

RUYTON XI TOWNS PARISH COUNCIL MINUTES

11th JANUARY 2010

The parish council held an ordinary meeting at the Memorial Hall, Ruyton XI Towns on Monday 11th January 2010 at 7.30 pm.

COUNCILLORS PRESENT:

Mr T. Allison	Mr C. Case - Chairman	Mrs M. Lycett	Ms R. Slowley
Mr M Lewis	Mr C Brown	Mr Hamlett	Mrs D. Needham

IN ATTENDANCE: Clerk – Sue Hackett; 7 members of the public.

62.09 WELCOME BY CHAIRMAN & APOLOGIES: The Chairman welcomed all to the meeting and wished everyone a happy new year. The Clerk informed the council that the following apologies had been received:

Cllr Caesar-Homden – Unable to attend, prior engagement at LJC.

Cllr White - Unable to attend, personal commitment.

Cllr Garbett – Indisposed.

These were accepted and approved by the council.

63.09 COUNCILLORS DECLARATIONS OF INTEREST

In accordance with S50-52 of LGA 2000 the following declarations were made:

Cllrs Slowley; Needham, Case; and Allison expressed their ongoing personal interest as members of the Parish Plan Steering Committee (PPSC) and resulting involvement in the Play Builder Scheme

Cllr Case expressed his ongoing personal and prejudicial interest in an item in Min 55.09 as he was seeking reimbursement of expenditure.

Cllr Lycett expressed her ongoing personal interest and involvement in the Play builder scheme.

The Clerk circulated to all councillors a copy of a letter sent by Shropshire Council Monitoring Officer reminding councillors of the need to ensure their registers of interest, (which are public documents) are up to date. The handout included advice on declaring personal and prejudicial interests at meetings.

64.09 PUBLIC FORUM – Two pot holes were reported as requiring maintenance. One on Platts Bridge; (previously reported) and one outside Top House (former Admiral Benbow). Council agreed that these should be reported to Shropshire Council.

65.09 CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES:

Draft minutes of the parish council meeting held on 16/11/09 as circulated were amended by members as follows then signed by the Chairman as approved as correct. The header and footer of each page of the minutes were corrected as the following typing errors were noted:

“S” was missing in “Parish “on the header and date of the year in the date of the minutes being confirmed correct was amended from “09” to “10”.

The report given at Min 52.09a was corrected as having been given by Cllr Caesar–Homden only and not in conjunction with Cllr Slowley.

The report given at Min 52.09f was corrected as having been given by Cllr Slowley and not Cllr Case.

66.09 PLANNING MATTERS

(a) The Clerk informed the council that the council had received notification of the following application which had been circulated amongst councillors in November, however having received no notification from councillors no extension to the consultation

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period, had been sought. Councillors noted this and were in agreement that they did not wish to make comments as the application did not impose on the parish.

09/03388/FUL 18/11/2009 Packwood Haugh School Park Bank Proposed single storey extension to the existing laundry facilities and associated works SC now considering the application.

(b) The status of the following planning applications as at 5/1/10 were reported as follows:

09/03139/FUL Ivy Cottage The Cliffe Ruyton Xi Towns Application under Section 73a of the Town and Country Planning Act 1990 for the erection of a timber garage/outbuilding. **SC Permission granted**

09/02729/OUT Cliffe House Big Walls Ruyton Outline application for the erection of 2 detached dwellings to include siting and means of access **SC Pending consideration**

09/02516/COU Pradoc Church West Felton Extension of cemetery **SC Permission granted**

These were noted by councillors.

(c) The supplementary agenda item relating to a planning application 09/03496/FUL by MJ & HM TIMMIS which although situated outside the parish required consideration by the council. The Clerk confirmed she had circulated to councillors relevant details of the application prior to the meeting. Following discussion the council were in agreement that no comments should be made.

67.09 POLICE REPORT – None available as LJC meeting being held.

68.09 LOCAL REPORTS

(a) School, Safe to School Routes – Unavailable.

(b) Shropshire Council Report- Unavailable.

(c) SALC – The Clerk reported on the new constitution and training initiative being trialled. A final version of the constitution will be circulated when received by the Clerk. Cllr Case reported on the AGM.

(d) Parish Plan Steering Committee – An update report on the bridge and stiles was unavailable as no progress had been made. Cllr Allison agreed to contact Clive Dean with respect to the three kissing gates which were to be installed, and ensure permission was sought from landowners to do this. An OS map reference would be provided to the Clerk by Cllr Allison or the Chairman in respect of bridge repairs and a request sought from the landowner for permission to repair the wire at the bridge. (Clerk to write to landowner when details confirmed and detailed information provided.) Council were in agreement that the costs of these repairs would be met by the parish council as Mr Peate would be instructed to carry out repairs when permission had been obtained.

(e) Local Joint Committee (LJC) - Update unavailable as meeting was being held the same evening.

(f) Drs Meadow Playbuilder Site – Cllr Slowley reported that councillors had recently been on site with Shropshire Council officers checking the plan against the site and that the contract had been formerly placed. A site plan was circulated amongst councillors and the public. The project was due to be completed by 31/3/10. The Chairman thanked the councillors involved for their valued contribution to the project.

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(g) Other - Ruyton Sports Committee: Cllr Brown informed the parish council that as a result of ongoing issues with poor drainage of the football pitch a committee was in the process of being formed and that he intended to be a member. Discussion arose as to how the drainage issues should be resolved and it was agreed that a complete copy of the S106 should be provided to the committee for this purpose. The Chairman agreed to arrange this.

Resolved without dissent : The parish council supported the formation of the Ruyton Sports Committee and would be financially supportive of it if required. This was proposed by the Chairman and seconded by Cllr Hamlett.

- 69.09 MAZARS REPORT – The Chairman reported that the following comments had been made by the auditors on the AR:
 “The council must ensure it takes appropriate action to address the matters raised by the internal auditor. The council failed to submit the AR and supporting information for audit by the date requested “.
 The Clerk explained that an additional £20.00 had been charged as a result of additional work and letters sent out by the auditors as a result of the late submission of the return.

70.09 FINANCE

(a) The Clerk requested that the following payments be authorised for payment by the council:

Chq No	Payee	Description	£
676	Mrs S D Hackett	Salary (Net) 1/9/09 – 31/12/09	1718.74
677	Post Office Ltd	Tax, NI'ers, NI 'ees	505.09
678	Mazars	Audit services	178.25
679	V&W Electrics	St Lamp Mtce	90.77
680	The Three Parishes Newsletter	Dec Newsletter publication & circulation costs	87.00
681	V&W Electrics	St Lamp Mtce	190.02
682	Mr Case	Reimbursement of personal expense claim for Christmas lighting & extn cable. (Prev authorised Min	90.93

Council agreed that an internal control check would be performed on the PAYE calculation and accounts by Cllr Case in January, who would evidence the check and liaise with the Clerk. Agreement of the asset list was deferred to the next meeting.

(b) The Clerk reported that Mr Gittins has responded to the parish council's letter that he is willing to continue organising the hanging basket scheme in the village provided that financial assistance from the council is forthcoming if required. The matter was then discussed in detail by the council and it was agreed that Cllr Brown would contact Mr Gittins to discuss details further and report back to the council at the next meeting. The Chairman proposed that the scheme if managed by the council in the future should be a restricted fund and that a reasonable grant towards it should be provided for as a contingency in the parish council budget. This was seconded by Cllr Brown.

The Chairman requested that Cllr Garbett's valued contribution to the success of the project as outlined in Mr Gittin's letter be formally recognised by the council in the minutes.

c) SC Highways Grant 2009/10 - Chairman reported that he had completed the grant request and had submitted it to Shropshire Council recently.

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71.09 BUDGET 2010/11 – The Chairman presented the 2010/11 budget proposals in detail see appendix A . He confirmed that the Council were being asked to support a precept of £14,700 as amendments to the draft budget first presented in November as a result of councillor remarks and requests and in line with NALC recommended accounting practices. After further discussion the Chairman made the following proposal which was seconded by Cllr.

Resolved without dissent: The precept of £14,700 and total unrestricted spend of £15,866 be approved by the council as proposed by the Chairman and seconded by Cllr Brown.

72.09 BUS SHELTER – The Clerk reported that she had been asked to report on behalf of Cllr Caesar-Homden that two bus shelters be considered by the council at two different sites: The Talbot and Bridge Inn. Councillors individually reported on the outcome of the site visit with the SC Officer Matt Johnson arranged by the Clerk in December.

The Chairman proposed that one bus shelter at The Bridge Inn be considered at the preferred site (1 of 3 options for location of bus shelter), the council's preferred choice was the east wall at Ingle nook; which is located at the furthest eastern location discussed. Parish funds to be made available for the purpose of installation and purchase of the bus shelter (i.e. total cost) was agreed not to exceed £1,500. This was seconded by Cllr Needham and the council agreed that the bus shelter selected should be in keeping with its rural location.

Resolved without dissent that the proposal be approved and that Matt Johnson be informed of the decision as soon as possible.

73.09 HIGHWAY MATTERS – Chairman reported that having received correspondence from the SC Surveyor in late November a site visit and appraisal of Ruyton's highways had not been considered appropriate. However traffic management issues raised by Packwood School, and the public via the Parish Plan consultation event were discussed in detail by the council and it was **agreed that a SC Traffic management Officer be invited to walk the village with Cllr Needham and Cllr Case** who agreed to act as the council representatives and report back to the parish council. Clerk to organise.

74.09 THE CLIFFE- Cllr Allison reported that the notice board had been satisfactorily repaired by Mr Peate.

75.09 SHROPSHIRE COUNCIL CONSULTATIONS

- a) SC Charter for more Effective Local Government in Shropshire. The Clerk explained the purpose of the charter and reported that an electronic copy had been circulated to all councillors. Comments were requested from the parish council by February. Council agreed to defer this to the next meeting.
- b) LJC – Community Engagement pilot Phase 1"B" letter from Lois Dale. Details had been electronically circulated and it was agreed that having listened to a brief summary given by the Clerk on the initiative, the timing of LJC meetings would not enable the parish to take part in the phase. Clerk to feedback to Lois Dale. Cllr Slowley agreed to obtain further information about the initiative from the LJC representative and report back at the next meeting.
- c) The Clerk reported the launch of Shropshire Partnership's New Consultation Portal at www.shropshirepartnership.org.uk. This was noted by the council.

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- d) Public Conveniences Consultation: The Clerk reported that only a hard copy had been received recently requiring comments by March. **The Chairman agreed to consider the matter and report back in February.**

76.09 WYKEY BT KIOSK

SC's response to BT as reported by the Clerk was noted by the council.

77.09 COMMUNICATIONS RECEIVED – Clerk to verbally report on correspondence received since last meeting please refer to appendix B. As a result the council decided that:

- a. **A Historic Building Policy be drafted by Cllr Allison and Cllr Needham and be considered at the February meeting.**
- b. **A Policy on Charity Donation be drafted by the Chairman and considered by the council at the February meeting.**
- c. Those residents interested in allotments be contacted by the Clerk and invited to the February meeting, where the Council would consider the need for allotments in the parish and the way forward in acquiring allotments within the parish. **Cllr Case to provide details of those who have expressed an interest.**
- d. **Councillors present agreed that their name, telephone number and email contact address be in the public domain for contact purposes. Clerk to confirm arrangements with absent councillors.**

78.09 Information Commissioners Office Policy – Council reconfirmed their charging policy see Appendix C and agreed that the ICO Policy as adopted **see appendix D be made available on the parish council's website.**

79.09 PROCESS OF FEEDBACK TO PARISH PLAN STEERING GROUP – The Clerk reported that Cllr Caesar-Homden had asked for this item to be more specifically explained. As the PPSG meeting is now to take place in February the parish council agreed that an **electronic copy of the Action List would be updated by Cllr Slowley & Cllr Needham as to action taken to date by the council and intended council actions. The AP would then be distributed by the Clerk as an appendix to the February Agenda** and formally agreed/approved by council prior to being sent to the PPSG in February.

80.09 SUPPLEMENTARY AGENDA –

- a. The Chairman read out the proposed council and parish meeting dates for 2010. After some discussion these were approved by the council. See appendix E.
- b. A planning application 09/03496/FUL see Planning Min. 66.09c Moor Farm, Ruyton Road, Baschurch, Shropshire.

The Chair thanked all for attending and closed the meeting at 10.35pm. The next parish council meeting is to be held at the Memorial hall on 1 February 2010 at 7.30pm.