

# RUYTON XI TOWNS PARISH COUNCIL

## 5<sup>th</sup> June 2018 PARISH COUNCIL MINUTES

Meeting held at 8.30pm at The Victoria Room; Ruyton XI Towns

“Working in partnership to make our Parish a better place to live”

Parish Councillors in attendance: Mr S Denyer; Mr S Gittins; Mr R Edwards; Mrs A Hall; Mr A Johnston and Mr J Houghton.

Also in attendance: Sue Hackett (Clerk) and 6 members of the public.

- 17.18 PUBLIC SESSION - The Chairman welcomed Alan Wright (a Baschurch AED Volunteer Group Leader); Alan gave a presentation on the reasons why the RXI Towns AED Vounteer Group was not responding to emergency call outs in Ruyton which members of his team were responding to. Difficulties were frequently experienced by volunteers in finding house names; as many houses did not prominently display their house names or numbers, post codes in the parish covered a vast area and were of little use. Since time is crucial on such call outs Council **AGREED** that the Parish Council would consult their lead councillor on the issue who was unfortunately absent and assist in what way they could to improve things. The Chairman thanked Alan for bringing the situation to the Council's attention and for the Baschurch AED volunteers' assistance in covering its neighbouring parish whilst these issues were sorted; it was greatly appreciated.
- 18.18 CHAIRMAN'S INTRODUCTION & APOLOGIES - The Chairman opened the council meeting and reported that Cllrs A Sanders Royle; Mr T Allison; D Spicer and R Harrison had been unable to attend due to personal commitments. These were accepted by Council. The Clerk report that Nick Bardsley (Shropshire Council Councillor); had also given his apologies.
- 19.18 COUNCILLORS DECLARATIONS OF PECUNIARY INTERESTS & DISPENSATIONS – None were declared.
- 20.18a STREET LIGHTING – A presentation was given by Eon Street Lighting representative Garry Johnson; who also displayed the alternative LED lantern units which he recommended for use within the parish. Contract lead times; guarantees; light warmth; dimming facility and power i.e. lumens were discussed at length. Council **AGREED** that Eon would provide two sample LED lights at locations R34 and R16 in order for a decision to be made by the Parish Council in October as to their preferred options, should a contract be awarded. The Chairman thanked Garry Johnson for a comprehensive presentation.

Council **RESOLVED** that item 20.18b be dealt with after 34.18; as members of the public were present.

- 21.18 CLEAN UP OUR VILLAGE CAMPAIGN – The Clerk described the litter picking equipment she had sourced and details with regard to insurance cover if a volunteer litter pick was led by a member of the Parish Council. It was **AGREED** that Cllr Hall would be custodian of the equipment and organise a Volunteer Litter Pick. Since David Shearan had expressed his interest in such a scheme Cllr Hall to liaise with him on the matter and ensure such an event was promoted via the website and News Letter etc.
- 22.18 “RUYTON IN BLOOM”- The Clerk reported that the hanging baskets were being collected by the local contractor and installed this week. The local contractor had also agreed to water them, however the hanging basket to be installed at Marches Meadow bus shelter would be kindly watered by Cllr Denyer.
- 23.18 LOCAL GROUP REPORTS
- a. Local Police Report. – The Clerk gave the police representatives’ apologies for being unable to attend the meeting. 2 domestic incidents were reported as having occurred in May; they were unrelated.
  - b. Volunteer Speed Watch Scheme – Cllr Denyer and Edwards reported that a session was being planned.
  - c. Multi Agency Group – Cllr Hall gave a summary report of the meeting. The Group was expected to reconvene sometime in October.
  - d. LJC Group – Cllr Hall explained that she had been unable to attend the meeting. **ACTION** – Clerk to try to obtain minutes or summary of meeting.
- 24.18 SHROPSHIRE COUNCIL REPORT – Clerk reported that Councillor Nick Bardsley had sent his apologies and was unable to attend due to his work commitments.
- 25.18 THE CLIFFE – The Chairman reported that delays in purchasing the Cliffe had arisen due to legal issues. Currently Bradford Estates solicitors were arranging a statutory declaration of ownership.
- 26.18 NEW WEBSITE – Cllr Denyer **AGREED** to test the process for updating website local News items. David Shearan agreed to upload Agendas & Minutes in late June and July in Clerk’s absence. Councillors unable to activate their new email addresses for council business **AGREED** to discuss their issues with David Shearan directly.
- 27.18 CLERK’S UPDATE REPORT & COMMUNICATION – The Clerk gave a verbal summary report which included:
- Aviva Bus Company request; feedback of service, promotion of service and hanging baskets at bus shelters. Cllr Hall expressed her views on the lack of cost effectiveness of an under used service. These were noted by members.
  - GDPR update; two more policies completed.
  - Residents’ correspondence concerning “car parking issues”. Council **AGREED** to abandon the use of the PC leaflet and councillors agreed that

should specific cars be noted as a problem a local councillor would speak to the car owner concerned. Council also noted the Police's position with regard to parking as relayed by the Clerk.

- Damaged water pipe in central carriage way opposite The Talbot, as reported by Cllr D Spicer. **ACTION** Clerk and councillors to report to Severn Trent.
- Cone situation outside Admiral Benbow persists, **AGREED ACTION** Clerk to follow up with second letter and request Cllr Bardsley's assistance in the matter.
- Clerk reiterated that Kier the SC Highways contractor was holding meeting during the week and that parish councillors were invited to them. Knowing the deep concerns members had with regard to pot holes and the unsatisfactory state of the B4397; particularly between Baschurch and Ruyton she encouraged their attendance. Following some discussion it was **AGREED** that the Clerk request Cllr Bardsley to approach the SC councillor for Highways for an update on when such pot holes would be repaired, given that they have already been identified with paint. The Clerk encouraged ALL councillors and residents alike to report potholes directly to Shropshire Council; in order to emphasis the issues they are experiencing.

28.18 COUNCIL CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES - Draft minutes of the Council meeting held on 1<sup>st</sup> May 2018 and Annual Parish Meeting as circulated and uploaded to the Council's website were considered and **RESOLVED** as accurate. The Chairman was instructed to sign them as such.

#### 29.18 FINANCE

- a. Council considered the following invoices/reimbursement claims and **RESOLVED** that they be authorised for payment; instructing the Chairman and Cllr Spicer to check the supporting invoice prior to signing the cheque payment:

	Payee	Description	£	£ VAT
926	PCC	Annual Victoria Room Bookings	200.00	
924	Clerk	Litter picking equipment & Notice board	487.97	75.58
924	Clerk	Administration expenses & back pay	137.66	
927	D Peate	Installation basket swing & General Maintenance in village	1,409.00	
925	Great Ness & Little Ness PC	Grant to Youth Club and replacement cheque for purchase of scanner	518.00	
928	HMRC	First Quarter PAYE	34.28	
929	B Townson	Internal Audit Services	120.00	
910	Highline Elec Ltd	2 st light repairs	183.60	
DD 24/5	Scottish Power	St Light energy (monthly)	80.14	3.82

- b. The Chairman confirmed that the Clerk's bank reconciliation as at 5/6/2018 was accurate and that the Council's bank balance taking into account all but cheque numbers 927 and 910 was £67,759. The Clerk also confirmed that the Clerk's monthly salary paid by Standing Order had been checked as it now incorporated the new 2018 NALC salary scales. Back pay owed had been agreed and was included in cheque 924 above. The Chairman added that the annual 2018/19 budget for Staff Pay was estimated to be short by approximately £280. This was unfortunate but sufficient funds were available in reserves to meet this additional cost.

30.18 LOCAL PROJECTS UPDATE:

- a. Birch Grove Recreational Project – The Clerk confirmed that the new basket swing was in situ; and that the local contractor had done an excellent job. **ACTION** Grant application paperwork to be completed by Clerk.
- b. A new notice board had been delivered to the local contractor; to replace the one damaged at Doctors Meadow. The contractor to liaise with Margaret Lycett and install it in June/July.
- c. Cllr Gittins reported that pot holes on the Doctors Meadow carpark were expected to be repaired in late June.

31.18 PLANNING – The Clerk confirmed that no new planning applications/or decisions had been reported to the Council.

For further details on local planning applications please access our website:  
<http://www.ruytonxitownsparishcouncil.org.uk/planning/>

32.18 COUNCIL REPRESENTATIVES – To appoint representatives on Safer Roads Group; and consider the Group's remit for the year. The Council **AGREED** to defer this item until Cllr Spicer was in attendance.

33.18 COUNCIL TO CONSIDER ADOPTION OF NEW STANDING ORDERS & GDPR TEMPLATES – Council **RESOLVED** to adopt the new policies which can be found on the Council's website.

34.18 COUNCIL TO AGREE JULY MEETINGS AGENDA ITEMS & ARRANGEMENTS  
Cllr Gittins agreed to chair the meeting in the Chairman's absence and it was agreed that the Temporary Clerk (Anne Chalkley) would be in attendance and clerk the meeting in the Clerk's absence. Terms of employment were based on £15.00 per hour and mileage with stationery provided; Anne to use her own lap top etc. This was **AGREED** by Council.

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Pursuant to Section 1(2) of the above Act Council **RESOLVED** that due to the confidential nature of the business to be transacted the public and press should not be present – Members of the public left the meeting.*

20.18b STREET LIGHTING – Council considered the street lighting LED and repair quotes received from 3 contractors. Following discussions which the Chairman led it was **RESOLVED** that Eon be awarded the contract provided that the sample LED lights met the Council's needs. (It was emphasised that the contract represented a substantial cost to the Council; approximately £18,000 and as such it was important to select the most appropriate light.)

Maintenance of existing street lighting was to continue with Highline Electrical Ltd; and maintenance of the LED street lights was to be considered in December; when it was hoped many of the lights would have been converted.

35.18 SUPPLEMENTARY AGENDA

- a. John Houghton gave a short presentation about himself and interest in becoming a parish councillor. Following which Council **RESOLVED** without dissent to co-opt Mr John Houghton as a parish councillor. The Clerk collected his acceptance of office and DPI paperwork.
- b. AED Project – in light of the presentation given by Alan Wright, it was **AGREED** that Cllr Hall would establish with Cllr Sanders Royle the system for contacting volunteers should an emergency arise and the AED be needed. Cllr Hall to assist in ensuring other issues such as the need for DBS checks of all volunteers to be carried out. Cllr Denyer **AGREED** to map all house names in Ruyton; whilst other councillors would compile maps of the outlying hamlets. Clerk to assist by providing a list of house names per road/street and a request be made to residents to ensure house names are prominently displayed outside homes. It was **AGREED** that the matter to be revisited in July, to establish progress.
- c. War Memorial Renovation Project – It was **AGREED** subject to Cllr Sanders Royle's agreement that Cllr Hall would assist in progressing the project.

The Chairman thanked everyone for attending and closed the meeting at 10.00pm. The next parish council meeting is to be held on Tuesday 3<sup>rd</sup> July 2018 at 7.30 p.m.

Confirmed as accurate..... Vice Chairman Cllr S Gittings

Date