

# COUND PARISH COUNCIL

Chairman:	Cllr S D Scott Harnage Grange Cressage Shrewsbury SY5 6EB	Clerk:	Kathy Symonds 6, The Barns Upper Cound Farm Shrewsbury SY5 6BL
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## MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30pm ON 20<sup>th</sup> SEPTEMBER 2018 AT THE GUILDHALL, COUND

**Present:** Parish Councillors S Scott (Chairman), T Roberts (Vice Chairman), L Clutterbuck, S. James, J Hall, R Sartain, M Smith, Shropshire County Councillor C Wild

**Clerk:** Kathy Symonds

### 44.18 Apologies for Absence

Apologies were received from Councillors J Nicholls and S Green. The reasons given were accepted by the Council.

### 45.18 Disclosable Pecuniary Interests

- a) No disclosable pecuniary interests were declared
- b) There were no applications for a dispensation regarding disclosable pecuniary interests

### 46.18 Public Participation session/Matters of Concern/Parish Matters

No members of the public were present.

Cllr Roberts had attended the Local Joint Committee (LJC) meeting (Loton, Longden Ford & Rea Valley LJC and Tern & Severn Valley LJC) on 30<sup>th</sup> July. He reported good progress being made on the Airband fast broadband installations. A new mast had gone up in Harnage recently and the project was about 60% complete.

### 47.18 Minutes of the Parish Council Meeting held on 19 July 2018

The minutes of the previous meeting had been circulated.

It was proposed by Councillor James and seconded by Councillor Smith and

#### **Resolved (without opposition)**

That the minutes of the Parish Council Meeting held on 19 July 2018 be accepted as a true record.

The minutes were signed accordingly.

### 48.18 Matters arising from the minutes of the Parish Council Meeting of 19 July 2018

- a) Update on Cound Arbour bridge (min ref 90.17 & 08.18 and 33.18)  
The work to repair the bridge is now scheduled for 26<sup>th</sup> Nov - 7<sup>th</sup> Dec. There will be a diversion from the A458 via Cound Stank while the bridge is closed.
- b) Environmental Maintenance Grant 2018/19 (min ref 34.18)  
Cllr Wild said the forms for this year's EMG application should be sent out shortly.

It is likely that the application will need to be submitted before the new Parish Council meeting.

It was proposed by Councillor Scott and seconded by Councillor Hall and  
**Resolved (without opposition)**

that the responsibility for the completion of the application forms for the 2018/19 Environmental Maintenance Grant be delegated to the Clerk. Councillor Roberts agreed to review the application before submission.

**49.18 To receive reports from Shropshire Councillor and/or local Police Officer**

Cllr Wild spoke about concerns across Shropshire regarding safeguarding issues, particularly amongst vulnerable young people and older people. The key message is for everybody to be alert to signs of abuse or neglect and act on any concerns. Posters were provided for local display.

Cllr Wild explained the background to the Community Infrastructure Levy (CIL). CIL is a levy that local authorities, including Shropshire Council, can choose to charge on new developments in their area. The money raised should be used on local infrastructure projects that are directly linked to the new development. Some Shropshire local authorities are concerned about losing control over what they consider to be their 'share' of the CIL under new Shropshire Council plans. Cllr Wild explained that Shropshire Council are aiming to tighten the system to ensure that CIL monies are spent as they should be and to clear up current misunderstandings about what the CIL money given to the 'local pot' can legitimately be spent on. This does not directly affect Cound Parish Council at the moment.

There was no representative from West Mercia Police present.

**50.18 To receive the defibrillator audit check for the period**

Councillor Roberts presented the defibrillator audit check for the period up to 20<sup>th</sup> September 2018. There were no issues to report.

**51.18 To receive update from Cllr Roberts regarding the 'light clean' of the War Memorial**

An email had been received from the Conservation Officer at the War Memorials Trust suggesting a light clean of the War Memorial using water and a soft bristle brush to remove the moss build up. Councillor Roberts volunteered to undertake the work.

It was proposed by Councillor Scott and seconded by Councillor James and  
**Resolved (without opposition)**

**that the Council agree to the War Memorial cleaning (as proposed by the War Memorials Trust in their email of 21<sup>st</sup> August 2018) being carried out by Councillor Roberts.**

**52.18 To consider arrangements for the Battle's Over - A Nation's Tribute - 11/11/18 (Min ref 57.16 and 50.17 and 64.17 and 18.18 and 36.18)**

Councillor Scott said that the bonfire building was underway on his land to the South side of Harnage.

The timetable for the evening is:

Bugler	at 6.55pm
Beacon to be lit	at 7.00pm
Bells ring out	at 7.05pm

The public will be invited to attend the beacon site.  
Parking will be down the roadside, or on site with a short walk.

The Clerk confirmed that she had checked the insurance covers the event.

**ACTIONS:**

- **Councillor Roberts will advise the fire brigade and will arrange an article advertising the event in the next 'Village Life' with flyers on the notice boards.**

**53.18 To receive the Clerk's report**

The Clerk reported some of the activities she had been involved in since the last meeting and on-going work:

Since last meeting:

- Minutes and admin from last meeting
- Wrote to thank organisers of Mayors family fund day, and provided Grant application information
- Confirmed insurance for Battle's Over event
- Regular correspondence, bank, bank recs, payments, etc.
- Updated/drafted various policies and procedures for Parish Council approval:
  - Code of Conduct
  - Publication Scheme
  - Training and Development policy
  - Personal data management and audit policy
  - Privacy notice
  - Subject access request policy

To do:

- CilCA completion - personal target now mid-November
- EMG application (on receipt of form)
- Half year accounts and year end forecast for next meeting

**54.18 To consider and approve the following draft policies and procedures:**

Copies had previously been provided with the agenda and other meeting papers.

a) Code of Conduct

Legal requirement Localism Act 2011

It was proposed by Councillor Roberts, seconded by Councillor Sartain and **Resolved (without opposition) to adopt the Code of Conduct as presented.**

Next review date September 2020

b) Publication Scheme

Legal requirement Freedom of Information Act 2000

It was proposed by Councillor Roberts, seconded by Councillor Scott and **Resolved (without opposition) to adopt the Publication Scheme as presented.**

Next review date September 2019

- c) Training and Development policy  
Best practice requirement  
It was proposed by Councillor Sartain, seconded by Councillor Smith and **Resolved (without opposition) to adopt the Training and Development policy as presented.**  
Next review date April 2021 (pre Council elections), or on change of Clerk if prior to 2021.
- d) Personal data management and audit policy  
Legal requirement GDPR regulations 2018  
It was proposed by Councillor Roberts, seconded by Councillor Clutterbuck and **Resolved (without opposition) to adopt the Personal data management and audit policy as presented.**  
Next review date September 2019
- e) Privacy notice  
Legal requirement - GDPR regulations 2018  
It was proposed by Councillor Scott, seconded by Councillor Roberts and **Resolved (without opposition) to adopt the Privacy Notice as presented.**  
Next review date September 2019
- f) Subject access request policy  
Legal requirement - GDPR regulations 2018  
It was proposed by Councillor James, seconded by Councillor Roberts and **Resolved (without opposition) to adopt the Subject access request policy as presented.**  
Next review date September 2019

#### 55.18 Financial matters

- a) To approve outstanding accounts for payment

#### Authorised Payments for Aug/Sept 18 from Treasurers' Account

Date	Payee	Description	Amount
20/09/2018	Mrs KJ Symonds	Clerk's net pay Aug/Sept 18	323.48
20/09/2018	HMRC	PAYE re Aug/Sept Clerk's salary	80.80
20/09/2018	Mrs KJ Symonds	Clerk's expenses Aug/Sept 18	21.20
20/09/2018	Hutchinson Groundcare	July/Aug Highways Contract	358.36
<b>Total</b>			<b>783.84</b>

It was proposed by Councillor Roberts and seconded by Councillor Clutterbuck and **Resolved (without opposition)**  
that the above accounts be approved for payment.

**b) Financial statements**

The receipts and payments to date were presented by the Clerk.

The bank was reconciled at £6,117.97 being the online banking balances on the date the meeting Agenda was prepared. Of this, 'ring-fenced' cash was £586.57 relating to the Transparency Code funding. The bank reconciliation was agreed and signed by the Chairman.

**56.18 Planning applications**

**1. Decisions to note:**

None

**2. Planning applications for consideration:**

a) Ref: 18/04041/DIS

Validated: 30 August 2018

Address: The Old Rectory, Cound, Shrewsbury Shropshire SY5 6EW

Proposal: Discharge of condition 4 (Brickwork Details) on Planning Permission 18/00766/FUL for the erection of a triple garage and car port.

Status: Awaiting decision

**No objections nor comments were recorded on the above planning application.**

**57.18 Correspondence**

No correspondence had been received that is not noted elsewhere in these minutes.

**58.18 Future Agenda Items**

a) Motion to accept the proposed increase in fee for rental of the two halls for Parish Council Meetings, to £23 per session for the Guildhall Cound, and £25 for Cound Moor Village Hall

b) Review of defibrillator protocol adopted in November 2017

**59.18 Date and time of next meeting**

The next meeting will be held on Thursday 15 November 2018 at 7.30pm at The Village Hall, Cound Moor

The Chairman thanked everybody for attending and the meeting closed at 8.45 pm.

Signed by Chairman: \_\_\_\_\_

Date: \_\_\_\_\_