

# **Whixall Parish Council**

**Chairman: Ian Mercer**

**Minutes of Parish Council's Annual Meeting held on Wednesday 9<sup>th</sup> May 2018 at  
Whixall Social Centre starting at 7:30pm**

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**Present:**

**Chairman:** I Mercer

**Councillors:** B Harris (Vice Chair), J Hardiman, G Turnbull

**Shropshire Councillors:** C Mellings

**Clerk:** K Hatton

**Members of the community:** 1 (*Defib/ Social Centre*)

**Representatives of other bodies/ organisations:** 1 (*Natural England*)

**53/18 Election of Chair**

Cllr Harris proposed Cllr Mercer as Chair, seconded by Cllr Turnbull and agreed by all.

Cllr Mercer signed his declaration of acceptance of Office as Chair.

**54/18 Election of Vice Chair**

Cllr Mercer proposed Cllr Harris as Vice Chair, seconded by Cllr Hardiman and agreed by all.

Cllr Harris was elected as Vice Chair.

**55/18 Re-issue of Code of Conduct and procedures for disclosure of pecuniary interests and dispensations**

All Cllrs have been sent details of the above electronically prior to the meeting.

**56/18 Apologies for absence**

D Edgerton, J Fitton, M Howard, A Hague, P Dee

**57/18 Public Participation**

No comment.

**58/18 Update Report on the Marches Mosses Restoration Project**

# See Meeting paper 1- M Crawshaw presented on behalf of Natural England and provided a written report on the aspirational future management of the Mosses. The report makes reference to a new Canal Mooring for the Bettisfield Moss Trail, partial removal of secondary woodland and retained water on Cadney and Bettisfield Mosses, Linear Cell Damming, restoration of marginal bog habitats, restoration of scrap yard.

**59/18 Disclosure of Pecuniary Interests and requests for dispensation**

Members were reminded of their obligation to declare any interests/ gifts/ hospitality. Cllr Turnbull declared a potential interest in agenda item 13b on the basis that he is a member of the Social Centre Committee which will house the defibrillator the committee may now receive the donation from the council on recent advice from National Association of Local Councils.

**60/18 Purchase of Automated External Defibrillator- To receive update and resolve purchase and future management**

# Item 13b was brought forward with permission of the Chair, agreed by all.

The Clerk explained the recent advice from NALC regarding the purchase and future management of the defibrillator. Cllr Mercer proposed that a cheque for the sum total of the Neighbourhood fund (agreed at previous meeting) £638.57 be written to Whixall Village Hall for the explicit purpose of the purchase of the defibrillator. Seconded by Cllr Harris and agreed by all present.

**61/18 Minutes of the monthly meeting held on 18<sup>th</sup> April 2018**

It was proposed by Cllr Harris that the draft minutes, of the meeting detailed above, were an accurate record. This was seconded by Cllr Turnbull and agreed by all present.

**62/18 Clerk's Report**

The Clerk provided the following information:

- a) Flooding- Update on current situation: Update from Shropshire Council was shared as follows:

*There has been a positive response to our proposals with new contractor and the costings/timeframes are currently being drawn up for review.*

*Based on the discussions, the works are likely to involve a diver carrying out a visual survey of the culvert to determine the following:*

- *The structural integrity of the culvert;*
- *Estimate the volume of sediment build up and restriction of the culvert; and*
- *Carry out levels of the upstream and downstream outfalls to check for subsidence.*

*Once we have a cost and have confirmed timeframes, I will update you.*

- b) Parish meeting- update and plans: Discussion re: table arrangements. Name badges were suggested.
- c) GDPR- Report to the council- accept report and approve recommendations: The report was received and accepted. # See meeting paper 2.

**63/18 Appointment/ confirmation of representatives to outside bodies**

- Helicopter Noise Liaison Group- Cllr Mercer
- North Shropshire area Committee- Cllr Harris
- URC Graveyard Trust- Cllr Turnbull

**64/18 Appointment of committees to include:**

**a) Staffing Committee**

Cllrs Mercer, Harris and Turnbull were proposed as the committee with powers to make an offer of employment subject to references by Cllr Hardiman. Seconded by Cllr Mercer and agreed by all.

**b) Events Committee**

This item was postponed/ moved to next agenda.

**65/18 Parish Matters**

# With permission of the Chair, item 12 was skipped with the agreement to return to it if time, agreed by all.

To consider action relating to:

- a) Renewal of Bowling Club lease- To receive update and complete paperwork to return.  
Paperwork completed to seal agreement with solicitors to act on behalf of Parish Council with cost met by Whixall Bowling Club.
- b) # Item 13b covered- minute ref: 60/18.
- c) Asset review- Consider Actions relating to fixed assets: The fixed asset register was reviewed with the following amendments:  
004 HP Officejet printer= replaced by printer/scanner  
005 Lawn mower= non-operational/ out of use. *\*Subsequently discovered that the lawn mower is operational.*  
Cllr Turnbull presented his report and recommendations for the Marlot which included a request for the council to consider the purchase of a brushcutter for use on the Marlot (ref: meeting paper 3).

**66/18 Planning**

**-All planning applications and decisions can be tracked on line at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)**

Applications received- to consider response

No new applications received.

To receive planning application decisions:

- a) Reference: 18/01291/FUL - Erection of single storey side extension at The Bramleys , Post Office Lane, Whixall, SY13 2QU  
Decision: Grant Permission
- b) Reference: 18/00610/FUL -Erection of 2No stables and feed store at The Willows, 4 Sandy Bank, Whixall, SY13 2NS  
Decision: Grant Permission

**67/18 Financial Matters**

- a) To receive monthly bank balance record.

The Clerk advised the council of the council's bank balances. The amounts stated in the Monthly Balance Records for April 2018 were countersigned by Cllr Mercer as accurate with the bank statements.

DATE	ACCOUNT NAME	AMOUNT
27 <sup>th</sup> April 2018	Community Account	£12,321.75
	Business Saver Account	£924.56
<b>TOTAL</b>		<b>£13,246.31</b>

- b) To resolve to approve outstanding accounts.

Orders for the payment of money listed below. As per the financial report of the Responsible Financial Officer (RFO)/ Clerk were proposed by Cllr Mercer, seconded by Cllr Turnbull and agreed by all present. **RESOLVED.**

DATE	CHEQUE NO.	DETAILS	AMOUNT	LEGAL POWER TO SPEND
9 <sup>th</sup> May 2018	101185	SJF Design & Print- Newsletter	£75.00	LGA 1972 s.142(1A)
	101186	K Hatton- Clerk's pay for April	£323.84	LGA 1972 s.112(2)
	101187	Grass cutting	£90.00	HA 1980 s.96
	101188	Whixall Village Hall- AED (Defibrillator)	£638.57	LGA 1972 s.137
	101189	Came & Co. Insurance	£218.00	
<b>TOTAL</b>			<b>£1,127.41</b>	

LGA= Local Government Act

HA= Highways Act

TA=Transport Act

CA=Commons Act

**Resolved:** The outstanding accounts should be paid and the cheques signed by two authorised councillors.

To receive

- c) To receive internal audit report on 2017/18 end of year accounts- Received.
- d) To review effectiveness of internal control (Financial Regulations Review) – Review read and statements considered. **Annual Governance Statement (Section 1 of Annual Governance and Accountability Return 2017/18) Completed and signed.**
- e) To review, consider, approve and sign **Accounting Statements (Section 2 of Annual Governance and Accountability Return) Approved and signed.**
- f) To review and approve 2018/19 Budget. **Reviewed and approved.**
- g) To consider Insurance renewal. Cllr Turnbull proposed the minimum premium option (£218), seconded by Cllr Mercer and agreed by all. **Resolved. Payment approved. Cheque no. 101188**

**68/18 Highways**

- a) Referrals to Shropshire Council: Several potholes were noted. A 'sink hole' in the road between 'Waggoners crossroads' and Alkington (approx. 1ft across) was recently reported and repaired promptly.
- b) Scheduled works by Shropshire Council: New contractors Kier are catching up on backlog of work- refer to County Councillors Report.

**69/18 Councillors Reports**

- a) Parish Councillors:

No reports.

- b) Shropshire Councillors: -Cllr Mellings referred to his monthly report.

**70/18 Policies and Procedures Review**

# revisited agenda item 12.

- a) Standing Orders Review: Cllrs acknowledged receipt of new model Standing Orders with agreed particulars. Suggestion was made to divide up for detailed review at future meeting.
- b) General Data Protection Regulation Policies- Adopt. Council felt the policies/ procedures needed further work to make relevant but adopted the following subject to review at next meeting:
  - i. Privacy Policy
  - ii. Subject Access Policy
  - iii. Consent Form
  - iv. Privacy Notice (Detailed and Basic)
  - v. Personal Data Management and Audit Policy

The Clerk was asked to publish a statement of intent on website to acknowledge the challenging changes to regulation which comes into effect on 25<sup>th</sup> May and that the policies are being reviewed (list documents) and following approval at next meeting will be published on website.

Scheduled date of next meeting: **Wednesday 13<sup>th</sup> June 2018 at 7.30 pm**

The meeting closed at 10:25pm