

RUYTON XI TOWNS PARISH COUNCIL

7 JANUARY 2020 PARISH COUNCIL MEETING MINUTES

An ordinary meeting of the Parish Council was held at The Victoria Room, Ruyton XI Towns at 6.30 pm on Tuesday 7th January 2020.

Parish Councillors in attendance: Mr T Allison, Mr S Denyer, Mr S Gittins (Chairman), Mrs A Hall, Mrs A Lister, Mr I Pinner, Mrs A Sanders Royle, Mr D Shearan, and Mr D Spicer (Vice Chairman).

Also in attendance: Nick Bardsley (Shropshire County Councillor), Lydia Bardsley (Clerk), Tim Williams (West Mercia Police, We Don't Buy Crime Coordinator) and 2 members of the public.

108.19	WELCOME BY CHAIRMAN – The Chairman opened the meeting and welcomed everyone present to the meeting.
109.19	APOLOGIES - The Chairman reported that apologies for absence had been received from the following councillors: Cllrs Mr R Edwards (unwell), Mr R Harrison, (university). These were accepted by the Council.
110.19	COUNCILLORS DECLARATIONS OF PECUNIARY INTERESTS & DISPENSATIONS – No declarations received.
111.19	PUBLIC SESSION Potholes had been raised by another resident (who was not present). It was noted that residents could report potholes directly to Shropshire Council, but they could contact the clerk if they didn't have the necessary contact details. It was AGREED to bring forward item no. 116.19h SmartWater.
116.19(h)	Tim Williams from West Mercia Police's We Don't Buy Crime team spoke about what SmartWater was and the benefits to communities (up to 90% reduction in burglaries in some residential areas). He emphasised the need for promotion of the initiative to achieve the 70% saturation rate and to qualify for the free We Don't Buy Crime signage as quickly as possible. He informed the Council that 4-5 volunteers would need to be taught how to use the app to register the kits. It was RESOLVED to put in an application immediately and plan for a public meeting with police presentation for end Feb/early March. Registration events: <ul style="list-style-type: none">• Saturday mornings recommended, can tag onto existing events e.g. Coffee mornings.• Door to door registration (takes less than 5 minutes on app).• Table in school foyer for registration straight after school. (TW could try to get a policeman to attend).

	<p>It was noted that most parish councils give a kit to the church, and that schools tend to be treated as businesses. If the school allowed the police to hold a SmartWater event there, West Mercia may be able to do a deal on kits.</p> <p>Tim Williams also informed the Council that commercial farm kits had recently been introduced and encouraged farmers to register residential packs for their homes.</p> <p>The chairman thanked Tim Williams, and he left the meeting at 6.45pm.</p>
112.19	<p>MINUTES</p> <p>It was RESOLVED to confirm that the draft minutes of the council meeting held on 10th December 2019 were accurate.</p>
113.19	<p>CLERK'S UPDATE REPORT & COMMUNICATION – See Appendix A – noted.</p>
114.19	<p>SHROPSHIRE COUNCILLOR'S REPORT – Shropshire Cllr Bardsley gave the following update:</p> <ul style="list-style-type: none"> • He expressed his frustration at the lack of maintenance of drains and gullies in rural parishes. He has been promised a schedule of work but has not received it yet. • He intends to organise quarterly meetings between parish councils and planning officers to discuss perennial issues, and ensure councils receive guidance from decision-makers. The parish council expressed their interest in such meetings. • Partners of the existing Baschurch surgery want to formally proceed with a feasibility study for a new medical centre which is a crucial first step.
115.19	<p>NEIGHBOURHOOD PLAN</p> <p>It was noted that nominated Cllrs and other interested parties were going to try and meet on 18th January to move forward. No further actions at present.</p>
116.19	<p>LOCAL REPORTS</p> <p>a) Local Police Report – No report received. Clerk to follow up.</p> <p>b) Safer Roads Group</p> <ul style="list-style-type: none"> - Shropshire Council had confirmed they are happy to devolve authority to parish councils to purchase and install VAS signs under s.101 of the Local Government Act 1972 (as long as SC Highways have approved locations, and as long as Parish councils insure and maintain them). - Cllr Shearan mentioned VAS signs in other parishes that have had locally made solar panels retro fitted, and that this may be something for the Safer Roads Group to consider in future. - Cllr Hall reported another frightening near miss between a horse rider and vehicle (the same rider as previously). Cllr Hall will be following up with the family. <p>c) The Cliffe</p> <ul style="list-style-type: none"> - Memorial bench – Cllr Shearan gave an update on the design proposed by the family. It was RESOLVED to approve the design proposed by the family, provided the bench is secured to the rock and not a concrete base. - Management working group – no further updates, but Cllrs Shearan and Lister will try and recruit more people to the management group at the next working party on Sunday.

- It was **AGREED** that Cllrs Shearan and Gittins will investigate signage for the Cliffe to say it is parish council managed.

d) **Surface water flooding in parish area** – It was **NOTED** that Shropshire Council were in the process of organising a meeting/site visit involving residents from Elbridge to consider measures. **No further actions at present.**

e) **Stone wall on Church Bank**

It was **NOTED** that Shropshire Council engineers initially felt the wall was stable, but the Clerk had since sent further images of recent damage and was awaiting a response. Councillors were concerned that large pieces of stone/rock on the pavement presented a trip hazard. **It was AGREED that Cllrs will update the clerk immediately of further deterioration.**

f) **Café XI forecourt resurfacing**

The Chairman thanked the Village Hall Committee for their work on this project and it was noted that work had started today. **No further actions at present.**

g) **War Memorial names**

The resident who had been working on this project informed the Council – a stonemason, Jones and Hughes Ltd, would be visiting the site on Friday 11.30am. Cllr Shearan had put in a pre-application for grant funding (we should hear within 2 months whether funding might be available). The Safer Roads Group would investigate whether funding would extend to the idea of a ‘grow-out’ next to the memorial.

h) **SmartWater** – This item was discussed earlier in the meeting.

i) **Play areas update – Doctors Meadow and Queen Elizabeth II Field**

Dog fouling - It was noted that Shropshire Council has installed 4 x A3 posters in the Doctors Meadow play area. Cllrs would report if dog fouling persists. **No further actions.**

Doctors Meadow bridge - No response had been received, clerk to follow up again.
Queen Elizabeth II Field mole hills. Shropshire Council have confirmed they no longer take any action regarding moles or mole hills. **No further actions.**

It was noted that the hedgehog sign had disappeared from Platt Bridge. The Council **AGREED** to defer any decisions on this matter for the time being.

j) **VE 75 day 08.05.2020**

It was AGREED that the Council will put out a request on social media for information on local servicemen who returned from the war as well as those who were killed.

It was AGREED that Cllrs Lister and Sanders Royle would meet with history society as soon as feasible. It was suggested commemoration events could help raise money to be split between veteran and/or local charities. Cllr Spicer had the details of a veteran charity.

k) **Additional street lighting**

It was AGREED to request that Shropshire Council install additional streetlights in the following locations:

	<ul style="list-style-type: none"> - Little Ness Road (between Victoria Room and the junction with Gooseberry Lane) - Along Pound Lane <p>It was noted that Cllrs had not found any issues with the converted LED lights and were happy to sign off the Eon invoice.</p> <p>Cllrs mentioned there had been a request for streetlights be labelled so the public can see who owns them (Shropshire or Parish Council). The clerk will make enquiries.</p> <p>l) Ambulance arrival times Clerk had not had a response from her contact in the Ambulance service. However, a relative in the ambulance service had told the the clerk that standby sites for ambulances were normally chosen based on demand and statistics, so there would need to be a demonstrable need for one near Ruyton XI Towns. Clerk’s research of CCG reports and minutes confirmed that handover times at hospitals are a major contributing factor to response times for ambulances. The clerk will make further enquiries.</p> <p>m) Clock repairs – It was noted that the quote that had come through was a speculative contact from the supplier, and the PCC has since confirmed that no repairs are required. No further actions required. The parish council noted recent guidance from NALC confirming that legislation prohibits parish councils in most cases from providing financial support towards the maintenance of church property.</p> <p>n) Notice board at Birch Grove – A resident had requested this as they felt many residents did not use electronic communications in that area and felt disconnected from parish news. It was noted that the nearest notice board is currently St John’s school. After discussion it was AGREED that Cllrs Denyer and Shearan would send photos and rough dimensions of existing notice boards in the parish to clerk so they can get estimates for similar products.</p> <p>o) Parked cars opposite Startlewood Lane – Cllr Allison reported that cars were no longer parking on this green space. It was AGREED that no further actions were required.</p> <p>p) Pedestrian footpath from Ruyton XI Towns to Baschurch – Cllr Allison mentioned that for some reason the Rights of Way department have picked up on this matter. Shropshire Cllr Nick Bardsley reported that he had written to Steve Brown at Shropshire Council to remind him that it needed doing again and would follow this up.</p> <p>q) Multi Agency Group – No date for next meeting yet but Shropshire Cllr Bardsley was trying to ensure someone from police would attend. It was noted that Mark Moth used to come regularly and has been extremely supportive and effective in enforcement in the past.</p>
117.19	<p>PLANNING APPLICATIONS – Council to discuss the following planning applications and agree response: None received.</p> <p>PLANNING DECISIONS BY SHROPSHIRE COUNCIL – No decisions since last meeting</p>
118.19	<p>GRANT APPLICATIONS</p> <p>a) Qube Dial-a-Ride – It was RESOLVED to make no donation at this time.</p>

	<p>b) Hope House - It was RESOLVED to make no donation at this time.</p> <p>The clerk proposed adopting a grant awarding policy for the year 2020-21 to formalise the process and make it clearer and more transparent. They would circulate an example policy from another council that could be adapted to Ruyton XI Towns. This will be added to the February agenda.</p>																																				
119.19	<p>FINANCE</p> <p>a) Council to consider the following invoices/reimbursements to be authorised for payment.</p> <table border="1"> <thead> <tr> <th>CHQ</th> <th>Payee</th> <th>Description</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>EOn energy solutions Ltd</td> <td>Streetlight LED upgrade project</td> <td>20169.49</td> <td>4033.90</td> <td>24203.39</td> </tr> <tr> <td>BACS</td> <td>SDH Accounting</td> <td>Retired clerk overtime</td> <td>150.00</td> <td>0.00</td> <td>150.00</td> </tr> <tr> <td>BACS</td> <td>Greenhills nursery</td> <td>Hanging baskets (chq lost)</td> <td>488.00</td> <td>0.00</td> <td>488.00</td> </tr> <tr> <td>BACS</td> <td>Lydia Bardsley</td> <td>Clerk Jan salary</td> <td>446.92</td> <td>0.00</td> <td>466.92</td> </tr> <tr> <td>BACS</td> <td>Lydia Bardsley</td> <td>Clerk expenses (Dec-Jan)</td> <td>84.74</td> <td>8.02</td> <td>92.76</td> </tr> </tbody> </table> <p>b) And any urgent invoices received after the date of issue of the agenda. An invoice for £141.50 had been received before the start of the meeting from David Peate for December maintenance. It was RESOLVED to approve this payment. The clerk would set up a BACS payment as soon as possible.</p> <p>c) Banking arrangements update – The clerk notified the Council that the closure and balance transfer of the Bank of Ireland account had gone through successfully to the new account with Unity Trust. The bank charges had also been refunded.</p>	CHQ	Payee	Description	NET	VAT	TOTAL	BACS	EOn energy solutions Ltd	Streetlight LED upgrade project	20169.49	4033.90	24203.39	BACS	SDH Accounting	Retired clerk overtime	150.00	0.00	150.00	BACS	Greenhills nursery	Hanging baskets (chq lost)	488.00	0.00	488.00	BACS	Lydia Bardsley	Clerk Jan salary	446.92	0.00	466.92	BACS	Lydia Bardsley	Clerk expenses (Dec-Jan)	84.74	8.02	92.76
CHQ	Payee	Description	NET	VAT	TOTAL																																
BACS	EOn energy solutions Ltd	Streetlight LED upgrade project	20169.49	4033.90	24203.39																																
BACS	SDH Accounting	Retired clerk overtime	150.00	0.00	150.00																																
BACS	Greenhills nursery	Hanging baskets (chq lost)	488.00	0.00	488.00																																
BACS	Lydia Bardsley	Clerk Jan salary	446.92	0.00	466.92																																
BACS	Lydia Bardsley	Clerk expenses (Dec-Jan)	84.74	8.02	92.76																																
120.19	<p>FINANCE</p> <p>a) Quarterly budget monitoring report (Appendix B) – It was RESOLVED to approve this.</p> <p>b) Bank reconciliations for December - It was RESOLVED to approve and sign these.</p> <p>c) Council to confirm budget and precept for 2020-21 – It was RESOLVED to confirm the previously proposed expenditure budget, and approve the precept of £31,000 for 2020-21, with a Band D equivalent Council Tax charge of £67.86 (0.3% increase, £0.17 in real terms). The increase was due to a slight drop in tax base for the parish, as the precept is unchanged from 2019-20.</p> <p>d) Annual risk assessment to be approved (see Appendix C) - It was RESOLVED to approve this.</p> <p>e) Environmental Maintenance Grant 2020-21 – The clerk had compiled a list of potential maintenance activities in the parish (see Appendix D) that ought to be eligible for funding under the new criteria, however almost all of these would be new maintenance activities and would therefore require additional budget provision. It was noted that that all eligible grants must be match-funded by at least 50%, and that 2020-21 will be the last year the Environmental Maintenance Grant will be available from Shropshire Council. Given this, the clerk questioned whether it would be prudent for the parish council to take on lots of additional maintenance tasks which it would most likely be expected to carry on beyond 2020-21, at which point no further funding would be available.</p> <p>After discussion it was AGREED that Councillors would consider whether any additional highways maintenance tasks should be taken on by the parish council and make a decision at the February meeting.</p>																																				
121.19	CORRESPONDENCE																																				

	<p>a) Buckingham Palace Garden Party (nomination deadline 24.01.2020) – no actions required.</p> <p>b) Pensions regulator – clerk to action.</p> <p>c) HP laptop guarantee (Team Know How) – no actions required.</p>
122.19	<p>EXCLUSION OF PRESS & PUBLIC</p> <p>It was RESOLVED to exclude the press and public under Public Bodies (Admission to Meetings) Act 1960, so as to discuss the following confidential matters.</p> <p>Members of the public and Shropshire Cllr Bardsley left the meeting at 8.00pm.</p>
123.19	<p>STAFFING MATTERS</p> <p>It was RESOLVED to follow the recommendations in the confidential report.</p>
124.19	<p>FUTURE AGENDA ITEMS</p> <p>Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.</p> <p>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</p> <p>a) Microsoft 365 licence renewal – clerk to action.</p> <p>b) Clerk salary checks</p> <p>c) Grant awarding policy</p> <p>Cllrs Denyer, Pinner, and Hall gave their apologies for the February meeting.</p>
125.19	<p>NEXT MEETING: 4th February 2020, 6.30 pm at The Victoria Room, Ruyton XI Towns.</p>

There being no further business the Chairman closed the meeting at 20.08 pm and thanked everyone for attending.

Confirmed as accurate.....

Chairman of the Council Cllr Simon Gittins Date

Appendix A: Clerk's Report; Appendix B: Quarterly budget monitoring report; Appendix C: Draft Annual risk assessment; Appendix D: Environmental maintenance task list.