

# RUYTON XI TOWNS PARISH COUNCIL

## 27 APRIL 2021 EXTRA ORDINARY MEETING MINUTES

An extra ordinary meeting of the Parish Council was held online at 6.30 pm on Tues 27th April 2021.

Parish councillors in attendance: Mr T Allison, Mr S Denyer, Mr M Eyles, Mr S Gittins (Chairman), Mrs C Jones, Mrs A Lister, Mr D Shearan, Mr D Spicer (Vice Chairman).

Absent: Cllr G Barrett

Also in attendance:, Lydia Bardsley (Clerk), Nick Bardsley (Shropshire County Councillor), Public: 0

Meeting started at: 6:34pm.

### **171/20. Welcome by Chairman**

The Chairman opened the meeting and welcomed everyone present to the meeting. The Clerk reminded everyone that although the Parish Council election was uncontested, we are still in purdah (pre-election period) and that councillors should avoid promoting any candidates standing in either the Shropshire Council or West Mercia PCC elections during the course of the meeting.

### **172/20. Apologies**

Apologies were received from Cllrs Collier and Prince. It was **RESOLVED** to accept these.

### **173/20. Disclosure of Pecuniary Interests and Dispensation**

None received.

### **174/20. Public Session**

No members of the public present.

### **175/20. Minutes**

It was **RESOLVED** to confirm that the [Council minutes dated 6<sup>th</sup> April 2021](#) were accurate and would be signed at a future date.

### **176/20. Coronavirus**

**Remote meetings legislation:** Clerk gave an update on the court proceedings for the claim that virtual meetings should be allowed to proceed beyond 6th May. A decision is expected at the end of April. The government has issued a "call for evidence" to assess whether legislation needs to be changed to permit remote meetings to continue in England permanently (Scotland and Wales already have legislation in place which permits remote meetings). Deadline for evidence is 17<sup>th</sup> June 2021. It was **AGREED** that clerk will draft response and share with cllrs. PC would also share the link on website and social media to encourage residents to send their feedback to central govt.

**Face to face meeting arrangements:** It was **AGREED** to call an in-person Annual Council Meeting on Tues 18th May 2021 in the Village Hall (not Victoria Room) to meet legal obligations. Minimum legal requirements for the meeting are the election of the chairman of the PC, to receive declarations of acceptance of office from all elected councillors, previous meeting minutes, and to resolve whether the PC meets General Power of Competence criteria. Clerk will make arrangements with Village Hall and will circulate Health & Safety measures in advance of the meeting.

Parishioners would be made aware that the meeting will be very short, and will be encouraged to raise any important parish matters in writing before the Annual Council Meeting.

It was **RESOLVED** that the Parish Council would review the situation again after the May Annual Council Meeting, and if the consensus is to pause in person PC meetings until it is felt to be safe, then PC business would be conducted in the interim using the Parish Council's Scheme of Delegation.

## **177/20. Reports – Council to consider and agree actions.**

### **a) Shropshire Councillor report**

The PC received an update on the WSP meeting which was very productive.

### **b) Local Police Report/Rural Crime**

The clerk had received no response to follow up questions, and had asked SALC to make representations on our behalf. Clerk would follow this up with SALC.

### **c) Safer Roads group**

**CIL funding:** SRG members had met with WSP representatives earlier that day, and Cllr Spicer gave an update. The meeting was very constructive, and WSP are keen to involve PC. There will be a site visit in May and speed collection equipment will be installed. Cllr Shearan will contact WSP to discuss sharing VAS data.

**Pot holes:** Steve Davenport had offered to meet clerk and/or cllrs in parish to discuss concerns. It was **AGREED** the Clerk would liaise with Cllr Collier and Shearan to try to arrange a meeting.

**VAS signs** – Clerk had order 3x solar panels and brackets with the supplier.

### **d) Climate Emergency Working Group**

There will be a Climate Working Group meeting later this week, so they will give an update after this point

### **e) Clerk's update report (appendix B)**

It was **RESOLVED** to note the report.

## **178/20. Audit: Annual Governance and Accountability Return (AGAR, appendix C)**

### **a) Internal controls check**

Cllr Eyles had completed the checks and reported that some items had been suspended due to covid, and had made some suggestions for the cashbook moving forward, but otherwise no issues.

### **b) Annual Internal audit report**

It was **RESOLVED** to note the annual internal audit report which was very positive, and the Council was deemed to have met all requirements.

### **c) AGAR Section 1 – Annual Governance statement 2020-21**

The Council reviewed the effectiveness of its system of internal control. It considered the statements on section 1 of the AGAR and it was **RESOLVED** to approve the Annual Governance Statement. The Chair signed the relevant sections on the form and would return this by email to the clerk.

### **d) AGAR Section 2 – Annual accounting statements 2020-21**

The Council considered the Annual Accounting Statements, and **RESOLVED** to approve these. The Chair signed this, and would return the form by email to the clerk.

### **e) Variance report 2020-21**

The Council considered and **NOTED** the explanation of variance report.

### **f) Period for exercise of electors' rights**

It was **NOTED** that normal timesframes had resumed for the period for the exercise of elector's rights, and that the 30-day period must include the first 10 working days of July. It was **AGREED** to opt for the clerk's suggestion of Monday 14th June – Friday 23rd July 2021, during which time electors could request to inspect the unaudited accounts for the year 2020-21.

## **179/20: Parish Matters — Council to receive updates and agree actions.**

### **a) Insurance**

Clerk had received estimates from 4 insurers which had been circulated prior to the meeting. It was **RESOLVED** to take out a 1-year insurance contract with Business Services at CAS Ltd (core cover option C) for a cost of £401.25, starting on 1st June 2021 and ending on 31/05/2022.

### **b) May elections**

It was **NOTED** that 9 councillors had been re-elected unopposed. The current council members would hold their seats until 10th May, at which point they would resign en masse, and then those re-elected would take up their seats on the same day. Clerk reminded everyone present that all candidates must complete and return an elections expenses return to the Returning Officer within 28 days of the election, and that re-elected cllrs also need to send their updated Disclosure of Pecuniary interests forms to the Monitoring Officer within 28 days of the election.

As there were only 9 nominations, this left 2 vacant seats on the Council. It was **NOTED** that the newly constituted council will have the right to co-opt whomever they wish to fill these seats within 35 working days of the date of the election. The Clerk has put this information on the website and Cllrs will think about whether there is anyone they wish to encourage to step forward.

### **c) Cliffe – Local Nature Reserve status**

**Local Nature Reserve:** Clerk has emailed Natural England with queries re. the final declarations and is awaiting a response. Once this is complete two Cllrs will sign the declaration, and the PC will need to publish the declaration and the map. It was **NOTED** that there had been some confusion about the boundary map, but this was now resolved.

**Notice board.** The Clerk had spoken to the former clerk about the old notice board and although the PC had apparently declined to include it on the asset register previously, the advice was to add it now as an inherited asset as part of the purchase of the land. It was **AGREED** to add this to the asset register. It was **AGREED** to defer a decision on what to do with the notice board.

### **d) War memorial maintenance**

It was **AGREED** that Clerk will ask other clerks how they look after memorials. ME will also look through guidance to see if there are any methods that might be suitable.

### **e) Hanging baskets**

It was **RESOLVED** to ratify the decision to order with Greenhills this year using s.137 of Local Govt Act, 1972, at cost of £474 (no VAT), and it was **RESOLVED** that the spend is commensurate with benefit to the community. It was **AGREED** to approach a local florist in advance next year to see if this is something they would like to quote for moving forward.

### **f) Doctors Meadow improvements**

PC received an update from Cllr Shearan. It was **AGREED** that the volunteer group should be an advisory only working group, with all spending decisions to be approved by PC at full council meetings, and the PC will be the official body for making any grant applications.

### **g) PC Social Media Account**

After discussion, it was **RESOLVED** not to set up any official social media accounts for the Parish Council at this point.

## **180/20. Planning applications**

### **1. [North West Relief Road Scheme, ref: 21/00924/EIA](#)**

Proposal: North West Relief Road scheme. comprising - construction of 6.9km single carriageway (7.3m wide) road; severance of local roads and footpaths; provision of combined footway/cycleway; erection of three bridged structures over carriageway; diversion of existing bridleway/footpath via an underpass; climbing lane on westbound approach; 670m long viaduct; bridge over railway; two flood storage areas; provision of two new roundabout junctions and improvements to two existing roundabouts; associated traffic calming measures, landscaping and drainage schemes

Comments deadline: 07.05.2021

After discussion, it was **RESOLVED** to support the application with split vote (5 for support, 3 object).

### **2. [Caravan rear of Admiral Benbow, Church Street, ref: 21/01219/FUL](#)**

Proposal: Erection of summer house for continued use as a barber shop

Comments deadline: 13.05.2021

It was **RESOLVED** to support this application.

## **181/20. Shropshire Council Planning decisions – Council to note.**

### **1. Proposed Development [West Of Darlee Cottage](#), ref: 18/02858/REM – Pending consideration**

Proposal: Reserved matters for residential development of two detached houses (14/04168/OUT).

### **2. [Proposed Affordable Dwelling, Hillside Cottage](#), ref: 20/03470/FUL - Pending consideration**

Proposal: Erection of an affordable dwelling with detached garage; formation of access and all associated works

### **3. [Woodfield House](#), School Rd, ref: 21/00185/FUL – Grant permission**

Proposal: Adaption to half the existing detached double garage to provide ancillary accommodation

### **5. [Land East Of Wigmarsh Cottage, ref: 21/00202/FUL](#) – Pending consideration**

Proposal: Erection of an affordable single plot exception house

### **6. [Land adj. To Riversdale, Church street, ref: 21/00567/FUL](#) – Refused**

Proposal: Conversion of stable block to rear of Riversdale to form two bedroom dwelling, refurbishment of existing cottage and erection of new four bedroom dwelling on adjacent land; formation of new crossover and driveways.

### **7. [Caravan site at Barncroft, Olden Lane, ref: 21/00568/FUL](#) – Pending consideration**

Proposal: Change of use of land and siting of ten static caravans (expansion of existing caravan site); creation of new vehicular access and visibility splay to include removal of tree(s)

### **8. [Butlers Barn, Elbridge, ref: 21/01144/FUL](#) – Pending consideration**

Proposal: Erection of single storey link extension

## **182/20. Payments – Council to consider and approve**

### **a) Invoices/reimbursements to be authorised**

It was **RESOLVED** to authorise the following payments.

- Scottish Power, 4<sup>th</sup> qtr streetlight energy (DD paid 23.04.2021), £240.28 (of which £11.44 VAT)
- Clerk, May salary, £555.37 (no VAT)
- Clerk expenses, £61.43 (of which £3.49 VAT)
- NEST (direct debit), May pension contributions, £41.31 (no VAT)

### **b) Urgent invoices to approve after publication of agenda**

It was **RESOLVED** to approve the following invoice: SDH Accounting, Internal audit, £175.65 (no VAT).

## **183/20. Future agenda items**

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.

**Councillors are respectfully reminded that this is not an opportunity for debate or decision making.**

No matters raised.

## **184/20. Next Council meeting – Council to agree**

Next meeting would be the Annual Council meeting, scheduled for Tues 18<sup>th</sup> May 2021 at 6.30pm in Village Hall (unless legislation changes re. remote meetings).

There being no further business, the Chairman closed the meeting at 20.15 pm.

Confirmed as accurate: \_\_\_\_\_ Chairman.      Date: \_\_\_\_\_