

**MINUTES OF THE SHERIFFHALES PARISH COUNCIL MEETING HELD ON THE
14th MARCH 2019 AT SHERIFFHALES VILLAGE HALL**

Present: Councillors: Dr Alan MacWhannell (Chairman); Mr Neil Pulker (Vice Chairman); Mr Gordon Tonkinson; Mr Nicholas Edwards; Mr Kevin Turley; Mr James Bubb, Mrs Sarah Barratt and Mr Stewart Edmondson.

In attendance Clerk to the Council – Miss Jennifer Cree

23/19. Presentation on Sheriffhales Solar Farm

Mr Peter Bonsall attended to update the Council on the current status of the Company and their proposal to submit an extension to the current Planning consent for the facility.

No immediate action required

24/19. Apologies for Absence.

Councillor Horne indisposed.

25/19. To agree appointment to the Casual Vacancy on the Parish Council

Councillor Turley proposed and Councillor Edmondson seconded a motion to accept Mrs Sarah Barratt as a co-opted member of the Council. The Council agreed unanimously with the motion and welcomed her to the Council.

No further action required

26/19. Public Participation Session – a maximum of 15 minutes for members of the Public to address the Council.

There were no members of the public present.

27/19. Declaration of Councillors' Pecuniary Interests.

Councillor Pulker declared a pecuniary interest in relation to agenda item 23/19. Councillor Tonkinson declared a pecuniary interest in relation to the grant applications for the PTFA item 37/19/1

No further action required

28/19. To receive and agree the Minutes of the Parish Council meeting held on 10th January and of the extraordinary meeting on 7th February 2019

These Minutes were approved as a true record of the proceedings, with the correction that Councillor Turley had arrived after agenda item 19/19. Councillor Pulker proposed and Councillor Turley seconded the motion to accept the minutes with this correction which was agreed unanimously.

No further action required

29/19. Clerks Report

The following matters were reported to the Council:-

29/19/1 Community Café Attendance

The first session had taken place on Friday 1st March, with a display relating to Heath Hill, Housing survey information, Play area and Playing Field enhancement

29/19/2 Housing Needs Survey.

Survey is ongoing with initial response poor. Mrs Andrea McWilliams to attend next Café meeting.

No immediate action required. Extension of Survey may be required

29/19/3 Site meeting. Councillor Turley had arranged a meeting with Mr Graham Downs on the 17th February to progress plans for a footway across verge to Church. Further arboricultural work has been commissioned and an undertaking given that a scoping meeting with Keir will be held to obtain a quotation.

The deteriorating Evergreens road surface and Burlington Hedge Sightlines were also discussed at the above meeting with response awaited from Shropshire Highways.

Action: Awaiting response from Officers – Cllr Turley to update for the next meeting

30/19. To agree a framework for tracking decisions and matters arising from actions previously agreed in a live format with changes in documentation to facilitate this.

Councillor Edwards proposed amendments to the process for recording actions and minuting of decisions made in council as detailed in agenda papers for this meeting.

It was proposed by Councillor Pulker, seconded by Councillor Tonkinson to adopt the procedures outlined and review effectiveness after 12 months. This on a vote was agreed unanimously.

Resolution: to accept the above changes and review in 12 months

Action: Councillor Edwards to work with the Clerk to support.

31/19. To note responses or agree actions required to Planning Applications and Decisions received since the last meeting of Council

The decision for 19/00031/Grange Farm as circulated in the agenda papers had been approved. This was noted.

No further action required

32/19. To agree the draft Communications Policy circulated previously and further actions required.

Councillor Edmondson was thanked for development of this Policy. It was proposed by Councillor Pulker, seconded by Councillor Tonkinson, to accept the policy as circulated and review after 12 months. On a vote this was carried unanimously.

Resolution: to accept the above policy

No new action required. Website refresh identified as a need previously and separate agenda item

33/19. To receive a report on progress in improvement of the Parish Council Website.

Brief update; the Clerk has contacted our domain name supplier and been informed that the domain name and email addresses can be moved. She has started to draft a new website using Wix Editor software. The original website is though being updated with difficulty but maintained at the present time by the Clerk. Members have asked her to look at Word Press as a possible alternative.

Resolution: To note report.

Action by: Clerk and Communication Lead to scope alternative Website

34/19. To note and approve the previously circulated draft Specification for works to the Playing Field Boundary.

The Council thanked Councillor Tonkinson for developing a Specification for clearance work to Playing Field Boundary. It was proposed by Councillor Edmondson and seconded by Councillor Tonkinson to put the proposal out to tender and on a vote agreed unanimously.

Resolution: To send out tender

Action by: Clerk

35/19. To discuss participation in the Village in Bloom competition

Councillor Turley proposed that he seek costings for wooden planters for all village marker signs in all areas of the Parish (1 per area), this was seconded by Councillor Tonkinson. On a vote this was carried unanimously.

Resolution: To research costs for planters for village entrance markers.

Action: Councillor Turley

36/19. To agree the previously circulated Policy for Council Noticeboards

It was proposed by Councillor MacWhannell and seconded by Councillor Turley to accept the policy previously circulated. On a vote this was carried with one person abstaining.

Resolution: to accept the above policy

No further action required

37/19. To agree procedure for dealing with Grant Requests in support of community activities and review grant applications received.

Specific Grant applications received from: -

37/19/1 School PTFA help towards purchasing 15 new laptops total cost of project £1950.00

37/19/2 Bridgnorth and South Shropshire Crucial Crew.

To contribute funding of £10 for each pupil attending a school in the Parish booked to attend the event.

Resolution: The Clerk write to the PTFA to request more details on the application for Laptops.

Clarify with school how many Crucial Crew places will be used by Sheriffhales school children and most appropriate funding mechanism with School.

Action: Clerk

Following discussion of the specific items above the need for a clearer Procedure on management of these requests was discussed.

Resolution: Develop Policy for management of Grant Requests.

Action: Councillor Pulker to draft and circulate prior to next meeting.

38/19. To agree funding of long-term maintenance costs for Defibrillator

It was noted that the cost for running the Defibrillator are £250 for a battery every 3 years and pads at £35 per set (2 x required) every 2 years. Both are due for renewal this summer and funded from a Community Budget line

No immediate action required

39/19. To agree date and format of Annual Parish and Annual General Meeting.

It was proposed by Councillor Turley and seconded by Councillor Edmondson that a meeting date for both meetings on the 9th May be set, with the first being the Annual Parish meeting at 7pm, and the Annual General Parish Meeting following on the same night at 7.30 pm. On a vote this was carried 6 votes with 1 against

Resolution: date set for 9th May 2019 Action: Clerk

40/19. To agree time and representation at Annual Civic Service

It was proposed by Councillor Tonkinson and seconded by Councillor MacWhannell that a Parish Council Civic Service be held this year. On a vote this was carried unanimously.

Resolution: date for Civic Service to be set

Action: Chairman to agree with PCC suitable date and time

41/19. To agree a Chairman's Discretionary Spending Limit

The Clerk outlined the position on this. The Chairman is not allowed to have a discretion to spend Council funds without approval however a Chairman's allowance can be used for any purpose without justification.

Resolution: It was agreed to agenda the setting of a Chairman's allowance of £500 for the next meeting.

Action: Clerk to include in Agenda

42/19. To agree the accounts up to 31/01/2019 and ratify / agree accounts for Payment.

It was proposed by Councillor Turley and seconded by Councillor Pulker to accept the accounts for payment and accounts as set out on the agenda papers. On a vote this was carried unanimously

No action required

43/19. Items for future Meetings (RFO and Chairman to timetable)

War Memorial Policy. Refresh of Playing Field. Placement Plan Review. Support and Sponsorship for Sheriffhales Christmas Display, Chairman's Allowance, Grant Policy

44/19. Agreed Date of Next Meeting.

9th May 2019 (APM/AGM)