

RUYTON XI TOWNS PARISH COUNCIL

15th MAY 2017 ANNUAL PARISH COUNCIL MEETING MINUTES

Parish Councillors in attendance: Mr T Allison; Mr M Berry; Mrs A Hall; Mr A Johnston; Mrs A Sanders Royle; (Chairperson); Mr D Spicer.

Also in attendance: Nick Bardsley (Shropshire Council Councillor); Sue Hackett (Clerk); CSO Charles Iremonger and 2 members of the public.

- 1.17 ADMINISTRATION – The Clerk witnessed councillors’ acceptance of office and collected the councillors’ paperwork.
- 2.17 ELECTION OF CHAIRPERSON – Council resolved to elected Cllr Andrew Johnston as Chairman; Cllr Johnston duly accepted the position.
- 3.17 ELECTION OF VICE CHAIRPERSON – Council resolved to elect Cllr Mick Berry as Vice-Chair; Cllr Berry duly accepted the position.
- 4.17 APOLOGIES – There were none.
- 5.17 PUBLIC SESSION – Mr Edwards requested an up-date on the Parish Council’s aims. The Council instructed the Clerk to forward the necessary paperwork to Mr Edwards.
- 6.17 COUNCILLORS DECLARATIONS OF PECUNIARY INTERESTS & DISPENSATIONS – None were declared. The Clerk reminded members of the need to complete their DPIs and return them to the Clerk for onward transfer to Shropshire Council within 28 days. (Two councillors’ DPIs remained outstanding; ASJ & AH agreed to forward them to the Clerk.)
- 7.17 FINANCE
Annual Arrangements:
 - a. Council considered and were minded to renew the following annual subscriptions, contracts and grant payments:
Shropshire Association of Local Councils (SALC),
Society of Local Council Clerks (SLCC),
Highline Electrics Ltd; Scottish Power and Information Commissioners Office (ICO).
 - b. Council confirmed its banking arrangements with Bank of Ireland UK; and approved the following arrangement:
Three cheque signatories had been set up on the account; (Cllr Spicer and Johnston and the Clerk) as Cllr Berry had yet to provide the necessary documentation to be set up on the account. Council to review the situation in September. Council instructed the Clerk to source alternative deposit/investment accounts for the next meeting.
 - c. Fixed Asset Register & Insurance – Council considered the Fixed Asset Register as at 31/3/2017(See Appendix B) and resolved to adopt it. The Council’s insurance (3rd year of contract) renewal schedule was discussed and approved.
 - d. Yearend 2016/17 Budget Monitoring Report – Council deferred its consideration to the June meeting.

Monthly Arrangements:

- e. The Clerk reported a balance in the Council's Bank account as at 28th April 2017 of £65,511; all payments having been authorised. Receipts included this year's Precept £24,580 and monthly interest of £3.
- f. Council confirmed & approved May's Standing Order salary payment to the Clerk £725.29.

Council resolved to pay the following, instructing Cllrs Johnston and Spicer to check the supporting paperwork to the cheques raised before authorising payment:

Chq No 870 Came & Company Aviva Insurance Premium £506.79;

Chq No 871 Shropshire Association Parish & Town Councils annual SALC & NALC fee + 2 publications £437.79

In retrospect Council authorised payment of Chq No 869 (8/5) Scottish Power £240.28 VAT £ 11.44 (4th quarter energy bill); all future quarterly payments were approved to be made by direct debit.

8.17 2016-17 ANNUAL RETURN GOVERNANCE STATEMENT & STATEMENT OF ACCOUNTS – Appendix C

- a. Council considered the Internal Auditor's report (Appendix A) and on its basis resolved to complete the Governance Statement on page 2 of The Annual Return (AR) positively. The Chairman was instructed to sign the page. Council on the basis of the Internal Auditor's report resolved to approve the yearend accounts statement on page 3 and the Reserves as shown on the PC's detailed Annual Accounts Statement. The Chairman was instructed to sign page 3 of the AR.
- b. Council agreed that the Clerk should respond to the Internal Auditor that the Council appreciated his new style report and comments made and that new cheque signatories had been set up with the intention that further would be added later in the year when newly appointed councillors were more confident.
- c. Council resolved to appoint Bernard Townson as Internal Auditor for 2017/18; being confident that he delivered a competent; independent internal audit which meets the criteria laid down in the JPAG Practitioners' Guide. (Please note the cost of the audit having yet to be confirmed; Clerk to negotiate.)
- d. The Clerk informed the Council of her intention to publish the Notice of Electors' Rights on 2 June 2017 and upload the Annual Return to the Council's website.

With Council's permission the Chairman left the meeting and the Vice-Chair took the Chair. Council further resolved to bring the following item forward:

- 18.17 LOCAL REPORTS – CSO Iremonger gave a summary of the 32 reported incidents since the last report in April 2017. These included burglaries. When compared with incidents arising in Oswestry the CSO assured Council members that the parish remained a safe place to live. The CSO also provided feedback on the results of a recent speed enforcement exercise in the village; he recommended that the Council look to recruit volunteers (6 being the minimum required) to carry out local speed enforcement checks. The Clerk stated that PC Moss had contributed an article for the next Parish newsletter which supported this and warned people not to commit the offence of obstruction when parking their vehicles.

9.17 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES – Council nominated the following representatives:

- (a) Primary School representative – Cllr Mick Berry.
- (b) Shropshire Council LJC representative – Cllr Mick Berry & Andrea Hall.
- (c) SALC Oswestry Area Committee representative – Cllr Andrea Hall.
- (d) Village Hall representative – Cllr Trevor Allison.
- (e) Nesscliffe/Cliffe Heritage Group – N/A as the group was currently dormant.
- (f) Parish Plan Steering Group – This item was deferred until the July meeting.
- (g) Safer Roads Group – Cllrs Mick Berry & David Spicer.
- (h) Safe Guarding – Cllr David Spicer.

- 10.17 STANDING ORDERS & FINANCIAL REGULATIONS – Council agreed to readopt both.
- 11.17 CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES: Council resolved that the draft minutes of the council meeting held on 10 April 2017 were confirmed as accurate. The Chairperson was instructed to sign them as such.
- 12.17 SHROPSHIRE COUNCIL – Councillor Nick Bardsley reported that the new leader of the Council had been elected Cllr Peter Nutting.
- 13.17 SAFER ROADS GROUP (SRG) – Cllr Spicer reported that the Multi Agency Group meeting had been cancelled and that the SRG had nothing new to report. The Clerk to follow up with SC as to when the commissioned speed monitoring exercise was to take place.
- 14.17 PROJECTS UPDATE:
- a. AED Project – The Clerk reported that the School had thanked the Council for their grant towards AED maintenance. Cllr Avi Sanders Royle to follow up on whether there was a need for signage and the use of “Numbers Plus” where by volunteers are automatically contacted in an emergency via a call centre linked to the 999 call.
 - b. Hanging Basket Project – The Clerk reported that local donations received to date were £310. Council agreed that the purchase of the hanging baskets be delegated to Mr Colin Case with a budget of £400. It was further agreed that the Council would promote a competition in conjunction with the Home Grown Show “Award to given for the best Parish Council hanging basket”; the award scheme as presented by Cllr Avi Sanders Royle was supported by Council. Clerk to promote in the next newsletter; judging to take place in August; to be organised by Cllr ASR.
 - c. Birch Grove Play Area – The Chairman asked Simon Gittins to report on his visit to the play area and meeting with residents. Having received the report councillors thanked Simon for his work in donating ramps to encourage safe play within the play area. It was further agreed to inform SC that work to the edge of the swings play surface would not now be carried out by the Parish Council as it was not considered viable. Mr Gittins further reported that trees at the Spinney were to be felled in the next week or so.
- 15.17 PLANNING MATTERS - Council considered the following planning application:
Planning Ref 17/01618/FUL The Wheelhouse, Shotatton Court, Shotatton
Proposed: Erection of lake side lodge. Applicant: Mr J Yates
Following some discussion it was agreed that the Council would make no comment as they neither supported nor opposed the application.
- The Clerk reported that she had not been notified of any planning decisions having been made since the date of the previous meeting.
- 16.17 COUNCIL TO CONFIRM RE-ADOPTION OF ITS POLICIES – Council agreed to defer this to the July meeting.
- 17.17 CLERK’S UPDATE REPORT & COMMUNICATION – See Appendix A
- a. Following the report it was agreed that 2 places be booked on the 3 July Councillor Training Course and 2 be booked for the Planning Training Course on 7 June 2017.
 - b. The next parish newsletter was to include an introduction by Cllr Andrea Hall; Chairman’s & Vice Chairman’s report; Police report; Summary of Accounts and

Contact details of the new councillors; advertising the Council's vacancies and news of the hanging basket competition. Clerk to action.

- c. Great Ness & Little Ness PC's Request - to assist in financing the Youth Club which they support and which both Baschurch and Ruyton XI Towns young people attend.

Following some discussion and acknowledging that there are no youth club facilities in the parish; Council decided in principle to issue a grant of £500 to Great Ness & Little Ness PC specifically towards the costs of running the Youth Club. (LGA 1972 s145 Power to provide entertainment.) Clerk to acquire further information to support the grant and publicise the Club in the Parish Council newsletter.

18.17 See above.

19.17 SUPPLEMENTARY AGENDA – There were none.

There being no further business the Vice-Chair closed the meeting at 9.25 p.m.

Confirmed as accurate.....

Date 12/6/2017

Cllr MICK BERRY Vice Chairman