

# CLIVE PARISH COUNCIL

## COUNCIL MINUTES 20 JUNE 2024

Minutes of the Clive Parish Council meeting, held in Clive Village Hall on Thurs 20<sup>th</sup> June 2024, at 7.30pm.

**Present:** Cllrs Rob Dennis, Ian Donoghue (Vice Chairman), Sandy Goldwyn (Chairman), Mark Haines-Eynon, Andrew Rushworth, Peter Slark

**In attendance:** Lydia Bardsley (Proper Officer), Shropshire Cllr Simon Jones, Public: None  
Meeting started at 7.30pm

### 22/24: CHAIRMAN'S WELCOME

The Chairman welcomed everyone and opened the meeting.

### 23/24: TO RECEIVE APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Paul Hewitt, and RAF Shawbury (FS Stuart Logan). It was **RESOLVED** to note these apologies.

### 24/24: DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS

None received

### 25/24: OPEN FORUM

A period set aside to allow the public the opportunity to speak on an agenda item (maximum 3 minutes per person).

**Public participation is only permitted during this session and is at the chairman's discretion.**

No comments.

### 26/24: MINUTES

It was **RESOLVED** to approve and sign the [Annual Council meeting minutes dated 16 May 2024](#) as a true and accurate record.

### 27/24: CLERK REPORT - Consider matters arising since the last Council meeting

The Clerk's report had been circulated previously and was **NOTED**. Particular attention was drawn to the following:

- One member of public had been in touch about joining the Neighbourhood Plan steering group.
- ICO registration direct debit has been taken, renewed for another year and email confirmation received.

### 28/24: PARISH MATTERS – Council to discuss and agree actions

- a) Casual vacancy – No applications received, Council to agree actions

It was **AGREED** that the deadline for receiving councillor applications would be extended to 9pm Friday 19<sup>th</sup> July. The Clerk and Cllrs will promote this.

- b) Conservation area and/or local heritage listings for village – Council to receive updates and agree actions

The information on historic considerations of Clive Conservation Area status was received and **NOTED**. It was **AGREED** the Clerk will ask permission to share the historic data in newsletter and website and Facebook.

- c) Highways concerns (incl. road closures) – Council to receive update and agree further actions

It was **NOTED** that there are no new concerns at present.

- d) VAS signs, data, and police speed enforcement - Council to receive updates and agree actions

It was **NOTED** that Clerk had sent a letter FAO Inspector Claire Greenaway-Evans requesting police enforcement in Clive and a response had been received. It was **AGREED** that Clerk will amend the PC's police charter priorities to specify speeding rather than traffic offences (other) so that enforcement can be arranged.

It was **NOTED** that advice had been received from MMD re. Quarry View battery and solar panel connection. Cllr Donoghue had checked the device and followed advice from technician to make changes to VAS. Cllrs will monitor to

see if battery life improves following these changes.

e) Wem Rd VAS sign

i. Council to consider quotes and agree preferred supplier

It was **RESOLVED** that the PC's preferred supplier was Elan City, and the preferred model was EVOLIS SID Solar mobile pack, at a total cost of £2808 incl. VAT. This does not include supply and installation of mounting post. SC Cllr Simon Jones will ask SC Highways about possibly installing a mounting post if the PC can pay for supply of post.

ii. Council to agree match funding contribution for police funding application

It was **RESOLVED** that the PC would match fund £500 of the cost of the above VAS sign as part of an application for police funding. This would come from Traffic calming EMR.

f) SmartWater and Neighbourhood Watch (crime prevention) – Council to consider and agree actions

It was **AGREED** that PC will promote SmartWater in newsletter, Facebook, and PC website, and encourage residents to register their interest. The PC will gauge community interest before making a decision on buying kits.

g) Sansaw lease for Village Hall land – Council to receive update and agree actions

Cllr Donoghue's summary of investigations into this matter was **NOTED** and it was **RESOLVED** to confirm that the Parish Council is the custodian trustee of the Village Hall and therefore its only responsibilities/obligations are as follows:

- to pay the land rent
- to hold the lease on behalf of the VHMC
- to provide a representative from the PC to sit on the VHMC

All other responsibilities and liabilities e.g. insurance, maintenance and management of the building, etc., are the sole responsibility of the VHMC.

It was **FURTHER RESOLVED** to sign and return the memorandum lease for Sansaw estate.

It was **AGREED** that the next time land rent is reviewed that the PC will ask what the basis of these costs are.

The Councillors all thanked Cllr Donoghue for his substantial efforts on this matter.

## **29/24: PLANNING APPLICATIONS – Council to agree / ratify responses**

None received.

## **30/24: SHROPSHIRE COUNCIL PLANNING DECISIONS – Council to note**

No outstanding decisions.

## **31/24: FINANCE – Council to consider and approve**

It was **RESOLVED** to note and approve the following (a-c).

- a) Receipts and Payments May 2024
- b) Bank Statement May 2024
- c) Bank Reconciliation for May 2024
- d) Bank mandate - Council to receive update

It was **NOTED** that the necessary paperwork had been submitted to add Cllr Goldwyn as a signatory and to remove former councillors from the bank mandate. However digital signatures were not accepted so the form needs to be re-signed and re-submitted. The existing bank signatories and Cllr Goldwyn completed and signed the form again and the Clerk would re-submit this to Unity Trust to action.

e) Internal audit 2024-25 Council to consider quote and appoint auditor

It was **AGREED** to accept the quote of £180 and to appoint SDH Accounts as internal auditor for 2024-25.

f) Internal controls checks – Council to arrange

It was **AGREED** to defer this to the next Council meeting.

## **32/24: PAYMENTS**

a) Payments to be approved at the meeting

It was **RESOLVED** to approve the following payments:

- Clerk, June staffing costs, £730.21 (no VAT)
- NEST, June pension contributions (emp'ee and emp'er), £50.75 (no VAT), by direct debit.

- ICO, annual registration fee, £35.00 by direct debit (due 24.06.2024)
- Hugo Fox, website provision, £11.99 (of which £2.00 VAT) – paid 05.06.2024 by direct debit
- SALC, annual affiliation fees, £288.70 (no VAT).

## 17/24: REPORTS

### a) Sansaw Estates – Consider a report from the estate

No report received.

### b) RAF Shawbury - Consider a report

The report was **NOTED**, which included the usual updates on contacts for businesses, drone flying near airbases, and community course projects, as well as the following:

- **Night Flying** - until 18<sup>th</sup> July. As the days are longer now, night flying will typically commence 30 mins after sunset and may continue until 02:30.
- **Airfield Works** – Anticipate details of transport management plan from contractors shortly, and have emphasised importance of minimising impact on neighbouring villages.
- **Upcoming Events** - RAF Shawbury Families Day 22 August; Annual Reception 26<sup>th</sup> September.
- **Aries Magazine** - [Summer edition \(2024 Edition 2\)](#) is available online.

### c) Shropshire Councillor's Report - Consider a report from SC Cllr Simon Jones

SC Cllr Simon Jones gave the following update:

- He gave apologies for not being able to attend the Annual Council Meeting in May and asked the Clerk to circulate his annual report that had been resent today (email problems prevented it from reaching the PC last month).
- Voluntary redundancy process: Over 200 requests had been received and HR has notified staff where decisions have been made. Some approved voluntary redundancy requests included assistant directors Les Pursglove (Health/Environmental Protection and Healthy Place), Tim Smith (Commercial Services), and Tracy Darke (Economy and Place – which includes Planning and enforcement). This represents a 20% reduction in assistant directors from 15 to 12 directors and further changes are likely from April 2025.
- An interim management structure is in place to manage the change, and is expected to last until end of December 2024.

The Council thanked him for the report and SC Cllr Simon Jones gave apologies and left the meeting at 8:24pm.

### d) Reports from meetings/ training - Consider reports from Cllrs/Clerk on training/meetings attended

Clerk had attended a briefing on gov.uk domains for Council websites and emails. A similar presentation will be given at Chairs network meeting on 24<sup>th</sup> July. This matter will go on the July meeting agenda.

### e) AED checks – Receive reports from latest AED inspections and agree actions

It was **NOTED** that AED checks had been completed on 16.05.2024, 29.05.2024 and 14.06.2024, and everything is in order. These checks were logged for PC records.

### f) Community Speed Watch – Consider a report and agree actions

The latest update was **NOTED**.

## 34/24: POLICIES TO APPROVE

- Privacy Policy
- Staffing (Sub-) Committee Terms of Reference
- Defibrillator Operation & Management Policy

It was **RESOLVED** to approve and re-adopt the above policies a, b, c.

### d) Business Continuity Policy (NEW)

It was **RESOLVED** to defer the above policy to the next meeting.

### e) Planning protocol – Council to consider templates and agree what to include in draft protocol

Councillors considered examples from other local councils. It was agreed Cllr Goldwyn will use the examples to draft an initial planning protocol to include the following:

- Material considerations
- Pre-applications
- Late applications

- How applicants should engage with Cllrs and what to expect
- What Cllrs do before and during a meeting

### 35/24: CORRESPONDENCE RECEIVED

It was **RESOLVED** to note the following:

- a) Shropshire Local Plan Review Interim Findings Consultation briefing slides (23.05.2024) – **NOTED**
- b) Pre-election publicity guidance from NALC (24.05.2024) - **NOTED**
- c) SC Leader's update (31.05.2024) - **NOTED**
- d) Freedom Fibre infrastructure and broadband coverage in Clive (04.06.2024) – **ACTION** – Cllr Goldwyn has plotted location of poles and will publish on local social media.
- f) Important info about general election (SC Returning Officer) (03.06.2024) - **NOTED**
- g) Roadworks: [Station Rd, Clive, 05-09.08.2024 \(Cadent Gas\)](#) **NOTED**

### 36/24: FUTURE AGENDA ITEMS

Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision making.**

- It was suggested to bring SC Cllr Jones' report forward (after planning items) in future if in attendance.
- Casual vacancies
- VAS sign Police Safer Road partnership application
- Planning protocol
- Business continuity plan
- Cllr Slark gave his apologies for the next meeting on 25<sup>th</sup> July.

### 37/24: NEXT MEETING – Council to agree

After discussion, it was **RESOLVED** that the next ordinary Council meeting would be held on **Thurs 25<sup>th</sup> July 2024**, 7.30pm at Clive Village Hall.

There being no further business, the Chairman thanked everyone for their participation and closed the meeting at: 8.48pm.

Confirmed as accurate: \_\_\_\_\_ Chairman      Date: \_\_\_\_\_