

RUYTON XI TOWNS PARISH COUNCIL

6th November 2018 PARISH COUNCIL MINUTES

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

An ordinary meeting of the Parish Council was held at 6.30 pm on Tuesday 6th November 2018 at The Victoria Room, Ruyton XI Towns.

Parish Councillors in attendance: Mr T Allison; Mr R Edwards; Mr S Gittins (Vice Chair); Mr A Johnston (Chairman); Mrs A Sanders Royle and Mr D Spicer.

Also in attendance: Nick Bardsley (Shropshire Council Councillor); Sue Hackett (Clerk) and 3 members of the public.

- 81.18 PUBLIC SESSION – A member of the public stated his support for the PC’s adoption of The Cliffe, stressing that he realised that the process would be legally fraught with difficulty. A member of the public stated that he was pleased that the PC had committed to the “20 is Plenty” campaign” and was happy to provide and erect A3 signage throughout the village with the Council’s permission. The Chairman thanked him for his support and stressed that the Community’s opinion was being sought about many road safety options at a public meeting to be held on 24/11/18; before introducing any. The PC agreed to keep SB informed of the outcomes of the public meeting.
- 82.18 CHAIRMAN’S INTRODUCTION & APOLOGIES - The Chairman informed members that Cllrs Hall, Denyer and Harrison had been unable to attend. Their apologies were noted and accepted. The Chairman went on to thank Cllr Denyer for his excellent work in installing the street light poppies and assistance in carrying out the Risk Assessment for the Parish Council’s Beacon Event.
- 83.18 COUNCILLORS DECLARATIONS OF PECUNIARY INTERESTS & DISPENSATIONS – None were declared.
- 84.18 SAFER ROADS GROUP – David Spicer gave an update on arrangements for the public event to be held on Saturday 24th November between 2.00 – 4.00pm at Ruyton XI Towns Primary School. He stated that promoting the event had begun; posters were to be created by Cllr Sanders Royle, whilst CC was busy consulting with the community on options for possible ‘build outs’ to be introduced on the village roads. Prof Whitelegg; Cllr Davenport and PC Moth had been invited to the event. Following discussion it was agreed that the confirmed programme would be circulated via the PC website and Yoland Brown network. The Clerk and D Shearan agreed to attend and promote the PC’s website and Newsletter.
- 85.18 LOCAL POLICE REPORT – In the absence of a Local Police Team the Clerk read out the most recent report received which gave details of the Police investigations into a spurge of local crimes of theft. This was noted. (Please note the Team had apologised for being unable to attend.)
- 86.18 SHROPSHIRE COUNCIL REPORT – Councillor Nick Bardsley reported the following:
- A request he had made to try to secure the loan of a Baschurch VAS on behalf of Ruyton XI Towns PC at the Baschurch PC’s meeting the previous night.
 - The SC Local Plan consultation document which was to be presented to Cabinet on 7/11/18. He confirmed dates of the public consultation 29/11-31/1/2019 and urged councillors to read the document carefully, before responding.

- 87.18 PURCHASE OF THE CLIFFE – The Chairman briefed councillors on the process to date and recent correspondence received (which has been fully circulated to councillors earlier in October). Cllr Allison presented copy documentation which provided a potted history of conveyance in 1917 and 1950, this was noted. Cllr Spicer went on to describe the safeguards offered in respect of transfer of title to the land. The Chairman stated the following options presented themselves to the Council:
- a. To rescind Council's previous decision and withdraw from purchase of the Cliffe from Bradford Estates (BE); based on title could not be adequately proven by BE.
 - b. To continue with purchase of the Cliffe, as per terms previously agreed and accept that risk is minimised by legal declaration provided by Bradford Estates and the insurance policy against future claims.
- Cllr Spicer proposed that option b be adopted. This was seconded by Cllr Edwards and carried as a majority vote, (Cllr Gittins abstained). Having been **RESOLVED** the Clerk was instructed to contact the PC's solicitor and resume the legal process of purchasing the Cliffe and having the agreed searches carried out. Council further **RESOLVED** to authorise that Cllrs Johnson and Spicer authorise any cheque payments required to facilitate this before the December meeting.
- 88.18 COUNCIL CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES - Draft minutes of the Council meeting held on 2nd October 2018 as circulated and uploaded to the Council's website in draft were unanimously **RESOLVED** as accurate. The Chairman was instructed to sign them as such
- 89.18 LOCAL TRANSPORT PLAN CONSULTATION (LTP Appendix B) – Councillors considered Cllr Spicer's verbal report and taking into account Cllr Allison's comments to responses he had made personally, **AGREED** that no further responses were to be made formally as a Council to the consultation.
- 90.18 LOCAL PROJECTS UPDATE:
- a. WW1 Beacon Event – Cllr Sanders Royle gave a detailed update on the event and presented an expense claim with costs associated with the project (see below 91.18). It was further **AGREED** that any incidental expenditure which arose during the event would be reimbursed by the PC.
The event's Risk Assessment which had been passed to the Council's insurer's was formally approved and adopted by the PC. The Chairman on behalf the Council thanked Cllr Sanders Royle for her dedication in organising such a wonderful community event, which honoured the WW1 fallen.
 - b. AED Volunteer Scheme – David Shearan; Scheme Leader reported that volunteer DBS checks were now being processed; however he still awaited a response from West Midlands Ambulance Service with regard to the training event. Council recognised that this was an extremely frustrating situation.
 - c. Spinney Project - Cllr Gittins gave a verbal update. Council **RESOLVED** that the project be approved as a PC Project with estimated set up costs being chiefly absorbed by S Gittins and L Penton. It was **AGREED** that an annual maintenance costs of £375 would be built into future Parish Council Budgets. **ACTION**; Clerk to write on behalf of the PC and thank L P for his contributions to the project; whilst the Chairman verbally thanked Cllr Gittins for his contribution on behalf of the PC.
- 91.18 FINANCE
- a. Council considered the following invoices/reimbursement claims to be authorised for payment. It was **RESOLVED** that the cheque payments be made as Cllrs Spicer and Johnston had checked the supporting paperwork.

Council also **AGREED** that incidental expenses incurred by the Safer Roads Group in arranging the public event on 24/11/18 were in the first instance to be met by the Group's sub account; held by CC.

CHQ	Payee	Description/ Power	VAT £	£
939	RBL Poppy Appeal	Street Light Poppies/ s137		50.00
940	Highline Electrical Ltd	Elbridge SP Fault Repair	68.09	408.52
Dir D	Scottish Power	Street light energy	11.69	245.57
942	D Spicer	Reimbursement of mileage and expenses claims		71.86
943	Clerk	Printer cartridges 2, stamps, Working Home Allowance – 4 months; Training Event and Mileage	4.50	166.32
944	A Sanders Royle	Reimbursement of Beacon Project Costs	9.34	154.66
945	SALC	Training Costs – Planning 12/9/18		65.00

- b. The Chairman and Clerk reported on the most recent bank reconciliation and independent checks carried out on salary payments made to Clerk in September and October. Reconciled balances at the bank as at 20th Oct were £ 62,639.
- c. Current Year's Budget Monitoring Report – Appendix C was presented by the Clerk and discussed; with Budget 2018/19 figures being adjusted to reflect a loss of £13,444 and subsequent year end closing balance. The Clerk reported a forecasted (actual) yearend out turn of **£44,723**; given certain assumptions which had been made i.e. the contracted St Lighting refurbishment costs (approx. £20,000, excluding VAT) being payable in April 2019.
- d. Draft (1) Budget 2019 – Appendix D. Council noted the Budget presented, reflecting the Council's Main Aims for the year. The Clerk explained the Council's time line for the Budget and Precept setting process as precepts were required to be submitted to SC by 31/1/2019. Council nominated the Chairman and Vice Chairman as the PC's finance experts delegated the task of working more closely on the Budget with the Clerk in preparation for the December meeting where the 2019/20 Budget would be formally approved.

92.18 PLANNING – Council **AGREED** in retrospect the decision by councillors to make “No comment” to planning application Ref. 18/04398/FUL, 7 The Oaklands; Ruyton XI Towns; proposed addition of a two storey extension. Council then considered the following applications:

Reference: 18/04105/FUL

Address: Corner House, Wigmarsh, West Felton, Oswestry SY11 4HB

Proposal: Proposed conversion of barn into residential dwelling

Council **AGREED** to object to the planning application due to the gross inaccuracies in the application; as reference was made to a Cheshire site within the paperwork and the access statement was found to be incorrect. ACTION; Clerk to submit the Council's comments to SC.

Reference: 18/04965/FUL

Proposal: Proposed crematorium at Kinton; Nesscliffe.

The Clerk together with Cllr Allison described the application which was not within the parish. Following some discussion it was **AGREED** that the PC would make no comment.

A possible planning enforcement issue was also discussed. Council **AGREED** that in this instance it was up to the resident to inform SC Planning Enforcement via the on line planning service. ACTION; Clerk to inform the resident concerned.

The Clerk reported that the following SC planning decision had been notified to the Council:

Reference: 18/03894/FUL 1 Oaklands, Ruyton XI Towns
Proposed: Formation of vehicle access and provision for parking.
Shropshire Council: Permission Granted.

93.18. CLERK'S UPDATE REPORT & COMMUNICATION - (Appendix E). Council noted the Clerk's report and it was **AGREED** that the access and safety issues concerning the Spinney bridge at Drs Meadow playing field would be examined more closely by councillors seeking to improve the situation. It was also **AGREED** that the Chairman would make a post on the RXI Facebook page requesting that local issues be reported by residents directly to the Clerk either by email or the RXI website. The Clerk reported that Cllrs Hall and Allison had expressed an interest in being the PC's planning experts. This was noted by Council. Council **APPROVED** requisitioning of repair works by Clerk to:

- Replacement of visual aid/mirror on Church Rd.
- Notice board outside school which requires new perplex screen.
- Sand pit; goal posts and stepping stumps at Drs Meadow Play area.

94.18 COUNCIL TO AGREE DECEMBER'S MEETING AGENDA – Council **AGREED** that the meeting be dedicated to SC Local Plan Consultation and setting of new Budget for 2019/20.

95.18 SUPPLEMENTARY AGENDA – None.

- Appendix A. Safer Roads Group Report verbally given by Cllr Spicer. Noted.
- Appendix B. SC LTP Consultation. (Separately circulated by email). Noted.
- Appendix C. Current Fiscal Year's Monitoring Report by Clerk/RFO; discussed & noted see below.
- Appendix D. Draft 2019 Fiscal Budget by Clerk/RFO; see below and noted.
- Appendix E. Clerk's Update Report & Summary of Significant Communications; as circulated. Noted.

There being no further business the Chairman closed the meeting at 20.55; and thanked those present for attending.

As confirmed as accurate by.....Chairman of Ruyton XI Towns Parish Council

Date.....

Appendix C. Current Fiscal Year's Monitoring Report by Clerk/RFO

RECEIPTS & PAYMENTS	2018- 19	2018-19	2018-19	General Comments by Clerk/RFO
	Actual as at 31/10	Actual Y/E Forecast	BUDGET	
Receipts	£	£	£	
Precept	25,563	25,563	24,771	Council decision as had nil % increase on council tax at Band D
Interest	32	30	20	
VAT Refund	1,324	1,324	850	
Birch Grove STA&R Grant	2,250	2,250	-	Grant funding not budgeted for
Total Receipts	<u>29,169</u>	<u>29,167</u>	<u>25,641</u>	
Payments				
Clerk's Salary	5,381	9,260	8,765	Higher as 2% awarded and additional mileage costs incurred
St Lighting Mtce & Energy	1,199	2,000	2,500	Repairs suspended as LEDs to be installed and completed in 2018/19
LED Installation	-	-	2,500	LED Contract likely to be invoiced end of Marc 2019
Fees & Subscriptions & Training	441	800	800	Invoices awaited
Insurance & Audit Fees	871	871	890	Invoices awaited
Village Maintenance	862	1,500	1,500	
New Play Equipment - Birch G	2,760	2,760	-	
AED Project	-	150	150	Training costs?
Provision for funding services, provided by SC* - Amenity land			9,580	
Contingency	461	1,000	1,000	New Notice Board/ Web site hosting
Village Floral Displays	1,181	1,250	600	Additional costs incurred in contracting the watering
Administration Costs	647	850	800	Lap top maintenance & repairs
Local Grants / Youth Grant	650	900	900	
Parish Plan, Neighbourhood Plan	-		1,000	Council decision awaited
Road Safety Schemes	24	4,000	4,000	As yet decision awaited as to which scheme to implement
Cliffe Maintenance with SC	131	131	3,000	Have presumed PC not entering into contract with SC for maintenance this year
VAT	611	850	-	
Cliffe Purchase*		6,500		Guesstimate Cost £5,000 + Searches + Solicitor.
War Memorial/Beacon Event	-	300	1,000	Guesstimate of costs
Election Costs 2017	100	100	100	
Total Payments	<u>15,318</u>	<u>33,222</u>	<u>39,085</u>	PC has no intention of spending £9,580 on amenity land transfers
Total Deficit i.e. Receipts-Payments	13,851	- 4,055	- 13,444*	*NOTE As amended at the PC meeting.
Opening balance as at 1/4/2018	48,778	48,778	48,778	
Closing Balance	62,629	44,723	35,334*	*NOTE As amended at the PC meeting.

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Appendix D. Draft (I) 2019 Fiscal Budget by Clerk/RFO

	2018-19 Actual Y/E Forecast	2018-19 BUDGET	2019-2020 DRAFT BUDGET 1	<u>Clerk's Comments/assumptions</u>
Receipts:	£	£	£	
Precept	25,563	24,771	26,000	
Interest	30	20	20	
VAT Refund	1,324	850	850	Based on Year 2018 VAT Claim
Birch Grove STA&R Grant	2,250	-		No Grants expected
Total Receipts	29,167	25,641	26,870	
Payments:				
Clerk's Salary/Mileage	9,260	8,765	10,000	Increase by 1.1%
St Lighting Mtce & Energy	2,000	2,500	1,200	Reduced for maintenance as LEDS installed
LED Installation	-	2,500	22,000	Fund from Reserves
Fees & Subscriptions	500	500	500	
Training – Cllrs/Clerk	300	300	300	
Insurance	551	550	600	
Audit Fees	320	340	340	
Village Maintenance	1,500	1,500	1,500	
New Play Equipment	2,760	-	-	No further equipment planned
AED Project	150	150	150	Grant to School/Telephone Plus to continue
Provision for funding services, provided by SC*		9,580	0	PC decided not to take on amenity land
Contingency	1,000	1,000	3,000	Increase for unforeseen repairs & maintce.
Village Floral Displays	1,250	600	1,250	Increased to reflect this year's costs
Administration Costs	850	800	1,000	To include purchase new lap top; website annual hosting cost, adverts.
Local Grants	400	400	400	As previous year
Nesses Youth Club Grant	500	500	500	Based on Questionnaire results & previous year
Parish Plan, Neighbourhood Led Plan		1,000	-	Await Council Decision
Road Safety Schemes	4,000	4,000	-	Await Council Decision
Cliffe Maintenance -SC	131	3,000	3,000	Per 3 year contract (Year 1)
VAT	850	-	850	Guesstimate
Cliffe Purchase	6,500		0	One off purchase in 2018/19
War Memorial	300	1,000	0	Should project happen use Reserves & Grant?
Election Costs 2017	100	100	0	No election in 19/20
Total Payments	33,222	39,085	48,590	

Deficit i.e. Receipts- Payments	- 4,055	- 13,444	- 21,720	Principally relating to LEDs Replacement Project
Opening balance as at 1/4/2018 & 1/4/2019	48,778	48,778	44,723	
Closing Balance 31/3/2019 & 2020	44,723	35,334	23,003	