

Neen Savage Parish Council

Minutes 16th May 2017.

Councillors present: Cllr A Ratcliff, Cllr M Tomkinson, Cllr G Haywood, Cllr S DelMar, Cllr S Hinton, Cllr O Sales and Cllr A Vanderhook.

Also Present: Mr A Roberts – Interim Parish Clerk and 20 Members of the Public.

309-1: Election of Chairman for the year 2017-2018.

Proposed by Cllr Vanderhook, seconded by Cllr Sales and RESOLVED that Cllr Ratcliff be elected Chairman of the Parish Council for the ensuing year. Cllr Ratcliff accordingly signed the Declaration of Acceptance of Office.

309-2: Election of Vice-Chairman for the year 2017-2018.

Proposed by Cllr Haywood, seconded by Cllr Sales and RESOLVED that Cllr Tomkinson be elected Vice-Chairman of the Parish Council for the ensuing year.

309-3: Declarations of Acceptance of Office: All of the Councillors present at the meeting delivered their respective declarations of acceptance of office and their completed forms of Disclosable Pecuniary Interest Forms. The Interim Clerk confirmed that the signed papers would be forwarded to the Monitoring Officer at Shropshire Council.

309-4: Appointment of a Temporary Parish Clerk:

Members were informed that the previous Parish Clerk had resigned with effect from 3rd May 2017, with the resignation letter being delivered to the previous Chairman. It was therefore required that an Interim Parish Clerk be appointed until a new permanent Parish Clerk had been appointed. It was further reported that following a request for assistance to the Shropshire Association of Local Councils, a locum Clerk had been provided, in order to assist with meeting administration. However, additional work would be required in order to proceed with the transition from the previous administration. Members were requested to appoint the locum clerk as Interim Parish Clerk in order to fully assist the Parish Council, with the handover. Following a discussion it was proposed by Cllr Vanderhook, seconded by Cllr DelMar and RESOLVED that Mr A Roberts be appointed as Interim Parish Clerk and RFO until the 30th June 2017.

309-5: Apologies for Absence:

No apologies received.

309-6: To receive declaration of interest:

Cllr Vanderhook declared an interest in Agenda item 20(a).

Cllr Hinton declared an interest in Agenda item 20(b).

309-7: Delegation arrangements for employees and sub-committees:

It was proposed by Cllr Hinton, seconded by Cllr Tomkinson and RESOLVED that this item be deferred to a future meeting.

309-8: Review and Consider terms of references for Sub-Committees:

It was proposed by Cllr Vanderhook, seconded by Cllr Tomkinson and RESOLVED that this item be deferred to a future meeting.

309-9: To receive nominations to existing Committees:

It was proposed by Cllr Vanderhook, seconded by Cllr Tomkinson and RESOLVED that this item be deferred to a future meeting.

309-10: To consider the appointment of new Committees:

It was proposed by Cllr Vanderhook, seconded by Cllr Tomkinson and RESOLVED that this item be deferred to a future meeting.

309-11: To review adoption of appropriate Standing Orders:

It was proposed by Cllr Tomkins, seconded by Cllr Vanderhook and RESOLVED that this item be deferred to a future meeting. It was considered that the current Standing Orders would be distributed to Members to enable any future review to take place.

309-12: To consider any arrangements:

It was proposed by Cllr Vanderhook, seconded by Cllr Tomkinson and RESOLVED that this item be deferred to a future meeting.

309-13: To review arrangements of representations or working with external bodies:

It was proposed by Cllr Vanderhook, seconded by Cllr Tomkinson and RESOLVED that this item be deferred to a future meeting.

309-14: To review inventory of land and assets:

Cllr Vanderhook suggested that this item should be deferred to a later meeting in order that the current list of land and assets could be established. There was also a discussion in relation to the location of various title deeds for areas of land that was owned by the Parish Council. It was concluded that an examination of the Parish Council records would be undertaken. It was proposed by Cllr Tomkinson, seconded by Cllr Vanderhook and RESOLVED that this item be deferred until the appropriate investigations were concluded.

309-15: To review and consider membership of bodies:

It was proposed by Cllr Vanderhook, seconded by Cllr Tomkinson and RESOLVED that this item be deferred to a future meeting.

309-16: Establish Councils complaints procedure:

It was noted that there was probably no formal complaints procedure – Members were also referred to agenda items 17 and 18. Following a discussion it was considered and agreed that a Working Group should be established in order to consider the creation of any appropriate required policies, procedures and protocols and to report back to a future meeting of the Council. The Interim Clerk advised that various other parish and town councils had established and approved various documentation that could be adopted to the Parish Council. It was proposed by Cllr Sales, seconded by Cllr Vanderhook and RESOLVED that the Working Group be comprised of Cllrs Vanderhook, Sales and Hinton.

309-17: Establish Council's procedure for handling FOI Act requests:
Members were referred to the previous agenda item, and that this policy would be considered and drafted by the Working Group that had been agreed.

309-18: Establish Council policy for dealing with the press and media:
Members were referred to the previous agenda item, and that this policy would be considered and drafted by the Working Group that had been agreed. There was a discussion in connection with the current website for the Parish Council and it was noted that domain holder was a private individual and it was considered that the Parish Council should be registered as the Domain Holder. It was proposed by Cllr Tomkinson, seconded by Cllr Sales that the Chairman should write to the current domain holder to establish as to whether the domain registration could be transferred to the parish council and that details of how to operate and maintain the website be communicated to the parish council.

309-19: To agree future dates of Council together with the Annual Parish Meeting:
It was agreed that the Annual Parish Electors meeting would be held on Wednesday 31st May 2017, at the Neen Savage Parish Hall, commencing at 7:00pm. It was also agreed that this would be followed by an Ordinary Full Council meeting to commence on the rising of the Annual Parish meeting.

In connection with future meetings of the Parish Council it was proposed by Cllr Vanderhook, seconded by Cllr Hinton and RESOLVED that these would be held on the fourth Wednesday of each calendar month (with the exception of August) and would be held at Neen Savage Parish Hall, commencing at 7:30pm. The dates for the regular Council meetings would be as follows:

28 June 2017
26 July 2017
27 September 2017
25 October 2017
22 November 2017
27 December 2017
24 January 2018
28 February 2018
28 March 2018
25 April 2018
23 May 2018

309-20: Planning Applications:

(a): 17/01523/FUL – Members confirmed that they had viewed this particular application online; following a discussion it was proposed by Cllr Vanderhook, seconded by Cllr Tomkinson, that there should be no objection to this particular planning application.

(b): 16/02982/PMBPA – it was noted that this particular application was no longer currently on the Shropshire Council planning portal and that there was no requirement to respond.

309-21: Public question time:

It was proposed by Cllr Tomkinson, seconded by Cllr Vanderhook and RESOLVED that Standing Orders be suspended to allow for Public Question time.

Mr S Hannaford – referred members to the 6 Ashes Car Park and mentioned that recently a large articulated vehicle had parked overnight in the Car Park. Cllr Haywood commented that many vehicles had to park in the car park as drivers were unable to access the adjacent Landscape Plant facility. He confirmed that he would contact the owners of the business in order to facilitate access for their vehicles.

Mr P Dolphin – referred members to the Parish Council website and that it was noted that it was generally out of date. The Interim Clerk confirmed that there was grant funding available from SLAC, in relation to the realising that websites were modernised to conform with the requirements of the Transparency Code. It was confirmed that SALC would be approached and to confirm the grant position accordingly. Mr Hannaford was also referred to the previous agenda item.

Standing Orders were reinstated.

309-22: Email received from Mr B Treves, Edwards and Hinkesman Foundation. Mr B Treves confirmed that it was his intention to resign from the Foundation and that a replacement Trustee would be required to be appointed. It was confirmed that such an appointment would be made at a future Council meeting.