

**Buildwas Parish Council
PARISH COUNCIL MEETING
on Monday 16th November 2020**

Due to Covid-19 meeting restrictions, the meeting was held online via Zoom.

MINUTES

Present: Cllr. Lorraine Pratt (Chair), Cllr. J Grainger, Cllr. S Heath, Cllr. J Heath, Cllr. V Morgan, Cllr. S Ratcliffe, Cllr. R Wilcox

In attendance: Mrs S. Morris (Clerk), Cllr C Wild (Shropshire Council), 1 member of the public

1) Public Session

The member of the public present informed the Parish Council that he had been selected to stand in the upcoming election as the Labour Party candidate. He reiterated his recommendation that the Parish Council develop a Neighbourhood Plan and that the cost would not be as high as the Parish Council had stated in previous meetings. He highlighted that Harworth were proposing a reduction in the number of affordable homes in the power station site planning application, and that Shropshire Council was requesting a significant amount of additional information from Harworth, particularly on Highways, and stated that these questions would have been asked at an earlier stage if a Neighbourhood Plan had been developed.

2) Apologies for Absence

None; all present.

3) Declarations of Disclosable Interests & Dispensation Requests

None declared.

4) To approve the minutes of the Council Meeting held on 21st September 2020

It was **RESOLVED** to adopt the minutes as being a correct record. Arrangements would be made for the Chairman to sign the minutes at the next available opportunity.

5) Matters arising from the minutes

None.

6) Shropshire Councillor Report

Councillor Wild highlighted the following points:

Power station site planning application. The response of Highways officers was now available on the planning portal.

Covid-19. Numbers of cases were rising again, and Councillors were asked to let Councillor Wild know of anyone in the Parish in need of support e.g. getting food or medicine delivered. It was noted that some support was being provided within the Parish. It was agreed that the Clerk would draft a notice with the relevant contact numbers for support to be posted on the Parish noticeboard.

7) Power station site proposed development

There was nothing further to note.

8) Play Area Inspection Report

The annual ROSPA inspection had taken place over the summer and the report had been circulated prior to the meeting. It was noted that there was around £600 remaining in the current year budget for maintenance of the play area. Councillor Wilcox would conduct a site visit to review the equipment and recommendations and inform the Clerk of actions required.

9) Place Plan Priorities

The Place Plan priorities had last been reviewed in 2019 and the Parish Council had determined that it should be reviewed to strengthen the plan with further details and costings, and to ensure that it represented the views of the residents of Buildwas. Councillors sought to ensure that there was an overarching plan to improvements within the Parish. It was agreed that some of the actions listed in the current plan had been completed, and it was suggested that the plan should include the Church restoration, upgrade of the current bus stop and installation of a new bus stop opposite it. An informal meeting would be held for Councillors to add further detail to the Place Plan, and to determine how to gather the views of the community on the proposed priorities.

10) Review of Policies

The Clerk advised that the policies circulated prior to the meeting were based on the template policies provided through SALC. No updates were proposed at this time. It was **RESOLVED** to re-adopt the Complaints Policy and the Data Protection Policies.

11) Finance

a) To discuss the initial draft budget 2020/21

The draft budget was noted. Councillors were asked to consider the proposals and make any suggestions for amendments to the Clerk prior to the January 2021 meeting at which the budget would be approved and the precept set.

b) To agree process for Councillors to monitor financial transactions while meeting remotely

The Clerk highlighted that while meeting remotely, the Parish Council was not carrying out the usual checks of invoices against bank statements as part of the internal controls on financial transactions. The Clerk recommended that a process was put in place to carry out these checks remotely. It was agreed that Councillors Pratt and Grainger would carry out a check of a number of transactions made since April 2020 and provide feedback to the next meeting.

c) To approve Q2 budget report and bank reconciliation

It was **RESOLVED** to approve the Q2 budget report and bank reconciliation.

d) To approve payments made between meetings

It was **RESOLVED** to approve the following payments made between meetings, in line with the agreed budget:

Ref	No	Payee	Item	Amount
P29-20/21	BACS	HMRC	Q2 PAYE	£8.40
P30-20/21	DD	NPower	Electricity – street lights	£27.94
P31-20/21	DD	NPower	Electricity – street lights	£33.64
P32-20/21	SO	S Morris	Salary – October	£214.59

e) To approve payment of accounts

It was **RESOLVED** to approve the payment of the following invoices.

Ref	No	Payee	Item	Amount
P33-20/21	BACS	Wroxeter & Uppington Parish Council	Zoom part payment and Clerk's training	£24.75
P34-20/21	BACS	S Morris	Expenses October / November	£20.00
P35-20/21	SO	S Morris	Salary – November	£204.39
P36-20/21	BACS	S Bott	Maintenance contract	£1018.41

f) To note income received

None.

12) Planning matters

20/04542/LBC – Church Farm House, replacement of windows

It was **RESOLVED** to submit a comment of no objection.

13) Parish Matters

Road signs

Councillor J Heath report that some road signs on the Much Wenlock Road had rotted and some further signs were obscured by overgrown branches. Councillor Heath would report these via MyShropshire.

14) Date of next meeting and arrangements for future meetings

Monday 18th January 2021

The meeting closed at 8:38pm.