

RUYTON XI TOWNS PARISH COUNCIL

9th MAY ANNUAL MEETING MINUTES

The Annual Parish Council meeting was held at The Victoria Room, Ruyton XI Towns at 8.10 pm on Monday 9th May 2016.

In Attendance: Mr C Case (Chair); Mr A Johnston; Mrs A White; and Mr S Gittins.
Also in attendance: 2 members of the public; Sue Hackett (Clerk); Nick Bardsley (Shropshire Council Councillor).

1.16 ELECTION OF CHAIRMAN - Cllr Gittins asked for nominations; it was unanimously resolved that Cllr Case be elected as Chairman until the June meeting when more councillors would be in attendance to confirm the appointment. (Proposed AJ; Seconded AW.) Cllr Case accepted the position and duly signed his acceptance of office.

2.16 ELECTION OF VICE CHAIRPERSON – By agreement post phoned until the June meeting.

3.16 APOLOGIES - The Clerk reported that Cllrs Allison, Berry, Sanders Royle, Spicer and Slowley apologised for non-attendance due to personal commitments and in Cllr's Berry case ill health. These were accepted and approved by the Council.

4.16 COUNCILLORS DECLARATIONS OF PECUNIARY INTERESTS & DISPENSATIONS – There were none.

5.16 PUBLIC SESSION – No issues arose.

6.16 RE-ADOPTION BY COUNCIL OF THE POWER OF COMPETENCE - Following the Council's confirmation that it has a qualified clerk and a minimum of two-thirds of council vacancies were filled at the last ordinary elections (May 2013). It was resolved to re adopt the power.

7.16 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES – It was unanimously agreed to post phone the appointments until the June meeting.

(a) Primary School representatives (b) Shropshire Council LJC reps

(c) SALC Area Committee reps for North and Oswestry (2)

(d) Village Hall representative(s)

(e) Nesscliffe Heritage Group. (f) Emergency Planning Officer.

(g) Parish Plan Steering Group – reps (h) Tree warden/Snow warden.

8.16 STANDING ORDERS & FINANCIAL REGULATIONS – Council resolved to readopt these policies.

9.16 PLANNING MATTERS:

(a) The Clerk reported that no new planning applications had been received since the date of the previous meeting.

(b) The Clerk reported the following SC planning decisions made since the date of the previous meeting:

Reference: 15/02454/LBC & 15/02453/FUL (validated: 09/06/2015) Address: Old Farm, Eardiston, West Felton, Oswestry, Shropshire, SY11 4HA Proposal: Works to facilitate the erection of a single storey extension to the side elevation; demolish and re-build gable end wall; remedial works; internal works; installation of replacement doors and windows and other associated works. **Decision: Grant Permission**

Reference: 16/00923/FUL (validated: 11/03/2016) Address: Land At The Marches Farm, Brownhill, Ruyton XI Towns, Shropshire Proposal: Erection of agricultural workers dwelling and garage. **Decision: Refuse.**

Reference; 16/00966/FUL

Address Barncroft, Olden Lane, Ruyton XI Towns

Proposal: Change of use of agricultural land to create an extension to existing touring caravan site to provide 10 additional pitches. **Decision: Grant permission.**

10.16 CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES: Draft minutes of the council meeting held in April 2016 were confirmed as accurate by Council and the Chairman was instructed to sign them as correct.

11.16 SHROPSHIRE COUNCIL – SC Councillor Nick Bardsley summarised the outcomes of the recent LJC May meeting. He went on to report that The Corbet School had a significant forecast in decline in school numbers on roll which was worrying. The Chairman thanked him for his report.

12.16 HIGHWAYS & MAINTENANCE ISSUES:

1. The Clerk reported that she had received a resident's complaint about the state of Abbots Lane. Council decided to chase Suckleys on the matter and that remedial action should take place. Cllr Gittins to contact Suckleys and forward response to the Clerk to forward on to the resident concerned.

2. The Clerk provided a report supplied by PC Dale of road traffic collisions at Shotatton crossroads during the past 5 years (Note: only Injury RTCs recorded): 2012: 1 x Serious 3 x slight; 2013: Zero; 2014: Zero Serious 1 x slight; 2015: zero Serious 2 x slight; 2016: zero Serious 1 x slight.

3. A5 Ministers Visit scheduled for 28 May 2016 – It was agreed that the Chairman would liaise with Cllr Sanders Royle and release a press release, about the dangers of the Shotatton junction; using arguments for improvements.

13.16 PROJECTS UPDATE:

a. AED Project – The Chairman confirmed it has now been launched and was working; volunteers contacted via face book.

b. Hanging Basket Project – The Clerk reported that £220 had been received to date from the donations request mail shot she had carried out; it was hoped that more donations would trickle in. Council resolved and delegated expenditure of £450 to the Chairman to use to acquire the hanging baskets for the village. It was also agreed to use D Peate to install the baskets and remove them in the autumn.

c. Spinney Project Update – Cllr Gittins confirmed that there had been no progress and that Pentons were still awaiting a felling licence.

d. Doctors Meadow – The basketball court project & field maintenance remained in progress. The Clerk confirmed that the contractor was due on site in the middle of June and expected to take a week to complete the work. Council resolved that the Clerk should purchase the basketball net and pole and have it delivered to a councillor's home address.

e. Village Street Furniture – The Chairman confirmed that the WI Bench and Charter Bench at Drs Meadow were now repaired and in the process of being installed.

f. Street Party Update – A community group would be holding a Queens Birthday picnic in the park on 11/6/2016.

14.16 YEAR END ACCOUNTS AND CORPORATE GOVERNANCE – Appendix C- The Clerk took the Council through the Finance Reports and Annual Return:

a. Council considered the Internal Auditor's report and resolved to complete each relevant section of the Governance Statement on page 1 of the Annual Return positively.

- b. Council resolved to approve the yearend accounts; and bank reconciliation and confirm the Accounts Statement on page 2 of the Annual Return.
- c. Council agreed that their response to the Internal Auditor, thanking him for his report.
- d. Council resolved to appoint B Townson as Internal Auditor for 2016/17; based on his work and detailed audit report.
- e. The Clerk informed Council of her intention to display Notice of Electors' Rights to inspect the accounts on notice boards and the Council's website on 19/5/2016. (Proposed CC Seconded AJ.)

15.16 FINANCE

Annual Arrangements:

- a. Council resolved to renew of the following annual subscriptions, contracts and grant payments:
 - Shropshire Association of Local Councils,
 - Society of Local Council Clerks,
 - Highline Electrics Ltd; Scottish Power and ICO.
- b. Council confirmed its banking arrangements with Bank of Ireland UK Ltd.
- c. Fixed Asset Register & Insurance – Council considered and adopted both. (See Appendix B).
- d. Yearend 2015/16 Budget Monitoring Report – Council considered the report and resolved to transfer the following to earmarked reserves.(Appendix D.)
£3,000 to Drs Meadow Playarea; £1,000 to Neighbourhood Plan; £15,250 to New Village Hall Project.

Monthly Arrangements:

- e. The Clerk reported that April receipts per bank had included the precept of £18,000. The balance at the bank as at 30/4/2016 was £59,840.67.
- f. The Council was informed that the Clerk's standing order salary payment had ceased with effect from 1/4/2016. As a tax coding change was expected in June it was agreed that no standing order would be set up until July 2016.
- g. Council resolved to pay the following, instructing Cllrs Lewis and Case to check the supporting paperwork to the cheques raised before authorising payment:
 - Chq 808 Scottish Power £242.30 Street Light Energy 4th quarter 2015/16;
 - Chq 809 B Townson £120.00; Internal audit fee 2015/16;
 - Chq 813 Ruyton XI Towns PCC £20.00 Rent of room on 9/5/16;
 - Chq 812 Came & Co; Aviva Insurance Premium £485.78;
 - Chq 810 SP Manweb PLC £268.60; Cost of street lighting works;
 - Chq 811 Clerk April net salary; £516.53. (Chairman confirmed no SO was processed by the bank in April.) (Proposed SG and Seconded AJ.)

16.16 COUNCIL TO CONFIRM RE-ADOPTION OF FOLLOWING POLICIES: Council resolved to adopt the following policies:

- a. Pre-Planning Policy b. Freedom of Information Policy / Publications
- c. Communications Policy d. Press & Media Policy e. Complaints Policy.

17.16 CLERK'S UPDATE REPORT & COMMUNICATION – The Clerk summarised her report at Appendix A which was noted by councillors.

18.16 LOCAL REPORTS – There were none.

19.16 SUPPLEMENTARY AGENDA – It was agreed that the Clerk send a letter of condolence to Dorothy Needham, as Laura Jefferies had been a valued member of the community and past long serving councillor.

There being no further business the Chairman closed the meeting at 9.20 p.m. The Council's next meeting is to be held on **Monday 6 June 2016** at 7.30 p.m. in The Victoria Room, Ruyton XI Towns.

Confirmed as accurate..... Chairman

Date.....

Appendix A Clerk's Report Appendix B Fixed Asset Listing Appendix C Annual Return Appendix D Monitoring Report