

Minutes of the Meeting of Prees Parish Council held on Tuesday July 20th 2021
at 7.00 pm in the Village Hall.

Present were Cllrs R Hiron; Mrs L Baer; Mrs D Foster; J Whelan; R List and J Allen together with Mrs K Sieloff, clerk to the Parish Council.

100/21 Public session. There were no members of the public present.

101/21 Apologies received from Cllrs Mrs S Short; Mrs Jones; Mrs B Finch; Mrs B Rainford; M Lanham; D Ladd and P Wynn.

102/21 For members to disclose pecuniary or impecuniary interests. None were declared.

103/21 The Minutes of the Annual Council Meeting held on Tuesday June 22nd 2021 had been previously circulated and were agreed to be a true record. It was proposed by Cllr Mrs D Foster that they should be signed and this was seconded by Cllr Mrs L Baer. All were in favour and the Chairman signed them.

104/21 Actions arising from the Minutes that are not on the Agenda. There were none.

105/21 Shropshire Council Report. Cllr P Wynn had sent his apologies and was not in attendance but had supplied a brief report advising that

- Shropshire Council had pledged to spend an extra £126m over the next four years.
- A five year supply of housing development land had been secured.

106/21 Community Policing.

PCSO David Andrew had supplied a report which was read out at the meeting. It made the following points. Incidents between 19.6.21 and 19.7.21 include

- 2 cases of vehicle nuisance: one on the A41/A49 dual track, the other at Twemlows Wood. Offices attended and target patrols performed when available.
- 1 opportunistic burglary: investigation on-going.
- 2 road traffic incidents on island at Prees Heath.

Road policing have been patrolling along the dual track and area in an unmarked HGV cab along with marked bikes on Thursday nights. Several bikes stopped and dealt with in regard to their riding, others caught on camera and will be dealt with by post.

Whitchurch SNT continues to regularly patrol Prees and surrounding areas.

There is a new system, Neighbourhood Matters, which enables local people to find out more about what is happening in their community. It also gives the opportunity to contact police officers and local policing teams directly so they can raise any concerns and provide feedback. It is a free service and those who sign up can choose how they receive updates. There is the opportunity to choose to receive information concerning specialized interest groups such as Business Watch, wildlife crime and crime prevention. To sign up for free alerts visit the Neighbourhood Matters website at www.neighbourhoodmatters.co.uk.

107/21 Planning:

Current planning applications for consultation:

- 21/02650/VAR: Variation of conditions 2 & 3 attached to planning permission 19/04659/FUL dated 04/05/20 to allow for amended site layout. Land Adjacent Hough Pool Fishing Club, Wem Lane, Soulton, Wem, Shropshire. Applicant: Mr Mark Lee.

The Parish Council resolved to support this Application. This was proposed by Cllr J Whelan and seconded by Cllr R Hiron. All were in favour.

- 21/03016/FUL: Erection of a portal frame farm building for housing dairy youngstock. Heathgates Farm, Lower Heath, Prees, Shropshire. Applicant : Mr David Hares.

It was resolved to support this Application. Proposed by Cllr R Hiron and seconded by Cllr J Allen. All were in favour.

- 21/03137/FUL: Erection of extension and detached garage. Greenacres, Brades Road, Prees, Shropshire. Applicant : Mr and Mrs Thelwell.

The Parish Council resolved to support this Application. Proposed by Cllr J Whelan and seconded by Cllr Mrs L Baer. All were in favour.

Planning Decisions received from Shropshire Council:

- 21/01821/FUL: Erection of detached double garage. Fox Heath, Manor House Lane, Higher Heath, Whitchurch SY13 2HJ. Decision: Grant Permission.
- 21/02315/FUL: Erection of part two storey and single storey side extension, re-roof the existing single storey lean-to and internal alterations. Highfields, Steel Heath, Prees Heath, Whitchurch, Shropshire SY13 3LE. Decision: Refuse.
- 21/02257/FUL: Conversion of existing garage and erection of first floor extension above, erection of new double garage with room above and alterations to dwelling. Birch Grove, Sylvan Close, Higher Heath, Whitchurch, Shropshire SY13 2TB. Decision: Grant Permission.
- 21/02492/FUL: Erection of two storey extension and rear boot room extension following demolition of single storey timber structure. Fields Farm, Faults, Whitchurch, Shropshire SY13 2BA. Decision: Grant Permission.

108/21 Parish and Parish Council Matters

Heathgates Crossroads.

Cllrs R Hirons; Mrs B Finch; Mrs B Rainford; J Allen and J Whelan, together with the clerk, met with David Gradwell from Shropshire Council Traffic Engineering, and a colleague from the design team on-site on 13.7.21. David Gradwell explained that accident statistics in this area now suggested that more robust remedial action was called for as enhanced signage etc had not made sufficient difference. He was therefore proposing that the road leading from the crossroads down towards Sandford should be closed off to all traffic apart from those accessing the house/fields. The mouth to the road would be reduced to single track with clear signage. The other end of the road, that is at the T junction where turning right takes you out on to the A41, is notoriously hazardous because of the bends reducing visibility to a dangerous degree, and this junction would be completely closed off with the verge reinstated. This solution, definitively addressing two local danger-spots, seemed a very satisfactory solution to all those present. David Gradwell advised that the work will be carried out next year (2022-23.)

Youth Shelter

Cllr Hirons confirmed that the Public Meeting will be held on July 27th at 7 pm in the Village Hall. He emphasised that the aim is to preserve the Youth Shelter, but the Parish Council will need support to enable it to do that. He explained that a copy of the lease with the Club had been located, and this document made it absolutely clear that the responsibility for maintaining the Youth Shelter, and the area it occupied, is solely that of the Parish Council. The knock-on is that the decision for its future rests with the Parish Council too.

Community-Led Building Development, Whitchurch Road.

Formal planning approval for the scheme is still awaited.

Neighbourhood Fund spend.

Carried forward to next Agenda.

HH Field to be available for use by local young football teams?

It was resolved to allow use of the football pitch at Higher Heath by local junior football teams, managed by Andy Mellor, as long as the complete responsibility for the safety of the young players was taken on by that organisation. Clerk to draft an agreement for signing and to circulate to all cllrs for approval.

RoSPA's annual safety report on our playgrounds received.

- Cllrs Hirons and Mrs B Finch to meet with clerk to review. Clerk to arrange.

Review of Policies 2021.

Pairs of parish councillors had been allotted council documents to review. The clerk explained that this would usually be done annually in May, at the Annual Parish Council Meeting, but latterly Covid complications had intervened. Hopefully the process could revert to the old time-table from May 2022.

Standing Orders

Standing Orders had been reviewed by Cllr R Hirons and Mrs S Short, with the clerk. Cllr Hirons recommended the following addition, under the heading 'With regard to meetings and records during times under emergency orders from central Government.'

In the event of a government-ordered restriction on face-to-face meetings or other lock-down orders, the following procedures will be adopted:

- 1 The draft minutes of the previous meeting and the Agenda will be published in advance as usual, but only on the Parish Council website. These documents will not be put on the notice-boards during times of social-distancing.
- 2 Members of the public will be invited to attend the meeting on-line and a link to enable them to do so will be published on the website. The format of the meeting and the rules governing its conduct will remain as usual with the customary opportunity for members of the Public to speak to the Parish Council at the beginning of the meeting.
- 3 Minutes of the previous meeting will be approved at the meeting and also signed then when possible, or otherwise as soon as is practicable.
- 4 Any confidential matter will be dealt with at the end of the Agenda on which it features, in a separately convened meeting open only to the PC and the clerk.
- 5 Voting during the meeting will be by show of hands.
- 6 If any cllr needs to absent him or herself due to an interest in an item on the Agenda, they will absent themselves and re-join the meeting when invited (if necessary by telephone.)
- 7 During a meeting of any restricted meeting procedure, any cllr unable to attend the meeting because of technical difficulties must contact the Chair or the clerk as soon as possible after the meeting to explain their absence. This absence and its reason will be recorded in the minutes of the next meeting.

With this addition, Cllr Hirons proposed that the Standing Orders should be approved and this was seconded by Cllr J Whelan. All were in favour.

Financial Regulations. These had been reviewed by Cllrs R Hirons and Mrs S Short, with the clerk.

Cllr Hirons recommended an addition to read:

"Cheques or orders for payment shall not normally be presented for signature other than at a council meeting, or immediately before or after such a meeting, or as soon as is reasonably practicable. Any signatures obtained away from a meeting shall be reported to the Council at the next convenient meeting."

With this addition, Cllr Hirons proposed that the document should be approved and this was seconded by Cllr J Whelan.

Social Media Policy.

Cllr D Ladd, who had reviewed the document with Cllr R List, had suggested two amendments:

1. That there should be a requirement that anyone replying to a message on behalf of the Parish Council makes it clear exactly who it is who is responding,
2. A requirement that the Parish Council social media must not be used for political or electoral campaigning.

The clerk was asked to implement these two additions and then it was proposed by Cllr R List that the amended policy should be adopted and this was seconded by Cllr R Hirons. All were in favour.

Freedom of Information Policy had been reviewed by Cllrs Mrs L Baer and M Lanham and was found to be satisfactory. Cllr Mrs L Baer proposed that it should be approved and this was seconded by Cllr Mrs D Foster. All were in favour.

Complaints Procedure. This was reviewed by Cllrs Mrs B Rainford and J Allen and was assessed as being fit for approval and adoption. Proposed by Cllr J Allen and seconded by Cllr Mrs L Baer. All were in favour.

Risk Assessment

This document was reviewed by Cllrs Mrs S Jones and J Whelan. Cllr Whelan suggested the following modifications:

- 1 Disabled access to the Village Hall would benefit from improvement. Clerk to contact Chair of Village Hall Committee to suggest the provision of a door bell at the side door.
- 2 Faults War Memorial should not feature in the document, as it is not the property or responsibility of the Parish Council.
- 3 The fire-box recommended for the storage of laptop back-up needs to be purchased, or alternative means of secure storage implemented. Clerk to consult John Chipperfield at Technochip about this.
- 4 Risk Assessment for use of Village Hall for Parish Council meetings during times when the virus is still a problem needs to be rewritten in more formal language.

The clerk was asked to implement these matters. Cllr J Whelan was then happy to propose that the Risk Assessment should be approved, and this was seconded by Cllr R List. All were in favour.

Code of Conduct. This document had been reviewed by Cllrs Mrs B Finch and Mrs D Foster, who were happy that it was fit for purpose. Cllr Mrs D Foster proposed that it should be approved and this was seconded by Cllr J Allen. All were in favour.

Provision of high-viz jackets and identification lanyards for Parish Councillors.

After discussion it was decided that the simplest and most economical solutions would be sufficient: photographs not necessary on the lanyards. Clerk to look on the internet and report back.

Clerk's Appraisal and Review to be arranged. Clerk to research what format other parish councils use.

A41 log. Nothing to report.

Housekeeping. New matters reported:

- Can post-box outside Church Hall Faults be replaced?
- Pot-holes in main road through Faults need repair.

Clerk to action.

Facebook. Nothing new to report.

109/21 Accounting Matters

- Review of bank reconciliation for first quarter 2021-22. No concerns identified.
- Review of spend against budget for first quarter 2021-22. No concerns identified.
- A councillor volunteer is needed to check quarterly bank reconciliations. This should not be done by a bank signatory. After discussion it was decided that cllrs would take turns with this task.
- Clerk requests authorisation to apply for debit card on PC current account. After discussion the clerk was asked to enquire about payment procedures used by other parish councils.
- Accounts for payment July 2021. It was proposed by Cllr Mrs D Foster that the following accounts should be paid and this was seconded by Cllr J Allen. All were in favour.

(Cllr J Whelan had to give his apologies and leave the meeting at this point.)

	£
Mrs K Sieloff clerks salary July 2021	464.32
HMRC (PAYE)	3.80
Clerks expenditure 17.6.21-14.7.21 (detailed below)	55.76
Scottish Power (streetlight energy 31.5.21-30.6.21)	124.11
Groundforce Landscape Ltd (works June 2021)	313.20
Prees Cricket and Recreation Club (Youth Shelter rent)	4.00
Total	965.19

Clerk's expenditure 17.6.21-14.7.21

July BT line rental contribution: £12.50

Stamps: 9 x 2nd class stamps @ 66p + 2 large packets @ £1.29= £8.52

Mileage: collection of documents from internal auditor 28 miles @ 45 ppm = £12.60

Mileage: delivery of June Agenda etc: 13 miles @ 45 ppm = £5.85

Envelopes: £2.00

Black printer cartridge: £14.29

Total = £55.76

- Progress of Audit 2021: clerk reported that the Annual Governance and Accountability Return (AGAR) was still with the external auditor.

110/21 SALC

Nothing to report.

111/21 Correspondence

Letter received from solicitor representing a gentleman who tripped and injured his foot in Higher Heath playing-field in April 2021. This matter had been reported to the clerk at the time, and she has passed all known information to the Parish Council's insurers, as requested.

112/21 Items for next Agenda

- Neighbourhood Fund
- HM Queen's Platinum Jubilee Beacon June 2022

The meeting was closed at 8.30 pm.

Signed..... Date.....