

IGHTFIELD PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting held on the 30 September 2024 at Calverhall Village Hall starting at 7.30pm

Present: Councillors Cllr M Procter (Chair) Cllr H Hitchman, Cllr E Rich,
Cllr L Roberts, Cllr D Price, Cllr J Hughes, Cllr H Heywood-Lonsdale
Cllr P Wynn, Shropshire Council

Locum Clerk: A Roberts

Other Organisations: None

Members of the Public: 1

62/24 Public Session

No matters raised.

63/24 Apologies for absence

None

64/24 Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensation

None

65/24 To approve the Minutes of the of the Parish Council Meeting held on 15 July 2024.

Resolved: To note that Cllr Rich was present at the previous meeting but is not shown on the minutes and to accept the remainder of the minutes as an accurate record of the meeting.

The Chairman signed the minutes.

66/24 Chair's Welcome

MP welcomed Cllr John Hughes to the Parish Council and gave an overview of the issues experienced over the last 12 months before recommending that the Council should sign up to the Councillor-Clerk Protocol.

67/24 Councillor-Clerk Protocol

Resolved: To adopt and adhere to the Councillor Clerk Protocol

The Protocol was signed by the Chair.

68/24 Clerk Recruitment

Resolved: LCC will be commissioned to carry out an evaluation of the Clerk's role and to advise on hours and rate of pay. This information will be used as the basis for any future recruitment.

The Clerk will raise a purchase order and ask for this work to be expedited, with the aim of reporting back at or before the November meeting.

69/24 Reports

Parish Councillors

- a. MP reported that Calverhall in Bloom had made a request to site a tree adjacent to the bus shelter. However this is Village Hall land and the request will be passed to the VH Committee.
- b. It was noted that Calverhall in Bloom have recently received a reward and the Clerk will write on behalf of the Council to congratulate them.
- c. HH raised an issue relating to bins on Wilson Meadows. The problem may be on private land, but the Clerk will raise it with Shropshire Council.

Shropshire Councillor

Cllr Wynn gave a report covering the following:

- Positive news that the Whitchurch pool and gym will open at Easter and the medical centre will open soon.
- Whitchurch Civic Centre – there are 2 options, but no Shropshire Council funding available to support either.
- Regarding funding and local councils, there is nothing off the agenda.

70/24

Parish Matters

- a. Playground Inspections – actions arising

Calverhall:

- Junior swings have rotted and will need to be replaced.
- HH to remove seats to prevent use (short term measure) and quotes for replacement will be obtained.
- The Clerk will make enquiries about the annual inspection and maintenance of zip wires
- HH and MP will carry out a site visit to assess the equipment.

- b. Request to Site a Plaque

It was agreed that as the Council has no benches LR would ask the Village Hall Committee if they had a suitable location for the plaque commemorating a former resident and local publican.

71/24

Policies

Resolved: Standing Orders are reapproved. Financial Regulations are approved and adopted. Both documents will be reviewed annually in May.

The Clerk will propose a timetable for approving essential policies.

72/24

Grounds Maintenance

- a. A request for maintenance on land not owned by the Council was discussed. It was agreed that LR would make enquiries about the cricket club carrying out the work.
- b. Free saplings from the Greenwood Trust
The Council has nowhere to plant new trees. The Clerk will contact the Village Hall Committee and Calverhall in Bloom.

73/24

Finance

- a. Balance reconciliation & cash book for information
The Clerk presented the bank reconciliation which was checked by Cllr Hitchman.
- b. External Audit Report

Resolved: To note the content of the report

- c. To agree actions in relation to the online banking mandate change

The Clerk gave a verbal report outlining where the process was up to and listing outstanding actions. This was noted.

d. To approve payment of invoices

The Clerk tabled a list of payments made since 1 April 2024 – this was noted.

Payments to be authorised were listed on the agenda.

Resolved: The outstanding accounts should be paid, and the payment transactions authorised by two nominated councillors.

	Reason for Payment	Amount	Reference
To Be Paid			
Hugo Fox	Website costs	11.99	32.24DD
RoSPA Playsafety	Playground Inspections	201.60	33.24
Village Hall	Meeting Room Hire (check)	25.00	34.24
A Roberts	Hours worked June/July	58.00	35.24
HMRC	PAYE June/July Hours	14.40	36.24
A Roberts	Hours worked September	289.60	37.24
HMRC	PAYE September Hours	72.40	38.24
Marches Landscapes	Grounds Maintenance	1,802.70	39.24
PKF	External Audit	252.00	40.24
Unity Bank	Charges Q2	18.00	41.24
Per Pro	Internal Audit	90.00	42.24

74/24

Highways

a. Culvert under Prees Road/Willaston Road

To be logged on Fix My Street and shared with PW.

b. Road to Bletchley

Several parishioners have reported longstanding pothole problems. To be logged on Fix My Street and shared with PW.

c. Poor Visibility at the junction opposite the bowling club

The clerk will make initial enquiries about a traffic mirror, with Shropshire Council and will look at Shropshire Council's policy for the provision of mirrors.

75/24

Date of next meeting

18 November 2024 at 7.30pm

Meeting closed at 8.48pm