

**Draft Minutes of the Meeting of Sutton Maddock Parish Council**

**Held on Thursday 13 July 2017 at 7.30 pm**

**1. Present**

Mr. M. Taylor	Chair	SMPC
Mrs. D. Ford		SMPC
Mrs. A. Hill		SMPC
Mr. R. Hotchkiss		SMPC
Mr. M. Speke		SMPC
Mrs V Edwards		Acting Clerk
Mrs S Brumwell		Newly appointed Clerk

**2. Apologies for Absence**

None

**3. Chairman's Announcements**

The Chairman introduced the Clerk Designate, Mrs Sara Brumwell. The Councillors approved Mrs Brumwell's appointment to the post of Parish Clerk following an interview on 31 May 2017.

**4. Declaration of Disclosable Pecuniary Interests**

None

**5. Matters raised by the General Public Attending the Meeting**

None

**6. Minutes of the Previous Meeting**

RESOLVED that the minutes of the meeting held on 15<sup>th</sup> May 2017 are confirmed and signed by the Chairman.

**7. Matters arising from the previous Minutes**

**7.1 Grass Verge at "Longwood", Sutton Maddock**

The Acting Clerk advised that she had contacted Graham Downes and that he was sending Bob Davis to look at the issue and take action if needed. At the date of the meeting the rocks were still present.

#### 7.2 Advertising Hoarding at Sutton Maddock roundabout

The Acting Clerk advised that she had notified the relevant person and so that enforcement may be considered.

### **8. Vacancy following local Election**

The Acting Clerk advised that there remains a vacant seat notwithstanding the co-option of Counsellor Speke, at the meeting on 15 May 2017.

RESOLVED that expressions of interest would be sought via the Parish Newsletter. The Chairman will contact the Editor of the Newsletter.

### **9. Correspondence**

9.1 Shropshire Council Information on Bridgnorth By-Pass road work scheme: Noted

9.2 NALC Reform of Data Protection Legislation and introduction of General Data Protection Regulation from May 2018:  
Noted

9.3 Mrs Lisa Ryder raised concerns about safety of the junction of A442 Brocton crossroads: Concerns had previously been raised with Highways Authority.

9.4 NALC Commemoration of end of WWI in 2018: Forward to Norton British Legion for information.

9.5 Shropshire Council road closure A464 Wolverhampton to Shifnal road: Noted

9.6 SALC Invitation to attend meeting with local MPs on 14 July 2017: Noted

9.7 SALC Invitation to attend a meeting on 17 July with Police and Crime Commissioner John Campion regarding West Mercia Fire Service Consultation: Noted

9.8 Shropshire Council requesting responses to National Rural Resident Survey: Acting Clerk to forward to Councillors to seek responses from residents.

9.9 Shropshire Council requesting support for Shropshire's Bid to Host the UK Recovery Walk 2018 in Shrewsbury: Noted.

## **10. Any other Urgent Correspondence**

- 10.1 Bridgnorth Area Youth Partnership email with notes of previous meeting and invitation to attend the AGM on 20 September 2017: Noted.

## **11. Finance**

- 11.1 Balance at the Bank £6217.67

- 11.2 Payments for Approval:

Valerie Edwards – Honorarium and Expenses      £285.75

RESOLVED that the payment of honorarium and expenses to Acting Clerk is approved.

- 11.3 Letter to Lloyds TSB to update details of Parish Clerk

The Chairman and Councillor Ford signed the letter to Lloyds TSB in Shifnal to advise of the contact name, address and telephone number of the new Parish Clerk.

- 11.4 External Audit

The Acting Clerk reported that all documentation has been submitted to Mazars and that she has responded to their request for additional information.

- 11.5 Future Expenditure

The Acting Clerk advised the Parish Council to consider carefully their future expenditure in light of the appointment of the new Clerk. The precept is £2000.00 and the clerk's salary is £1384.00 p.a. plus mileage and expenses. The Acting Parish Clerk advised that the Parish Council should hold a reserve of at least one year's precept.

Noted

- 11.6 To consider and review donations under Section 137

RESOLVED that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:

11.6.1.1	St Mary's Church Sutton Maddock	£75.00
11.6.1.2	Air Ambulance	£75.00
11.6.1.3	Hope House	£75.00
11.6.1.4	Severn Hospice	£75.00
11.6.1.5	The Samaritans	£75.00
11.6.1.6	Age UK Shropshire	£75.00

## **12. Transparency Code Funding**

RESOLVED the Parish Clerk is to consider the application form and potential future costs of compliance.

## **13. Policy Documents**

RESOLVED: the following documents are approved by the Council:

- 13.1 Standing Order
- 13.2 Code of Conduct
- 13.3 Guidance on Personal, Prejudicial and Pecuniary Interests

The Council are to consider the draft Financial Regulations at September's meeting.

## **14. Report from Shropshire Council**

Noted

## **15. Smart Water**

The Acting Clerk reported that she is obtaining a copy of the Electoral Roll so the Council is able to identify the houses which have not received Smart Water.

Counsellor Attwood is the main point of contact and has the spare kits.

RESOLVED: The Parish Clerk shall follow up with Electoral Roll application and find out the current position with the Smart Water signage.

**16. Land at the end of Brick Kiln Lane**

RESOLVED: to obtain a copy of the title register for the land from the Land Registry to ascertain the owner.

**17. Information for the website**

This is outstanding and further information to be provided via a template at the next meeting.

RESOLVED that the Parish Clerk shall use the address for Counsellor Taylor as the contact address for the Parish Council on the website.

The Parish Council approved the purchase of a 'Pay as you Go' SIM card for the Parish Clerk to use as her contact telephone number.

**18. Planning**

18.1 Grindle Farm update

No further news at present.

18.2 Planning Reference 17/01806/ADV

No objection

Planning Reference 17/01805/FULL

No objection

Planning Reference 17/02379/FULL

RESOLVED: No objection but note concerns regarding the volume of traffic and roadway maintenance.

Planning Reference 17/02823/FULL

No objection.

**19. Any other business**

The Counsellors expressed their thanks and gratitude to the Acting Clerk for stepping in to the Acting Parish Clerk role whilst they recruited a new Parish Clerk.

**Date of the next meeting**

**Schedule for Thursday 14 September 2017**

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Chairman, 14 September 2017