

KINNERLEY PARISH COUNCIL

Minutes of the Meeting of the Council Held at Maesbrook Village Hall Monday 25th June 2018, at 7pm

PRESENT

Cllr Nick Barclay (Chair), Cllr Charles Green, Cllr Sheila Bruce, Cllr Alan Lewis, Cllr Mandy Chapman, Cllr James Peto, Cllr Sharon Quayle, Cllr Lorraine Jones

IN ATTENDANCE

No members of the public were present

CLERK

Ms Marian Giles

63.18 APOLOGIES

Cllr Betton Cambidge
Cllr Maurice Jones
Cllr John Pinder

64.18 DECLARATIONS OF INTEREST AND DISPENSATIONS

- a) None declared.
- b) No dispensations were required for this meeting.

65.18 MINUTES OF COUNCIL MEETING DATED 21st MAY 2018

The Minutes were submitted and circulated as read. Two minor amendments were highlighted.

It was RESOLVED (unanimously) that the minutes of the Council meeting(subject to agreed amendments) be approved and signed as an accurate record of that meeting.

66.18 PUBLIC PARTICIPATION SESSION

No members of the public were present.

67.18 PARISH MATTERS

a) Reports

Cllr Matt Lee reported to the Parish Council on his current activities. A number of matters were raised with Cllr Lee with requests to seek clarification/further information, ie:-

- The proposal to remove the discretionary element on rates for charities/village halls which could prove very damaging to their sustainability
- Proposals in respect of transfer of car parks and enforcement responsibilities in Oswestry

PCSO Iremonger outlined a number of minor issues relating to the parish, including complaints about speeding tractors. It was suggested that these should be reported to the relevant farm business owner where identification was possible.

Cllr Peto enquired about speed monitoring exercises in the parish. PCSO Iremonger had carried out a couple of recent speed monitoring exercises in Kinnerley/Pentre but was constrained by limited time resources and the logistics of finding a suitable location. The possibility of a motorcycle with speed gun was raised, but only one motorcycle is available within West Mercia for this activity.

b) Management of Parish Assets

A report summarising current arrangements for the management of parish assets prepared by the Clerk had been pre-circulated with councillors' papers. It was proposed that a small time limited working group should be formed to examine the arrangements currently in place, and to make proposals (where appropriate) as to how these could be improved. Cllrs Peto, Quayle, Bruce and Chapman agreed to participate. Clerk to organise an evening meeting in July. **This was AGREED.**

c) West Mercia Police and Crime Commissioner – Town and Parish Council Survey

Response to the survey to be delegated to Chair and Clerk. Any councillor with views questions/responses to contact Cllr Barclay before submission date – 6th July. **This was AGREED**

d) Community Infrastructure Levy (CIL)

CIL Task Group had met with David Gradwell a technician within the highways/environment team in Maesbrook to discuss potential for use of mobile Vehicle Activated Speed signs, and ways to improve safety on the narrow bridge on the Knockin Road in Kinnerley. Cllr Barclay also raised the potential of utilising 'village gateways' in Maesbrook, which would include speed signage.

It was AGREED that the Clerk should seek indicative prices for the installation of village gateways, and to follow up with David Gradwell on proposals for a priority signage scheme for the bridge. Cllr Barclay to circulate information received on alternative mobile VAS systems to other group members. David Gradwell had confirmed that the proposals in relation to creating a new speed control zone outside the school were unlikely to be funded by Shropshire Council given the substantial cuts to the relevant budget.

e) Feedback from Future Fit Briefing 4/6/18

Cllr Barclay reported that he had been unable to attend the event as planned.

f) To Report on other identified Parish Matters

Cllr Quayle asked for confirmation that concerns relating to grass cuttings in Church Lane and work to trees in the churchyard had been conveyed to relevant parties. This was confirmed by the Clerk.

g) To Report on any New Identified Highways Matters

- The Clerk read out an e-mail from a Pentre/Edgerley resident expressing concern about overgrown verges. Cllr Lee agreed to pursue with the Highways Manager for the area.
- Cllr Lewis outlined a number of outstanding matters relating to Maesbrook which remained unresolved after repeated reports, ie absent road signs, damage to bollards, obstructed pathways etc. He felt strongly that these compromised resident safety, and would like to see a site meeting organised to discuss resolution with Shropshire Council.
- Cllr Bruce expressed concern about weeds growing in the wall by the Cross Keys Inn.
- Cllr Quayle reported that she had been notified that the A483 at Maesbury Road will be closed overnight for the next 2 weeks to allow for tarmac and line painting.

68.18 PLANNING

a) To receive details of planning applications/appeal decisions

- i. **18/00940/FUL** – Yew Tree Cottage, Pentre. Application under S73a for the erection of a two part single storey extension (previously approved).
Permission Granted
- ii. **18/01472/FUL** – Argoed Farm, Kinnerley. Erection of two storey extension, replacement windows and new timber cladding.
Permission Granted
- iii. **17/00894/FUL**- Land to south of Knockin Heath, erection of 5 no affordable dwellings.
Permission Refused
- iv. **18/01042/FUL** – Conversion and extension of barn to form 1 no dwelling, installation of package treatment plant. Barn East of White House, Kynaston, Kinnerley.
Application withdrawn

b) Current planning applications/appeals for decision - To consider submitting comments and/or objections on the following:

I. **18/02129/VAR** – Variation of condition No 3 attached to OS/09/15917/FUL (allowed on appeal 09/01055/REF) dated 24 February 2010. Land adjacent to Severnside, Molverley Road, Edgerley, Kinnerley.

Councillors discussed the application to vary a condition in respect of residency. Cllr Jones expressed concerns that the application to extend to a 12 month residency period was against the spirit of the ruling by the appeals inspector that the chalets be let for ‘holiday lets’ only. She held additional concerns relating to the site being susceptible to regular flooding, cutting it off from amenities, and therefore unsuitable for longer term letting.

Cllr Green proposed that the Parish Council raise no objection to the variation subject to stipulation that the chalets should only be used for holiday letting and not residential purposes.

Councillors voted 6 for and 2 against to SUPPORT the application on this basis.

c) Applications received after the agenda was sent out

No applications received.

a) Local Plan Review/Neighbourhood Plan

No further developments since last months’ report.

Cllr Lee left the meeting at this point.

69.18 MODEL STANDING ORDERS 2018

Further amendments had been made to the Standing Orders distributed at the May meeting. New printed versions would be made available to councillors at the next meeting.

70.18 FINANCE AND ACCOUNTS FOR PAYMENT

a) Receipts

i) Scottish Power – Wayleave Payment – £3.05

b) Payments Made before Meeting

None

c) Payments for Approval

- i. Clerk’s Salary for June 2018 - £632.32
- ii. Clerk’s Expenses for May 2018 - £102.12
- iii. MHJ Property Services – 120.00
- iv. Fastrack Maintenance Ltd (Trading as Groundforce Landscape) – 254.57
- v. Lawrence Direct – 61.34.
- vi. HMRC – £126.40
- vii. JDH Business Services - £160.80
- viii. Shropshire Council – Elections Recharge - £400.00

d) Invoices received after the Agenda has been sent out

None

RESOLVED that the above payments are APPROVED for payment and the bank signatories INSTRUCTED to sign the cheques.

d) Requests for Donations

- i. **Knockin and Kinnerley Cricket Club** – Cllr Barclay outlined a conversation between himself and the Chair of Knockin Parish Council about jointly funding a plaque congratulating the cricket club on their recent Queens Award for Voluntary Service. Cllr Peto felt it might be more appropriate to donate towards kit.

Clerk to liaise with Penny O’Hagan, Clerk to Knockin Parish Council about likely cost, wording, location etc. **Councillors AGREED in principle to make a donation – to be brought back to July meeting for final determination.**

- ii. **Royal British Legion** – Cllr Bruce made the usual request for a donation of £25 towards a wreath for Remembrance Sunday. **This was AGREED.**

Councillors requested that the issue of Armistice Day and the Silent Soldier campaign be added to the July meeting agenda.

71.18 AUDIT

a) Internal Auditors Report

The Internal Auditors Report had been circulated with papers and its contents were considered by councillors. The Clerk reported that the three required actions had already been taken ie:-

Action 1: Forward the AGAR annual return internal audit certificate for signing

Action 2: Provide additional evidence that three quotes had been sought for the Churchyard Wall contract

Action 3: Add month and year of purchase to asset list for phone box and defibrillators

Councillors NOTED the satisfactory report.

b) Approval of Annual Governance Statement for 2017/18

The Annual Governance statement had been previously circulated and was read out section by section to councillors for their consideration by the Clerk.

RESOLVED to APPROVE the Annual Governance Statement for 2017/18 and the Chairman and Clerk were INSTRUCTED to sign Section 1 of the Annual Governance and Accountability Return for the year ended 31st March 2018.

c) Approval of Accounting Statement for 2017/18

The Accounting Statement for 2017/18 based on the end of year accounts for Kinnerley (previously circulated), and forming part of the Annual Governance and Accountability Return was considered by councillors.

RESOLVED to APPROVE the Financial Statement for 2017/18, and the Chairman and Clerk INSTRUCTED to sign Section 2 of the Annual Governance and Accountability Return for the year ended 31st March 2018.

72.18 GDPR IMPLEMENTATION

Copies of a new Privacy Policy were circulated and considered by councillors.

RESOLVED to ADOPT the new Privacy Policy and to review in June 2019.

Further to the adoption of the new Privacy Policy councillors were all circulated with a Privacy Notice in line with their standing as ‘Role Holders’ under the new Regulations.

73.18 CORRESPONDENCE

The following correspondence was received and NOTED.

NALC	LO7-18 Implementation of Data Protection Act update
SALC	Circular on Queens Award for Voluntary Service Information on breakfast briefing on disciplinary and capability June Bulletin

	Mayor training event
Shropshire Council	Invite from Kier to Health and Safety Event Right Home Right Place briefing note
PC Mark Moth	Smartwater initiative
Corrie Davies	Advert for Functional Fitness MOT event
Crane Quality Counselling	Request for funding
Corbet School	May newsletter
Healthwatch Shropshire	Press release on volunteering
LCPAS	Advert for support service

74.18 DATE AND TIME OF NEXT MEETING

Monday 23rd July 2018, 7pm at Kinnerley Parish Hall.

75.18 TO CONSIDER MEMBERSHIP OF PERSONNEL/HUMAN RESOURCES COMMITTEE

Following discussion, membership was **CONFIRMED** as Cllrs Barclay, Green, Peto and Quayle.

76.18 NALC NATIONAL SALARY AWARD

A short explanatory report was circulated by the Clerk. It was noted that the Parish Clerk is employed under the terms of the Model Contract recommended by NALC, which includes provision for adoption of an annual pay award linked to the National Joint Council for Government Service (NJG) negotiated agreement.

RESOLVED to APPROVE ADOPTION of the agreed pay award for 2018/19, backdated to April, for SCP26 ie £12.404 per hour (pro-rata 12 hours per week).

77.18 REVIEW OF CONTRACT HOURS/CONTRACT TERMS FOR CLERK

Following discussion, councillors **AGREED** to delegate responsibility for review of Clerk’s contract hours, terms and performance appraisal to the Human Resources Committee, to report back at July meeting.

The Meeting closed at 8.50pm

Signed by Chair

Date