

# Bedstone and Bucknell Parish Council

Minutes of the Parish Council Meeting held on Tuesday 5th April 2016  
in Bucknell Memorial Hall at 7.30pm

## PRESENT

Mr J Kemp (Chairman), Mr I Graves, Mr C Savery, Mrs B Sharpe, Mrs F Hughes, Mr A Faulkner.  
3 members of the public.  
Mrs N Adams (Parish Clerk)

## 1 OPEN DISCUSSION

**Land opposite the Tyndings.** There would be cost implications involved in finding out the owner from the Land Registry. Clerk to contact Louise Preece of Halls in Shrewsbury, who handled the sale.

(See planning application re: dwelling on the piece of land.)

**Weston Road.** Mr Graves said there was a very old "Road Narrows" sign beyond the houses and asked whether it could be replaced by a more adequate modern sign. Clerk to contact Highways.

**Pot holes** by the Railway Station had been done.  
The Chairman then closed the Open Meeting.

## 2 APOLOGIES FOR ABSENCE

Mr I Owen (Vice Chairman), Miss B Stone, Shropshire Councillor N Hartin.

## 3 DECLARATIONS OF INTEREST

As and when required.

## 4 MINUTES OF THE MEETING HELD 2.2.16

Approved unanimously and signed by the Chairman as a true and accurate record.

## 5 MATTERS ARISING

**St Mary's closed churchyard:** steps to Chapel Lawn Road. Clerk reported that the Health & Safety Executive at Stoke on Trent had said it was nothing to do with them and that Shropshire Council's Environmental Health/Public Protection/H&S Department should be able to advise. They advised that a builder/architect be approached and referred to Regulations from a legislative point of view, this information had been emailed to Parish Councillors. Caring for God's Acre were not very optimistic re: grants, but the Community Officer at Hereford Diocese may have some information.

Mr Hartin may know if Shropshire Council still have grants for parish improvement works. After discussion it was agreed that two up-to-date quotations were needed, together with advice from the builders concerned. Depending on the specification, an Archeologist may need to be there. Priority traffic signs may be required on the road.

**Common land opposite the garage.** It was thought this belonged to Shropshire Council as it gave access to the river bank via a small gate. Clerk to write and ask that the area be tidied up.

**Parish Council communications.** Information not to hand.

Mr Graves had written another Parish Council report for the newsletter.

### **Annual meetings.**

Annual Parish Council Meeting which includes the election of Chairman and Vice Chairman, etc, will be held on the 3rd May.

**Annual Parish Assembly** will be held on 11th May and will include speakers from Shropshire Council: Mr Malcolm Price (Planning), Mr David Minnery (Youth Services). Also further consultation of the Parish Plan, and possibly an update on the Daffodil Lane situation.

### **6 TO RECEIVE REPORTS**

**Shropshire Councillor N Hartin.** No report available, but the Chairman reported that Shropshire Council's money was largely taken up by social care requirements. Parish Councils were not subject to such restrictions and were in effect being asked to cover the cost of various services.

**Bucknell school.** No report available. It was suggested that a report be available every term instead of every month. Chairman to write to the school.

**Parish Plan Steering Group.** Mr Graves reported that the questionnaire was 90% complete, and was waiting for input from the SRCC. £1,000 grant had been received from Shropshire Council. Questionnaire would be going to every person in the parish, not just every household. Annual Parish Assembly could provide an opportunity for people to speak their minds in addition to the written questionnaire.

**Daffodil Lane Steering Group.** Miss Edwards reported as follows:

The Hall Committee had been doing some fundraising towards the recreation ground by holding an Easter egg hunt with raised over £320.00.

They have also discussed letting out the changing rooms for two different people: one who wants to hold a camping party at the end of May, and the other wants to use the space as a workshop. These will both generate income to enable the internal work to be completed. Both parties to arrange their own insurance.

Insurance for the play equipment was now included in the general policy making a saving of around £700.00 in total.

The spinning dish in the play area had been repaired by volunteers at a cost of £150.00 as opposed to the original supplier's quotation of £750.00.

Mowing scheduled to start in April, Miss Edwards requested that the financial arrangement of last year be continued, ie 50% paid by the Parish Council. The Chairman asked whether any more work was planned in the future.

Ray Davies to be asked to keep an eye on play equipment, etc at Daffodil Lane.

**South West Shropshire LJC.** Next meeting was scheduled for Thursday 14th April at the SpArc Centre, Bishops Castle, at which Mr Malcolm Pate, Leader of Shropshire Council, and Mr Clive Wright, Shropshire Council Chief Executive, will be present, to discuss the reduced budget and what it will mean for this area.

It seemed likely that SpArc would close, but there should be money available for the swimming pool, etc. However, this parish tended not to make use of these facilities.

### **7 ROADS**

**Condition of bridge by the garage.** No reply from Shropshire Council.

**Green by Ladywell.** It had been reported that litter was being dropped here, also that the grass/briars were overgrown. Mr Graves was a litter picker and would check, also Ray Davies to

be asked to take a look.

**Damaged street light, Chapel Lawn Road.** Clerk had established that the lorry involved came from a garden centre in Salisbury, Wiltshire, and not from Speed Couriers, Welshpool, as previously thought. To be further investigated.

**Failed street light, end of Dog Kennel Road** had been reported.

**Display of daffodils.** Mrs Sharpe said these looked wonderful around the village, and had mainly been planted by Keith Barnett and his late wife Marion. Mrs Sharpe had telephoned Keith to thank him.

## **8 TREE WORKS**

The correct number of trees had been planted in the village.

To be removed from the Agenda.

## **9 PARISH COUNCIL MANAGEMENT**

**Transparency Code/Assets Register.** Clerk had established that everything the Parish Council owned should be on the Assets Register, but it was for the Parish Council as a whole to decide what needed to go on the website to fulfill the requirements of the Transparency Code (generally land and buildings).

**Review of Clerk's salary and conditions.** Clerk handed timesheets for members of the Personnel Committee.

At a meeting on 10.2.16 the Personnel Committee resolved the following:

- 1) To ask the whole council to approve the regarding of Mrs Adams, Clerk, to point 20 on the NJC scale, with effect from 1st March. This reflects a recognition that Mrs Adams has not had the benefit of regular pay reviews for a number of years, in contravention of the responsibility of the council to be a good employer.
- 2) To recommend that a thorough analysis of payments to Mrs Adams since she was taken on as an employee of the council (2011) be undertaken to determine whether Mrs Adams has been underpaid by the council, and if so by how much.
- 3) That a clarification of the expenses of the clerk is required, including the rate of allowance for home working.
- 4) That the Committee should draft a Contract of Employment and a Job Description for Mrs Adams, in discussion with her, that should be presented to the full council for approval.
- 5) That these documents should be the basis for an annual review of Mrs Adams' salary by the Personnel Committee, that should take place in time that any decision on Mrs Adams' salary can be made at the Parish Council in September, and implemented from 1st October each year. The Chairman proposed accepting the above Resolution, seconded by Mrs Sharpe, and agreed unanimously on a show of hands.

It was hoped this matter could be concluded quickly.

## **10 FINANCE**

**Account balances were reported as:**

Community (current) account		£4,257.34
of which: Parish Plan account	£1,000.00	
Parish Council account	£3,257.34	
Business Base Rate Tracker account		£10,957.64
of which: Parish Plan account	£954.49	
Parish Council account	£10,003.15	

Clerk reported that Barclays were not allowing transfers between accounts without the specific

authorisation of cheque signatories, which made things very difficult. Clerk to establish what needed to be done to enable proper management of the bank accounts.

#### **Incoming**

VAT refund	£1,449.73
Parish Plan grant	£1,000.00

#### **It was agreed unanimously to pay the following:**

Mrs N Adams (salary March) )	£187.42
HMRC (PAYE March) )	£46.80
Mrs N Adams (Expenses)	£209.62
Mr Ray Davies (grasscutting etc March)	£306.00
Shropshire Council (emergency repair of street light)	£105.05
Bucknell Memorial Hall (hire for meetings)	£70.00

**Report on SALC Audit Training 8.3.16.** Generally the Parish Council adhered to the requirements, however there were one or two points to be tightened up. Mr Graves to draw up a checklist for discussion.

#### **11 PLANNING**

There were no applications for discussion, nor any decisions to be reported by planning authority.

#### **12 CORRESPONDENCE**

Spotlight leaflet for April. Copies distributed to those present.

HOWLTA Newsletter.

HM Queen's 90th birthday celebration. After discussion it was decided to plant a tree at Daffodil Lane on Show Day, with a commemorative plaque set in the ground.

#### **13 ANY OTHER BUSINESS**

**Causeway.** Mr Graves said his wife was walking their dogs recently and was met by horse riders. As the path is very narrow in places, there could be a safety issue. Clerk said that the Parish Council had advised horse riders in the past to use Dog Kennel Lane, particularly as vision was restricted by the Sitwell. Clerk to establish status of the path.

#### **14 DATE AND VENUE FOR NEXT MEETING**

The Annual Parish Council Meeting will be held on Tuesday 3rd May in Bucknell Memorial Hall at 7.30pm.

The Annual Parish Assembly will be held on Wednesday 11th May in Bucknell Memorial Hall at 7.30pm.

It was suggested that meetings in November, December, January and February be held at Bedstone because of the better heating system.

There being no further business, the meeting closed at 9.25pm.

JK/NEA

18.4.16