

**MINUTES OF THE MEETING OF SHAWBURY PARISH COUNCIL
HELD IN THE VILLAGE HALL ON TUESDAY SEPTEMBER 13th.
2011 at 7.00pm.**

Public Session:

There were two members of the public present but no issues were raised.

Present:

Mrs. J. Manley (Chairman)

Mr. D. Baldwin

Mrs. F. Medley

Mr. R. Bailey

Mr. R. Pinches

Mr. J. Kennedy

Mrs. T. Howells

Mr. R. Rathbone

Mrs. G. Matthews

Mr. A. Brown

In Attendance:

Mr. S. Jones (Shropshire Councillor).

MACR G. Longmuir (RAF Shropshire).

Sqdn Ldr. J. Martin (RAF Shawbury).

Ms. R. Mansfield (Shropshire Council – Community Regeneration Officer)

Two members of the public.

The Parish Clerk.

11/107 Apologies:

Apologies were received and accepted from Mr. D. Roberts and Mrs. S. Dove.

11/108 Declaration of Personal or Prejudicial Interests:

Mr. Bailey declared an interest in Agenda Item 6.

11/109 Minutes of Meeting held on August 9th.

The minutes of the meeting, having been circulated, were approved and signed by the Chairman as a true record after the following amendment to Item 11/100 (5) which should read '*Christmas Craft Fair*'.

11/110 Matters Arising:

(a)Highways (11.99(B1))

Clerk had received a report from the Highways Department stating that:

- i. A contract had been agreed with Enterprise to remove the saplings by the bridge
- ii. The crack on the A53 was not a danger but would be monitored.
- iii. The pavement on the A53 between the bridge and Wytheford Road was not being upgraded.
- iv. Repair work would be carried out on the Glebelands.

(b) Christmas Craft Fayre(11/100(5))

Chairman reported that there had been a good response from potential stall holders and six had already reserved a table.

(c) Public Access Awareness Training Event.

As Mr. Roberts was not present, this item was deferred to the next meeting.

(d) Barclays Bank.(11/102(c))

Clerk reported on his discussions with the Barclay's Bank representative. The service they were offering was advisory and mainly aimed at their customers, No deposits or withdrawals would be possible. They needed access to a private room where they could connect up a computer and printer but were not prepared to pay rent.

It was decided not to pursue this further.

(e) Skate boarding event (11/94(8)0

Miriam Turner had notified the Clerk that the total cost of providing the skateboarding day would be £450.00 which included staff and insurance costs.

It was decided to discuss this further at the next meeting.

(f) Parish Plan Review(11/98).

Mr Brown reported that he had contacted the members of the Parish Plan committee who had agreed to be involved in updating the Plan. He had produced a written statement of the current situation which had been agreed with the Clerk and he would report back developments at future meetings.

(g) Updated Policy Documents(11/93(h)).

Clerk has forwarded Members a range of up-dated policy statements, which were approved. The Clerk stated that over the next month he would get the documents up-dated on the web site and in the library.

(h) Diamond Jubilee Planning (11/97)

Chairman distributed an outline plan put together by the working group. This was approved by Members who congratulated the group on the progress already made. It was noted that the Parish event would be on Tuesday June 5th.

(i) Sponsorship.

Clerk reported that Mr. Reader at Simons Car Sales had agreed to sponsor the one remaining Floral Gateway.

(j) Glebe (11/03(i))

Clerk reported that the County solicitor had returned the agreed draft lease documents to the Diocese solicitors early in August asking them to proceed but as yet had not received a response..Concern was expressed about the deal and the Clerk was asked to take action to try and speed up the process.

(k) Burial Ground Regulations (11/100(1)).

Report by Mrs. Medley was deferred to the next meeting.

(l) Inspection of electrical equipment (11/93(m))

Clerk reported that the portable electrical equipment held by him had been checked and no concerns had been raised.

(m) Sparrow Cottage.

Members had been sent details of the current developments which were being monitored by Shropshire Council's enforcement officer.

(n) Church Street Lights (11/101).

Clerk reported that NWP had appointed a new staff member who had secured the parts for the lights only to find they were not suitable for wooden posts. They had been returned and the correct ones ordered.

(o) Recreation Ground Gate 911/93(b3))

Mr. Bailey reported that he had inspected the gate but that there was little that could be done to improve the way it could be opened. It was agreed to take no further action.

(p) Co-op Shop (11/93(e)).

Mrs. Medley reported that the manager was involved in on-going discussions about locating a separate area for storing the bins.

11/111 Correspondence.

The following correspondence was considered:

1. Shropshire Council – road closure – Glebelands November 8th. 10am to 1,00pm,
2. ALC – Delivering Local Priorities through partnership working.
- 3 ALC – Sports for England – grants available.
4. Severn Trent – Sewerage problems.
5. .Royal Horticultural Society - RHS ‘Britain in Bloom’.

11/112 Accounts for Payment:

It was resolved to pay the following accounts:

Mr .J. Wilson	Salary (Sept.)	£428.97
Mr. J. Wilson	Expenses (August)	£237.63
Mr. J. Wilson	Electrical equipment safety check	£20.00
Inland Revenue	Income Tax (Sept.)	£107.53
Mr. T. Creber	Village work (Sept.)	£447.00
Mr. R. Bailey	Grass cutting – Erdington Close Play Area	£150.00
	- Moat and paths	£35.00
	- Cycle track	£40.00
Scottish Power	Electricity supply (July)	£268.60
Mr. M. Ebrey	Cycle Track improvement work	£100.00
Mazars	External audit	£480.00
Playsafety Ltd	Play area inspections	£234.00
NWP Electrical	Streetlight maintenance (Aug.)	£232.42
Loosemores	Provision of soil for cycle track	£192.00
Sign and Poster	Sponsorship sign	£30.00

11/113 Financial Statement:

A financial statement was tabled and approved after an amendment to the figure indicating the balance in the current account.

11/114 External Auditors Report:

The report was tabled indicating there were no concerns with the administration of the Council or its finances. Members approved the report.

11/115 Review of Risk Management

The Clerk tabled the Risk Assessment documentation, which was approved.

.11/116 Review of Internal Audit:

Members expressed satisfaction with the current internal audit procedure and agreed that Mr. Sheehy be asked to continue as the internal auditor.

11/117 Whistle Blowing Policy.

Members considered a copy of a Whistle Blowing Policy Document but felt that it was not relevant for Parish Councils. Clerk was asked to review the document and produce a simplified version for consideration by Members.

11/118 RoSPA Report on Play Area and Cycle Track Inspections.

The Clerk reported that there had been some confusion with the inspections. RoSPA the head office had failed to tell the local inspector to contact the Clerk prior to his visit, to arrange for Members to accompany him.. They had also failed to tell him that an inspection and risk assessment was needed for the new pools in the Moat area. They had since decided that his type of inspection was not within their remit.

The inspections had taken place and there were no serious faults with the play areas. However, there were concerns raised about some sections of the cycle track which had already been reported by Mr. Bailey.

A copy of the report had been forwarded to Mr. Bailey who confirmed that all the identified problems had now been resolved.

He went on to report that track was being well used but a few young people had already started to dig up parts of the circuit and it was agreed that a sign stating ‘MO DIGGING ON SITE should be purchased and erected.

Mr. Brown agreed to discuss the issue of an English Heritage risk assessment statement for the Moat area pools with Jenny Marriot when he met her later in the week.

11/119 Publication of Councillor Information

Mr. Rathbone suggested that there was too much detail about Members published on the web site, which could lead to problems of stolen identity, etc. There was no support from other Members and the suggestion was withdrawn.

11/120 Exchange of Information

(a) Agenda Items for the next meeting:

1. Burial Ground.
2. Firework event.
3. Diamond Jubilee Event.
4. Church Street – pedestrian walkway..
5. Moat risk assessment.

(b) Highways:

Pot holes were developing at the entrance to Bridgeway.

Clerk to report to Highways Department.

(c) Streetlights:

No issues raised.

(d) Other

1. Mr. Baldwin informed Members that there was a quiz night at the Elephant and Castle on Sunday October 2nd. with the proceeds going to help finance the firework evening.
2. Fly tipping had taken place in the lay-by behind Rapra. Clerk to ask Victoria Ashmore to arrange for it to be removed.
3. Mr. Bailey reported that the owners of the cat causing the waste problems in Bridgeway Play Area had moved away, resolving the situation.

4. It was noted that no action had been taken over replacing the broken fence at the rear of the Glebelands and the bollards in Park Avenue. Clerk to discuss with Meres & Mosses Housing Association.
5. It was reported that cars had been damaged whilst parked in the lay-by at Carradine Close. The police had been informed.
6. Clerk was asked to check if there had been any progress with accessing the library broadband connection for the CCTV camera.
7. Clerk was asked to get the mole catcher to treat the Burial Ground and to have a look at the Recreation Ground
8. It was agreed that Mrs. Howells should have a key for the lock on the Recreation Ground gate in case emergency access was needed during a junior football match. Mr. Bailey to arrange.
9. Mrs. Medley reported that she had received a complaint about some bolts which were protruding on a notice board on the Play Area. Mr. Bailey agreed to check the problem.

11/121 Other Information:

The Chairman gave reports on the following events she had attended:

- (a) Meeting with Gareth Parry (Shropshire Council's Biodiversity Officer) when they had walked the new area of the Glebe.
- (b) Flood Forum Meeting at Edinburgh House
- (c) ALC Training Session on Community Action.

Detailed copies of the reports are available on request.

11/122 Review of Streetlight Insurance.

The Clerk had produced a paper pointing out that the Insurance Company had advised him that the Council's streetlights were under insured and there was a need to set the value at the full replacement cost which was about £1,450 per light. The Council owned 95 lights and this would mean an additional premium of almost £2,000 per year. As there had only been one claim for damage in the past decade, it was considered that this was not economic and it was decided not to continue to insure the lights. A reserve fund would be created to cover any possible emergency costs

11/123 Recreation Ground:

Members approved a policy document for the use of the Recreation Ground for organisations wishing to hold Charity fund raising events. Clerk would oversee and manage the process.

11/124 Burial Ground

Mr. Bailey pointed out that there was a need to finalise the details of the proposed new paths and hedging to enable the work to be completed before the winter months. It was agreed to discuss this at the next meeting. Mr. Bailey promised to bring the suggested development plan. There would also be a need to carry out any necessary renovation work.

11/125 Reports from:

(a) Police:

No report tabled. Clerk explained that the civilian worker who dealt with the reports had left and was not being replaced. He believed the new policy would be for Councils to obtain the information from the web site. Mr. Kennedy was asked to raise the issue at the next LJC meeting.

(b) Youth

No report tabled.

(c) RAF Shawbury

MACR Longmuir explained that this was his last meeting as he had been posted and introduced Sqdn .Ldr. John Martin who was replacing him.

He went on to report that:

- (a) Night flying would continue for a further five to six weeks.
- (b) The Land Owners Day was being held on 6th, October.
- (c) A Craft Fair was being held in the sports hangar on November 5th.
- (d) There had been some redundancies declared for civilian staff and a few for service personnel.
- (e) The new Gym complex was planned for completion in March.
- (f) The multi-games area was now open and available for public access
- (g) The base had been awarded the Firman Sword for the third year running – the first time this had happened. The award was for the base's charitable work and this year they had raised in excess of £55,000.00
- (h) Service personnel would be involved in a range of activities commemorating the Battle of Britain and there would be a fly past by a Hurricane aircraft.
- (i) Group Captain Chris Locke had been appointed as the new Commanding Officer at the base
- (j) Members of the Council were welcome to visit the base and this was arranged for October 21st. starting at 12.00 noon.

The Chairman welcomed John Martin to the meeting and thanked Graeme for the splendid contributions he had made whilst he had been the representative for the base. This was supported by all the Members and he was wished success in his new role.

The congratulations of the Council were sent to the Commanding Officer on the award of the Firmin Sword.

(d) Shropshire Council:

Mr. Jones confirmed that an official letter had been sent to Mr. Reader at Simon's Car Centre pointing out the action he needed to take over issues with his wall. It was not considered serious enough to invoke any legal action.

11/126 Planning Applications:A. The following application has been considered since the last meeting:

The Oaks, Shawbury Heath, Shawbury – erection of stables, barn and tack room and the creation of a ménage. After consultation with Members it had been agreed to support the application, providing adequate arrangements are made for drainage and waste removal and the development is solely for private use.

B. The following application was considered at the meeting:

Myrtle Cottage, Wytheford Road, Shawbury – various alterations including the erection of a two storey extension and the creation of a new access to the property. Application was supported.

11/127 Committee Reports:(1) Moat Committee(a) Minutes of Moat Group Meeting

Minutes were tabled and adopted.

(b)Black poplar tree.

It was reported that a branch had come off the tree and was lodged in the River. Mr. Bailey offered to remove it and this was accepted by Members. Mr. Brown reported that he had removed some dead branches and the Clerk stated that Shropshire Council's tree officer was going to inspect the tree to see if further work was needed.

(c)Invoice fro tree work.

Clerk reported that English Heritage had questioned the level of the invoice, as they felt they were not responsible for all the trees identified. After discussions, a meeting had been arranged between Jenny Marriot and Adrian Brown to give further consideration to the request for payment.

(2) Local Joint Committee:

Mr. Kennedy stated that he could attend the planning meeting but not the full Committee meeting at Loppington on October 10th. Mr. Bailey agreed to deputise. The Clerk would inform the Secretary – Ann Almond.

11/128 Press Matters:

No press matters identified but Mrs. Medley asked for a news update for inclusion in the Parish Magazine.

11/129 Unresolved Issues

The list of unresolved issues was reviewed and updated.

11/129 Date and Time of next meeting:

The next meeting will be on October 11th. at 7.00pm in Shawbury Village Hall.

Approved as a true record of the Meeting.

Signed _____ (Chairman) Date _____ :