

Sutton Maddock Parish Council

Clerk:
Mrs Sara Brumwell
c/o 5 Sutton Maddock
Shifnal
Shropshire
TF11 9NQ

Tel. 07914 683 797
Email . clerk4smpec@outlook.com

Chairman:
Mr Mark Taylor
5 Sutton Maddock
Shifnal
Shropshire
TF11 9NQ

Tel 01952 730264

To all members of the Council

4th March 2018

Dear Sir/Madam

A meeting of the Sutton Maddock Parish Council will be held on **THURSDAY 8th MARCH 2018** commencing at **7.30 P.M.** at **NORTON VILLAGE HALL**. All members are summoned to attend for the transaction of the following business.

Yours faithfully

Sara Brumwell

Clerk to the Council

AGENDA

1. GENERAL PUBLIC

To take matters raised by the General Public attending the meeting.

2. APOLOGIES FOR ABSENCE

To receive for approval and acceptance any apologies for absence.

3. DISCLOSABLE PECUNIARY INTERESTS

(a) Dispensations - to receive and consider any requests to grant dispensations in respect of the restrictions which apply at a meeting which is considering a matter in which a member holds a disclosable pecuniary interest.

(b) Declaration of any disclosable pecuniary interests in items included in the agenda for discussion at the meeting.

4. CHAIRMAN'S ANNOUNCEMENTS

5. MINUTES OF LAST MEETING

To **confirm** the minutes of the meeting of the Council held on the 11th January 2018 – see **Appendix A**.

6. MATTERS ARISING FROM THE MINUTES

6.1 Smartwater – Clerk to report

6.2 Brick Kiln Lane – Councillor Taylor to update

6.3 Brockton Crossroads & Road Safety Brockton – Clerk to report

6.4 Planning Enforcement – Clerk to report

6.5 Highways Reports – Clerk to report

6.6 Policies

To **consider** the following draft policies for adoption, as set out in **Appendix B**:

- 1) Sickness Absence Policy
- 2) Health & Safety Policy
- 3) Equal Opportunities Policy
- 4) Travel & Expenses Policy
- 5) Complaints Procedure

7. PLANNING APPLICATIONS

(a) Applications for consideration

None received.

(b) Decided applications (for information only):

Reference: 17/04425/FUL

Address: Harrington Hall, Madeley Road, Shifnal, Shropshire, TF11 9DR

Proposal: Construction of a manege to include change of use of land.

Decision: Grant Permission

8. VACANT SEAT

To **note** that there still remains one vacant seat on the Council and to **consider** further action to fill the vacancy.

9. PARISH CLERK VACANCY

To discuss the outcome of the interviews held on 27th February 2018 and to **approve** the appointment of the new clerk (subject to satisfactory references).

10. GDPR

See report at **Appendix C**

11. ANNUAL RETURN AND AUDIT

See report at **Appendix D**

12. CORRESPONDENCE

All correspondence received by email has been forwarded. There is no written correspondence to consider.

13. FINANCE

Receipts and payments balance at 04 March 2018 £4345.66 – **see Appendix E**

To approve payments to be made at this meeting:

a) Sara Brumwell:	
(i) Salary	£184.70
(£1384.19 gross salary divided into 6 payments)	
(ii) Expenses:	
Mileage to meeting	£9.00
(20 miles at 0.45p per mile)	
Anti-virus soft-ware	£49.99
b) HMRC – PAYE on Clerk's Salary	£46.00
c) Village Hall Hire (Clerk Interviews)	£40.00

14. MEETINGS, CONFERENCES, EVENTS, TRAINING ETC.

Training

Thurs 15 March 5.30pm – 7.30pm	<i>General Data Protection Regulations with Robert Montgomery, T & W Council</i>	Council Chamber, Shirehall, Shrewsbury
Thurs 10 May 5.30pm – 7.30pm	Fundamentals for Councillors – <i>with Kim Bedford, FSLCC</i>	Wilfred Owen Room, Shirehall
Wed 30 May 2pm -4pm	Fundamentals for Councillors, with Kim Bedford, FSLCC	Stirchley & Brookside PC The Sambrook Centre, Grange Avenue, Telford

		TF3 1LF
Mon 18 June 2pm-4pm	Social Media with Gordon Fong, e-mango	Wilfred Owen Room, Shirehall, Shrewsbury
Tues 19 th June 10am – 4pm	Planning from a Local Council Perspective with Andrea Pellegram	Lord Hill Hotel, Abbey Foregate, Shrewsbury
Fri 29 th June 9.30am – 4.30pm	Chairmanship Skills Parts 1 <i>and 2 with Kim Bedford, FILCM</i>	Wilfred Owen Room, Shirehall, Shrewsbury
Mon 10 September 5.30pm – 7.30pm	<i>Budget Setting with Derek Kemp, DCK Accounting Solutions Ltd.,</i>	Wilfred Owen Room, Shirehall, Shrewsbury
Wed 12 September 10am – 4pm	Planning Negotiation with Andrea Pellegram	The Lord Hill Hotel, Shrewsbury
Thurs 27 th September 10am – 4pm	Be a Better Councillor with Kim Bedford, FILCM	Stirchley & Brookside PC The Sambrook Centre Grange Avenue Telford TF3 1LF

Please contact the Clerk if you are interested in attending any of the above training sessions.

15. DATES OF FUTURE MEETINGS

To confirm the dates of the following Parish Council meetings:

Thursday 10th May 2018 (Annual Parish Meeting followed by the Annual Meeting of the Parish Council)

Thursday 12th July 2018