

KINNERLEY PARISH COUNCIL

Minutes of the Meeting of the Council

Held at Kinnerley Parish Hall

Monday 21st May 2018, at 7pm

PRESENT

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

IN ATTENDANCE

No members of the public were present

CLERK

Ms Marian Giles

45.18 ELECTION OF CHAIRMAN FOR 2018/19

Cllr Barclay presided for this item, and requested nominations for the position. Cllr Pinder nominated Cllr Nick Barclay to stand for a further year and this was seconded by Cllr Peto. Cllr Barclay indicated he was willing to stand again. **It was therefore RESOLVED unanimously that Cllr Nick Barclay be elected as Chairman of the Parish Council for 2018/19.**

Cllr Barclay signed his Declaration of Acceptance in the presence of Marian Giles, the Proper Officer for the Council.

46.18 ELECTION OF VICE CHAIRMAN FOR 2018/19

Cllr Barclay nominated Cllr Charles Green and this was seconded by Cllr Quayle. **It was therefore RESOLVED unanimously that Cllr Charles Green be elected as Vice Chairman of the Parish Council for 2018/19.**

Cllr Green signed his Declaration of Acceptance in the presence of Marian Giles, the Proper Officer for the Council.

47.18 APOLOGIES FOR ABSENCE

None

48.18 DECLARATIONS OF INTEREST AND DISPENSATIONS

a) Cllr Sheila Bruce declared a personal interest in agenda item 15) Parish Council Donations, in relation to Kinnerley Parish Hall.

b) No dispensations were required for this meeting.

49.18 MINUTES OF COUNCIL MEETING DATED 23rd APRIL 2018

The Minutes were submitted and circulated as read. **It was RESOLVED (unanimously) that the minutes of the Council meeting be approved and signed as an accurate record of that meeting.**

50.18 PUBLIC PARTICIPATION SESSION

No members of the public were present.

51.18 PARISH MATTERS

a) Reports

Neither Cllr Matt Lee, or PC Moth were able to attend the meeting to report.

Councillors requested that either PC Moth or PCSO Irenmonger be requested to attend the June meeting in order to discuss what response they were able to make to concerns about speed control in the Parish.

b) To Report on any identified Parish Matters

Councillors expressed regret at the closure of The Knockin Shop.

c) To Report on any New Identified Highways Matters

Cllr Lewis asked that it be noted that bollards previously reported in Maesbrook as being missing or damaged, had still not been replaced.

52.18 APPOINTMENT OF REPRESENTATIVES

Councillors discussed appointment of representatives to a variety of external bodies listed below:-

- a) Local Joint Committee/Town and Parish Council Forum – Cllrs Nick Barclay/Charles Green
- b) Helicopter Noise Liaison Group – currently Cllr John Pinder
- c) Kinnerley Charities – Agreed to clarify position of charity before appointing a representative
- d) Shropshire Council Flood Forum – Cllrs Betton Cambridge and Cllr Lorraine Jones
- e) Maesbrook Village Hall Committee – Cllr Mandy Chapman
- f) SALC Oswestry Area Committee – Cllr Nick Barclay
- g) Kinnerley Parish Hall Committee – Cllr Sharon Quayle

It was RESOLVED (unanimously) to appoint Parish Representatives to the listed external bodies as shown.

53.18 DATES AND TIMES OF ORDINARY MEETINGS

Cllr Green proposed that the number of meetings held at Maesbrook Parish Hall be reinstated to three, with the February meeting amended to reflect this accordingly. **It was therefore RESOLVED (unanimously) that the list of dates be AGREED subject this amendment.**

54.18 ITEMS FOR REVIEW

a) Review of Inventory of Land and Assets

The Clerk first clarified that the values ascribed to assets on the list represented original purchase prices, or in some instances of transfer of land in trust a 'peppercorn' value was ascribed.

Cllr Quayle queried the management arrangements for some of the land/facilities outlined in the list eg the footbridge on Halston Fields. It was **AGREED** that the Clerk should prepare a report for the June meeting outlining current inspection, repair and management routines (where present) for relevant assets on the list.

b) Review of Insurance Cover/Proposals for Renewal

The clerk informed councillors that a long-term deal from Zurich was unavailable for premiums below £500, and this being the case a second price quote had been obtained from Came and Company in line with the requirements of the Financial Regulations and Standing Orders of the Parish Council. The Came and Company quote at £500 was significantly higher than the renewal quote from Zurich of £315.77. **It was therefore proposed by Cllr Peto and seconded by Cllr Jones and RESOLVED (unanimously) to accept the quote from Zurich Municipal of £315.77. The signatories were instructed to sign Cheque Number 010838 allocated for payment.**

c) Standing Orders

The Clerk circulated a full set of the new Model Standing Order for each councillor. An explanation of the changes within the new orders had been circulated with the papers. **It was therefore proposed by Cllr Green and seconded by Cllr Jones and RESOLVED (unanimously) to ADOPT the new 2018 NALC Model Standing Orders.**

55.18 ANNUAL WORK PROGRAMME

Copies of the Annual Work Programme were circulated to councillors and duly **NOTED**. Clerk to provide first Performance monitoring report for the September Meeting.

56.18 PLANNING

a) To receive details of planning applications/appeal decisions

- i. **17/05248/FUL** – Proposed Barn Conversion at Grange Farm, Edgerley
Permission Granted
- ii. **18/01144/FUL** – 2 Mayfields, Bankfields Lane, Kinnerley. Erection of first floor extension over existing garage and utility
Permission Granted
- iii. **17/04401/FUL**- Land South East of Rosedale, Maesbrook. Affordable dwelling.
Permission Granted

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

No applications received in the period.

c) Applications received after the agenda was sent out

No applications received.

d) Application 18/00894/FUL – 5 affordable homes for rent, Knockin Heath

It was noted that following comments from the Shropshire Council Tree Team the application had not been listed for the Area Committee on the 29th of June.

e) Local Plan Review/Neighbourhood Plan

Cllr Green reported on the Town and Parish Forum he had attended that morning (see Agenda item 18) at this point as the Local Plan Review had formed part of its agenda. The Forum had heard from Eddie West who gave a verbal update on the Review. The next phase of consultation had been put back to Spring 2019 in order for Shropshire Council to assess a number of large strategic sites (eg the garden village planned for Tong), and in the knowledge that the West Midland Combined authority was looking to offload 61,000 houses to neighbouring authorities. The delayed timetable was also to allow them to build up the evidence base and to assess all sites put forward. This process will include talking to Parish and Town Councils individually. Officers would meet with a small group of members to talk about:-

- Housing numbers
- Where the development boundary will be drawn
- Locations for developments – if housing or employment sites are required

It was therefore **AGREED** that the previous member of the Local Plan Review Group ie Cllrs Barclay, Green, Chapman and Peto should continue to represent the Parish Council for these discussions.

Cllr Green also reported on a proposed Housing Needs Survey by Shropshire Council called 'Right Home, Right Place'. An event was planned in support of this for Parishes in the North of the County, taking place on 3rd July from 10am to 1pm. Cllr Green had also taken the opportunity to request the housing needs data quoted in support of the Star Housing application for affordable houses at Knockin Heath.

Cllr Chapman left the meeting at 8pm.

57.18 FINANCE AND ACCOUNTS FOR PAYMENT

a) Receipts

- i) Shropshire Council Precept - £23,000
- ii) Kinnerley Football Club - £150.

The Clerk asked councillors to note that she had established that the rounder's team had ceased using the field in 2016 and had moved to a field at Corbet School. In terms of the original agreement for use of the field, this technically left the Football Club responsible for £350 per annum. Cllr Quayle reported that a sign on the gate to the field stated that it was solely for the use of the football club. The field appeared to be kept in good order by the team. **AGREED** that the management arrangements for the field should form part of the report on management of assets to be prepared by the Clerk for the June meeting.

b) Payments Made before Meeting

None

c) Payments for Approval

- i) Highline Electrical Ltd - Street Light Repairs – £170.10*. The Clerk explained that this was a February invoice which had been presented with one of equal value in the same month. Unfortunately only one had been processed. The matter had been discussed with Highline who were happy to wait for the payment to be authorised at the meeting.
- ii) Groundforce Landscape Ltd (cheque made out to Fastrack Maintenance Ltd) –Grounds Maintenance in March and April - £254.57
- iii) Lawrence Direct – photocopying and stationery – £13.27
- iv) Clerk's Salary for May 2018 - £632.32
- v) Clerk's Expenses for April 2018 - £73.19

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.

e)End of Year Accounts for 2017/18

Accounts had been circulated with papers and questions or queries were invited. None being forthcoming the accounts were duly **NOTED**.

58.18 PARISH COUNCIL DONATIONS 2018/19

Cllr Bruce requested the opportunity to present audited figures in support of Kinnerley Parish Hall. She also described concerns that Shropshire Council were consulting on the potential withdrawal of the 20% discretionary element of rate relief, potentially adding a considerable financial burden. Trustees and volunteers were all getting older and more maintenance jobs would also have to be paid for in the future. Cllr Bruce then left the room while the donations were discussed.

Councillors **RESOLVED** (unanimously) to **AUTHORISE** the donations (as described in the table below) and the Bank Signatories be **INSTRUCTED** to sign the relevant cheques.

Kinnerley Parish Hall	£1000	010827
Maesbrook Village Hall (Letter enclosed with papers)	£500	010828
Kinnerley PCC	£50	010829
Maesbrook PCC	£50	010830
Knockin Heath Methodist Church	£50	010831
Maesbrook Methodist Church	£50	010832
Dovaston United Reformed Church	£50	010833

Peels Plantation *Made out to Zurich Municipal for public liability insurance	£83	010834
Citizens Advice Bureau	£50	010835
Crucial Crew Event	£50	010836
Chris Duncan – Bus Shelter Cleaning	£120	010837

Cllr Barclay suggested that an updating report from recipients be requested and considered as part of the decision making process each year.

59.18 GDPR IMPLEMENTATION

Two reports had been circulated to councillors for consideration.

The first of these represented an Action Plan designed to assist the Parish Council in becoming fully GDPR compliant. The Recommendations within the report were **APPROVED**, ie:

- The Action Plan was **endorsed** and supporting detail in the Toolkit (distributed at the meeting) noted
- The Council would **review** the requirement to appoint a DPO once options are clarified
- The Clerk to be **formally appointed as Data Protection Compliance Officer**
- **That the Council RESOLVES to ADOPT the proposed policy in relation to Personal Data Management and NOTES the Audit Log appended to the Policy**

It was further noted that a range of new GDPR related policies would be considered at the June meeting.

60.18 CORRESPONDENCE

The following correspondence was received and NOTED.

Shropshire Council	Alterations to electoral registers Affordable Self Build Bulletin Community Transport Consultation Great Outdoors Partnership Newsletter
SALC	Circulation of briefing for Members from Kier Invitation to submit motions to NALC Policy Committee Information bulletins for May Town and Parish Council Forum minutes/agenda NALC Chief Executive Bulletins
Powys County Council	Confirmation of LDP Adoption
Healthwatch Shropshire	Audiology and Hearing loss Service
Shrewsbury and Telford Hospital	Pres Release – MLU services
Safer Neighbourhood Team	Information bulletin
Corbet School	Flier for open morning
Shropshire Wildlife Trust	Big River Clean Up!

61.18 FEEDBACK FROM TOWN AND PARISH COUNCIL FORUM 21/5/2018

Reported under Agenda Item 13 e) – minute reference 56.18e).

62.18 DATE AND TIME OF NEXT MEETING

25th June 2018 at Maesbrook Village Hall, at 7pm.

The Meeting closed at 8.35pm

Signed by Chair

Date