

# NEEN SAVAGE PARISH COUNCIL

---

Minutes of Meeting of the Parish Council held on Wednesday 23<sup>rd</sup> May 2018 at Neen Savage Parish Hall commencing at 7.30pm.

Chairman: Cllr Arthur Ratcliff.

Clerk: Mrs D McBride.

Present: Cllr Arthur Ratcliff, Cllr Michael Tomkinson, Cllr Sue Del Mar, Cllr Olwen Sales, Cllr Andy Vanderhook, Cllr Stephen Hinton and Unitary Cllr Madge Shingleton.

323/01 Election of Chairman and receive signed Declaration of Acceptance of Office

Cllr Arthur Ratcliff was elected Chairman (proposed Cllr Vanderhook, seconded Cllr Del Mar). Cllr Ratcliff signed the Declaration of Acceptance of Office.

323/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office

Cllr Michael Tomkinson was elected Vice-Chairman (proposed Cllr Ratcliff, seconded Cllr Vanderhook). Cllr Tomkinson signed the Declaration of Acceptance of Office.

323/03 To receive apologies and reasons for Absence from Members

Cllr George Haywood – work (apology by email).

323/04 Declarations of Interest

There were no declarations of interest made.

323/05 Public Participation Session

There were three members of public present. No matters were raised.

323/06 To confirm the Minutes of Parish Council Meeting held on Wednesday 25<sup>th</sup> April 2018

It was RESOLVED that the minutes of the Parish Council Meeting held on Wednesday 25<sup>th</sup> April 2018, be signed and ADOPTED as a true record.

323/07 Matters Arising/Clerk and Councillors' Progress Reports since the last meeting

- i) The Clerk has had no response from highways but has reported new and outstanding issues. Thanks to Cllr Shingleton who has also been reporting our concerns. There have been lots of positive comments about the well-attended Annual Parish Meeting. The Clerk has written to Mr Mills again regarding the proposed removal of the Phone Box to ensure he is aware of our intentions. As there has been no response to date Council felt that it would give him 1-2 weeks' notice when we eventually decide to move the box. Cllr Ratcliff is happy to undertake the inspection and establish what work is required to refurbish and make the phone box fit for future use.
- ii) Cllr Sales reported that she has set up new email addresses for all Councillors. This has been done with Chris Bargman's help and should all be working correctly. Thanks were expressed to Cllr Sales for this.
- iii) Cllr Vanderhook did not attend the Crime Group meeting but did report from the recent Parish Hall meeting. A very successful bingo night was held – another one may be held before Christmas. A green waste bin is now located in the Parish Hall car park. The Parish Hall Committee has requested that Council provides a container to put the litter picking equipment in at the Hall. Cllr Tomkinson has some road signs which may be too big to store at the Hall. The Scarecrow Convention is on Saturday 30<sup>th</sup> June at 2pm. Discussions are on-going regarding the culture week next summer and may include show-casing local businesses.
- iv) Cllr Ratcliff reported that Western Power had been in contact as they want to trim trees at Baveney Common and will contact Cllr Hinton as our local representative.

# NEEN SAVAGE PARISH COUNCIL

## 323/08 Annual Review of Council Appointments, Policies and Procedures

- i) Council reviewed roles, appointments to committees and representatives to outside bodies. These were agreed as follows:-

### Councillor Duties and Parish Roles

Chairman	Cllr Arthur Ratcliff
Vice-Chairman	Cllr Michael Tomkinson
Employment Sub-Committee	Cllrs Andy Vanderhook, Olwen Sales and Sue Del Mar.
Highways Sub-Committee	Cllrs George Haywood, Michael Tomkinson, Stephen Hinton.
Snow Warden	Cllr George Haywood
Flood Wardens	Highways Sub-Committee
Tree Warden	Mr Chris Butterworth
Policies Sub-Committee	Cllrs Andy Vanderhook, Olwen Sales, Stephen Hinton.
Communications Sub-Committee	Cllrs Olwen Sales, Arthur Ratcliff, Andy Vanderhook.
Emergency Planning Officer	Cllr Sue Del Mar.
Pike Common	Cllr Andy Vanderhook
Baveney Common	Cllr Stephen Hinton

### Appointments to Committees outside the Parish Council

Local Joint Committee representatives	Cllr Arthur Ratcliff (reserve Cllr Michael Tomkinson)
Parish Hall Committee representative	Cllr Andy Vanderhook.
SALC representatives	Cllr Michael Tomkinson and Cllr Sue Del Mar

### Non-Councillor appointments to Parish Charity

Edwards & Hinckesman Foundation	Mrs Emma Haywood and Mr Charles Whitworth (Clerk will check they are happy to continue)
---------------------------------	---

- ii) Council RESOLVED to set the dates for Parish Council meetings for forthcoming year as follows:

Wednesday 27 <sup>th</sup> June 2018
Wednesday 25 <sup>th</sup> July 2018
Wednesday 26 <sup>th</sup> September 2018
Wednesday 24 <sup>th</sup> October 2018
Wednesday 28 <sup>th</sup> November 2018
Wednesday 2 <sup>nd</sup> January 2019
Wednesday 23 <sup>rd</sup> January 2019
Wednesday 27 <sup>th</sup> February 2019
Wednesday 27 <sup>th</sup> March 2019
Wednesday 24 <sup>th</sup> April 2019
Wednesday 22 <sup>nd</sup> May 2019

- iii) Council reviewed and RESOLVED to approve the updated Standing Orders and Financial Regulations. Council confirmed that the Data Protection Policy (adopted 28.03.18) and Freedom of Information/Model Publication Scheme (adopted 27.09.17) were up-to-date.
- iv) Council RESOLVED to adopt the drafted Press & Media Policy, Complaints Policy and Employment Policies & Procedures. Cllr Sales will look into a Social Media Policy to cover Facebook.
- v) Council reviewed the Asset Register which has been updated and reformatted to show valuations for insurance purposes. Council RESOLVED to confirm the Asset Register is up-to-date and to write-off one of the picnic benches at Six Ashes, also noting that the location of property deeds has not been established. The Risk Assessments had to be set up as there were none available from the previous administration. Council reviewed these and RESOLVED to confirm that they represented the work undertaken in the past year and Council's requirements going forward. A risk assessment will be undertaken for when the Phone Box is moved. The insurance schedule has been reviewed against our requirements and Council RESOLVED to confirm that it met our needs.

# NEEN SAVAGE PARISH COUNCIL

---

## 323/09 Financial Matters

- i) Council noted receipt of the Precept - £5411.00
- ii) Council noted that the order for broadband service at Parish Hall has been placed and approved the setting up of direct debit for the monthly payments. Council confirmed this in a letter to Lloyds Bank which was duly signed.
- iii) Council RESOLVED to place an order of 80 packs of SmartWater @ £8.90 each + VAT. If delivery dates permit Council will consider issuing the packs at the Scarecrow Convention & Fete on 30<sup>th</sup> June.
- iv) Council RESOLVED to purchase 2 x Silent Soldier Silhouettes @ £100 each through the local British Legion and apply for a grant from the Armistice and Armed Forces Communities Programme.
- v) The Clerk has requested quotes for 2 x replacement wooden benches for Six Ashes. Designs of locally made benches will be viewed before consideration at the next meeting.

## 323/10 Approve Payments

Council RESOLVED to approve the following payments:

- i) Mrs D McBride – Wages (May) – £142.24 to new NALC scale rate (Cheque)
- ii) HMRC PAYE (May) – £35.60 (Cheque)
- iii) Came & Company – insurance - £324.44 (Cheque)
- iv) Cleobury Youth Partnership – donation towards youth work - £100.00 (Cheque)

## 323/11 General Data Protection Regulations

- i) Council reviewed its progress towards compliance with the new legislation. A full audit of information held has taken place and new council specific email addresses have been created.
- ii) The Clerk has prepared Data Consent Forms and Privacy Notices together with a draft Data Retention Policy. Council will hold the decision to adopt these until the next meeting. Cllr Vanderhook is attending a SALC briefing on GDPR this week and will report back.

## 323/12 Planning Matters

- (a) Planning Applications
  - i) Reference: 18/02053/PMBPA (validated: 15/05/2018)  
Address: Agricultural Building To The East Of, Baveney Lane, Neen Savage  
Proposal: Application for prior approval under Part 3, Class Q of the Town & Country Planning (General Permitted Development) (England) Order 2015 for the change of use from agricultural to residential use  
Applicant: Mr Tom Poyner (4 Withies Bank, Oreton, DY14 0TB)  
Outcome: Council RESOLVED to support this application.
- (b) Planning Decisions
  - i) Reference: 18/01602/FUL (validated: 05/04/2018)  
Applicant: Mr G Pain  
Address: Lower House, Wyre Common, Cleobury Mortimer, Shropshire, DY14 8HQ  
Proposal: Conversion and extension of existing double garage to create an ancillary domestic annexe.  
Shropshire Council Decision: Grant Permission.

## 323/13 Unitary Councillors' Reports

Unitary Cllr Madge Shinton reminded everyone of the joint LJC meeting with Defend our NHS and Future Fit on Tuesday 26<sup>th</sup> June at Kinlet. The Future Fit consultation should be out next week and Council are urged to complete this. Discussions are on-going at Shropshire Council regarding CIL. Not all counties give the money to communities via Neighbourhood Fund. Shropshire is holding considerable sums of money as the process is too onerous to use the money. Cabinet will be discussing this further. An extra £1.2m is needed for Adult Social Care and Shropshire Council is looking at using money more efficiently within Children's Services' budgets. There is a large influx of children coming into care (some are out of area). Fostering doesn't always work meaning children go into residential care which is more expensive. Some unaccompanied child refugees are also going into residential care.

# NEEN SAVAGE PARISH COUNCIL

---

## 323/14 Parish Matters / Highways

- i) The Clerk has continued to report highway issues but there has been no noticeable work undertaken in the parish over the past month. There has been no response from Highways regarding any issues reported, the request for tarmac tubs and the return of our parish maps. The replacement post has been broken off at the ford. Cllr Sales had sight of Shropshire Council's highway resurfacing list but there was none due in Neen Savage. More people are making damages claims on Shropshire Council. Everyone is urged to keep reporting issues. Cllr Del Mar will put a link to Shropshire Council's website, for reporting highway problems, in the next issue of the Vital Link.

## 323/15 Consultations/Surveys

Council discussed how to respond to the Police & Crime Commissioner's town and parish council survey. It was agreed that each Councillor will complete the form and return to the Clerk who will compile a response representative of the whole Council for approval at the next meeting.

## 323/16 Future Agenda Items

- i) Approve accounts and Annual Return.
- ii) Discuss distribution of SmartWater.
- iii) Update and progress GDPR.
- iv) Consider improvements at the Ford area. It is very untidy with overgrowth, broken fencing, poor drainage and safety. The bench is damaged – Cllr Vanderhook will look at repairing it. All members to have a look at the Ford area before the next meeting and bring back suggestions for improvements within our remit.

## 323/17 Date and Time of Next Meeting

The next Parish Council meeting will be held on Wednesday 27<sup>th</sup> June 2018 at 7.30pm at Neen Savage Parish Hall. The meeting closed at 9.15pm.

**It was agreed at the Parish Council Meeting (Minute Ref 324/04) that these minutes are a true record of the meeting, subject to the following corrections:-**

**Arthur Ratcliff**

**Signed.....Chairman**

**27<sup>th</sup> June 2018**

**Date.....**