

Minutes of the Annual Meeting of Ightfield Parish Council held on 19th May 2021 at Calverhall Village Hall

Chairman: Cllr M Astley

Councillors: Cllr H Hitchman, Cllr W Heywood-Lonsdale, Cllr M Procter; Cllr E Rich

27/21 Election of Chairperson

Cllr Heywood-Lonsdale proposed, seconded by Cllr Rich, Cllr Astley to continue as PC Chair. All agreed. Resolved. The Chairman signed the Declaration of acceptance of office form.

28/21 Election of Vice Chairperson Cllr Astley proposed, seconded by Cllr Hitchman, Cllr Heywood-Lonsdale to continue as Vice Chair. All agreed. Resolved.

All Councillors present signed their Declaration of Acceptance of Office forms witnessed by Councillors, retained by Cllr Astley. Those Councillors not present were issued dispensations to sign them at the next Meeting.

29/21 Election of representatives for external bodies/other groups/:

- a) Helicopter Liaison Group - Cllr Heywood-Lonsdale
- b) NSAC Representative - Cllr D Price
- c) To appoint a Data Protection Compliance officer - Clerk
- d) Community link footpath team – Cllr Hitchman
- e) Playground interim inspection monitors – Ightfield – Cllr Astley, Calverhall Cllr Hitchman

30/21 Delegation of authority to the Clerk

To respond to planning applications with consultation with Councillors between scheduled meetings
The meeting agreed to delegate authority in between PC meetings to the Parish Clerk

31/21 Welcome and Present/Absent/Apologies & Public Session

The Chairman declared the Meeting open at 7:35pm. Apologies were received from Cllr D Price; Unitary Cllr P Wynn and the Clerk. Cllr L Roberts was absent. Cllr Astley took the Minutes.

32/21 Disclosures of Disclosable Pecuniary/any other Interests

DPI forms to be returned to the Monitoring Officer at Shropshire Council within 28 days of taking office (10th May 2021).

33/21 Requests for Disclosable Pecuniary Interest Dispensations

None received.

34/21 To approve the minutes of the meeting held on 15th March 2021 and to accept the draft Minutes of the Annual Parish Meeting held on 26th March 2021

Cllr Procter, seconded by Cllr Hitchman, proposed the acceptance of the 15th March 2021 meeting minutes and the Annual Parish Meeting minutes for April 26th 2021. All agreed. Resolved.

35/21 Matters arising from the minutes not otherwise on the agenda

- a. The Bletchley Rd road repairs between Calverhall and Cloverley Hall are still outstanding.
- b. The moving of the speed sign at the Ightfield entrance is still outstanding.
- c. Repeater signage on the Pathway is still outstanding.

36/21 Reports:

- a) **Unitary Cllr** - Cllr Wynn sent apologies
- b) **Parish Cllrs** - No reports were presented

37/21 Planning Applications:

- i) **Applications:** None received
- ii) **Decisions:** None received

38/21 Housekeeping: -

- a) Review/Adoption of policies/protocols:

- Standing Orders
- Risk Assessment
- Publication Scheme
- ICO Publication Scheme
- Press and Media Relations Policy
- Financial Regulations
- Code of conduct
- Grant giving policy
- Business resilience scheme
- Communications Policy
- Consent form
- Coronavirus Policy
- Remote meeting protocol
- Planning enforcement guidance & protocol
- Email acceptable use policy
- Complaints procedure
- Document Retention Policy
- Correspondence Policy
- Privacy policy
- Privacy notice basic
- Privacy notice full
- Privacy notice Cllrs & Staff
- Security Breach Protocol
- Subject access policy

The meeting adopted the current policies and protocols. (a few will be subject to a detailed review in the coming financial year.) Proposed by Cllr Procter, seconded by Cllr Rich All agreed. Resolved.

- b) Future scheduled Meetings were not reviewed. To be agreed at the next meeting.
- c) The Parish Clerk and the PC's membership of organisations will be reviewed at the next meeting.
- d) The PC's Strategic Objectives to be reviewed later in the year. Cllr Astley advised that in addition the PC needs to develop a new Place Plan.

39/21 Parish Matters

a Street Lighting

The Street Light next to the Calverhall entrance to the Pathway is out of action

Cllr Hitchman gave a report on the Calverhall Playground refurbishment

Cllr Astley enquired as to why the playground fence had not been replaced. Cllr Astley to discuss further with the Parish Clerk.

The issue of a VAS speed sign in Ightfield is still outstanding.

b Playground

The meeting agreed to the appointment of Playground Inspection by the external organisation Playsafety, Swindon this June. Proposed by Cllr Astley and seconded by Cllr Hitchman. All agreed. Resolved.

Cllr Astley advised that Ightfield Playground is now in need of repairs, with the climbing net and assault course having broken parts. The meeting agreed that we will wait for the External Inspection report to then determine at the next meeting how we shall fund what could be expensive repairs or removal.

Cllr Hitchman to reinstall previous playground signs

Cllr Astley to obtain playground manuals from the contractor for advice on any further signage requirement

c Highways

The road conditions outside Lawn Farm are still in need of attention.

Cllr Hitchman and Cllr Heywood Lonsdale reported that the issue of dogs NOT on leads around the public right of ways and the Pathway had improved.

The road condition outside Kennels Farm Ightfield is getting worse.

d Annual Review/inspection of Parish Asset

Cllr Rich to conduct an inspection of the Calverhall Bus Stop with regards to the book swap facility. To report at the next meeting.

40/21 Financial Matters

Date	Name	Purpose	Amount to pay	Cheque No	Power of expenditure
23/03/21	Employee	Salary	£222.51	SO	LGA 1972 s112
23/04/19	Employee	Salary	£222.51	SO	LGA 1972 s112
05/04/21	HMRC	PAYE	£55.63 PAID	100564	LGA 1972 s112
09/04/19	Scottish Power	Supply	£154.48 PAID	100565	Parish Councils Act 1957s3 Highways Act 1980 s301
05/04/21	P Haynes	Playground fencing	£187.20 PAID	100566	PHA 1875 s164/Open Spaces Act 1906 ss9&10
03/04/21	MedUK Group Ltd	Ightfield Defibrillator	£2,400.00 PAID	100567	Public Health Act 1936 s234

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12/02/21	AR Richards	Skip hire	£18.00 PAID	100568	PHA 1875 s164/Open Spaces Act 1906 ss9&10
17/03/21	M Astley	Hi Vis Jackets	£21.90 PAID	100569	PHA 1875 s164/Open Spaces Act 1906 ss9&10/Highways Act 1980 ss43&50
07/03/21	Adrian Marsh	Supply of sand	£139.34 PAID	100570	PHA 1875 s164/Open Spaces Act 1906 ss9&10
05/05/21	HMRC	PAYE	£55.61	100571	LGA 1972 s112
01/06/21	Zurich	Insurance	£640.24	100572	LGA 1972 s111 LGA 2000 s101
12/04/19	SALC	Affiliation	£253.89	100573	LGA 1972 s111
17/05/21	SDH Accounting	Internal Audit	Invoice not received		LGA 1972 s168
01/04/19	SALC	Affiliation	£227.36	100574	LGA 1972 s143
01/03/21	Ray Parry	Playground refurbishment	£28785.60	100575	PHA 1875 s164/Open Spaces Act 1906 ss9&10
30/04/21	Ransfords	Playbark	Invoice not received		PHA 1875 s164/Open Spaces Act 1906 ss9&10
19/05/21	Employee	Expenses	To be carried forward		LGA 1972 s111
Date	Name	Purpose	Amount		
23/04/21	Shropshire Council	Precept	£1,3750		LG Finance Act 1992 s41
10/05/21	Shropshire Council	S106 Monies for Calverhall Playground refurbishment	£24,000		PHA 1875 s164/Open Spaces Act 1906 ss9&10

Cllr Astley gave a quick overview of the current PC finances

Money available in bank £44,000

Current invoices to be paid £29,500.

VAT reclaim to be made in June £8000

Next month invoices TBA (approx. £1200)

Estimated PC balance in June/July to be £23,000 (less next month invoices)

The Meeting reviewed the list of payments for the past few weeks. Included within this list are the Playground Refurbishment payment and the Zurich International Insurance quote for a 3 year agreement. Cllr Heywood Lonsdale proposed we accepted all payments listed. This was seconded by Cllr Procter.

Funding requests, Auditor reports, the balance sheet and receipt payments to 31/3/21 Accounts review were deferred until the next meeting.

A review of annual donations and The PWLB statement are to be conducted at the next meeting. The Ightfield Defibrillator payment was included in the list of payments since our last meeting. Cllr Astley to confirm the defibrillator unit location sign.

41/21 Correspondence for action and for information

- To acknowledge correspondence forwarded by email: to include NALC topic notes and information bulletins from SALC/NALC;
 - Housing needs survey – Report
- No Correspondence was presented. The Housing Needs survey will be reviewed later in the year.

42/21 Parish Matters/Agenda Items for inclusion on the next Meeting Agenda

Calverhall in Bloom

- Roadside verges within the Parish

There being no further business for consideration the Chairman declared the Meeting closed at 20:30.
