**Minutes of Annual Meeting of Sutton Maddock Parish Council held in Norton Village Hall on Monday 15th May 2017 immediately following The Annual Parish Meeting.**

**Present**  **Mrs E Attwood, Mrs D Ford, Mrs A Hill, R Hotchkiss, M Speke and M Taylor**

**In Attendance** Mr A Chatham and Mrs V Edwards (acting clerk).

**Note: Prior to commencement of the agenda the re-elected Parish Councillors completed the Disclosable Pecuniary Interest Forms and The forms Declaration of Acceptance of Office.**

**1 Apologies for Absence** Shropshire Councillor M Wood

**2 Declaration of any Disclosable Pecuniary Interests in respect of items on the agenda**. These will be annotated at the appropriate entry in these minutes

**3 Election of Chairman/woman for session May 2017 to April 2018**

Councillor Attwood had announced in the Annual Parish Meeting, (immediately preceding this agenda) that she intended to stand down from the Chair.

 She thus called for nominations for the post of chairman. No-one indicated a willingness to take on this role.

 Councillor Attwood moved the agenda forward indicating that she intended to come back to this election before the end of proceedings.

 **The meeting approved this modification to the agenda**.

**4 Election of Vice-Chairman/woman for session May 2017 to April 2018** Counsellor Taylor indicated his willingness to remain as Vice Chairman.

 There being no other candidate he was re-elected unopposed.

**5 Following the May uncontested election there are two vacant seats**

 On behalf of the Councillors present, The Chairman asked Mr Chatham and Mr Speke if they were willing to be co-opted.

 Mr Alan Chatham indicated that after 30 years of service he wished to decline the request. The Chairman on behalf of Councillors and electors thanked Mr Chatham for his contribution over this time. The meeting accepted his decision with regret.

 Mr Speke noted that he was willing to be returned to council membership. The meeting unanimously approved his co-option. He then completed his Disclosable Pecuniary Interest Forms and The forms Declaration of Acceptance of Office.

**6 To approve the Minutes of the meeting held Wednesday 15th March 2017.** The minutes were approved by the meeting and signed by The Chairman

.

**7 Matters Arising from the Minutes** There were none.

**8 Correspondence**

 **8.1 From Shropshire Council** Forthcoming Road Closures

 A442 Stockton Jct to Astol Jct B4176 Duration 15.05 17 – 19.05.17 (24 hours)

 and 19.05.17 – 26.05.17 (24 hours) To allow Mole ploughing on behalf of Carillion.

 This was noted.

 **8.2 From Shropshire Council Further funding to comply with Transparency Code.** This was noted with interest. An application is to be sent for funding to cover the annual cost of running the web site.

Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **8.3 From Came & Company** Invitation to renew Insurance Policy (renewal date 31st May 2017)

 The acting clerk reported that a routine renewal had been received with a cost quoted as £265.00 (c/f last year £276.49).

 She had been asked to contact the insurers to verify if the former Sutton Maddock Village Hall had been covered under this policy. On enquiring with Came & Co she was told that this was not the case. She then asked about a reassessment of the premium. This had produced a second quotation of £168.00 for the same level of cover.

 **The meeting approved this item for payment**.

**9 Summary & Conclusion of 2016-2017 Business**

 **9.1 Members Attendance** The attendance information for meetings in year 2016/2017 were accepted by the meeting and are on file.

 **9.2 Financial Matters**

 **9.2.1 Timetable for Annual Audit**

 i) Dead line for approval of Accounts 30th June.

 ii) Date by which Annual Return to be submitted 5th July

 **The acting clerk reported a successful outcome to the process of internal Audit. This had been completed by Chris Walker on Friday 12th May,**

 iii) Statements of End of year and a balance sheet were tabled. **The meeting** **approved these accounts to go forward for External Audit**. They were duly signed by The Chairman.

 **9.2.2 To note receipt of Precept** **£2027.00**

 9.2.3 **To note receipt of VAT refund £ 257.92**

 **9.2.4 The Councillors approved the following payments to be made at this meeting:**

 **Sam Young - clerk’s salary £500.00**

 **Valerie Edwards - Honorarium and expenses £115.30.**

**10 Provision for 2016-2017 Business**

**11 Information for Website** Councillors were reminded of the need for them to submit some biographical information to be uploaded to the PC web site.

**12 Land at End of Brick Kiln Lane** The status of this land was re-examined. The clerk is to make some enquiry about the status of this land. Councillor Hill will provide information and a plan diagram of the location.

**13 Planning**

 **13.1 Town and Country Planning Act 1990 – Appeal by Apley estates Site Address Grindle House Farm. Hearing held 9th May**

 Chairman, Councillor Attwood, had attended the hearing. She noted that the Inspector was well briefed and had visited the location and it’s surroundings. Information was taken on various aspects of the case. Particular attention was paid to the problems caused by Goods vehicles accessing the Farm location.

 The outcome is not expected for a few weeks.

 **13.2** **PLANS AND SUPPORTING DOCUMENTS CAN BE VIEWED ON**

 <http://planningpa.shropshire.gov.uk/online-applications/>

 **PLANNING REFERENCE 17/01499/HHE**

 **DEVELOPMENT** Erection of a single storey rear extension to a detached dwelling

 **PROPOSED:** dimensions 7 meters beyond rear wall, 4 meters maximum height

2.3 meters high to eves

 **LOCATION** The Hollies, Sutton Maddock, Shifnal Shropshire TF11 9ND

 **OS Reference**

 **The above application is for information only. No response is required.**

Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**14 Sale of Village Hall** Alan Chatham informed that **t**his property has now been sold the Auction price being £44,000.00. The proceeds (after fees), will be in the in the stewardship of a group of Trustees derived from The Village Hall Management Committee. They will be looking to the use of this fund for the future benefit of the inhabitants of the parish. They have enlisted legal help.

**15 Matters relating to the post of parish clerk**

The permanent post of Clerk has been advertised and two applications have been received by Councillor Attwood. The details of the two applicants were made known to the Councillors present. It was agreed that interviews should be carried out by Councillors Attwood, Taylor and Hill. The Acting clerk was also requested to be present. A date is to be agreed outside the meeting.

**16 Any other business**

 **16.1 Smart Water** A large number of these packs have been distributed to households in the Parish. Councillor Attwood has the remaining packs. An effort is to be made to make these available to those households not yet involved..

 Notices are still to be displayed on lighting columns to indicate the high level of protected properties.

 **16.2 Advertising Hoardings** It was noted that a facility for displaying posters and banners, located at Sutton Maddock roundabout is now being used for commercial advertising. It was originally intended for display of posters for village events. The clerk was requested to contact Shropshire Council on this matter.

 16.3 It was also noted that a number of large rocks have appeared on the grass verge at Long Wood, a property close to Sutton Maddock Island. The clerk was tasked to look into this as a potential danger.

 16.4 The clerk brought the attention of Councillors to the New addition of “The Good Councillors Guide”, she will email to all councillors a link to access this on line.

**Note changed order of procedure.**

**Councillor Attwood then returned to item 3 deferred from the start of the agenda.**

**Election of Chairman/woman for session May 2017 to April 2018**

**After long discussion it was Resolved that: Chairman for the session be Mark Taylor and that the thus vacated Vice Chairman’s post be undertaken by Ann Hill.**

**This was approved by the meeting. The Chairmanship then passed from Councillor Attwood.**

**17 To confirm date and time of next meeting Thursday13th July.**

**Meeting closed at 9.12**

***Meeting Schedule 2017 Thursday 14th September***

 ***Thursday 9th November***

**Accounts passed for payment:**

 **Sam Young - clerk’s salary £500.00**

 **Valerie Edwards - Honorarium and expenses £115.30.**

 **Came & Company (Annual Insurance)** £168.00

Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_