. **SJ to draft responses to both residents outlining the position.**

98.20/21 **EXTERNAL AUDIT REPORT** – SJ reported to members that PKF Littlejohn returned the completed report on 26th November 2020. Just ahead of this SJ was contacted to query the treatment of the CCLA Deposit Fund which they believe to be a cash asset which is dealt daily and queried why this holding was moved to Long Term Assets – Box 9. SJ understood this was an action suggested by our Internal Auditor. Clarification was sought and all agreed to revert and continue including the CCLA investment as a short-term asset. Members should note the accounts were signed off unqualified and notices published to meet legal requirements. **Proposed MU and seconded FJ to formally approve the report – All in favour.**

99.20/21 **APPOINTMENT OF INTERNAL AUDITOR FOR FY2020/21 AND AGREE TO AN INTERIM AND FINAL AUDIT INSPECTION** – MU asked SJ for input on best practice over one or two inspections as offered. SJ did recommend for a Council of this size it does allow for any observed issues at interim stage to be dealt with ahead of the final audit inspection so two visits are preferred. Members approved for an interim audit visit, **MU proposes, seconded AP to appoint DM Payroll Services to act as Internal Auditor for FY2020/21 making two visits and approve the cost of £320. Motion passed unanimously.**

100.20/21 **CLERK'S ORAL REPORT** –

- A couple of recent street lamp repairs to report, one in Cornwall Drive which was upgraded by EON about 5 years ago to LED (1st generation) covering 2 failed lamps and no cost estimate was given. SJ worried that there could be a high cost and little can be said as the work is already completed. SJ will work on a better procedure with the contractor. The other repair was to the light as you turn into Grove Lane, more of a standard repair.
- The Lord Lieutenant of Shropshire is to host a Special Garden Party in June 2021 to celebrate the extraordinary contributions made by individuals within their local communities throughout the Pandemic. By 31st March 2021 nominations should be made.
- Came & Co, our insurers, have made contact over closed buildings and the cover offered. This concerns the Youth & Community Building and the Toilet Block on Longmeadow play area. The former is being regularly inspected and it is understood the level of cover is lowered if not in regular use. The Toilet Block is not likely to reopen so the only cover offered is site clearance in the case of a total loss. MU had discussed this with SJ ahead of this evening and the idea of demolition to make additional room for children to play is thought to be the best course. TC raised the fact there is a water supply to take account of and part of the building is used for storage by the Jingleation Group. AP raises the matter that the Jingleation Group should be aware there is no insurance cover for the contents - SJ will advise. A discussion over additional provision for

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children with disabilities was led by CC, all members were in agreement that if funding could be tapped, the site of this redundant building would be ideal. **AP proposes that should grant funding be secured, Council approves the demolition of the Toilet block to facilitate usage of the area - along the lines discussed. Help to signpost new storage for the Jingleation Group will be given. MU seconded. All members in favour.**

- Green waste stored in and around The Compound at Lythwood Sports Complex should be cleared. A quote of £300 for a day with Jack Whitehead and a tracked chipper would assist in this clear up work, and the chips used for path maintenance. **Proposed TC, seconded FJ to accept the quote. Motion passed unanimously.**
- After the resignation of Cllr. Teresa Lewis Shropshire Council Electoral Services advise no request for an election to fill the vacancy has been received and BHPC are now asked to fill the vacancy by co-option. SJ has updated the relevant web page and placed a notice on The Parade noticeboard.
- Members advised of the replacement of 2 skate ramp panels, previously approved for £712 plus VAT, is to be carried out by Urban Recreation in the next week or so. They will also be invited to quote for a repair to a play area gate into the smaller children's play zone.
- MU advised SJ that it has been pointed out that some trees should be pruned to avoid any shadow on the solar panels on the Pavilion roof.
- TC makes a request that the AGAR return for 2019/20 is displayed in the window of the Parish Office.

101.20/21 **PAYMENTS** – The Clerk tabled a list of payments becoming due. **Motion proposed AP, seconded JW, the Council unanimously approved the payments listed.** FJ asked that formal thanks from the Council to the Oswestry Christmas Tree Farm for supplying the Tree installed on The Parade. SJ advised this has already been done through Facebook and the company have used us in their publicity. In addition **TC proposed a vote of thanks, seconded MU, to SJ for taking on the task to put up a tree this year – all in favour.**

102.20/21 **TO PRESENT ITEMS FOR INCLUSION ON THE NEXT AGENDA** – None

103.20/21 **EXCLUSION OF THE PRESS AND PUBLIC** - 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.

104.20/21 **CONFIDENTIAL MATTERS** –

- Staffing Update – MU asks for members to feedback on the staffing structure options tabled. Still awaiting information on indicative costs if some services were to be outsourced.
- MU updated members on legal advice relating to an employment matter.

The meeting closed at 8:22pm.

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