

RUYTON XI TOWNS PARISH COUNCIL

Minutes of the Ruyton XI Towns Annual Parish Council meeting held at Victoria Rooms Ruyton XI Towns on Tuesday 7th May at 6.30 pm

Present: Cllrs Kerry Coldwell, Mervyn Eyles, Nick Kynaston, Tamarin Bibow, Luke Penton and Paul Dean

In attendance: One member of the public, Cllr Nick Bardsley (Shropshire Council); Lee Jakeman (Locum Clerk), Sarah Windridge (New Clerk)

Absent: Apologies were received from Cllrs Rob Hamlett, Anne Mitchell, Trevor Allison, and Kate Mayne

1/24: Election of Chairman.

It was proposed by a Cllr Bibow and seconded by Cllr Kynaston that Councillor Coldwell is appointed Chairman of the Council for the civic year 2024/25.

After nominations and a vote, it was RESOLVED to elect Councillor Coldwell as Chairman. Cllr Coldwell duly accepted the position and signed the Chairman's declaration of acceptance of office.

2/24: Election of Vice-Chairman.

It was proposed by Cllr Kynaston and seconded by Cllr Bibow that Councillor Eyles is appointed Vice-Chairman of the Council for the civic year 2024/25.

After nominations and a vote, it was RESOLVED to elect Councillor Eyles as Vice Chairman. Cllr Eyles duly accepted the position and signed the Vice Chairman's declaration of acceptance of office

3/24: Welcome by Chairman

4/24: Apologies

Apologies were received from Cllrs Rob Hamlett, Anne Mitchell, Trevor Allison, and Kate Mayne.

5/24: Declarations of Interest

No disclosures of Pecuniary Interests or Dispensation requests were received.

6/24: Public session

To consider a recommendation to suspend the meeting for up to 15 minutes to permit members of the public to make representations, answer questions and give evidence in respect of any item of business included in the agenda (in accordance with Standing Orders 3e-3h).

One member of the public mentioned that the new plaque has been completed for the War Memorial and is ready to be put in place. Granville Road will need to be closed from 22nd – 26th July to repair a sink hole which will be a good time for a stonemason to do the work to the War Memorial. This will need to be co-ordinated with Shropshire council.

Action: Clerk to contact Shropshire Council and utility company and organise this.

7/24: Minutes: It was RESOLVED to confirm that the meeting minutes dated 11th April 2024 were an accurate and true record.

8/24: Review of Polices

It was RESOLVED to approve and adopt the following procedural documents:

a) Risk Management Schedule.

b) Standing Orders (without amendment).

c) Financial Regulations (without amendment).

It was RESOLVED to defer the annual review of all other policies, as per standing orders, to a future meeting of the Council.

ACTION: Clerk to review schedule to renew policies.

9/24: Standing Committees

It was RESOLVED to appoint representatives as follows:

Staffing Committee:

Councillors Eyles, Bibow and Coldwell were appointed.

10/24: Outside Bodies

It was RESOLVED to appoint representatives as follows:

SALC Area Committee:

Councillors Penton and Hamlett were appointed.

11/24: Schedule of Meetings:

To approve a schedule of meetings (see attached).

Cllr Kynaston proposed a start time of 7:00 pm for all meetings. This was seconded by Cllr Penton, and it was RESOLVED. This will begin from the next meeting.

Cllr Nick Bardsley joined the meeting at 7pm.

12/24: Planning decisions and applications

None to consider.

13/24: The Local Plan

Correspondence from Shropshire Council:

Shropshire Local Plan Examination: Further Consultation Focusing on Additional Material Prepared in Response to the Planning Inspectors Interim Findings

It was noted that in the letter received, there are links to for residents and Councils to submit their views. The consultation period ends on 11th June so any response from the Parish Council can be further discussed at next meeting.

Cllr Bardsley stated that once the Local Plan is adopted it is very difficult to object to any planning applications, therefore any responses should be submitted before the consultation period ends.

Cllr Eyles stated that the report is 1300 pages and could be viewed as inaccessible for members of the public to read / digest. Cllr Eyles suggested that, on his reading of the executive summary, proposals for 1500 houses and 30 hectares are planned to be in the east of Shropshire rather than in the immediate local area.

Cllr Bardsley replied that in the Housing and Employment land topic segment of the Local Plan, (pages 78-82) rural parishes are referred to and it states there are 200 houses planned for Ruyton XI Towns.

The locum Clerk confirmed that developers can only use allocated sites. However, Cllr Eyles stated that developments can be built on non-approved land, for example in Baschurch.

Cllr Dean mentioned the lack of a local doctor surgery and local schools which could be cited as valid concerns to proposed developments in the Local Plan.

Action: This will be added to the agenda for the June meeting. All Councillors are to read the Housing and Employment land topic segment of the Local Plan, pages 78-82, in order for the Parish Council to formulate an informed response. Any initial responses should be sent to the Clerk so that she can start to collate these responses.

14/24: Finance

a) Accounting Statements. Accounting statements for the year end 31 Mar 2024 were reviewed and approved by the Council.

b) Internal Audit. The internal audit report was reviewed and approved by the Council.

c) Annual Governance and Accountability Return.

i. Internal audit report 2023/24 (Form 3, page 3 of the AGAR) was reviewed and signed.

Cllr Eyles asked about sole control of charities and questioned whether the Parish Council manages the Basnett, Mathews and Minton Charity. It was confirmed that the Parish Council does not have any control of the charity.

ii. Annual Governance Statement 2023/24 (Form 3, Section 1, page 4 of the AGAR) was completed.

One aspect of the Annual Governance Statement was due to a lack of a risk assessment policy. The Clerk will send an attachment to the external auditor to explain this was due to Clerk absence when the risk assessment policy was due to be adopted.

Cllr Eyles proposed, Cllr Bibow seconded and it was RESOLVED to sign the Annual Governance Statement.

iii. Accounting Statements for 2023/24 (Form 3, Section 2, page 5) were approved.

Cllr Bibow proposed, Cllr Eyles seconded. It was RESOLVED to approve the Accounting Statements for 2023/24.

iv. Variances to be submitted to the external auditor were reviewed and approved.

v. Proposed dates of the period of the Exercise of Public Rights (1 July – 9 August) were noted.

d) It was proposed by Cllr Bibow and seconded by Cllr Penton and RESOLVED to approve the schedule of Payments.

It was RESOLVED to accept the new quote for insurance cover for 2024/25.

It was RESOLVED to approve the following payments:

RUYTON XI TOWNS PAYMENTS SCHEDULE

Item No: Payments to approve at the meeting.

Meeting date: 07.05.2023

BACS ref	Payment to	Description	Net	VAT	Gross
	Shropshire Council	10 x MS office outlook licenses Annual Fee	475.20	95.04	570.24
	LS Jakeman	Locum Support Mar 24	544.25	-	544.25
	LS Jakeman	Locum Support Apr 24	1,351.90	-	1,351.90
	Business Services at CAS Ltd	Annual insurance 1 Jun 24 to 31 May 25	805.74		805.74
		Sub Totals	3,177.09	95.04	3272.13

15/24: Reports

The council noted the following reports which are included as addenda to the minutes.

- a) Clerk’s Report
- b) Shropshire Councillor (Cllr Bardsley)
- c) Local Policing Team

16/24: Annual Parish Meeting

The Annual Parish meeting is scheduled to be held on 21st May 2024 at 7pm.

The Clerk will contact the local school and any other village groups to ask if they would like to write a report etc.

Cllr Eyles mentioned the Parish Council website and suggested that this is decided as soon as possible. It was RESOLVED that this will be an agenda item for the June meeting once three quotes for websites are received and reviewed.

Action: Clerk to obtain quotes from three companies to present to the June meeting.

17/24: Exclusion of the Press and Public

One member of the public and Cllr Nick Bardsley left the meeting at 8:05 pm.

It is considered in terms of Schedule 12A, Local Government Act 1972, that the following item(s) will be likely to disclose exempt information relating to the establishment and contractual matters and it is therefore RECOMMENDED that: pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

18/24: Staffing Matters

Miss Sarah Windridge was appointed as the Clerk after an interview process. The official start date was 29th April 2024, and a handover period will commence to ensure a smooth transition.

The meeting was closed at 8:26 pm.

Chairman.....

Date.....