

**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 19 April 2021** via Zoom Video Conferencing.

Present: Cllrs Underwood (MU), (Chair); Clarke (TC); Clode (CC); Jones (FJ); Whittall (JW); and Parkhurst (AP);

In attendance: Shaun Jones (SJ), Locum Clerk and two members of the public.

154.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE – None.**

155.20/21 **DECLARATIONS OF INTEREST** – Cllr Whittall declared her interest in the football pitches, which are hired by her son-in-law.

156.20/21 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – Both members of the public attending are residents of Lyth Hill Road in the vicinity of Hillside House Nursery (HHN) and have genuine concerns with regard to road safety along the narrower section of Lyth Hill Road. This narrow section sees pedestrians (some with physical and mental impairment) of all ages, cyclists, folks on horseback as well as vehicles, sharing the limited space. Speed of vehicles is a big worry and that other road users are put at extreme risk. All these concerns have been raised in the past and notes of an onsite meeting back in 2019 were referenced. The road surface is in a poor state of repair. The proprietor of HHN is willing to assist with looking at possible measures – e.g. better warning signs, road markings all in an effort to get vehicle users to proceed with caution. MU suggests that another onsite meeting is arranged and to invite SC Highways, SC Planners and BHPC / Lyth Hill Country Park. Starting with any outstanding unresolved issues raised in 2019 and bringing up to date with input on the dangers seen today. **SJ and MU agree to progress and report back to Council.** Thanks given to both residents for taking the trouble of bringing this matter to the attention of BHPC,

157.20/21 **CHAIR'S REPORT** – MU has nothing to specifically to report on.

158.20/21 **SHROPSHIRE COUNCILLOR'S REPORT** – TC has nothing to report. The upcoming election was referenced and operations of SC appear to be running smoothly.

159.20/21 **MINUTES** – The draft minutes for the Council Meeting held Monday 29<sup>th</sup> March 2021 are now put to the Council as an accurate record of

proceedings. **The motion proposed FJ and seconded CC was passed unanimously.** JW wished to clarify her view that meeting papers should be issued 5 days before. MU agree that we should state what we do within standing orders. There is an argument that now we publish by email the timescale could be shortened. TC keen to keep the period at 5 days. CC wanted it clarified that we mean 5 working days. MU suggests that if 3 clear days stipulated meeting papers would be published on a Wednesday ahead of the following Monday evening. **SJ referenced the action point noted at the last meeting and suggests he is allowed to research and come back with a proposal for council to consider.**

160.20/21 **COMMITTEE TERMS OF REFERENCE** – MU invited members, in turn, to speak to ascertain their view on the document presented. CC, FJ, JW, TC, AP all confirmed their approval. **Proposed AP, seconded JW to adopt the tabled Committee Terms of Reference – All in favour.**

161.20/21 **OFFICER VACANCIES** – For each vacancy the advertisement, job description and person specification were reviewed. SJ had received some late revisions to the job description for the Clerk/RFO post and these were agreed with members. MU again invited members, in turn, to speak to ascertain their view on the documents presented. AP, TC, JW, FJ, CC all gave their approval. **Proposed MU, seconded JW to approve and publish these documents – all in favour.**

162.20/21 **CO-OPTION OF COUNCILLORS POLICY** – to review and adopt the tabled policy. Ahead of putting the presented policy for approval, **TC proposes** an amendment to the effect that co-option candidates are requested to withdraw while the Council determine and vote on the desired candidate for each vacancy to be filled. **Seconded JW – MU asked members to vote by show of hands, two members voted and therefore there is no majority for this motion and the amendment falls away.** To accept the presented policy as drafted, **proposed AP, seconded FJ – by show of hands four members voted and by majority the motion passes.** TC abstained.

163.20/21 **ROLES & RESPONSIBILITIES OF BHPC PERSONNEL** – to review and adopt an updated version of this document – used to inform members & staff. MU invited members, in turn, to speak to ascertain their view on the document presented. AP, TC, JW, FJ, CC all gave their approval. **All agreed on this document.** A side request - CC requested a copy of the current Code of Conduct.

164.20/21 **SCHEME OF DELEGATION** – members reviewed the measures agreed back in March 2020 when Council was prevented from meeting and **formally reinstate from May 7<sup>th</sup> 2021** as meeting via video conferencing is no longer legal from that date, ahead of the resumption of face-to-face meetings – expected to be properly in place from June 21<sup>st</sup> 2021. The mitigation measure to suspend dual authority for payment processing is no longer applicable. **All members resolved to approve the resolution.**

165.20/21 **STAFF HANDBOOK** – all members gave their approval for the handbook to be adopted.

166.20/21 **CLERK'S ORAL REPORT**

- Highways England – 19<sup>th</sup> April to 14<sup>th</sup> May 2021 Night-time road works on A49 by Dorrington. Long diversion so best avoid altogether.
- Notice of the termination of Glebefield lease – 22<sup>nd</sup> October 2021. It can be extended if progress on the point to begin development slips for any reason – SJ will diarise to check in early September.
- Two requests for permission to use The Common as an event space, for a child's birthday party and a charity event to be organised by The Compasses. SJ to draft some pre-requisites:- a) notification to neighbours, b) leave the way you found it and c) be respectful with regards to parking.

167.20/21 **PAYMENTS** – The Clerk tabled a list of payments becoming due.  
**Motion proposed AP, seconded TC, the Council unanimously approved the payments listed.**

168.20/21 **TO PRESENT ITEMS FOR INCLUSION ON THE NEXT AGENDA.**

- TC – is there provision within Zoom to vote electronically ? MU highlighted reactions and SJ is aware of a polling option too and agrees to research.
- CC – Relaunch Smart Water crime prevention initiative.

*At 8:58pm JW proposed, TC seconded to propose an extension of time to enable the business on the agenda to be completed and to exclude the Press and Public - Public Bodies (Admission to Meetings) Act 1960,. This was resolved unanimously.*

MU recognised that tonight will be the last Full Council which Cllr Fred Jones will attend as he has decided not to stand for re-election. All agreed for the 10 plus years Fred has been a member he has fully participated and will be greatly missed.

*The meeting closed at 9:02pm.*