

Bedstone and Bucknell Parish Council

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Minutes of the Parish Council Meeting held on Tuesday 6th September 2016 in Bucknell Memorial Hall at 7.30pm.

PRESENT

Cllr J Kemp (Chairman), Cllr I Owen (Vice Chairman), Cllr B Sharpe, Cllr F Hughes,
Cllr C Savery.

3 members of the public.

Shropshire Cllr N Hartin (late arrival), Cllr A Faulkner (late arrival).

Mrs N Adams (Parish Clerk).

1 OPEN DISCUSSION

More dog waste bags were needed at the garage. Chairman said another batch had been ordered. Miss Edwards said there was still a problem with dog mess around the village.

Three street lights were out in the village: by Upper House Farm, Chapel Lawn Road; Bedstone Road end of Dog Kennel Lane; in Chestnut Meadow (this was a Shropshire Council light). Also the damaged street light in Chapel Lawn Road needed to be repaired/replaced soon as the days were beginning to shorten. Clerk reported that she had received no response from Ringway despite several emails, but would pursue this matter urgently.

The Chairman then closed the Open Meeting.

2 APOLOGIES FOR ABSENCE

Cllr W Davies.

3 DECLARATIONS OF INTEREST

As and when required.

4 TO ACCEPT THE MINUTES OF THE PARISH COUNCIL MEETING HELD 2.8.16

The Chairman proposed the following amendment to the draft Minutes in order to more completely record the question asked by Miss Stone:

Under "1 OPEN DISCUSSION" third paragraph, after the first sentence, the following to be inserted: "She was concerned whether proper risk assessments had been carried out in relation to Item 5 of the Annual Governance Statement. She also asked if the Risk Assessments would be published."

Also, at the end of this item, the following to be added: "The Risk Assessment would be published on the website."

The Minutes were then approved unanimously and signed by the Chairman as a true and accurate record.

5 PARISH COUNCIL VACANCIES

An application had been received from Mr Duncan Cullimore, who was unanimously voted onto the Parish Council.

There was still one vacancy, but in view of the elections next year, it was thought it was not essential to pursue this.

Clerk to provide Cllr Cullimore with copies of procedures, standing orders, etc.

6 TO RECEIVE REPORTS FROM:

(a) South West Shropshire LJC 'Summit' meeting on 21.9.16. Chairman to attend this meeting, which it was thought would state which services Shropshire Council wished to pass on to Parish Councils. Chairman could put forward points of concern, and would report back at the October Parish Council meeting.

(b) St Mary's CE(VA) Primary School. Mrs Morgan, School Administrator, reported as follows: "We are starting the Autumn Term in a really strong position. The school has recently had very successful Ofsted and Church inspections. The school numbers have risen since last year and we will have 9 new reception children. The total number on roll will be 45. The school has now taken over the management of Pre School which will support transition and continuity. This year will also see us working closely with two neighbouring schools - Clunbury and Newcastle. We are hoping that a close relationship will help with sharing resources, training and expertise."

(c) Parish Plan Review Group. Cllr Cullimore reported that a meeting was scheduled for the next evening. The next stage was to decide key issues and recommendations which would be put to the Parish Council.

(d) Daffodil Lane Development Steering Group. Miss Edwards reported that the changing rooms building was still being rented out as a workshop which was cleared away for the Bucknell Show last weekend and for other similar functions.

One picnic bench was unsafe and had been disposed of, this would need to be replaced. There was work needed to repair some of the fences. A fundraising event would be held soon.

A walnut tree to commemorate HM Queen's 90th birthday had been ordered from Bucknell Nurseries, and would be planted on the right hand side in the changing rooms field. Cllr Davies had offered to provide fencing, etc, and a plaque at the appropriate time. The tree would be a reasonable size and would cost £40-£50. This was approved by all Councillors present. Cllr Davies to liaise with Bucknell Nurseries.

(e) Shropshire Councillor N Hartin. Cllr Hartin reported that nothing much was happening with regard to Bucknell. The recent resurfacing of Dog Kennel Lane had been inconvenient, but the finished result was excellent.

There was no progress to report following Glyn Shaw's site visit re: churchyard steps, etc. The light-up signs @ £3,700 each in the narrows were probably too expensive. Speeding in other parts of the village also had to be considered.

Concerns had been raised re: dog fouling, especially by the garage. Cllr Hartin would obtain more signs and the Chairman would put an article in the newsletter which would also cover dog fouling.

7 ROADS/STREETSCENE:

(a) Road conditions. (i) "Road Narrows" sign in Weston Road. Nothing to report. Clerk to contact Glyn Shaw again. (ii) Severn Trent works at Weston Road/B4367. Completed, but another hole had been dug and Weston Road's water had been turned off. (iii) Speeding

through the village. Already dealt with. (iv) Potholes to the north of railway crossing. Cllr Hartin to chase this up.

(b) Street lamp failures. Already dealt with. Cllr Hartin advised the Clerk to contact Andrew Keeland, Liaison Officer, at Shropshire Council.

(c) Pathways issues. (i) Overgrown grass/broken fence by the ford had been dealt with, as had (ii) Overgrowth at the Causeway. These two items to be removed from the Agenda. (iii) Grasscutting plan still not received from Highways, Chairman to pursue.

(d) Open spaces. (i) Dog waste bags and signs. Already dealt with. (ii) Riparian rights and responsibilities. Chairman had put a piece on the website regarding these, and posters had gone on the notice boards. (iii) Play area in Chestnut Meadow. This was still owned and being maintained by Shropshire Council, but no information yet received regarding the Parish Council taking it on. (iv) Railway hedge. This needed to be cut back as it was getting out of hand. Clerk to write to Network Rail expressing the Parish Council's concerns and asking if they could trim the hedge.

8 ST MARY'S CLOSED CHURCHYARD

Church Architect's Quinquennial Report. The Chairman read out the Church architect's response to the Chair's email requesting guidance about the churchyard steps onto the Chapel Lawn Road, which was then discussed. A ramp was not needed at this location as there were other entrances to the churchyard without steps. Ian Hay-Campbell to be asked to arrange a site meeting with the Hereford Diocesan Advisory Committee, at which all items on the Quinquennial Report about the churchyard could be discussed, and priorities decided upon. There was a possibility of two more quotations for the work to renovate the steps. Cllr Faulkner agreed to have Lead Responsibility for the churchyard.

9 PLANNING:

There were no applications for discussion.

A rumour was circulating in the village that "George's Field" beyond The Tyndings had been granted planning permission for some 15 houses. Cllr Hartin said that this field had been one of the original possible sites for SAMDev, but had not gone through to the final plan. No application for this site had been received by Shropshire Council.

There were no decisions to be reported by the Planning Authority.

10 PARISH COUNCIL MANAGEMENT

(a) Implementing the *Transparency Code for Smaller Authorities*. Clerk to publish the **Assets Register** including details of street lights. Chairman had raised the **Risk Management Register**, which required some further work before publication. SALC had informed the Chairman that the Council's website was "looking good and getting there"; and "With regard to having all in place on the website to meet the requirements of the Code, the Council can only do the best it can in the short term and your website looks as though you are making good progress".

(b) Financial Regulations. Clerk to check these and reissue in the light of recently received revisions.

(c) **Internal Financial Audit.** Starting this month. Clerk to liaise with Cllr Savery outwith this meeting.

(d) **Management of Bank account.** Clerk to contact Barclays Bank.

(e) **Clerk's Terms & Conditions of Employment including salary rate and payment progress.** Nearing completion. Chairman and Clerk to sign the Contract.

(f) **New Councillor.** Clerk to provide Cllr Cullimore with copies of procedures, declaration of interest forms, etc.

11 COUNCIL FINANCE:

(a) Account balances were reported as:

Community (current) account		£12,084.50
Business Premium account		£10,959.01
of which:		
Parish Plan account	£1,834.71	
Parish Council account	£9,124.30.	

The Parish Plan balance was queried and the Clerk undertook to review the position.

Clerk's Post-meeting Note:

After investigation the Parish Plan account should read: £1,006.34, with one more payment to Shropshire RCC in October of £782.10 + VAT).

The Parish Council account should read: £9,952.67

(b) It was agreed to pay the following:

Mrs N Adams (salary August))	£251.54
HMRC (PAYE August))	£62.80
Mrs R Mullard-Davies (payroll services y/e 31.3.16)		£60.00
Mr Ray Davies (grasscutting, etc. August)		£360.00
Bucknell Nurseries (strimming, mowing, tree works)		£98.00
		(includes £16.33 VAT)

(c) npower account.

Clerk still seeking clarification. Direct Debit Mandate would not be invoked until the account was sorted.

(d) Payments made out of committee.

Chairman reported that no meeting had been held in March as it was inquorate. It had been necessary to make certain payments before the April meeting. These were:

Bucknell Nurseries (Trees, etc)		£90.00
		(includes £15.00 VAT)
Mr Ray Davies (grasscutting, etc February)		£216.00
Mrs N Adams (salary February))	£187.42
HMRC (PAYE February))	£46.80
HOWLTA (subs to 28.2.17)		£12.00
npower (energy charge)		£199.60
		(includes £9.98 VAT)

(e) Forward Budget Plan.

Cllr Savery was progressing this and would circulate the updated figures to Councillors out of committee.

12 CORRESPONDENCE

None.

There were no emails to be discussed.

13 ANY OTHER BUSINESS

Cllr Owen reported that the car run had raised around £400 for the CFRs.

A meal was planned for 7th October to raise funds for the CFRs and the Fire Service Benevolent Fund, tickets were available.

Next Agenda to include RoSPA report on the school garden play area.

14 DATE AND VENUE FOR NEXT MEETING

The next meeting will be held on Tuesday 4th October 2016 in Bucknell Memorial Hall at 7.30pm.

There being no further business the meeting closed at 9.20pm.

JK/NEA
7.9.16