DRAFT MINUTES OF BITTERLEY PARISH COUNCIL MEETING HELD ON

Monday 13th May 2024

Clerk: Heather Coonick Email: bitterleypc@gmail.com Tel: 07817607355

Website: bitterley.org.uk

PRESENT: Cllrs Mrs. A. Holman (Chair), Mr. R. Osborne, Mr. J. Reardon-Smith, Mr P

Martin and Mr. G. Dolphin. **ALSO IN ATTENDANCE:** H Coonick (Clerk)

The Meeting commenced at 7.00pm

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| | <u>ITEM</u> | <u>ACTION</u> |
| 2024/174 | Election of Chair: Proposed by Cllr Osborne and seconded by Cllr Martin - Cllr Holman was elected as Chair and signed the Acceptance of Office form. | |
| 2024/175 | Election of Vice Chair: Proposed by Cllr Holman and seconded by Cllr Dolphin - Cllr Osborne was elected as Vice Chair and signed the Acceptance of Office form. | |
| 2024/176 | Apologies: Cllrs Mr T. Millard and Ms K Parry | |
| 2024/177 | Public participation Mr Mrs Turner wished to know the details of the complaint about their property Tulip Cottage on Henley Lane. Cllr Reardon-Smith explained that an anonymous letter had been received regarding several issues. The council had reported the disparities to Shropshire Council Planning Enforcement Team who will decide if the variations are acceptable or if a retrospective planning application will be required. | |
| 2024/178 | Shropshire Councillor Report: Cllr R Huffer (Shropshire Council) was not in attendance. | |
| 2024/179 | Declarations of Interest: Cllr Martin item 184. | |
| 2024/180 | Approval of Minutes: The Minutes of the Meeting on the 15 th April 2024 and the Annual Parish Meeting on the 22 nd April were accepted as an accurate record and signed by the Chair. | |
| 2024/181 | Adopt the General Power of Competance: Defer to the next meeting. | |
| 2024/182 | Items a) – e) deferred to the next meeting as the accounts have not yet been audited. | |
| 2024/183 | Clerks Report Accounts and Audit: the accounts have been brought up to date and are being prepared for the internal auditor. Insurance quotes will be sought before it is due on the 1/6/24. Data Management: Microsoft One Drive is used to store all documents and the passwords for all programs will be provided to the Chair. Gmail is used for emails. The website needs to be accessible and data pre 2022 is missing— the Clerk will investigate with the provider. The Council needs to be registered with the Information Commissioners Office to comply with the General Data Protection Regulations. This matter will be placed on the next agenda. Defibrillators: The volunteers have not been contacted yet. The batteries do not need replacing immediately as there is still some charge. The electricity supply to the telephone box in Bitterley has been disconnected but this will not affect the defibrillator. The condition of the telephone box | <u>Clerk</u> <u>Clerk</u> |

| Г | at Dadlama in communication Allemanta have been absolved and The Oinsvit | | | |
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| | at Bedlam is very poor. All units have been checked and The Circuit | | | |
| | updated. | | | |
| | New Councillor: Cllr Parry has completed, signed and returned the | | | |
| | Declaration of Interest Form and been provided with general information | | | |
| | for new councillors | | | |
| | Previous Clerk: Ms Michelle Parker has been paid her final pay including | | | |
| | back pay and holiday pay. | | | |
| | Other Matters: An application for £1,000 has been made to Shropshire | | | |
| | Council (SC) for the Environmental Maintenance Grant – the Clerk will | <u>Clerk</u> | | |
| | inform that this should have been for £850. The Clerk attended a meeting | | | |
| | with SC regarding communication with the council particularly highway | | | |
| | issues. A Bio-diversity Policy is legally required, this item will be included | | | |
| | on the agenda for the next meeting. | | | |
| | Planning Applications: None | | | |
| 2024/185 | Planning Enforcement: No action. | | | |
| 2024/186 | Ledwyche Solar Farm Conditions: Cllr Holman will email SC to request | | | |
| | a meeting to discuss conditions. An information evening for Bitterley | | | |
| | Parish Councillors is to be held on 11th June, 7pm at Cllr Holmans house. | | | |
| | All available conditions relating to the Ledwyche Solar Farm will be | | | |
| | available to discuss to ensure full understanding. | | | |
| 2024/187 | Annual Review of Council Procedures and Committees: | | | |
| 2024/10/ | a) To review Councillor roles and make appointments to | | | |
| | committees: | | | |
| | i. Planning Committee: Cllrs Holman, Gatehouse, | | | |
| | Rogers and Reardon-Smith. | | | |
| | ii. Personnel Committee: Cllrs Holman, Osborne, Millard | | | |
| | iii. Tree Warden: Defer to the next meeting | | | |
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| | iv. Highways – Coordinate the EnvironmentalMaintenance – Cllrs Holman and Gatehouse | | | |
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| | b) To appoint councillor representatives to outside bodies: | | | |
| | i. Shropshire Association of Local Council: Cllr | | | |
| | Holman | | | |
| | ii. South Shropshire Area Meeting: Cllrs Holman, | | | |
| | iii. Village Hall Committee: Cllr Osborne | | | |
| | c) To Set the dates for the Parish Council meetings for the | | | |
| | forthcoming year: 17/6, 15/7, no meeting in August, 16/9, 21/10, | | | |
| | 18/11 no meeting in December, 20/1/2025, 17/2, 17/3, 14/4 and 19/5. | | | |
| | The Clerk will book the hall and place notices on the notice boards | <u>Clerk</u> | | |
| | and website. | | | |
| | d) To Review the Standing Orders, Financial Regulations and Risk | | | |
| | Assessment: | | | |
| | i. Standing Orders – RESOLVED to adopt the Standing | | | |
| | Order with the word 'Chairman' replaced by 'Chair' | | | |
| | throughout the document. | | | |
| | ii. Financial Regulations: Various changes were | | | |
| | suggested. The final document to be reviewed at the | | | |
| | next meeting. | | | |
| | iii. Risk Assessment: Cllr Holman will prepare a new risk | <u>AH</u> | | |
| | assessment to be reviewed at the next meeting. | | | |
| 2001/155 | | | | |
| 2024/188 | Highways: | | | |
| | a) Confirm the Expenditure of the Environmental Maintenance Grant | | | |
| | for 2023-24: Council confirmed that expenditure of the grant during | | | |
| | 2023-24 conformed to the grant conditions. | | | |
| i I | b) New Tasks for the Environmental Maintenance Contractor: None | | | |

| | c) Essential Carriageway Resurfacing Work – Bitterley Lane, Angel Bank: There was concern that a lot of properties and businesses would be affected. The Clerk will respond to Shropshire Council thanking them for the planned works and informing them of the importance of communicating the timings of closures with residents and businesses. d) Update on the Drains at Cleeton St Mary: Cllr Holman will report the | <u>Clerk</u> |
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| _ | issue on Fix My Street. | <u>AH</u> |
| 2024/189 | Financial Matters: a) Review the Asset Register and Consider Insurance Quotations: A quote of £410.65 had been received from Zurich Insurance. RESOLVED: to agree this payment unless a cheaper comparable quote is received. b) Payments Made Since the Last Meeting: i. Bliss Solutions (Computer troubleshooting) £60, ii. M Parker (ex-Clerk) £529.58 iii. HMRC £178.92 c) Approve Payments: i. H Coonick (Clerk) Stationery & Stamps £76.42: Approved. ii. Street Lighting Joint Energy Agreement for 2024/25 £799.64 plus VAT. Approved and to report to the electricity company any street lights that | RO |
| 0004/400 | are not functioning to attempt to reduce the total payment. | |
| 2024/190 | Councillor Report: defer to the next meeting. | |
| 2024/191 | Action Plan: defer to the next meeting. | |
| | Date of the next Meeting: 17 th June 2024 | |
| | Meeting Closed 9.45pm | |

| Signed by the Chair: | Date: |
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