

Minutes of the Annual Meeting of Prees Parish Council (incorporating a Full Council Meeting)
held in Prees Village Hall on Tuesday 15th May 2018 at 7.00 pm.

Present were Cllrs R Hirons (Chairman); J Whelan (Vice-Chair); Mrs S Short; Mrs D Foster; Mrs L Baer; Mrs B Rainford; M Lanham; R List and D Ladd. Also present were two members of the public and the clerk Mrs K Sieloff.

053/18 Election of Chairman. Cllr R Hirons indicated that he would be happy to stand again as Chairman if no-one else wished to. There were no other nominations so it was proposed by Cllr J Whelan that Cllr Hirons should be appointed as Chair for the coming year. This was seconded by Cllr Mrs S Short and all were in favour. Cllr Hirons thanked the councillors for all the support and help they give him and he also expressed his appreciation for the work the clerk does. The Chairman signed the Declaration of Acceptance of Office and this was duly signed by the clerk.

054/18 Election of Vice-Chairman. Cllr J Whelan indicated that he would be happy to continue as Vice-Chair if there was no-one else who wished to take on the role. This being the case, it was proposed by Cllr M Lanham that Cllr Whelan be elected as Vice-Chair and this was seconded by Cllr Mrs S Short. All were in favour. Cllr J Whelan signed the Declaration of Acceptance of Office and the clerk did too.

055/18 Signing of Declarations of Acceptance of Office. Cllrs Mrs S Short; Mrs D Foster; Mrs L Baer; Mrs B Rainford; M Lanham; R List and D Ladd duly signed the Declarations of Acceptance of Office and the clerk signed each one. The clerk will ensure that Cllrs Mrs S Jones; Mrs B Finch and J Allen, all absent, will sign their copies before or at the June meeting.

056/18 Apologies were received from Cllrs Mrs S Jones; Mrs B Finch; J Allen and P Wynn. PCSO C Hirons also sent his Apologies.

057/18 Public Session. A resident spoke to explain his planning application for two houses on land opposite Moreton Farm in Moreton Street. Permission had lapsed on a house previously granted permission on the site.

058/18 The Minutes of the previous meeting, held on 17th April 2018, previously circulated were agreed to be a true record. Cllr Mrs D Foster proposed that they be signed and this was seconded by Cllr M Lanham. All were in favour and the Chairman duly signed the Minutes.

059/18 Actions arising from the minutes. There were none which are not included in the Agenda.

060/18 Appointment of Representatives to outside bodies.

The following appointments, which were the same as existing arrangements, were agreed on.

(Cllrs Mrs B Finch and J Allen, when giving their Apologies to the clerk, had conveyed their wishes on this matter.)

Prees Village Hall (mgt committee)	Cllr Mrs B Finch
Prees Village Hall (trustees committee)	Cllr Mrs S Short
Higher Heath Village Hall	Cllr R Hirons
Prees Cricket & Rec. Club	Cllr J Whelan
Prees Parochial Charities	Cllr J Allen
Elizabeth Barbour Charity	Cllr J Allen
Local Joint Committee	Cllr R Hirons
North Shropshire Area Committee/SALC	Cllr J Whelan
RAF Shawbury Liaison Group	Cllr Mrs S Short
Prees Primary School Lay Governor	Cllr Mrs B Finch
Parish Paths representative	Cllr M Lanham

Acceptance of the list of appointments was proposed by Cllr R Hirons and seconded by Cllr J Whelan. All were in favour.

061/18 Review of Policies and Procedures.

New Standing Orders had recently been issued by SALC and these had been reviewed previous to the meeting by a small group of councillors led by Cllr R Hirons who proposed that they should be adopted forthwith. This was seconded by Cllr J Whelan and all were in favour. The Financial Regulations, Risk Assessment, Freedom

of Information Publication Scheme, Complaints Procedure and Land and Asset Register had all been reviewed and approved by pairs of councillors and it was proposed by Cllr R Hirons that they should be adopted en bloc for another year. This was seconded by Cllr J Whelan and all were in favour.

It was agreed that the current four bank signatories, comprised of Cllrs R Hirons; Mrs S Short; J Whelan and J Allen, were sufficient. It was also agreed that Cllrs J Whelan and J Allen would continue to serve on the Clerk's Appraisal Committee and that Cllr R Hirons and Cllr Mrs B Finch would continue on the Play Areas Committee.

062/18 Dates and schedule of meetings for the coming twelve months. The following dates were agreed upon: June 19th; July 17th; August 21st; September 18th; October 23rd; November 20th; December 18th 2018; January 15th; February 19th; March 19th; April 16th; May 21st 2019.

063/18 Shropshire Council Report. Cllr Wynn had sent his Apologies and Cllr R Hirons read out the report he had sent. Cllr Wynn spoke of the huge cuts in budget available to Shropshire Council. He acknowledged the very poor state of some local roads and said he was hopeful that the schedule of pothole repair would be finished by June. He reported that he would meet with David Gradwell on-site to discuss the dangers at Heathgates Crossroads and that the installation of the Prees village sign at the southern end of the parish will be undertaken by Kier the new contractors signed up by Shropshire Council.

064/18 Community policing. PCSO Hirons had sent his Apologies and there was no Policing report available.

065/18 Planning: Current Applications

- **18/01871/FUL:** Erection of two dwellings with associated access and visibility splays. Land opposite Moreton Farm, Moreton Street, Prees, Shropshire. Applicant : Fieldcrest Associates LLP (Mr Nigel Thorns, Watton, 22 Kingsland, Shrewsbury SY3 7LD.)
One councillor commented that he would have preferred to have seen two pairs of semi-detached houses on this site but overall it was resolved to support this Application. This was proposed by Cllr J Whelan and seconded by Cllr Mrs B Rainford and all were in favour.
- **Amendments to 18/01038/FUL:** Erection of a replacement dwelling. Dunroamin, Wem Lane, Soulton, Wem SY4 5RT. Applicant: Mr Henry Morgan.
It was proposed that the Parish Council's support for the amendments should be registered. Proposed by Cllr J Whelan and seconded by Cllr M Lanham. All were in favour.
- **18/02027/VAR:** Removal of condition No 4 attached to planning permission NS/95/00558/FUL (NS/95/657/PR/950) dated 15.11.95 to remove agricultural tie from cottage.
Applicant: Mrs Ruth Fawcett.
It had not been possible to open the documents on Shropshire Council's planning website, so no detailed understanding of this application could be achieved. Due to this lack of information the Parish Council felt unable to comment.
- **18/01803/FUL:** Erection of a single-storey side extension following demolition of existing detached garage. Ferndale, 27 Twemlow's Avenue, Higher Heath, Whitchurch SY13 2HE.
It was resolved to support this application. Proposed by Cllr M Lanham and seconded by Cllr Mrs B Rainford. All were in favour.

Planning decisions received from Shropshire Council

- **17/04236/REM:** Approval of Reserved Matters (layout, scale, appearance and landscaping) pursuant to 14/01571/OUT Outline Planning Application for up to 10 dwellings to include means of access. Land adjacent to Berwick, Heathwood Road, Higher Heath, Whitchurch SY13 2HF. Decision: Grant permission.
- **18/00635/FUL:** Erection of first floor extension to form upper floor along with the erection of a single storey rear extension and detached double garage. Alandale, Preeswood, Prees, Whitchurch, Shropshire SY13 2EL. Decision: Grant permission.

066/18 Parish Matters

- Shropshire Council's Right Home, Right Place survey launch in Prees. Cllr R Hirons reminded the councillors that the launch would take place in the Village Hall between 10.30 and 12.30 on Saturday morning, June 2nd 2018. It was hoped that local people would attend to discover how to register their particular housing need.
- Concerns about removal of hedging/trees along A49. This item was to have been led by Cllr Mrs B Finch who was unfortunately unable to attend. Carry forward.
- Concerns about Brades Road site behind old Furbers site: damage to hedges, etc. Cllr J Whelan has so far been unable to contact the complainant. Carry forward.

067/18 Parish Council Matters

- Consideration of discretionary annual grants. There was brief discussion concerning the need to ensure that the Parish Council distributes its funds wisely and responsibly. Should there be some kind of check in place to ensure that these annual grants are really necessary to the recipients and do actually make a difference to what they can achieve? Could a simple statement of the recipients' existing resources be requested? It was decided that this needed further discussion and that for this year the discretionary awards should go ahead as usual. To that end it was proposed by Cllr Mrs B Rainford that £1000.00 each should be given to Prees Village Hall; Higher Heath Village Hall and Fauls Church Hall. This was seconded by Cllr Mrs D Foster and all were in favour. It was proposed by Cllr M Lanham that £300.00 should be given to Prees Parochial Church Council for the upkeep of the churchyard and that £100.00 should be given to Fauls Parochial Church Council for the upkeep of theirs. This was seconded by Cllr Mrs S Short and all were in favour. Cllr R List proposed that £200.00 should be donated to the Shropshire Wheelers and this was seconded by Cllr Mrs D Foster. All were in favour. Clerk to raise the cheques for the June meeting.
- Further Big Lottery Funding? It was decided to delay consideration of this matter until the Autumn. Clerk to note.
- Road Safety Poster competition. Cllr R Hirons reported that Prees School's Year 5 have already registered their enthusiasm for participating and we await a response from Lower Heath School. Cllr Mrs B Rainford suggested that the Co-operative Society may be able to contribute some prizes.
- General Data Protection Regulations. Cllr M Lanham reminded the meeting that new regulations come into force on 25 May, with the aim of giving individuals more control over how their personal data is stored and used. As the Parish Council handles very little personal data, it is anticipated that the new regulations will not have much impact on us. Cllr Lanham and the clerk have checked through the twelve points published by the Information Commission and as a result have performed an audit on the information the Parish Council holds. The most significant decision made was that all emails received and sent should only be kept for 2 years. After this time, substantive issues will be logged without personal details and the emails will be permanently deleted. This task will be achieved in a monthly audit by the clerk. In addition all contact details for previous parish councillors will be deleted from the system. It is also suggested that all councillors should have a separate email account for Parish Council business.

Cllr Lanham had drafted a privacy statement to go on the website, which was felt to be proportionate and appropriate, and this was approved by all the councillors.

Although there is no longer a requirement for a parish council to have a Data Protection Officer as such, Cllr Lanham kindly offered to be the councillor with responsibility for data protection. It was proposed by Cllr Mrs S Short that this offer should be gratefully accepted and this was seconded by Cllr Mrs D Foster. Cllr Lanham was thanked by the Chairman for all his endeavours with regard to this matter.

- Social Media presence for the Parish Council. Cllr D Ladd offered to be responsible for the day-to-day management of a Facebook account, if the Parish Council wished to trial it for a period. Cllr R Hirons proposed that a twelve-month trial is undertaken, perhaps with a review after three months to discuss

whether it is manageable, workable and useful. This was seconded by Cllr Mrs S Short and all were in favour.

- Changes to Environmental Maintenance Grant. We have been notified of a tightening-up of the parameters of this grant, due to the financial constraints Shropshire Council is currently operating within, but it is believed that applications for at least limited funding will be invited this Summer.

068/18 Accounting Matters

- Precept for 2018/19 received: £23,775.00.
- Accounts for Payment May 15th 2018

Mrs K Sieloff clerk's salary for May 2018	£421.89
PAYE payment HMRC	£3.60
Clerk's expenses (detailed below)	£20.59
Zurich insurance annual premium	£1324.43
Scottish Power streetlight energy 31.3.18-30.4.18	£154.26
Jones Lighting streetlight maintenance (April)	£132.19
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Total	£2056.96

Clerk's expenses 10.4.18-9.5.18

10.4.18 delivery of Mins 13 miles @ 45p per mile = £5.85

17.4.18 4 x 2nd class stamps (bills) @ 56p = £2.24

+ BT line rental contribution for May 2018 = £12.50

Total expenses = £20.59

It was proposed by Cllr Mrs D Foster that the accounts should be paid and this was seconded by Cllr M Lanham. All were in favour.

069/18 Correspondence

- Email from Rachel Norlander from Meres and Mosses. She agrees to monitor the situation of the bench outside the flats in Shrewsbury Street for the time being.
- Quote received from John Walker for cutting back of undergrowth below the limes on Northern approach to village on Whitchurch Road. Wait and see if we can claim under Environmental Maintenance Grant.
- Notification from RoSPA that annual playground inspections will happen in June.
- Mandy (apologies, surname not known) from Highbury Poultry rang 1.5.17 to say she has been chasing SC hard in order to get potholes outside their site fixed. SC said it was on their list at 25th April. Mandy is expecting action imminently.
- Letter from Crane Counselling in Shrewsbury seeking financial support. Cllr Mrs B Rainford kindly offered to put the organization in touch with a possible funding stream from the Co-operative Society.

070/18 Future Agenda items

- Overgrown shrubs at Turnpike Rise. Cllr D Foster to lead.

The meeting closed at 8.40 pm.