

## **Sutton Maddock Parish Council**

Clerk:  
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Chairman:  
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5 Sutton Maddock  
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TF11 9NQ

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To all members of the Council

9<sup>th</sup> September 2017

Dear Sir/Madam

A meeting of the Sutton Maddock Parish Council will be held on **THURSDAY 14<sup>TH</sup> SEPTEMBER 2017** 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 13<sup>th</sup> July 2017 – see **Appendix A**.

### **6. MATTERS ARISING FROM THE MINUTES**

**6.1 SmartWater and Electoral Roll** – see **Appendix B**

**6.2 Brocton Crossroads**

**6.3 Land at Brick Kiln Lane** – see **Appendix C**

**6.4 Website Profiles**

**6.5 Transparency Funding** – All available funding already claimed in April 2016. No further funding available after the end of the financial year in which the SMPC website went live.

**6.6 Clerk** – Standard NALC contract issued

### **7. PLANNING APPLICATIONS**

**(a) Applications for consideration**

**To deal with** the following applications:

1. Ref: 17/03268/FUL – application for the erection of a replacement bungalow at Glenacre, Mill Lane, Kemberton, Shifnal, TF11 9LT

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OSMQAPTDMUO00>

2. Ref: 17/03823/FUL – change of use of land from agricultural to equestrian use; erection of timber stable buildings and formation of horse manure and used straw holding area at Havenhills Farm, Lower Haven Hills, Shifnal, Shropshire, TF11 9NR

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OU2KQWTFDSI00>

**(b) Decided applications (for information only):**

1. Grindle House Farm – Appeal Dismissed and Enforcement Notice upheld.
2. 17/01806/ADV – Installation of 1 illuminated surround sign and 1 illuminated logo panel, Sutton Maddock Garage – Granted
3. 17/01805/FUL – Installation of an automated teller machine, Sutton Maddock Garage - Granted
4. 17/02379/FUL – Erection of office building comprising 4 offices following demolition of industrial storage shed at Sutton Hall Farm – Granted
5. 17/02823/FUL – Construction of a 20m x 40m manege for private use to include post and rail boundary fencing at Brockton Farm Bungalow, Brockton, Shifnal, TF11 9NA - Granted

**8. VACANT SEAT**

To note that following the May uncontested election and subsequent co-option of Councillor Speke there still remains one vacate seat.

To consider action to fill the vacancy.

**9. AUDIT OF ACCOUNTS – EXTERNAL AUDIT REPORT**

**To receive** the report of the external auditor in respect of the Council's accounts for the year ended 31<sup>st</sup> March 2017, see **Appendix D**.

**10. POPPIES for Lampposts**

To receive a report – **Appendix E**

**11. DRAFT SHROPSHIRE LIBRARY STRATEGY CONSULTATION**

To **consider** the Parish Council's response to Shropshire Council's Library Strategy Consultation (consultation documents circulated by email).

Closing date: 4<sup>th</sup> October 2017

## 12. BROADBAND UNIVERSAL SERVICE CONSULTATION

To **consider** the Parish Council's response to NALC's Policy Consultation (consultation documents circulated by email).

Closing date: 2<sup>nd</sup> October 2017

## 13. CORRESPONDENCE

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

## 14. FINANCE

Receipts and payments balance at 13 July 2017      £ 5760.86  
(see **Appendix F**)

To approve payments to be made at this meeting:

a) Sara Brumwell:  
    (i) Salary      £184.56

(£1384.19 gross salary divided into 6 payments)

(ii) Expenses:

Mileage to meeting      £9.00  
(20 miles at 0.45p per mile)

SIM Card Top-up      £5.00  
Title Register and  
plan      £6.00      £20.00

b) HMRC PAYE on the clerk's salary      £46.14

c) Norton Village Hall – Hall Hire      £80.00  
(£20 per meeting for May 17, July 17  
Sept 17 and Nov 17)

e) Poppies for lampposts £3 each x4      £12.00

f) Training Requests:

(i) Councillor Hill requests to attend SALC  
    '*Councils as Employers training*' on  
    6<sup>th</sup> November 2017      £65.00

(ii) The Clerk requests to attend:

(i) SALC '*CiLCA Session 1*' training  
3<sup>rd</sup> November 2017 9.30-1.30pm £65.00  
(Part 1 of 4 training sessions)

(ii) CiLCA Registration £250.00

## **15. Adoption of Policy Documents**

To receive a report and recommendations regarding:

**13.1 NALC Model Grievance Policy**

**13.2 NALC Model Disciplinary Policy**

**See Appendix G**

## **16. REPORT FROM SHROPSHIRE COUNTY COUNCIL**

No report received

## **17. MEETINGS, CONFERENCES, EVENTS, TRAINING ETC.**

### **(a) Meetings**

- SALC Bridgnorth Area Committee Meeting, 20<sup>th</sup> September 2017 (location and time to be confirmed).

### **(b) Conferences**

- SALC AGM & Conference, Saturday 28<sup>th</sup> October 2017 at Shirehall, Shrewsbury 10.30am.

### **(c) Training**

- '*Neighbourhood and Other Plans*' (Nicola Fisher, Shropshire Council / Shropshire Association of Local Councils) Thursday 28<sup>th</sup> September, 5.30 p.m. – 7.30 p.m. at Shirehall, Shrewsbury.
- '*Audits and Budget Setting*' (Derek Kemp / Shropshire Association of Local Councils) Monday 16<sup>th</sup> October, 10.30 a.m. – 1.00 p.m. at Shirehall, Shrewsbury.
- '*VAT*' (Derek Kemp / Shropshire Association of Local Councils) Monday 16<sup>th</sup> October, 2.00 p.m. – 4.30 p.m. at Shirehall, Shrewsbury.
- '*Fundamentals for Councillors*' (Kim Bedford / Shropshire Association of Local Councils) Thursday 25<sup>th</sup> October, 5.00 p.m. – 7.30 p.m. at Shirehall, Shrewsbury.
- '*Briefing on Key Changes under General Data Protection Regulations*' (SALC) Wednesday 8<sup>th</sup> November 2017, 5.30pm – 7.30pm at Shirehall, Shrewsbury.

- 'Insurance for Town and Parish Councils' (Vicky Jacomb of Crane & Co.) Wednesday 29<sup>th</sup> November, 5.30 p.m. – 7.30 p.m. at Shirehall. Shrewsbury.
- '*Councils as Employers Training*' (John Shelton, Shropshire Council/ Shropshire Association of Local Councils) Monday 6<sup>th</sup> November, 10 a.m. – 4 p.m. at Shirehall, Shrewsbury.

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

## **18. DATES OF FUTURE MEETINGS**

**To confirm** the dates of the following meetings:

Thursday 9<sup>th</sup> November 2017

Thursday 11<sup>th</sup> January 2018

Clerk  
09 September 2017