

## RUYTON XI TOWNS PARISH COUNCIL MAY MINUTES 2014

The Annual Parish Council meeting was held at The Victoria Room, Ruyton XI Towns at 7.30 pm on Monday 12<sup>th</sup> May 2014.

**Councillors in attendance:** Mr C Case (Chairman); Mrs R. Slowley (Vice Chair); Mrs A Sanders Royle; Mrs A White; Mr D Spicer; Mr A Allison and Mr M Lewis.

**Also in attendance:** Sue Hackett Clerk; SC Councillor Mr Nick Bardsley; Scout's Group and 2 members of the public.

- 15.14 ELECTION OF CHAIR – Nominations for the position were requested by Cllr Slowley. One nomination was put forward; Cllr Case was proposed, seconded and unanimously supported. (Proposed ML; Seconded DS.) Cllr Case was duly appointed as Chairman and signed his declaration of acceptance of office.
- 16.14 ELECTION OF VICE-CHAIR- The Chairman requested nominations for the position. One nomination; Cllr Slowley was proposed, seconded and unanimously supported. (Proposed CC; Seconded ML.) Cllr Slowley was duly appointed and signed her declaration of acceptance of office.
- 17.14 APOLOGIES – The Clerk reported that apologies had been received from Cllrs A Johnston; S Gittins who had been unable to attend due to work commitments. These were approved and accepted by Council.
- 18.14 COUNCILLORS DECLARATIONS OF PECUNIARY INTERESTS – None.
- 19.14 PUBLIC SESSION – The Scout's group gave an engaging presentation on their application for grant funding for their trip to Mongolia. The Chairman thanked them and stated that the Clerk would feedback to them the Council's decision.
- 20.14 ADOPTION BY COUNCIL OF THE POWER OF COMPETENCE - Following a report by the Clerk on the advantages of having the power, the Council resolved that it satisfied the criteria required, having a suitably qualified Clerk and a minimum of two-thirds of members duly elected at the ordinary election in May 2013. It resolved therefore to adopt the Power of Competence as prescribed by the Localism Act 2011.
- 21.14 SC PASSENGER TRANSPORT SUBSIDY CONSULTATION – Council considered the consultation and agreed to make no comment.
- 22.14 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES – Council nominated the following representatives:
- (a) Primary School representatives – Cllr Slowley
  - (b) Shropshire Council LJC rep – Cllr Case
  - (c) SALC Area Committee reps for North and Oswestry – Cllrs Case; Slowley & Spicer.
  - (d) Village Hall representative- Cllrs Allison.
  - (e) Nesscliffe Advisory Group - Cllr Slowley
  - (g) Parish Plan Steering Group – Cllrs Spicer
  - (j) Basnett Minton Charity – Cllrs Slowley.
- It was decided that no other representatives were needed.

- 23.14 **STANDING ORDERS & FINANCIAL REGULATIONS:**  
Council unanimously resolved that the model Standing Orders 2013 (Appendix C) would be adopted. It was also agreed that Cllrs Case, Spicer and the Clerk would report back on the new model Financial Regulations 2014 as amended by the Clerk (Appendix D) and that their adoption would be considered at the June meeting.
- 24.14 **PLANNING MATTERS** – The Clerk confirmed no new planning applications or decisions had been received.
- 25.14 **CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES** - Council resolved that the draft minutes of the April 2014 meeting were accurate and directed the Chairman to sign them as such. (Proposed CC; Seconded TA.)
- 26.14 **SHROPSHIRE COUNCIL** – SC Councillor Nick Bardsley confirmed his report as presented at the Annual Parish Meeting.
- 27.14 **HIGHWAYS & MAINTENANCE ISSUES & FOOTWAY LIGHTING** - No new issues were reported.
- 28.14 **WAR MEMORIAL TASK GROUP**- Cllr Sanders Royle confirmed that the SC Conservation Officer (RH) had just confirmed that she was happy for the PC to organise the proposed work on the memorial. It was agreed by Council that the application would be completed on 23/5/14 and circulated amongst councillors prior to being circulated to the public (via Y Brown) and an application then submitted to the WM Trust. Envisaged completion of this stage was by 31/5/2014.
- 29.14 **FINANCE**  
Annual Arrangements:
- a. Council approved renewal of the following annual subscriptions, and contract payments: Shropshire Association of Local Councils and Society of Local Council Clerks subscriptions.  
The renewal of SC VAS contract was declined and the Clerk instructed by Council to cancel the contract with immediate effect. Council agreed to pursue the purchase of a VAS and establish a Task & Finish Group to organise this.
- Council approved the following actions:
- Scottish Power Council's current energy provider for street lighting; cost based on 2014/15 tariff of 12p/Kwhr. Clerk reported tariff quoted by Npower exceeded this but was obtaining further quotes.
  - V & W Electrics for street lighting maintenance; contract to continue as service received good. To be reviewed in 2015/16.
  - D Peate village maintenance cost 2pprox.. £1,500 p.a. Market to be tested during 2014/15. Action Clerk to compile a suitable schedule of works for this purpose.
- b. Council confirmed its current banking arrangements with the Bank of Ireland UK and intention of opening a deposit account with an alternative bank.
  - c. Fixed Asset Register & Insurance – Council adopted the fixed asset register, noting that the newly acquired notice board at Wykey was to be added. Council agreed that the Council's insurance should be renewed and that the Clerk should explore increasing the replacement value as per the schedule for the Cross and War Memorial without incurring any additional costs. (Appendix B).

- d. Yearend 2013/14 Budget Monitoring Report – The report duly circulated at the last meeting and confirmed as accurate by the Internal Auditor was adopted. Appendix E
- e. Yearend 2013/14 Accounts & Annual Return – Council decided to defer adoption until the next meeting as the formal internal audit report had yet to be received.
- f. Clerk reported that the 30<sup>th</sup> April 2014 bank balance was £50,256.18; which included the following receipts:  
Interest £3.14; SC Precept & CTS Grant £18,048.00 and VAT refund £177.63.  
Cllr Slowley duly confirmed by review of the bank statement the action taken by the Clerk in respect of a standing order error in April which resulted in her being paid twice £537.33 on 22/4/2014 and £491.61 on 23/4/2014. The Clerk was acknowledged as having repaid £540.74; (by cheque) which credited the account on 29/4/2014; the overpayment sum of £3.41 was to be repaid by the Council to the Clerk in June.
- g. Council approved the May salary payment to the Clerk by standing order of £491.61. The following payments were approved and authorised by the Council by resolution, (Proposed RS; Seconded TW.):  
Chq No 642 V & W Electrics £182.30 for st lighting repairs;  
Chq No 643 Scottish Power £171.10 for st light energy;  
Chq No 644 Broker Network Ltd £465.58 for annual insurance.

30.14 COUNCIL TO CONFIRM REVIEW & ADOPTION OF ADDITIONAL POLICIES – This was deferred by agreement to the June meeting. Policies to be examined included Pre-Planning Policy; Freedom of Information Policy / Publications (Pricing policy to be reviewed); Communications Policy; Press & Media Policy; Complaints Policy.

31.14 CLERK'S UPDATE REPORT & COMMUNICATION – The Clerk summarised her report see Appendix A. Council discussed the merits of supporting the Scout group's funding application and agreed by majority that unfortunately it was not appropriate for it to be funded by the Parish Council. The Council however would like to invite the group to host a funding event in the village, which they would promote and as individuals support. Action: Clerk to notify group.

32.14 LOCAL REPORTS – There were none.

33.14 SUPPLEMENTARY AGENDA - None.

The Chairman closed the meeting at 9.23pm and reminded councillors that they would next meet on 9 June 2014 at 7.30pm at The Victoria Room.

Confirmed as accurate ..*C Case*..CHAIRMAN OF PARISH COUNCIL Date: 9/06/2014

Appendix A Clerk's Report      Appendix B Fixed Asset Listing  
Appendix C Standing Orders    Appendix D Financial Regulations  
Appendix E Yearend Monitoring Report    Appendix F Year End Accounts  
Appendix G Council Policies