

# RUYTON XI TOWNS PARISH COUNCIL

## MAY ANNUAL PARISH COUNCIL MEETING MINUTES

Held at 8.30pm at The Victoria Room; Ruyton XI Towns

Parish Councillors in attendance: Mr T Allison; Mr S Denyer; Mr S Gittins; Mrs A Hall; Mr A Johnston and Mr D Spicer.

Also in attendance: Nick Bardsley (Shropshire Council Councillor); Sue Hackett (Clerk) and one member of the public.

- 1.18 ELECTION OF CHAIRPERSON - Council **RESOLVED** to elected Cllr Andrew Johnston as Chairman; Cllr Johnston duly accepted the position.
- 2.18 ELECTION OF VICE CHAIRPERSON - Council **RESOLVED** to elected Cllr Simon Gittins as Vice-Chairman; Cllr Gittins duly accepted the position.
- 3.18 APOLOGIES – The Chairman reported that Cllrs A Sanders Royle; R Edwards and R Harrison had been unable to attend due to personal commitments. These were accepted by Council.
- 4.18 COUNCILLORS DECLARATIONS OF PECUNIARY INTERESTS & DISPENSATIONS - None were declared.
- 5.18 FINANCE  
Annual Arrangements:
  - a. Council considered and were minded to renew the following annual subscriptions, contracts and grant payments:
    - Shropshire Association of Local Councils (SALC),
    - Society of Local Council Clerks (SLCC),
    - Highline Electrics Ltd; Scottish Power and Information Commissioners Office.
  - b. Council confirmed its banking arrangements with Bank of Ireland UK; and its existing cheque signatory arrangements. Council to review the situation in September. Quarterly existing direct debit arrangements with Scottish Power were also agreed.
  - c. Fixed Asset Register & Insurance – Council considered the Fixed Asset Register as at 31/3/2018 and **RESOLVED** to adopt it. The Council considered the insurance renewal quotes supplied and **RESOLVED** to enter a 3 year contract arrangement with Inspire. **ACTION:** Clerk to arrange.
  - d. Yearend Accounts Statement 2017/18 & Budget Monitoring Report as presented by the Clerk/RFO – Council noted and adopted both reports.
- 6.18 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2017-18 (Appendix C)
  - a. Council considered the Internal Auditor's report (AGAR) and noted that the Council's system of internal controls was operating effectively.
  - b. Council considered each internal control statement per The Governance Statement (1-9) as read out by the Clerk and confirmed their agreement that each was met. The Clerk completed the Annual Governance Statement to this effect and the Chairman and Clerk signed the statement as approved.

- c. Council approved the Yearend Bank Reconciliation as checked by the Internal Auditor & Chairman and **RESOLVED** to confirm the accuracy of the Accounting Statement. The Chairman was instructed to sign it as such.
- d. Council considered the Variance Report; which was slightly amended with regard to Other Payments and adopted.
- e. The Clerk informed the Council of her intention to publish the Notice of Electors' Rights on 2 June 2017 and upload it and the AGAR pages to the Council's website.

7.18 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES – Council nominated the following:

- (a) Primary School representatives - Cllr Simon Gittins
- (b) Shropshire Council LJC representative – Cllr Andrea Harris
- (c) SALC Area Committee representatives for Oswestry – Cllr Andrea Harris
- (d) Village Hall representative – Cllr Trevor Allison
- (e) Safer Roads Group – representatives. This was agreed as deferred till June 2018 meeting.
- (f) Nesscliffe/Cliffe Heritage Group representative – Cllr Trevor Allison.

*Cllrs Gittins & Cllr Bardsley left the meeting.*

8.18 STANDING ORDERS; FINANCIAL REGULATIONS; MEDIA POLICY – SOs & FRs were re-adopted by Council; however it was noted that the Clerk was in the process of updating the SOs in line with GDPR. The latter to be considered at the June meeting. The new Media Policy & Website Guidance was discussed and adopted by Council.

9.18 CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES - Council **RESOLVED** that the draft minutes of the council meeting held on 3 April 2017 were confirmed as accurate. The Chairperson was instructed to sign them as such.

10.18 SAFER ROADS GROUP – The Clerk confirmed that she had ordered 16 x16” hanging baskets for the village from Derwen Nurseries at a cost of £400; after having discussed the matter with the Chairman. As yet it was established that no one had organised a Tidy up of the Village campaign. Council **AGREED** that Cllr Harris and D Sheridan would be responsible for organising such events. Clerk allocated £150 Budget to purchase necessary kit for a volunteer group to use; whilst AH and DS to promote and organise the events. **ACTION:** AH; DS and Clerk.

11.18 FINANCE – MONTHLY PAYMENTS - Council to **RESOLVED** to approve the following invoices/reimbursement claims:

CHQ/ Other	Payee	Description	£
916	Highline Electrical Ltd	March Invoice - R20	63.60
SOs	Clerk	April/May Salary	1,450.58
917 & 923	spoilt canx cheques		-
918	PlaySmart UK Ltd	Grass mats	385.20
919	CR Simon	Website Hosting	58.00
920	Derwen Nurseries	Hanging Baskets	400.00
921	Came & Co	Annual Insurance	550.71
922	Kompan	Play Equipment	1,798.20

The Clerk reported that the precept had been received in April £25,563; however as yet she had not received the April Bank Statement.

- 12.18 GDPR – It was agreed that following two amendments to the GDPR Policy; with regard to Speed Watch data and Web Hosting the policy and Privacy Statement was to be adopted and uploaded to the website. **ACTION:** Clerk. In addition the additional work arising from GDPR and its implications to the Clerk’s work load were to be considered by the Chairman & Vice Chair; an annual performance review was imminent.
- 13.18 CLIFFE – The Chairman confirmed that all councillors ID information had now been submitted and contractual terms were in the process of being agreed; whilst proof of title was awaited from the seller’s solicitor.
- 14.18 PLANNING MATTERS – The Clerk confirmed that no planning applications or planning decisions as such had been notified to the Council by Shropshire Council. She also pointed out that the new website had an extremely useful link to SC Planning Register; which councillors would find useful.
- 15.18 CLERK’S UPDATE REPORT & COMMUNICATION – The Clerk summarised the following:
- Birch Grove Play Project Update – All necessary equipment had been received; the play area was in the process of being marked out and the contractor was due to start in the next week or so.
  - No further quotes have been received for the St Light Renovation Project. However further 2 lights reported as not functioning so given project is taking longer than expected to implement she requested permission to instigate repairs to 4 street lights using the current contractor. Council AGREED that the faulty street lights should be repaired.
  - SALC/NALC Newsletters as circulated to councillors were noted; particularly the lack of need for a DPO.
  - A residents concerns was to be passed to the Shropshire Councillor; together with the Council’s concerns over the use of red cones as a parking deterrent on publically owned land.
  - E mail Correspondence from Baschurch AED Group; passed to Cllr ASR.
  - Kier presentation and recent consultations circulated to members.
  - New NALC Salary Scales had been released for 2018/19; and a letter requiring a change to the current SO and back pay arising would be presented to the Chairman at the earliest opportunity.
- 16.18 SUPPLEMENTARY AGENDA – Parish Flag; Councillors expressed their support for its possible introduction and requested that Cllr Harrison research the proposal further. **ACTION** Cllr Harrison.

There being no further business the Chairman closed the meeting at 9.55 p.m.

Confirmed as accurate.....  
Cllr A JOHNSTON CHAIRMAN RXI Towns PC

Date 8/6/2017

Fixed Asset Listing & Year End Governance & Accountability Return – AGAR  
All Policies noted above can be found on the Parish Council’s website  
can be found at:

<http://www.ruytonxitownsparishcouncil.org.uk/>