

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 29 March 2021** via Zoom Video Conferencing.

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

In attendance: Shaun Jones (SJ), Locum Clerk

136.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Cllr Parkhurst is unwell and will not be able to join the meeting this evening.

137.20/21 **DECLARATIONS OF INTEREST** – Cllr Whittall declared her interest in the football pitches, which are hired by her son-in-law. Cllr Clarke declared his membership of Bayston Hill Bowling Club as well as the Council representative.

138.20/21 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public present.

139.20/21 **CHAIR'S REPORT** – MU attended a Chairmanship training course – part 1 organised by SALC. Also, MU has drafted a letter with respect to The Burgs. MU & SJ attended a zoom meeting with respect to the end of lease over the Scout & Guide HQ on Lichfield Diocese land. TC suggests he participate in any subsequent meeting.

140.20/21 **SHROPSHIRE COUNCILLOR'S REPORT** – TC has nothing of direct relevance to the Parish. SC are focussed on the pandemic response.

141.20/21 **MINUTES** – The draft minutes for the Council Meeting held Monday 22nd February 2021 are now put to the Council as an accurate record of proceedings. **The motion proposed JW and seconded CC was passed unanimously.**

142.20/21 **STANDING ORDERS REVISIONS** – Section 14 and 18 amendments agreed at Full Council on 22nd February 2021 were confirmed. **Proposed FJ, seconded JW. All in favour – motion carried.** JW raised a query on delivery of meeting papers along with meeting summons – also 5 days ahead of a meeting, believed to have been in earlier editions of BHPC Standing Orders. **SJ will research and report back on this.**

143.20/21 **BAYSTON HILL PARISH COUNCIL COMMITTEE STRUCTURE**
UPDATES – members agreed to the drafted proposals which will form the basis of a revised Committee Terms of Reference document. **Proposed JW, seconded CC to approve. All in favour – carried.**

144.20/21 **FINANCIAL & GENERAL RISK ASSESSMENT** – in the supplied meeting papers the Interim Audit report dated 1st February 2021 produced by DM Payroll Services Ltd was presented to Council for noting. Point C in the report prompts for the Financial & General Risk Assessment document to be reviewed by Council in the current Financial Year (FY). **Proposed FJ, seconded JW to adopt the reviewed and updated report presented.** **All in favour – carried.** MU agreed to verify with SJ if any actions need to be taken on specific control measures at this time.

145.20/21 **SENSORY GARDENS** – CC presented a report that she produced after a recent visit to the Sensory Gardens. Really looking at how Council may wish to further improve the visitor experience. Interpretation/Information Board refresh, Accessibility audit to understand further improvements, leaflet/map to publicise our Sensory Gardens suggested. Labelling of key plants to help with learning environment. The sensory beds, touch and taste need some additional plants. A zoom meeting with volunteers to determine what to buy in. A capped figure of £200 was possibly previously mentioned. MU thanked CC for the report. Restoration of the bench – TC happy to check – believed to be hardwood. Shropshire Countryside may have the templates for the maps. Where seating is located be sensitive to possible nuisance. JW agrees over bench maintenance. FJ suggested an approach to local Garden Centres for any sponsored support, also a potted history of the location of the Sensory Gardens would be of interest. **Proposed JW, seconded FJ to spend up to £200 on plants – all in favour – carried.**

146.20/21 **YOUTH & COMMUNITY BUILDING** – SJ made reference to the background papers for this item. The Council have committed to offer the lease the site where the YCB currently is located to Bayston Hill Scouts and Guiding and redevelopment. An interim offer maybe the use of the YCB on an exclusive or near exclusive basis while the Scouts and Guides raise the capital require to build a brand-new HQ. Council will need to put forward a detailed proposal on the terms of lease – likely a long term one (over 7+ years which needs public notices as well). SJ thought the interim use of the YCB could be based as being a long-term hirer. FJ suggests that funding sources like Veolia Environmental Services might be approached – two reasons, asbestos disposal at time of demolition and financial support for the redevelopment of the site. **Proposed MU, seconded TC, that the Chair and Clerk have discussions with BH Scouts & Guides to formulate a proposal to assist them and bring back to Council for review/approval. All in favour – carried.**

147.20/21 **MEETING VIA ZOOM VIDEO CONFERENCING** – from May 7th 2021 meeting virtually may will longer be lawful for Council Meetings. Members

were made aware of plans for running a short Annual Meeting on May 10th 2021 at the Youth & Community Building, face to face but short and being as safe as possible. Remaining scheduled meetings for May and June are under review with the likelihood they will not run. CC did wonder if the Annual Meeting could be pushed out further ? Legislation does limit how far forward though. **It is proposed MU, seconded FJ, that the Chair is delegated with the Clerk to come back with a clear proposal for how the Council will operate, with delegated powers if necessary, ahead of safely meeting face to face. All in favour – carried.**

148.20/21

CLERK'S ORAL REPORT

- John Deere tractor mower had been quoted £520 for a thorough service but it has been discovered additional parts costing £870 are required. Authorisation to proceed has been given to proceed as we need this key piece of equipment fully restored. Just taking the opportunity to advise council.
- A resident who backs onto Longmeadow Play Area has asked for some additional screening as better privacy is sought and issues of littering may also be discouraged. TC recalls that leylandii were planted but subsequently removed – sometime ago. JW suggests fine mesh fabric to add a little more privacy. MU inquires if by screening one backed onto property would this look odd, TC advises there are just two gardens that might be screened in this way. **It was suggested that SJ look into this further without setting any precedent.**
- A resident of Fairview Drive has written concerning field drainage works close to the brook forming a boundary at the rear of a number of gardens. There has been a good amount of hedgerow lost. SJ referred the resident to Shropshire Council Tree Officer. **Noted**
- A resident of Lythwood Hall writes with concern on traffic safety along the lane servicing the properties there. Would additional signage be considered ? TC - there are speed humps, which should be re-outlined. MU thinks signage is a good idea. JW even suggest a marked crossing point over to footpath across from the YCB car park. **SJ happy to take on board the members views and see what can be arranged.**
- Little Stars Baby Bank is a recently launched charity based here in Bayston Hill. They are looking for a building to base their activities – they have expansion plans. SJ has replied that we do not have any space available but suggested a shop unit with a sympathetic landlord maybe something to look into. **Noted.**
- A new Local Government Association Model Councillor Code of Conduct 2020 has been published. SJ understands this is under consideration by Shropshire Council. He suggests once they have adopted it can be tabled for BHPC to follow suit.

149.20/21

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROLS – A report with current status/responses is presented annually. The latest is tabled and MU ran through those items where a changed response has

been provided. **Proposed FJ, seconded JW that we accept this report. Carried.**

150.20/21 **PAYMENTS** – The Clerk tabled a list of payments becoming due. **Motion proposed JW, seconded FJ, the Council unanimously approved the payments listed.**

At 8:55pm JW proposed, TC seconded to propose an extension of time to enable the business on the agenda to be completed. This was resolved unanimously.

151.20/21 **TO PRESENT ITEMS FOR INCLUSION ON THE NEXT AGENDA.** – None.

152.20/21 **EXCLUSION OF THE PRESS AND PUBLIC** - Motion **proposed JW, seconded MU** – 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.

153.20/21 **CONFIDENTIAL MATTERS –**
Staffing Update – **TC proposes, JW seconds** that a fixed term contract should be offered for an initial period of six months, with the option to review and possibly roll for another 6 months. Advice from Shropshire HR should be sought out to ensure this arrangement is fully compliant with employment practice. **All in favour – carried.**

The meeting closed at 9:04pm.