

## RUYTON XI TOWNS PARISH COUNCIL APRIL MINUTES 2014

A Parish Council meeting was held at The Victoria Room, Ruyton XI Towns at 7.30 pm on Monday 14<sup>th</sup> April 2014.

**Councillors in attendance:** Mr C Case (Chairman); Mrs R Slowley (Vice-Chair); Mrs A Sanders Royle; Mr S Gittins; Mr T Allison; and Mrs A White.

**Also in attendance:** Sue Hackett Clerk; Nick Bardsley Shropshire Councillor; Andy Davies and Irena White.

- 1.14 PUBLIC SESSION – The Clerk reported that Damian Carter had sent his apologies and had been unable to attend to present as planned. Council confirmed that the presentation should be rearranged for the June or July meeting.

The Chairman welcomed Andy Davies the Local Community First Responder; who gave an informative presentation on Heart Start & training opportunities available within the Community; which would enable a first responder within the community to utilise the defibrillator situated at the school to save lives.

Following the presentation it was agreed that Cllrs Case and Sanders Royle would form a task group to promote this to the community and assess the interest and need for a similar first response volunteer group such as the one at Myddle to be formed. The Chairman thanked Andy for a very informative presentation and voiced the support of the Parish Council in launching such a project.

- 2.14 WELCOME BY CHAIR & APOLOGIES – The Chairman opened the meeting and reported that the following councillors had sent their apologies; Cllr Johnston and Spicer had been unable to attend due to work commitments. These were accepted and approved by Council.
- 3.14 COUNCILLORS DECLARATIONS OF PECUNIARY INTERESTS – None were declared other than Cllr Slowley's interest in a personal claim for council business mileage expenses.
- 4.14 CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES: Council confirmed by resolution the accuracy of the draft minutes of the March Council meeting. (Proposed TA; Seconded AR).

*The Chairman with the agreement of the Council brought forward item 8.14.*

- 8.14 WAR MEMORIAL TASK GROUP – Cllr Sanders Royle summarised outcomes to date and invited Irena White to provide a report. It became apparent that advice provided by two SC Conservation Officers (Colin Richards and Ruth Hitchins) was not consistent and as a result there was a need to confirm:

- What was supported by the SC Conservation Team as appropriate repairs and renovation to seating.
- Whether the addition of the "Packwood old boys" names was regarded as in keeping and sympathetic to the memorial by the SC Conservation Team.
- The names of the three local men who had died as a result of WWI injuries.

Cllr Sanders Royle agreed to contact the Conservation Team for confirmation.

- 5.14 SHROPSHIRE COUNCIL – SC Councillor Nick Bardsley summarised the following:

- In response to the Council's concerns about dog fouling a SC officer (Nick Williams) was surveying the parish and arranging for any replacement signage.
- As a result of directives from Central Government; the SC self build policy was now exempt from CIL.
- SC Councillors Mal Price and Shropshire MPs met with the Planning Minister Nick Boles on 9/4/2014 and as a result Mal Price was writing to confirm outcomes.

#### 6.14 PLANNING MATTERS

- a. The Council considered the following planning application:

13/04305/EIA - Erection of 3 poultry units and associated feeding bins and works at Great Ness. Following some discussion it was agreed that the Council would not comment as the application was not in the parish and was not considered to affect the parish. Action: Clerk to inform SC Planning.

- b. The Chairman updated the Parish Council on action taken by residents and the Parish Council regarding the following two planning applications which are currently being considered by the Planning Inspectorate:

Land south west of Birch Grove Ruyton XI Towns and Land west of Birch Close Ruyton XI Towns.

He also reported on correspondence he had sent personally to Cllr Price with regard to SC's involvement in the process. The Clerk reported that both the Chairman's email and Cllr Price's response had been circulated to all councillors.

- c. The Clerk reported that the Council had not been notified of any new Shropshire Council Planning application decisions.

*Cllr Gittins left the meeting.*

- 7.14 HIGHWAYS & FOOTWAY LIGHTING – Council confirmed that need for the Chairman and Vice chair to meet with SC Highways to discuss the Council's VAS contract. Clerk to liaise and inform SC Highways. Clerk to follow up on Street light currently not functioning at zebra crossing.

- 8.14 WAR MEMORIAL TASK GROUP – Please see above.

#### 9.14 FINANCE

- a. Payments - Council considered the following payments as presented by the Clerk:

Chq No	Payee	Description of expenditure	£
000635	Clerk - Travel expenses & BT /office expenses		64.93
*000636	Shropshire Council – VAS 2013/14 Annual Fee		1,560.00
000637	PCC Ruyton XI Towns – Hall hire March/April 2014		24.00
000638	*Niblett – Balance required for notice board		316.00
000639		Canx cheque	
000640	R Slowley – Annual Council Business mileage claim		26.44
000641	SALC – Mazars Training Course ( Clerk)		20.00

Please note chq 000634 was cancelled as the SC invoice was not received until after the Council's year end i.e. 31/3/14. A replacement cheque is therefore required; Chq 000636. All payments were approved and authorised by the Council by resolution, (Proposed ASR; Seconded TW.) \*NOTE: Cllr Gittins confirmed receipt of the notice board as delivered by the Clerk and was to arrange erection.

- b. Receipts & Treasurer's Deposit Account – The Clerk circulated a year end monitoring report; reconciled to the bank account balance as at 31-3-2014 (Appendix B). This was noted by Council and tabled for further discussion at the May meeting.

- c. Bank Reconciliation – The Chairman reported that he had carried out an independent check on the year end bank reconciliation; verifying its accuracy.
- d. Clerk's Pay for 2013/14 – The Chairman reported that he had carried out an independent internal control check on the annual pay per HMRC Payroll software reports to the Payments ledger of the PC's accounts and confirmed its accuracy.
- e. The Clerk reported that she had been unable to contact the Council's appointed internal auditor as yet to confirm arrangements but expected the audit to be carried out in May. Action: Clerk to confirm.
- f. The Clerk reported that a VAT Claim for 2013/14 had been submitted for £177.63.

10.14 CLERK'S UPDATE REPORT & COMMUNICATION – The Clerk summarised her report at Appendix A and recommended that the Council should consider the adoption of the power of competence at its Annual Parish Council meeting in May. Draft Standing Orders and Financial Regulations were to be prepared for consideration at the May meeting.

11.14 LOCAL REPORTS:

- Following a report given by Cllr Slowley on the Primary School's recent Ofsted visit and resulting report. The Council instructed the Clerk to write to the School supporting the School's recent actions which had suitably addressed the points raised in the report. Action: Clerk.
- Cllr Slowley reported on the outcomes of her meeting with the Headteacher and Governor at Corbett School. This was noted.
- Cllr Slowley reported on the Nesscliffe Advisory Group meeting; providing an update on the hill fort works.
- The Clerk gave an update on reported crime during the month on behalf of the Police and urged vulnerable people to be more security crime conscience when at home as a number of opportunist break-ins had been reported in neighbouring parishes which had particularly targeted this sector of the community.

12.14 ANNUAL PARISH MEETING – Following some discussion it was confirmed that the meeting would be held on 12/5/14 at 7.00pm at the Victoria Rooms and would be followed by the Annual Parish Council meeting. It was acknowledged by members that there was a lack of public interest in attending the annual parish meeting and that further thought should be given to trying to attract more public involvement in the future.

*Council resolved that the Public and Press be excluded from the meeting in light of the confidential nature of the next item. (Public Bodies (Admission to Meetings) Act 1960 as extended by S100 Local Government Act 1972.)*

13.14 CLERK'S CONTRACT & METHOD OF PAYMENT – Council approved and authorised a standing order for Clerk's monthly salary for 2014/15; based on reduced contracted hours of 9 per week; to be worked on a flexi time arrangement and new HMRC Tax/NI rates. Action; Clerk to forward amended standing order to Bank to take effect from 23/4/14 and prepare amendment to contract.

14.14 SUPPLEMENTARY AGENDA – Council confirmed the following meeting dates: 12<sup>th</sup> May 2014; 9<sup>th</sup> June 2014; 21<sup>st</sup> July 2014; (changed to accommodate August recess), 8<sup>th</sup> September 2014; 13<sup>th</sup> October 2014; 10<sup>th</sup> November 2014; 8<sup>th</sup> December 2014.

There being no further business the Chairman closed the meeting at 10.35pm; and thanked everyone for attending.

Confirmed as accurate..... C CASE CHAIRMAN                      Date.....