

**Clerk to the Council/RFO: Julie Hodgkiss**  
**Chairman: Cllr Mark Underwood**

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Minutes of the Full Council Meeting held at 7.15 pm on **Monday 21<sup>st</sup> March 2022** in Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs T Clarke (TC), C Clode (CC), C Higgins (CH), A Parkhurst (AP), C Tekoe (CT), M Underwood (MU) (Chairman), J Whittall (JW)

Not Present: Cllrs Higgins, Merricks-Murgatroyd, Shaw, Stevens

In attendance: Julie Hodgkiss – Clerk (JH)

**157.21/22      TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Apologies were received from Cllr P Higgins – Work commitment, Cllr Merricks-Murgatroyd – University commitment, Cllrs Shaw and Stevens – ill health.

**158.21/22      DECLARATIONS OF INTEREST** – Cllr Teckoe declared a disclosable pecuniary interest in item 167.21/22 as a committee member of an amenities hirer. Cllr J Whittall declared a disclosable pecuniary interest in item 167.21/22, a family member is an amenities hirer.

**159.21/22      PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – None

**160.21/22      CHAIR'S REPORT** – MU  
The Chair reported that the Carbon Neutral Working Group was making good progress. Action lists have been created and after the next meeting (end of April) a report will be brought back to Full Council.

**161.21/22      SHROPSHIRE COUNCILLOR'S REPORT**  
Cllr T Clarke had pre-circulated a report. A member asked if there had been any update on the Oaklands School/Glebefield development, TC reported that he expected a planning application for the school site to come forward with consultation taking place early April.

**162.21/22      CLERKS REPORT**  
The Clerk had pre-circulated a report. JH highlighted the date, time and arrangements so far for the Annual Parish Meeting (25<sup>th</sup> April) and encouraged members to attend. JH also highlighted the Spring Clean event at the Community Gardens on April 30<sup>th</sup>. Members nominated 2 local people to attend the Lord Lieutenants Garden Party, JH to nominate and contact individuals.

**163.21/22      MINUTES**

The draft minutes for the Full Council Meeting held Monday 21<sup>st</sup> February 2022 are now put to the Council as an accurate record of proceedings, **the motion is moved by CH and seconded by JW and passed unanimously.**

164.21/22

#### **JUBILEE CELEBRATIONS UPDATE**

- Gift for Oak Meadow School Children

**MU proposed option 1 to buy mugs at the cost of £1272.60, seconded by AP, 5 members voted in favour, 1 against and 1 abstention. Motion carried, JH to action.**

- Update on village plans

JH gave a verbal update on various plans for village activities across the weekend

- Tree Canopy Update

The Deputy Clerk was seeking an update on the asset transfer of the planting area from Shropshire CC to BHPC. If this cannot be completed in time, permission will be sought to plant.

- Request to plant a tree in the Community Orchard

Members welcomed the offer and saw no issues with a plum or damson tree being added next to the new Jubilee Tree.

- Grant application from Jubilations 2022

JH shared a grant application from The Bayston Hill Village Association. Members noted that the association will be making a donation of their own to meet costs and will be receiving funding from other organisations. **CH proposed that a grant of £500 was made, seconded by TC and unanimously agreed by all.**

- Cake Stall

JH suggested that the Parish Council have a cake stall at the Village Picnic (3<sup>rd</sup> June 2022). Members suggested local individuals and groups who may like to make cakes for the occasion. **MU proposed a fund of up to £250 is earmarked to support the stall (tablecloths, paper plates, napkins and additional cake if needed to purchase), seconded by AP and agreed unanimously.** JH also asked for volunteers to run the stall on the day.

165.21/22

#### **MEETING SCHEDULE**

JH presented the Meeting Schedule 2022/23. Members asked for an additional Services Committee to be added in and a change to January Precept setting meeting. JH to bring back in April along with revised Terms of Reference. Membership numbers to be decided at Annual Council.

166.21/22

#### **WELCOME BACK FUND UPDATE**

JH gave an update on the fund. All monies have been spent apart from installation costs. Quotes expected this week. Works coming soon have been advertised on noticeboards and social media and responses on the whole have been positive.

167.21/22	<b>FEES AND CHARGES</b> The Deputy Clerk had put together a report with recommended increases. No increase in charges had been actioned since 2016. <b>TC proposed that an additional set of charges are brought back to April Full Council to show an increase to non-residents, this was seconded by AP, 4 members voted in favour, 1 abstention.</b> Deputy Clerk to action. <b>MU proposed to adopt the recommended charges for Residents starting from 1<sup>st</sup> April 2022, this was seconded by AP and agreed unanimously.</b> Deputy Clerk to action.
168.21/22	<b>PARISH OFFICE PC</b> <b>AP proposed that the Clerk be given delegated power to spend up to £1000 (laptop, docking station, appropriate screen, keyboard) with any reasonable spend above that put to the Chair for approval, this was seconded by JW and agreed unanimously.</b>
169.21/22	<b>OFFICE MAINTENACE QUOTES</b> <b>AP proposed to accept the Clerk recommendation to accept Contractor A for the sink/toilet and Contractor C for flooring, this was seconded by CT and agreed unanimously.</b>
170.21/22	<b>VACANT HANDIPERSON POST</b> <ul style="list-style-type: none"> <li>• Format of the post</li> </ul> <b>JW proposed to accept the recommendation from the Clerk to increase one current post to 13 hours, to recruit to a new 13 hour post, equalling 3 x 13 hour posts, seconded by MU and agreed unanimously.</b> <ul style="list-style-type: none"> <li>• Job description</li> </ul> <p>A member suggested the milage amount be more descriptive, JH to action.</p> <p><b>JW proposed to remove the leave carry over provision from the post and appropriate wording be added to job description and contract, seconded by AP, 6 members voted in favour, 1 member against. Motion carried, JH to action.</b></p> <ul style="list-style-type: none"> <li>• Job Advert</li> </ul> <p>Amend to 12 week probation to match job description.</p> <ul style="list-style-type: none"> <li>• Schedule for recruitment</li> </ul> <p>Members requested that the advert extended by one week and all dates adjusted accordingly. <b>TC proposed that the interview panel consist of Clerk, Deputy Clerk and 1 member (Chair if available), seconded by JW, 4 members in favour, 3 against, motion carried. JH to action.</b></p>
171.21/23	<b>ANNUAL LEAVE POLICY</b> <b>JW proposed to insert “in exceptional circumstances” in to the carry over leave paragraph, this was seconded by CH and agreed unanimously.</b>  AP left at 8.35pm
172.21/23	<b>CARRY OVER ANNUAL LEAVE AMOUNTS</b> <b>CH proposed to accept the leave carry over of one week for 4 staff members, seconded by MU, 5 members in favour, 1 abstention</b>

173.21/22 **PAYMENTS**  
Members received a list of payments for February/March including Feb salaries.  
**RESOLVED: CH proposed to approve the payments, this was seconded by JW and agreed by all members present.**

174.21/22 **FINANCE AND GENERAL RISK ASSESSMENT**  
**CH proposed to accept the updates report, seconded by JW and agreed unanimously.**

175.21/22 **REVIEW OF EFFECTIVENESS OF FINANCIAL CONTROLS**  
A member highlighted recent advice about asset values and insurance, JH to research. **JW proposed to accept the updated report, seconded by CH and agreed unanimously.**

176.21/22 **NJC PAY AWARD**  
**MU proposed that the pay award be noted, seconded by TC and agreed unanimously.**

177.21/22 **TO PRESENT ITEMS FOR INCLUSION ON A FUTURE MEETING AGENDA (FULL COUNCIL OR REPRESENTATIVE COMMITTEE)**  
Chairmans chain needs updating  
Strategy plans for meeting July