**Buildwas Parish Council**

**ANNUAL COUNCIL MEETING**

**on Monday 7TH JUNE 2021**

**in Buildwas Village Hall**

**MINUTES**

**Present:** Cllr. L Pratt (Chair), Cllr. S Cox, Cllr. S Heath, Cllr. E Jackson, Cllr. R Jones, Cllr. R Ling, Cllr. R Wilcox

**In attendance:** Mrs S. Morris (Clerk), Cllr C Wild (Shropshire Council)

1. **Election of Chairman**

Councillor L Pratt was elected as Chairman for 2021/22.

1. **Election of Vice Chairman**

Councillor S Heath was elected as Vice Chairman for 2021/22.

1. **Apologies for Absence**

None; all Councillors were present.

1. **To receive declarations of disclosable interests & dispensation requests**

None declared.

1. **Public Session**

There were no members of the public present.

1. **Minutes of the previous meeting**
2. **To approve the minutes of the Council Meeting held on 15th March 2021 and 22nd March 2021**

 It was **RESOLVED** to approve the minutes of the meeting held on 15th March 2021 and to adopt the minutes of the meeting held on 22nd March 2021.

1. **Matters arising from the minutes**

Littering/dog waste at the play area. Further to the discussion held at the meeting on 15th March, the Clerk had received an email from a member of the public to report littering at the park and request that a bin be installed at the park. It was noted that there was a bin nearby, but that there could be potential to install an additional bin on the site of the garages, once demolished. The Clerk would look into the process and cost of this and report to the next meeting.

1. **Shropshire Councillor Report**

Councillor Wild highlighted that the agenda and reports for the Planning Committee to hear the power station site application were now online. There would be limited seating available due to social distancing requirements, however there would be a link on the Shropshire Council website to enable listening from home.

1. **Power station site proposed development**

It was noted that a test blast had taken place for the demolition of the remaining chimney.

The Chairman would attend the Planning Committee meeting on 15th June to present the statement of the Parish Council. Draft statements for both the outline planning application and the sand and gravel extraction application had been drawn up earlier in the year. Due to the many issues and concerns that needed to be highlighted to the Committee in the short time available to each speaker, the Parish Council had liaised with Councillor Wild and Councillor Sue Jones of Leighton and Eaton Constantine Parish Council to ensure that all key points were covered between their statements, and Councillor S Heath would also speak as a resident. Councillors agreed with the statements that had already been drafted, subject to the inclusion of the concerns around drainage and the mains sewerage capacity, more detail on the concerns about the bypass junction and reference to the mitigations which Councillor Wild would present.

1. **Review of policies and key documents**

Given the short time between election of new members and the Annual Council meeting, it was agreed that the documents usually approved at the Annual Council Meeting would be circulated for approval at the July meeting.

1. **Audit 2020/21**
2. **To receive the Internal Auditor’s report**

The Internal Auditor’s report was received and it was noted that no concerns had been highlighted and no recommendations had been made.

1. **To approve 202/21 end of year accounts**
	* 1. **To approve the end of year (Q4) bank reconciliation and budget report**

It was **RESOLVED** to approve the end of year bank reconciliation and budget report.

* + 1. **To approve the Annual Governance Statement 2020/21**

It was **RESOLVED** to approve the Annual Governance Statement 2020/21.

* + 1. **To approve the Accounting Statements 2020/21**

It was **RESOLVED** to approve the Accounting Statements 2020/21.

* + 1. **To approve the Certificate of Exemption 2020/21**

It was **RESOLVED** to approve the Certificate of Exemption 2021/21.

* + 1. **To agree period for the exercise of public rights**

It was **RESOLVED** to set the period for the exercise of public rights as 14th June 2021 to 23rd July 2021.

1. **Finance**
2. **To approve payments made between meetings**

 It was **RESOLVED** to approve the following payment made between meetings:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Payee** | **Item** | **Amount** |
| P46-20/21 | Shropshire Council | Play area inspection fee | £96.00 |
| P1-21/22 | Shropshire Council | Playing field lease | £10.00 |
| P2-21/22 | S Morris | Salary – April | £207.96 |
| P3-21/22 | DP Wilcox and Sons | Play area repairs | £192.00 |
| P4-21/22 | S Morris | Salary – May | £207.76 |
| P5-21/22 | J Griffiths | Audit | £50.00 |

1. **To approve payment of accounts**

It was **RESOLVED** to approve that the following payment be made:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Payee** | **Item** | **Amount** |
| P6-21/22 | S Morris | Clerk expenses April-June  | £37.20 |
| P7-21/22 | SALC | Affiliation fees | £167.25 |
| P8-21/22 | ICO | Data Protection fee | £35.00 |

The Clerk informed the Parish Council that the street lighting electricity contract was due for renewal. The current contract was with Shropshire Council and the quote for 2021/22 was £60.73 plus VAT. The Clerk reminded members that the costs with the previous supplier had been ten times the re-contracted rate, and that alternative suppliers had been unable to quote due to the very low usage. It was **RESOLVED** to approve continuation of the contract for supply of electricity with Shropshire Council.

1. **To note income received**

The following payments were noted:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Payee** | **Item** | **Amount** |
| R1-21/22 | Shropshire Council | Precept | £8060.00 |
| R2-21/22 | Shropshire Council | Neighbourhood Fund | £7191.76 |

1. **Payment authorities**

It was **RESOLVED** to add Councillors S Heath, R Jones and R Wilcox to the bank mandate as authorised signatories; to add access to online banking for the new signatories and Councillor Pratt as an existing signatory; and to remove previous members as signatories.

1. **Parish Councillor contact details**

Councillor Ling proposed that all members have a Parish Council email address in the same format, to be published on the Parish Council website. It was noted that that this was best practice as advised by the Shropshire Association of Local Councils. It was **RESOLVED** that Councillor Ling would investigate the options for email addresses and report back to the next meeting.

1. **Planning Matters**
2. **Applications for comment** None.
3. **Parish Matters**

Bypass layby. Councillors highlighted the litter problem on the bypass layby. Councillor Wild advised that Shropshire Council was aware of the issue and the area would be cleared. She further advised that, due to the recent anti-social behaviour in the layby, it would be closed off at least temporarily.

Bypass road surface. Councillor Wild advised that work would take place between 21st and 25th June to address the undulation in the road surface on the bypass.

Noise complaint. The Chairman informed members that she had received a report from a resident of noise nuisance from a holiday let at The Lodge, and had directed the resident to report the matter to Shropshire Council.

1. **Meeting dates for 2021/22**

It was agreed that the Parish Council would continue to meet on the third Monday of every second month, the dates for 2021/22 being:-

 Monday 19th July 2021

 Monday 20th September 2021

 Monday 15th November 2021

 Monday 17th January 2022

 Monday 21st March 2022

*The discussion of following item was exempt from the public part of the meeting, for reasons of confidentiality.*

1. **Employment Matters**

Clerk’s contracted hours. The Parish Council noted the Clerk’s report. It was **RESOLVED** to increase the contracted hours of the Clerk to 22 hours per month, with effect from 1st June 2021.

Recruitment. The Parish Council accepted the Clerk’s resignation and agreed for the Clerk to work an extended notice period, to the end of August 2021. It was **RESOLVED** to delegate responsibility for the recruitment, including advertisement, interview, shortlisting and appointment, to a panel comprised of Councillor Pratt, Councillor Jackson and Councillor Jones.

The meeting closed at 8:46pm.