

MINUTES OF THE SHERIFFHALES PARISH COUNCIL MEETING HELD ON THE 18<sup>th</sup> MAY 2021 AT SHERIFFHALES VILLAGE HALL AT 7.00PM

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Present: Councillors: Dr A MacWhannell (Chairman); Mr N Edwards (Vice Chairman); Ms Megan Gardner; Mr G Tonkinson; Mr J Horne and Mr A Edwards.

In attendance Clerk to the Council – Ms Jennifer Cree,

48/21. Election of Chairman of the Parish Council for the Council Year 2021/22.

Councillor Dr A MacWhannell being the only nomination for the position of Chairman was duly elected to this position and made his declaration of Acceptance of Office.

49/21. Appointment of Vice-Chairman of the Parish Council for the Council Year 2021/2.

Councillor N Edwards being the only nomination for the position of Chairman was duly elected to this position.

50/21. Vote of Thanks to the Outgoing Chairman and Vice-Chairman.

The Chairman of the Council thanked all of the members of the Council for their support and help during a very difficult year. A vote of thanks was proposed by Councillor G Tonkinson and seconded Councillor J Horne to both the Chairman and Vice Chairman for there hard work and support during the last year.

51/21. Apologies for Absence.

All members were present.

52/21. Declaration of Councillors' Pecuniary Interests.

Councillor A Edwards declared a pecuniary interest in relation item 62/21 re Planning application for Upper Farm, Church Lane

53/21. To Agree and adopt the Minutes of the Parish Council meeting held on 11<sup>th</sup> March 2021.

The minutes were accepted as a true and accurate record of the meeting.

54/21. Public Participation

There were no members of the public present.

55/21. To Agree Parish Council signatories for Cheques and Internet Banking.

The cheque signatories currently are Cllr A MacWhannell, Cllr J Horne, Ms J S Cree, (former Cllrs Pulker and Edmonson).

It was proposed by Councillor A MacWhannell and seconded by Councillor J Horne to add Councillor A Edwards as a signatory and also allow the Clerk to organise Internet Banking, with the 2 members approval system as per the 2 signatures required for cheques. On a vote this was agreed.

56/21. To Note and Agree existing Parish Council Standing Orders, Financial Risk Assessments and Financial Regulations.

The above documents were circulated to all members prior to the meeting and were accepted and noted.

57/21. To Note and Agree the Inventory of Parish Council assets including buildings and office equipment.

The above document was circulated to all members prior to the meeting. The Proper Officer clarified the use of historical capital assessments in this document. It was noted that land assets including land at the bottom of the pinfold were included. It was agreed to remove the community sub-total line as it was not required and with this amendment the assets inventory was accepted and noted.

58/21. To Note and Agree Cover for all insured risks for the Parish Council.

It was noted that Insurance Cover is provide by Came and Company and is next due for renewal on the 4<sup>th</sup> December 2021. It was agreed that all insured risks were appropriately covered.

59/21. To Note and Agree the Parish Council Complaints Procedure and Health and Safety policy.

The above documents were circulated to all members prior to the meeting and were accepted and noted.

60/21. To Note and Agree the Parish Council procedure for handling requests made under the Freedom of Information Act 2000 and the GDPR /Data Protection Act 1998.

The above documents was circulated to all members prior to the meeting and were accepted and noted.

61/21. To Note and Agree the Parish Council Policy for dealing with the Press and media.

The above documents were circulated to all members prior to the meeting and were accepted and noted.

62/21. To Note and Agree that Councillors will submit to Shropshire Council as required information on Pecuniary interests and related matters by 10 June deadline

Members were reminded that they needed to complete their pecuniary interest forms and return them to Shire Hall, with a copy to the Clerk for the Parish website, or return them to the Clerk where she will pass to Shropshire Council by this time limit. This was agreed.

63/21. To Note and Agree the procedure for review of Planning Applications requiring a response before a next scheduled meeting.

The amended policy as detailed below:-

Applications that are received are circulated by the Clerk to all members. Comments

are requested from all members by a set date with responses collated by the Clerk and then re-circulated for final agreement by Councillors. Following this the Clerk will submit the response to Shropshire Planning. The comments will also be presented to the next Parish Council meeting for ratification. The above was accepted and noted.

There are 2 outstanding applications that need consulting on:-

21/02400/CPL Upper Farm, Church Lane Sheriffhales  
Application for lawful development certificate for the proposed erection of a single storey side extension  
No comment made

21/01673/LBC Lillishall Hall, Lillishall  
21/01672/FUL Retrofitting of tensile cable balustrade detail to external masonry balustrades affecting grade listed building

The Council noted the comments / concerns detailed in the consultee comments field of the Planning Portal and requires the Planning Authority take the advice of their Conservation Officer in respect of this proposal.

64/21. To Note and Agree the Parish Council Grants Policy

The above document was circulated to all members prior to the meeting and were accepted and noted.

65/21. To Agree a schedule of Parish Council meetings for the coming year.

A new meeting schedule was agreed as detailed below. It was agreed to trial a schedule of meetings spaced more frequently but to review of the effectiveness of this in enabling business to be conducted expeditiously after a suitable period

	<b>Council meetings</b>
MAY 2021	18 AGM
JUNE 2021	15
JULY 2021	13 APM 13
AUGUST 2021	
SEPT 2021	14
OCT 2021	(Budget WP tbc)

	12
NOV 2021	9
DEC 2021	14
JAN 2022	11
FEB 2022	8
MARCH 2022	8
APRIL 2022	12 APM 12
MAY 2022	10 AGM

- 66/21. To Agree that training needs of Staff and Councillors should be identified and, as per requirements of the Parish Council, met and delivered.

This motion was agreed noting that on line and bespoke training from SALC is now available. Councillors were asked to identify their own training needs or the courses they would like to attend and inform the Clerk.

- 67/21. To Note that there were insufficient candidates to fill all existing seats on the Parish Council at the recent election and to Agree the process for advertising and filling the vacancies that have arisen by Co-option if no further election is called.

It was Agreed that a notices informing the public of the vacancies, with a deadline of the week before the next meeting in June. Those wishing to be co-opted to forward a short piece about themselves, and attend a brief interview at the June Council meeting.

- 68/21. To ratify and Agree accounts for Payment.

The accounts as set out in the agenda papers were agreed and noted.

- 69/21. To receive and Agree the year end accounts including Internal Auditors Report for financial year 2020-21

The accounts as set out in the agenda papers were agreed and noted.

- 70/21. Items for a future agenda

Village shop grant; Unitary Councillor question time / report; External bodies / areas of responsibility; Civic service / Playing field event; Defib update; Locality based Planning, Response on S106 funding Woodcote Quarry and A41

71/21. Date of Next Meeting - 15<sup>th</sup> June 2021