

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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| | <p>at Bedlam is very poor. All units have been checked and The Circuit updated.</p> <p>New Councillor: Cllr Parry has completed, signed and returned the Declaration of Interest Form and been provided with general information for new councillors</p> <p>Previous Clerk: Ms Michelle Parker has been paid her final pay including back pay and holiday pay.</p> <p>Other Matters: An application for £1,000 has been made to Shropshire Council (SC) for the Environmental Maintenance Grant – the Clerk will 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.</p> | <u>Clerk</u> |
| 2024/184 | 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 | <p>Annual Review of Council Procedures and Committees:</p> <p>a) To review Councillor roles and make appointments to committees:</p> <ul style="list-style-type: none"> 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 iv. Highways – Coordinate the Environmental Maintenance – Cllrs Holman and Gatehouse <p>b) To appoint councillor representatives to outside bodies:</p> <ul style="list-style-type: none"> i. Shropshire Association of Local Council: Cllr Holman ii. South Shropshire Area Meeting: Cllrs Holman, iii. Village Hall Committee: Cllr Osborne <p>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 and website.</p> <p>d) To Review the Standing Orders, Financial Regulations and Risk Assessment:</p> <ul style="list-style-type: none"> 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 assessment to be reviewed at the next meeting. | <p><u>Clerk</u></p> <p><u>AH</u></p> |
| 2024/188 | <p>Highways:</p> <p>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.</p> <p>b) New Tasks for the Environmental Maintenance Contractor: None</p> | |

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| | <p>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.</p> <p>d) Update on the Drains at Cleeton St Mary: Cllr Holman will report the issue on Fix My Street.</p> | <p><u>Clerk</u></p> <p>AH</p> |
| 2024/189 | <p>Financial Matters:</p> <p>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.</p> <p>b) Payments Made Since the Last Meeting: i. Bliss Solutions (Computer troubleshooting) £60, ii. M Parker (ex-Clerk) £529.58 iii. HMRC £178.92</p> <p>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 are not functioning to attempt to reduce the total payment.</p> | <p>RO</p> |
| 2024/190 | Councillor Report: defer to the next meeting. | |
| 2024/191 | Action Plan: defer to the next meeting. | |
| | Date of the next Meeting: 17th June 2024 | |
| | Meeting Closed 9.45pm | |

Signed by the Chair:

Date: