**MINUTES OF THE SHERIFFHALES PARISH ANNUAL GENERAL COUNCIL MEETING HELD ON THE 9th MAY 2019 AT SHERIFFHALES VILLAGE HALL**

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

In attendance Clerk to the Council – Miss Jennifer Cree

**43/19. Election of Chairman of the Parish Council for the Council Year 2019/20**

There was one nomination for Chairman Councillor Dr Alan MacWhannell. This was proposed by Councillor Turley and Seconded by Councillor Horne. A vote this was carried with 7 for. Therefore, Councillor MacWhannell was duly elected to the position of Chairman and signed his declaration of acceptance of office.

44/19. **Appointment of Vice-Chairman of the Parish Council for the Council Year 2019/20.**

There was one nomination for Vice-Chairman Councillor Nicholas Edwards. This was proposed by Councillor MacWhannell and Seconded by Councillor Turley. On a vote this was carried with 7 for. Therefore, Councillor Edwards was duly elected to the position of Vice-Chairman and signed his declaration of acceptance of office.

**45/19. Vote of Thanks to the Outgoing Chairman and Vice-Chairman**.

The Chairman thanked the outgoing Vice Chairman for his support and significant contribution over the past 12 months. He also thanked his fellow Councillors for their contributions. In turn they thanked the Chairman for all his hard work over the past year for the Parish Council.

**46/19. Apologies for Absence.**

Apologies of absence were received from Councillors Pulker due to other commitments.

**47/19. Public Participation – a maximum of 15 minutes for members of the public to address the Council**

For note: The public participation is for the public to address the Parish Council on matters that they wish to raise. The Parish Council cannot comment or resolve action on any points raised at this time. If the item requires information being sent from the Council, the Clerk will do this following the meeting. If it is a matter for further discussion it may be added to a future agenda.

Standing orders were raised to enable members of the public to speak.

Mr Peter Young addressed the Parish Council to ask for a volunteer to be found to take over the Christmas Light Display, he will help this year and show someone new the ropes then he would like to retire from this position.

Members thanked Peter for his contribution to the Parish for many years in organising this event and agreed this should be an agenda item for the next meeting.

Standing orders were reinstated.

**48/19. Declaration of Councillors’ Pecuniary Interests.**

There were no declarations of interest.

**49/19. To receive for confirmation and adoption the Minutes of the Parish Council meeting held on 14TH March 2019.**

The Minutes of the meeting held on 14th March 2019, having been circulated in advance of the current meeting, were agreed and signed as a true record of the proceedings at that meeting.

**50/19. To agree authorisation of signatories for Cheques**.

It was agreed that the Clerk and Councillor Edmondson should be added to the bank mandate and to be added as cheque signatories onto the 2 bank accounts held by the Parish Council. It was agreed as proposed by Councillor Turley and seconded by Councillor Horne to accept the additional signatories as above. On a vote this was carried 7 for.

**Action: Clerk to forward relevant forms to Councillor Edmondson to complete and return to the bank.**

**51/19. To agree revised Standing orders and adopt Financial Risk Assessment and amended Financial Regulations.**

It was proposed by Councillor Turley and seconded by Councillor Horne to accept the Financial Risk Assessment, Financial Regulations and amended Standing orders as per the agenda papers. On a vote this was carried with 8 votes for.

**52/19. To agree the inventory of land and assets including buildings and office equipment.**

It was proposed by Councillor Turley and seconded by Councillor Horne to accept the Fixed Asset schedule as detailed on the agenda papers. On a vote this was carried with 8 votes for.

**53/19. To agree arrangements for insurance cover in respect of all insured risks**.

The Parish Council is insured with Came and Company and the policy is due for renewal in November 2019.

It was proposed by Councillor Turley and seconded by Councillor Horne to accept the current insurance arrangements. On a vote this was carried with 8 votes for.

**54/19. To agree the Council’s complaints procedure including Health and Safety policy.**

The policy adopted at May 2018 meeting was reviewed and no changes were required. It was proposed by Councillor Turley and seconded by Councillor Horne to accept the Health and Safety Policy as per the agenda papers. On a vote this was carried with 8 votes for.

**55/19. Agree Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018**.

The policy adopted at May 2018 meeting was reviewed and no changes were required. It was proposed by Councillor Turley and seconded by Councillor Horne to accept the above policy as per the agenda papers. On a vote this was carried with 8 votes for.

**56/19. Agree Council’s policy for dealing with the press/media**

The policy adopted at May 2018 meeting was reviewed and no changes were required. It was proposed by Councillor Turley and seconded by Councillor Horne to accept the policy for dealing with the press/media as per the agenda papers. On a vote this was carried with 8 votes for.

**57/19.** **Members to review their Disclosable Pecuniary Interests and notify Clerk of any amendments / updates and the Code of Conduct policy**

Members reviewed their interests and agreed any changes were to be forwarded to Shropshire Council.

**Action: All members to check their submitted forms and advise of any changes**

**58/19. Matters arising for clarification from Previous Minutes.**

It was agreed that the term “matters arising” should not be used. Actions or items requiring updates or clarification will be recorded within a Clerks Report in the Minutes.

**Action: Clerk to add a Clerks Report to future Agendas**

**59/19 Appeals, Planning Applications and Decisions**

The following application has been received: -

PLANNING REFERENCE: 19/01571/FUL

DEVELOPMENT PROPOSED: Erection of a link extension

LOCATION: Littlehales House, Littlehales Road, Sheriffhales, Shropshire, TF10 9AW.

It was proposed by Councillor Mr John Horne and seconded by Councillor Mr Kevin Turley that the Parish Council support this planning application. On a vote this was carried with 8 votes for.

**Action: Clerk to send Comments to Shropshire Council.**

**60/19. To receive Quotations against specification for Playing Field works**.

This item was differed until the next meeting. One Quote had been received.

**Action: Chairman to circulate the quote to all members.**

**61/19. To agree the setting a Chairman’s Allowance**,

It was proposed by Councillor Mr John Horne and seconded by Councillor Mr Kevin Turley to set an allowance of £500 per annum. On a vote this was carried with 8 votes for.

**Action: Clerk to issue cheque for Chairman’s allowance.**

**62/19. To discuss involvement in the National Community clean-up day and Village in Bloom initiative**

A local approach perhaps involving Shifnal Council and local sponsorship was thought more appropriate than the National Scheme and should be explored.

Costs for planters their siting and upkeep as part of a Village in Bloom initiative was discussed and it was agreed this work should be scoped.

It was proposed by Councillor Turley and seconded by Councillor Horne an article be placed in the Parish Magazine to obtain feedback from the community. Councillor Turley will prepare a specification for the next meeting based on response. On a vote this was carried with 8 votes for.

**Action: It was agreed the Clerk contact Shifnal Council and the Co-operative store and Chairman to add an article into Parish Magazine. Councillor Kevin Turley to prepare specification.**

**63/19. To ratify and agree accounts for Payment.**

The accounts were presented below:

|  |  |  |
| --- | --- | --- |
| **1270** | **348.39** | **J Cree** |
| **1271** | **87.20** | **Inland Revenue** |
| **1283** | **247.00** | **Neat N Tidy** |
| **1284** | **41.60** | **Eon** |
| **1285** | **297.40** | **SALC** |

Income

|  |  |  |
| --- | --- | --- |
| 08/03/2019 | 0.14 | Lloyds interest |
| 30/04/2019 | 15000.00 | Precept |

The above was noted.

**64/19. To receive and agree the year end accounts including Internal Auditors Report (if completed) to be tabled at the meeting.**

It was agreed to defer this item until the Internal Auditors report has been received.

**Action: Clerk to add to future agenda.**

**65/19. To agree a policy for Grant Submissions**

This item was deferred until the next meeting.

**Action: Clerk to add to future agenda.**

**66/19. To discuss grant application from Sheriffhales Primary School for tree works**

A grant application for £960 has been received from Sheriffhales Primary School for tree works. As the draft policy had not been put into place it was resolved to defer this item until a future meeting.

**Action: Clerk to add to future agenda.**

**67/19. To agree an alternative Website supplier**

It was agreed that Councillor Edmondson should obtain costs for the next meeting and liaise with the Clerk on what is required.

**Action: Clerk and Councillor Stewart Edmondson review requirements and obtain quotes for the next meeting.**

**68/19. Items for future Meetings**:

War Memorial Policy, Christmas Lights, Grants Policy, Grants, Website costs, Remembrance Day, Traffic Calming audit and A5 junction, General Power of Competence.

**69/19. Dates of Next Meetings** –

11th July 2019

12th September 2019

7th November 2019

**70/19. Exclusion of the Press and Public**

The press and the public were excluded from the meeting due to the business to be transacted related to confidential and staffing matters.

**71/19. To discuss Clerks appraisal of the 29th April 2019**

Members noted the Clerks appraisal and actions suggested.

**72/19. To discuss the revised 2019 Placement Plan.**

It was agreed to call an extra ordinary meeting on the 23rd May to finalise this document.