

## **MINUTES OF THE IGHFIELD ANNUAL MEETING OF THE PARISH COUNCIL HELD AT THE CALVERHALL VILLAGE HALL ON MONDAY 16th MAY 2022**

**PRESENT:** Councillors: M Astley (Chairman), W Heywood-Lonsdale (Vice Chair), M

Procter, H Hitchman.

**IN ATTENDANCE:** Mrs C Martin - Clerk.

### **18/22. Election of Chairman**

W Heywood-Lonsdale proposed and H Hitchman seconded the nomination for M Astley to be Chairman. M Ashley accepted and signed the declaration of acceptance of office.

### **19/22. Election of Vice Chairman**

M Astley proposed and M Procter seconded the nomination for W Haywood-Lonsdale to be vice chairman. W Heywood-Lonsdale accepted and signed the declaration of acceptance of office.

### **20/22. Election of representatives for external bodies/other groups**

M Astley proposed and H Hitchman seconded the following representations: -

- W Heywood-Lonsdale to be the representative for the helicopter liaison group
- D Price to be representative of the NSAC
- Clerk to be data protection compliance officer
- H Hitchman and M Procter to be the community link footpath team
- H Hitchman and M Procter to be playground interim inspection monitors.

This was accepted and agreed.

### **21/22. Delegation of authority to the Clerk**

M Astley proposed and M Procter seconded that the Clerk has delegation of authority to respond to planning applications with consultation with s between scheduled meetings. This was agreed.

### **22/22. Welcome and Present /absent/apologies and public session**

Apologise were received from D Price, L Roberts and E Rich.

### **23/22. Disclosures of Disclosable Pecuniary/any other interests**

No conflicts arose.

### **24/22. Request for members to review Disclosable Pecuniary/any other interests**

Members should review their pecuniary interest forms and make any changes that are relevant.

### **25/22. Approval of minutes of the meeting held on 14th March 2022**

The minutes of the meetings held on the 14th March were proposed to be accepted by H Hitchman and seconded by W Heywood-Lonsdale, these were agreed.

### **26/22. Report from Parish Councillor**

Report made in APM meeting.

## **27/22. Planning applications**

None received.

## **28/22. Housekeeping**

### **a. Review/adoption of policies/protocols**

It was proposed by M Astley and seconded by M Procter that all policies/protocols were accepted. This was agreed. The Clerk was requested to organise code of conduct training for councillors.

### **b. Meeting dates confirmation**

The meeting dates were confirmed as the 3rd Monday of the month which the meeting falls, this is as follows; 18th July 2022, 19th September 2022, 21st November 2022, 16<sup>th</sup> January 2023, and the 20th March 2023. This was noted.

### **c. Review Clerks Membership to SLCC and Councils' membership of SALC**

M Astley proposed and M Procter seconded to accept the above memberships for SALC and the SLCC. This was agreed.

### **d. Place Plan as proposed by M Astley**

M Astley proposed and H Hitchman seconded that the council adds an additional web page to the Ightfield parish website to provide an overview of the parish council and add additional information including what the parish council hopes to achieve in the community with regard to the Place Plan. This was agreed and approved by the council.

### **e. Ightfield Playground**

It was discussed that one of the projects that the council wants to do is a refurbishment of the Ightfield playground, it was discussed that the council would need to look into what funding they could get to do so. This is not an immediate issue to start but the council wants to start the process as it may take some time.

### **f. Speed Indicator Device - relocation**

M Procter has not received any updates about the SID so he will contact the council to ask for an update. Cllr Heywood Lonsdale reported that the VAS sign for Ightfield had received approval for placement from Shropshire Council. No funding is available at the moment.

### **g. Agree costs for replacement play area signs with correct details**

The council were given the information regarding quotations found by the Clerk, M Astley proposed and W Heywood-Lonsdale seconded to accept the cost £70.50 + VAT and asked the Clerk to order the signs.

### **h. To agree costs for jubilee pathway signs**

The council were given the information regarding quotations found by the Clerk and shown the design for the signage. M Astley proposed and W Heywood-Lonsdale seconded to accept the cost of £27.50 + VAT which was agreed by the council, they asked the clerk to order the signs as soon as possible because they would like them for the 2<sup>nd</sup> June if possible.

**i. To discuss and agree additional page for website**

The council discussed this as part of the 'place plan' and have agreed to add this additional page to the website.

**j. To agree contract for the retaining wall**

The council were presented with the quotations for the work from Midland Masonry, the council discussed but felt that the price was quite high. It was agreed that the Clerk finds additional quotations to try and find a cheaper quote for the work.

**k. To discuss purchasing a new laptop for the Parish Clerk and review the prices**

The Council were presented with the prices for purchasing a new laptop and C Martin discussed that she was having issues with the current laptop being slow. The council agreed that the quote from Currys had the best price, M Astley proposed and H Hitchman seconded that the Clerk purchase a new laptop from Currys. This was agreed.

**29/22. Report from unitary Councillor**

Report made in APM meeting.

**30/22. Parish Matters**

**a. Verbal update on the Ightfield playground refurbishment.**

It was discussed that one of the projects that the council wants to do is a refurbishment of the Ightfield playground, it was discussed that the council would need to look into what funding they could get to do so. This is not an immediate issue to start but the council wants to start the process as it may take some time.

**b. Street lighting**

No new remedial works have been reported.

**c. War Memorial to agree contract for the retaining wall**

Discussed under item 28/22 j.

**d. Parish Grounds Maintenance Plan**

The issue of parish maintenance was discussed, it was agreed by the council that the clerk would need to supply 3 quotes for maintenance which should include pathway maintenance. The grounds maintenance team should also agree a schedule to provide in the September meeting. It was noted by M Astley that quotes need to be agreed by November so that they can be included in the January budget.

**e. Platinum Jubilee**

It was discussed that the platinum jubilee pathway will be officially opened on the 2/6/22 and that if council members wish to attend this would be positive for the community.

**f. Street lighting**

The quotations were discussed and EON provided the lowest quote M Astley proposed and H Hitchman seconded that the council should accept the quote from EON, it was agreed that this should be put into action as soon as possible.

#### **g. Pathway**

It was requested by the council that Pathway report be added into the parish matters section in future agendas.

The report was given and it was discussed that the Clerk should get in touch with K&S grounds maintenance and ask for recommendations for the link pathway near the wooded area on the bank on the way into Ightfield. This follows from a meeting with H Hitchman and K&S.

#### **31/22. Highways/Environmental health**

Action the Grounds maintenance team to confirm an Annual Plan W Heywood-Lonsdale updated that a headwall is being built either side of Calvert on Bletchley Road just outside Calverhall. Also as discussed in the last meeting the issue of Boundary Farm.

#### **32/22. Use of CIL Funds**

The Clerk to find out further information on this matter.

#### **33/22. Finance**

It was discussed that due to there being limited members of the council who are able to approve payments there has been some issues when those s were unavailable. It was discussed that more members of the council will be asked to be approved for banking payments to avoid this happening again. This will be actioned in the next meeting.

Payments since the last meeting were approved.

**Meeting was closed at 21.20 pm.**

**Items for future agendas – The annual AGAR to be presented, updated accounts for the year to date.**