Lilleshall Parish Council

Lilleshall Memorial Hall

Hillside, Lilleshall, Newport, Shropshire, TF10 9HG

Telephone: 01952 676379

Email: lilleshallparishcouncil@gmail.com

Minutes of the **Ordinary Council Meeting** of **Lilleshall Parish Council**

held at 7.00pm, Monday 6th July 2015, at Lilleshall Memorial Hall.

PRESENT: Councillors: A Baker (Chairman), C Baker, K Cherrington, P Millard, B Taylor and J Taylor

STAFF: C Binnington, Interim Clerk

There were 21 members of the public present

1. **Welcome and Apologies**

Councillor Baker welcomed all present.

1. **Apologies**

None

1. **Declaration of Interest**

*DISCLOSABLE PECUNIARY INTERESTS*

Councillors Bob Taylor and Julie Taylor declared an Interest in Agenda Item 13 – Allotments

Both Councillors have an allotment plot at the Lilleshall Allotments and are members of the Allotment Association.

1. **Public Session**

The public session was opened and the following issue was raised by a resident:

* Phillip Hawkins referred to the Shadow Cabinet minutes of 16th September 2014 in which it was minuted that a temporary Clerk would need to be appointed for period up to six months, this is to allow newly elected members of Lilleshall Parish Council time to advertise for, shortlist and appoint its own Clerk.

The Chairman replied that he had received a Letter from Jonathan Eatough of Telford and Wrekin Borough Council who advised that it is up to the Parish Council to appoint a Clerk as it sees fit.

1. **Lilleshall Neighbourhood Plan**

A presentation was given by local resident David Shaw regarding the proposal to produce a Lilleshall Neighbourhood Plan. David suggested that a steering group should be set up and that the plan would be assessed by an external assessor. The Parish would need to hold a community referendum to agree what will be done. There will be a process of consultation then a communication plan, liaising with Telford & Wrekin Council Planning Department and other parishes.

David Shaw’s number is 07702 636518 if anyone is interested in joining the steering group.

There will be a two year programme to develop the plan which has to be agreed by Shropshire Rural Community Council (SRCC) who are able to provide funding to assist with its development.

1. **Previous minutes**

Proposed by Councillor Carol Baker, Seconded by Councillor Millard.

**RESOLVED** that the Council accept the minutes of the Council Meeting of the 1st June 2015.

1. **Clerk’s Update**

The Clerk gave an update on progress with setting up the bank account and further delays experienced due to the casual vacancy. Letters have been sent out to allotment holders requesting payment of rent and tenants have been coming into the office to make payment. Letters have gone out to tenants whose plots are not being maintained regularly.

1. **Street lighting**

The Chairman confirmed that Heidie Coombes, Lighting Officer for Telford and Wrekin Borough has been invited to attend the Council meeting on 6th September to answer questions from Councillors and residents regarding the village street lighting.

1. **Grant procedure**

The Councillors discussed adopting a policy for allocating grants now that there is only £500 available in the budget to be distributed.

Proposed by Councillor Carol Baker, Seconded by Councillor Julie Taylor.

**RESOLVED** that the Council agreed to adopt the grants policy used by the previous Lilleshall, Donnington & Muxton Council, with the amendment that grants only be available to groups in the Parish and that grants should not exceed £100 per group.

1. **Vexacious Complaints Policy**

The Council discussed adopting a vexacious complaints policy.

Proposed by Councillor Carol Baker, Seconded by Councillor Bob Taylor.

**RESOLVED** that the Council adopt a vexacious complaints policy.

1. **Website**

The Clerk updated that she has been looking at website providers and that there are several companies offering free websites to community organisations/groups and she has identified Hugo Fox who have recently updated Little Wenlock Parish Councils website. The Clerk will speak to Hugo Fox next week to look at getting a website up and running as soon as possible.

1. **Training for Councillors**

The Clerk reported that Shropshire Association of Local Councils (SALC) had offered to put on an additional training course for new Councillors on Friday 24th July from 5.30 – 7.30pm. Councillors decided that this wasn’t a convenient date and asked the Clerk to go back to SALC to agree an alternative date.

1. **Allotments**

The Councillors discussed adopting the existing Tenancy Agreements for plot holders and to look at a procedure to deal with non-compliance.

RESOLVED that the Council agreed to set up a working party to look at allotment issues identified by the Clerk which comprised of Councillors Carol Baker, Julie Taylor and Kim Cherrington.

1. **Correspondence**

The Clerk updated that the following correspondence had been received:-

* Two letters of interest have been received for the Casual Vacancy.
* A Freedom of Interest request has been received from Telford and Wrekin Council.
* A letter regarding land available for burial has been received from the Vicar of St. Michael and All Angels, Rev Matthew Lefroy.
1. **Date of Next Meeting**

An Extra-ordinary Council Meeting was requested for Monday 27th July at 7pm

At Lilleshall Memorial Hall

PRIVATE SESSION

1. **Appointment of Clerk**

The Council discussed the position of the Interim Clerk and the appointment of a Clerk on a permanent basis.

Signed: Date:

 Chairman to the Parish Council