

# IGHTFIELD PARISH COUNCIL

**Minutes of an Ordinary Parish Council Meeting held on the 18<sup>th</sup> November at Calverhall Village Hall starting at 7.30pm**

**Present: Councillors** Cllr M Procter (Chair) Cllr H Hitchman, Cllr D Price, Cllr J Hughes,  
Cllr P Wynn, Shropshire Council

**Locum Clerk:** A Roberts

**Other Organisations:** None

**Members of the Public:** None

**76/24      Public Session**

No members of the public were in attendance.

**77/24      Apologies for absence**

Cllr Heywood-Lonsdale, Cllr Rich.

**78/24      Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensation**

None

**79/24      To approve the Minutes of the of the Parish Council Meeting held on 30 September 2024.**

**Resolved: To accept the minutes as an accurate record of the meeting.**

The Chairman signed the minutes.

**80/24      Staffing Matters**

a. To receive the evaluation of the Clerk/RFO Role

**Resolved: To accept the recommendations of the report.**

b. To agree actions and timescales for clerk recruitment

**Resolved: To delegate to Cllrs Procter, Rich and Hitchman any decisions relating to the revised job description, shortlisting and interviewing candidates, and agreeing a preferred candidate and making recommendations to Full Council in January 2025. The locum clerk will take part in the interviews.**

**Resolved: That the Clerk will revise the current job description and draft an advert for the delegated councillors to agree. This will then be advertised through SALC at the grading recommended by SLCC. The Clerk will take part in the interviews.**

**81/24      Reports**

Parish Councillors

- a. HH raised, on behalf of a member of the public, that sycamores adjacent to the war memorial needed to be cut back. Marches Landscapes will be asked to provide a quote.
- b. JH reported that a latch had been stolen from the Jubilee Footpath. He will purchase and install a replacement.

Shropshire Councillor

Cllr Wynn gave a report covering the current budget situation and Whitchurch Civic Centre.

The Clerk provided an update of actions following the previous meeting.

**82/24      Parish Matters**

- a. Playgrounds: Zip Wires and Calverhall Junior Swings

Ray Parry inspected the equipment and provided quotations for making good.

The Clerk will obtain quotes from two other suppliers for the January meeting and will research available grant funding. HH will cut off the swings to prevent use.

**83/24 Planning**

No planning applications or decisions had been received since the last meeting.

**84/24 Policies**

The Clerk provided a verbal update: As the Council is looking to recruit a permanent clerk, the development of policies will be left for them to implement.

**85/24 Grounds Maintenance**

**Resolved: Cllrs Hitchman, Price and Heywood-Lonsdale will meet to review performance over the last 12 months (the second year of the three-year contract). They will make recommendations to the January meeting.**

**86/24 Finance**

- a. Balance reconciliation & cash book for information

The Clerk presented the bank reconciliation which was checked by Cllr Price.

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

**Resolved: The locum clerk will start the process to remove C. Cree from the mandate, to add Cllr Hughes and, if appointed, a new clerk. The mandate change will be agreed and signed at the January meeting. The locum clerk will continue as an administrator.**

- c. Draft Budget 2025-26

The budget proposal was tabled and, following a discussion, the clerk will review and amend the proposals which will be finalized at the January meeting.

- d. To approve payment of invoices

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

Recipient	Reason for Payment	Amount	Ref.
<u>Paid before the meeting</u>			
Scottish Power	Streetlight Energy	126.58	43.24DD
Hugo Fox	Website (Oct)	11.99	45.24DD
Unity Bank	Service Charge	5.40	46.24DD
<u>To be paid</u>			
Marches Landscapes	GM Contract Work	1802.70	47.24
Locum Clerk	Hours (October) and backpay for hours worked since 1 April.	364.77	48.24
HMRC	PAYE	91.20	49.24
SLCC	Job Evaluation	531.00	50.24
Locum Clerk	Expenses	29.76	51.24
Unity Bank	Charges (November)	6.00	52.24

**87/24 Highways**

The condition of the Ightfield to Millenheath road was raised. This is not in the parish, but affects parishioners, so the clerk will raise the matter with Shropshire Council.

**88/24**     Date of next meeting  
13 January 2025 at 7.30pm

The meeting closed at 9.02pm