

Lydbury North Parish Council

Meeting of the Parish Council
Held Monday 25 June 2012 - At 7.30pm Lydbury North Village Hall

MINUTES

		ACTION
	<p>Public Open Session: Presentation by <u>Richard</u> Beaumont and Tim Weaver from the New Hall Steering Group on the outcome of the unsuccessful funding bid to the Big Lottery. RB also made a request regarding the retention of village archives locally.</p>	
12.78	<p>Members present: Cllrs Plowden (Chair), Bowen, Williams, Bluhm, Beaumont, Ellis, King. Also present Roger Evans and Matthew Mead.</p>	
12.79	<p>Apologies for absence: Charlotte Barnes</p>	
12.80	<p>Declarations of interest: SB, KK and JW declared an interest as school governors for Lydbury North Primary in relation to the planning application from the school</p>	
12.81	<p>Minutes of last meeting: Further to the following amendments the minutes were accepted as a true record by all and signed by the Chair: All references to member of public present change to Mr Waudby Under 12.56 Neighbourhood Plan – change ‘...next stages...’ to ‘...implementation of a household survey to capture the views of local residents on the future of local housing...’ Under 12.63 Updates - change ‘JW’ to ‘RB’</p>	
12.82	<p>Matters arising: From item 12.56 Neighbourhood Plan. MM to produce letter to all residents in Brockton inviting expressions of interest in joining the neighbourhood plan steering group.</p>	MM
12.83	<p>Councillor appointments/resignations: RP requested that Roger Evans be co-opted as a Councillor in the event of no applications for the vacancy created by the resignation of Ian Kidd pending clerk checking for approval from Shropshire Council ‘Elections’. Proposed JW, seconded SB, all agreed. Resignations received from Cllrs SB and Sue Mardzynski as of 25/6/12. RP thanked both for their contribution. Vacancy notice for SB and SM to be displayed from 26/6/12.</p>	AB
12.84	<p>Clerking: Agreed that clerk should be paid at scp18 on the NALC pay scale for parish clerks. Proposed GE, seconded JW, all agreed. Agreed that previous clerk should retain the overpayment made in June to cover 16hrs holiday not taken, 7hrs support for acting and new clerks and expenses incurred in performing duties. Proposed RB, seconded SB, all agreed.</p>	

Deleted: Robin

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	<p>Outstanding issues clarified for prioritisation of action. Purchase of back-up drive for laptop approved. KK to supply clerk with information on suitable drive. Other matters (committees and use of village hall) deferred.</p>	<p>KK/AB</p>
<p>12.85</p>	<p>Planning: Neighbourhood plan MM presented an updated version of the household survey to which amendments were sought. Costs for printing and posting of survey to be taken from funds made available to LNPC as Vanguard for neighbourhood planning approved. Agreed that clerk informs SAMDev of progress to date. Draft to Cllrs. RP drew attention to the letter from Claire Porter Corporate Head of Legal and Democratic Services at Shropshire Council regarding the declaration of personal interests in consideration of site allocations and the management of development and asked that all Cllrs give it their attention. Clerk to re-email. Planning applications Application dated 21/5/12 for the removal of two trees at Brook House Lydbury North – no objections received Application from Lydbury North Primary School Governors dated 14/6/12 for the building of an extension to existing canopy and new doors through existing window openings to new Early Years Unit – no objections. Form for response required.</p>	<p style="text-align: center;">MM</p> <p style="text-align: center;">AB</p> <p style="text-align: center;">AII/ AB</p> <p style="text-align: center;">AB</p>
<p>12.86</p>	<p>Reports: New Hall project GE updated members on progress re-planning and reiterated disappointment with the Big Lottery bid. MM offered support from Shropshire Council's research team to address issues raised in the feedback from the Big Lottery. Agreed that New Hall Steering Group progress resubmission of the Big Lottery bid following verbal feedback. JW raised opportunities for alternative sources of funding recently posted. Clerk to pursue viability. MM suggested Shropshire Council could undertake funding search on LNPC's behalf if required. County Councillor In the absence of CB, KK updated members on matters raised at the LJC: Reduction in the number of Community Officers to one for the Bishop's Castle area; continuing support for improved broadband in the area; and encouraging businesses onto Bishop's Castle business park. School Governor KK/JW/SB reported on continuing progress with the development of wrap around care for children which included the development of the early years unit. Governors wished Cllrs to be aware of need to improve playing field facilities. JW raised concern regarding access to LN Primary for child in the Parish. JW to raise at Governors meeting on 26/6/12 and with CB and clerk to</p>	<p style="text-align: center;">AB</p> <p style="text-align: center;">JW</p> <p style="text-align: center;">AB</p>

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	<p>contact on behalf of PC if necessary.</p> <p>Diamond Jubilee/Olympic events</p> <p>JW updated all on the Jubilee celebrations and thanked all concerned in making it a success. RP to write formally to JW thanking her for all the work undertaken.</p> <p>Costs of mugs to be paid from LNPC community account approved.</p> <p>Costs of Beacon ~£150 to be paid from LJC funds allocated to LNPC for Jubilee events approved.</p>	RP
12.87	<p>Parish newsletter/website updating:</p> <p>SB has agreed to continue updating. AB to send copies of minutes of LNPC meetings. JB agreed to collate, print and distribute newsletter.</p>	AB
12.88	<p>Updates</p> <p>Street Cleaner job description – JB to draft</p>	JB
12.89	<p>Draft code of conduct:</p> <p>Adoption of new draft code of conduct approved. Proposed KK, seconded JB, all agreed. Clerk to resend the new declaration of personal interests to all.</p>	AB
12.90	<p>Finance and bills to pay:</p> <p>Audit: Approved</p> <p>Issues to be addressed – need for a review of internal controls, risk assessment and quarterly monitoring of income/expenditure against budget. Clerk to produce relevant documentation for consideration/approval.</p> <p>RP confirmed that LNPC has Trust Fund status.</p> <p>Asset register – following auditors recommendation agreed that in the absence of actual or replacement value of asset register only needs to identify insured value.</p> <p>Bank accounts – documents for change of address, new signatories and new account (New Hall current account) presented for signing. New signatories agreed as RP, KK, JB, RB.</p> <p>Bills to be paid:</p> <ol style="list-style-type: none"> i. Direct debit for electricity/Npower signed ii. Invoices from J Bowen to be approved for payment - £45.98 cheque signed iii. Invoice from Enterprise House to be approved for payment - £35.00 cheque signed iv. Wages to be paid – J Coull £56.33 Gross; A Boak £309.23 * 2 = £618.46 Gross authorised for payment v. Invoice from Diane Malley for carrying out audit - £75.00 authorised for payment vi. Jubilee mugs - £420 authorised for payment vii. Jubilee beacon - £177.07 authorised for payment 	AB
12.91	<p>Correspondence:</p> <p>Community Tree Scheme/Big plant. Agreed that LNPC obtain one tree for planting to commemorate the Queen's Diamond Jubilee.</p>	AB

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Signed Chairman Date