

LEEBOOTWOOD & LONGNOR PARISH COUNCIL MINUTES

December 2011

A meeting of Full Council was held at Leebotwood Village Hall on Monday 12th December 2011 at 7.30 pm.

Parish Councillors present: : Ms J Griffiths (Chair); Mrs J Davies; Mr P Harris; Mr D Jacques; Mr J Ludlow; Mrs L Pardoe; Mr R Probert and Mr J Wilson (Vice- Chair) .

Also in attendance: Sue Hackett - Clerk.

112.11 WELCOME BY CHAIR & APOLOGIES - The Chair opened the meeting and stated that Cllr Davies had reported that she would be a little late due to a prior engagement. She went on to thank the Finance Working Group for their work and in depth research in preparing the 2012/13 Budget Report at Min 120.11. The Clerk reported that Cllr Barker had sent his apologies as he was unable to attend.

113.11 PUBLIC FORUM - No members of the public were present.

114.11 COUNCILLORS DECLARATIONS OF INTEREST - The following declarations were made by councilors in accordance with S50- 52 of LGA 2000:

Councillor	Personal	Prejudicial	Details:
J Wilson; R Probert.	√		Sit on the Leebotwood Village Hall Management Committee
P Harris; J Ludlow	√		Sit on the Longnor Village Hall Management Committee

115.11 PARISH PLAN (PP) UPDATE – The Chair confirmed the dates of the parish plan meetings in January and that Rachael Johnson would be assisting at the meetings. It was agreed that tea, coffee and biscuits would be provided at both events. The Clerk circulated posters which she had prepared for both events which were now publicised via the PC website and newsletter. Councillors and the Clerk reported that as yet no PP circulated questionnaires had been returned.

116.11 CONFIRMATION & ACCEPTANCE OF PREVIOUS MEETING MINUTES:
Council resolved without dissent to confirm and approve the draft minutes of the council meeting held on 16/ 11/11 as an accurate record. **The Chair was instructed by the Council to sign them as accurate after each page had been considered.** (Proposed LP; Seconded JW; Unanimous.)

117.11 PLANNING MATTERS
(a) The following planning applications were considered by the Council:

Ref 11/05286/FUL Greenfields, Leebotwood. Proposed : Erection of single storey extensions to side and rear.

Council resolved without dissent to support the application as it was not considered to detrimentally affect neighbouring properties. (Proposed: JL; Seconded: RP; Unanimous.)

Reference: 11/05433/FUL The Farm, Longnor, Shrewsbury, SY5 7PP
Proposed: Formation of vehicle turning loop.

Council resolved without dissent to support the application. (Proposed: LP; Seconded: PH; Unanimous.)

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(b) The Clerk reported that she had received no new notifications of planning application decisions by SC since the last meeting:

118.11 SC PLACE PLAN QUESTIONNAIRE - Following a summary report by Cllr Pardoe of the CIL training event the Parish Council agreed to make the following responses as suggested by the Clerk in her earlier correspondence to SC in November 2011. See Appendix B. (Proposed: LP; Seconded: JL; Abstention PH.)

119.11 CLERK'S UPDATE REPORT & COMMUNICATION RECEIVED - Council noted the report at Appendix A. The Chair confirmed that in conjunction with Cllr Pardoe a response had been made to SC with regard to their recent communications survey. (This was read out by the Chair and noted by councillors.) A copy was passed to the Clerk.

120.11 FINANCE

- a. The Parish Council debated at length both the cost and quality of work of the 3 internal auditors who had submitted quotes for the 2011/12 internal audit to the Clerk. **The Council resolved without dissent to appoint Mrs Nicholls as internal auditor for 2011/12 at an agreed cost of £60;** given the quality of previous audits, internal controls within the council, Mrs Nicholls Clerking experience and competitive quote. (Proposed DJ; Seconded J.W.; LP abstention.) It was agreed that the internal auditor's professionalism and effectiveness would be formally measured against the Council's Audit Plan of work for 2011/12 in 2012/13 as suggested by Cllr Ludlow; following completion of the audit. Clerk to notify auditors of decision.
- b. Cllrs Wilson and Davies informed the Council that quotes had not been obtained for carrying out verge maintenance in Longnor as two independent contractors had confirmed that no hedge cutting work was currently necessary but possibly strimming would be required in the Spring. **It was unanimously agreed that Council was to revisit the need for verge maintenance in April/May 2012.**
- c. Following formal NALC confirmation that the Council was able to award both grants using s137 powers LGA 1972; **Cllr Wilson proposed that a grant of £25.00 be awarded to the British Legion.** This was seconded by Cllr Jacques and fully supported by members. **Cllr Ludlow proposed that a grant of £25.00 be awarded to Shropshire Citizens Advice** using s137 powers. This was seconded by Cllr harris and fully supported by members. **Cllr Wilson proposed that the Council annually supported two Shropshire charities; this was seconded by Cllr Jacques and unanimously supported.** Clerk to build into future Autumn council agendas.

COUNCIL RESOLVED that pursuant to the Public Bodies (Admission to Meetings) Act 1960, as amended by s.100 LGA 1972) the press and public be asked to leave the meeting in view of the confidential nature of the remaining items of business to be transacted, which includes discussion on employment matters.

- d. The Finance Working Party presented their Draft Budget Report and Recommendations (Appendix C). Following discussion the Council confirmed a number of adjustments to the draft budget and agreed a total budget spend of £8,020:
 - **The SALC/NALC subscription was not to be renewed in 2012** but reconsidered in 2013 by Council and subsequently the Subscriptions/Fees budget heading was to be reduced to £70.00. (Proposed DJ; Seconded RP; Unanimous.)
 - Following the appointment of Mrs J Nicholls as Internal Auditor the audit costs were to be adjusted to £200.00.

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- **The initial IT costs of purchasing a new PC lap top were to be met during 2011/12** (from contingency funds); and therefore a replacement provision of £200 was to be made in the 2012/13 budget. (Proposed PH; Seconded JG; Unanimous.)
- e. A precept of £8,000 was put forward as reasonable for 2012/13; and the Clerk asked to prepare a financial sheet showing forecasted balances and out turns for 2012-13 based on the revised information in readiness for a final decision by Council at the January meeting when a Final Budget and Precept is to be decided by resolution.
- f. It was resolved without dissent that with effect from 1/4/2012 the Clerk would no longer be responsible for the maintenance of the Council website which would be maintained by Cllr Griffiths or the production of the quarterly newsletter which would be produced in readiness for printing by Cllrs Pardoe and Griffiths. This would enable the contracted weekly hours of the Clerk to be reduced from 6 to 4hours. Cllr Jacques commented that the newsletter in its present format (Nov'11 issue) was both a professional and successful form of community engagement and thanked the Clerk for the work involved. As a result the Council agreed that the present newsletter format should be continued in 2012.
- g. The Clerk was tasked with obtaining quotes and specifications for a new PC lap top for the January meeting; as the Council had agreed not to buy into the SC IT Support contract during the budget review. (See d. above.)
- h. The following payments were checked to supporting paperwork and authorised for payment by the Council by resolution. Cllrs Wilson and Griffiths were instructed to sign the cheques and evidence checks carried out on the supporting paper work. (Proposed LP; Seconded JW; Unanimous.)

Chq No	Payee	Description	£
145	SLCC	2012 Annual fee apportioned between 3 councils	32.01
146	Lasergraphics	Printing Nov newsletter 260 copies	39.00
147	Shropshire CAB	S137 grant – Min 120.11 c.	25.00
148	British Legion	S137 grant – Min 120. 11.c.	25.00

The Clerk by agreement left the meeting.

- i. The Chair reported on the outcome of the Clerk's appraisal. This was noted by members who agreed that each councillor would in future specialise in a specific council area/topic.

The Chair closed the meeting at 9.20pm and reminded councillors that the next meeting was to be held on Wed 18th January at 7.30 pm at Longnor Village Hall.

Confirmed as accurate: J. GRIFFITHS CHAIRPERSON
Date...18-1-12.....