

Minutes of the Clun Town Council with Chapel Lawn Meeting held 13th June 2018 at the Village Hall, Chapel Lawn

Present- Cllrs Jack Limond (Chairman), Ryan Davies, Reg Maund, Gary Mills and Brian Angell

In attendance was the Clerk & RFO Darren Knipe, County Councillor Nigel Hartin and four members of the public.

Meeting commenced at **19:30**

The Chairman welcomed all Members, Cllr Hartin and the members of the public to the meeting.

1 Introduction to the New Clerk

The council welcomed the clerk to the new role, who then introduced himself and set out some "house rules" he wished to see implemented. These were the following:

- i. Minutes will be in a new consecutive numbered sequence starting at 1.
- ii. For both corrections for approving and considering matters, council to refer to the item in question by its numbered reference.
- iii. From both an archive perspective, and so there can be no ambiguity in interpretation of what council have resolved, it is of utmost importance that council ensure that the minutes truly reflect what was said and any corrections are properly recorded in approving the minutes.
- iv. In a rural setting such as Clun, there will always be scenarios where a councillor has some personal relationship with the topic in question. It is often difficult for anyone who upholds a sense of integrity to believe they cannot make an informed decision without being prejudice or bias. However, the most important stance a councillor must make is to consider if members of the public could perceive any decision to be bias. In such circumstances, the best approach should be to declare an interest, and if that be perceived as prejudicial, to remove oneself from the discussion.

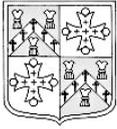
2 To receive Apologies for absence

Apologies received from Cllrs James McVicar, Vic Butt and Matt Donaldson

3 Declarations of Interest

- a) To receive Declarations of Interest in respect of matters contained in this agenda. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

Cllr Gary Mills declared an interest in item 10b – (personal) planning application of neighbour



Cllr Reg Maund declared an interest in item 14a – (prejudicial) member of church council

- b) To consider any Dispensation Requests received by the Clerk and not previously considered.

None received

4 Meeting Open to the Public - Time for this session is limited to 10 minutes

Mr Pinson read out a letter of concern relating to the proposed idea of a new car park near the castle. He said he had first heard of the proposal from a neighbour who had read in previous council minutes on 13/3/18 35b that the Duke of Norfolk was supportive of there being a new car park and would consider offering the land as a gift.

Mr Pinson had contacted the Estate Manager, Mr Jones for clarification, and was informed that this was not the case, nor would the land be sold for such, but may consider a long-term lease. Also, an alternative plot had been offered opposite the current car park, which was not minuted. He felt the village had been misled and given the impression that this was a done deal.

Cllr Limond apologised and took full responsibility for not reporting the full details to council as he was not present at the meeting concerned.

Cllr Limond proposed that the error in the March 2018 minutes be ratified that the land will not be gifted or sold, but to be considered as a long-term lease, and only if it is the will of the people of Clun. This motion was seconded by Cllr Davies.

However, Cllr Mills stated that he or council had not seen any such contrary letter as Mr Pinson had stated and without doing so the correction cannot be ratified. It was agreed that Cllr Limond would circulate the information he had to council, and if this turned out to be the case then the minutes would be duly ratified at the next council meeting.

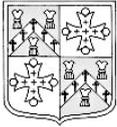
Cllr Maund said that some 15 years ago the council had asked the Duke if he would sell the land, which was refused.

Another member of the public present explained that she had deed sole rights to road access of the proposed site without hinderance, and she was solely responsible for the upkeep of such. She felt this could present legal issues for the future.

5 Report from County Councillor Nigel Hartin

County Cllr Hartin reported on the following

- i There was to be a Future Fit presentation on 12th July in Bishops Castle. This should be well attended, being about the planned moving and merging of hospital services in the county.
- ii Steve Brown who was head of Highways was holding a meeting in Craven Arms on Monday to look at and discuss the state of the roads in the area. It is intended that this will form part of a new approach of providing regular updates to council on when and



where repairs are happening, and that the council and clerk may be invited to future such meetings. Currently there are 30 teams working on repairing pot holes in the area.

Cllr Mills commented that he had seen bore holes being made in the road on stretches leading to Clun, being outline marked in yellow with reference numbers. He asked if it was possible to find out what these were for.

- iii There were motions in place where the Police Commissioner would also be taking on the responsibility of the Fire Service, which was to take effect from the 1st June. Advice has been taken to review this arrangement which has, therefore, delayed this happening.

Cllr Limond asked council if they would agree to suspending the order of meeting so that Mr Pinson could speak. All agreed.

Mr Pinson asked why all the money was being spent in the area on the very expensive fire station instead of fixing the roads.

Cllr Hartin explained that they are different organisations, and therefore have different allocated budgets. He also explained that the fire station had been under threat of closure and was the last in the area to be upgraded to a better operating standard.

6 To approve the Minutes of Meeting Held on 9th May 2018

It was proposed by Cllr Limond, seconded by Cllr Angell and agreed by all that the Minutes of the meeting held on 13th June were a true and proper record, which was then signed by the chairman.

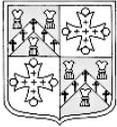
7 To consider any Matters Arising from the minutes

- i Cllr Davies stated that he would accept the appointed positions set out in items **0.2, 0.3** and **0.6**
- ii **Item 6.4** – the clerk reported that Shropshire Council had accepted responsibility for the street lamp, and would be paying the repair cost themselves. The cheque no. 01 had been made void.

The council also reported complaints about the repaired light on Ford St which had not been fixed properly. The clerk is to write to the contractor to get this looked at as it appears to be constantly flicking on /off, as well as shining too brightly on the properties opposite.

8 To receive reports from Councillors attending meetings and outside organisations

- i Cllr Angell reported on the Traffic Working Group, which met on 7th June. They are starting the process of setting out objectives to action. This includes collecting traffic data with the help of town volunteers, as well as transferring property hotspots on to a map to identify issues.



They will be meeting with Matthew Mead who is the Community Enablement Officer on Tuesday to look at how to implement this.

They will keep council updated as well as collating comments from the forum.

The clerk informed council that he had signed up for a PSMA license with Ordinance Survey, which meant we would have access to all detailed traffic modelling, utility mapping and postal code data for free, which costs thousands for a commercial license. Details would be forwarded once the application had been successfully processed.

- ii Cllr Davies reported on SPARC, stating a tendering process had begun for a new service provider. He also pointed out that other local councils had been making donations to the charity, and it had been noted that as of yet Clun had not done so. There had been 50 GP referrals from the Clun area to benefit from treatment services.

Cllr Angell proposed to make this a future agenda item and to invite SPARC to make a presentation to council. The clerk is to write to them with dates of next meetings to see availability to do so.

Cllr Hartin affirmed that Clun was the second largest user of the facilities, with Bishops Castle being the largest.

9 Annual Governance and Accountability Return (AGAR) 2017-18

- a) To review and approve the Annual Governance Statement

It was proposed by Cllr Limond and seconded by Cllr Davies to approve the Annual Governance Statement. This was agreed by all.

- b) To review and approve the Accounting Statements

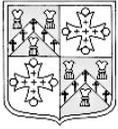
It was proposed by Cllr Davies and seconded by Cllr Angell to approve the Accounting Statements.

The clerk presented the Notice of Public Rights and Publication Of Unaudited Annual Governance & Accountability Return. The announcement date was set as Friday 15th June, commencing on Monday 18th June, and ending on Friday the 20th July.

It was proposed by Cllr Angell to accept this notice. This was seconded by Cllr Limond and agreed by all.

10 To consider any observations on Planning Matters

- a) **18/01613/CPE** - 24 Newport Street, Clun, SY7 8JZ - Application for a Lawful Development Certificate for the existing extension to garage constructed in 2010
No Comment



- b) **18/02383/FUL** - Lower Treverward Farm, Treverward, Clun, Shropshire, SY7 8LX -
Erection of steel portal framed agricultural building over an existing yard where livestock
are gathered

No Comment

- c) **18/02431/FUL** - Guilden Down Farm, Guilden Down, Craven Arms, Shropshire, SY7 8NZ
- Demolition of existing agricultural buildings and conversion of traditional agricultural
buildings into 2 no. dwellings, including car parking areas and associated works

No Comment

11 To receive and consider the Report of the Town Clerk

a) GDPR

The clerk reported on the impact on council of the new GDPR laws. It was noted that the website did not have a Privacy Policy, which would be actioned.

It was agreed that all council policies were up for review, and the new GDPR would be added as part of next month's agenda.

The clerk pointed out that one impact of the law was that only the clerk as the designated Data Processor is allowed to store personal data relating to council. As such all councillors are to delete any old email correspondence over 2 years old, and that any information posted to the website should redact personal data about non-council individuals.

The clerk also requested that council approve the purchase of an external hard drive that would be used as only source of storing council matters, with an encrypted backup stored on the council Dropbox. All agreed to this.

12 To consider and approve any Council Annual Subscriptions

- a) Society of Local Council Clerks (SLCC)
Proposed by Cllr Davies Seconded by Cllr Angell. All agreed
- b) Institute of Cemetery and Crematorium Management (ICCM)
Proposed by Cllr Angell seconded by Cllr Davies. All agreed

13 To review and approve any training

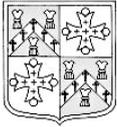
- i Clerk requested signing up to the CILCA qualification
Proposed by Cllr Angell Seconded by Cllr Davis. All agreed

14 To receive and consider any Grant and Donation requests

- a) St George's Church Clun – assistance towards churchyard maintenance

Cllr Maund did not take part in the discussion as he had declared an interest.

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It was proposed by Cllr Davies that on this occasion council to support the grant application for a £400 grant. This was seconded by Cllr Angell and agreed by majority.

Cllr Limond stated that grass cutting was one of the biggest financial strains, seeming to be a never-ending task burden. He proposed that the church as well as other groups in the area begin to consider better and more sustainable grass management methods such as using livestock.

15 Financial Matters

a) To review and approve the Financial Report

The Schedule of Payments were reviewed and accepted, except an invoice for High Electrical for £357.60, which is to be held back until the issue on Ford Street is resolved, and an Elections Recharge invoice for £100, which was sent in error. This was signed by the chairman.

b) To review and consider banking and accounting services

- i Given that HSBC is closing many high street branches in the area, clrr Limond felt it time to look for alternatives. The clerk was asked to produce a list at next meeting of suitable ethical banks offering a good rate of return to hold reserves in.

At 9.30 Cllr Limond in accordance with Standing Order rules asked council for approval to continue the meeting beyond the designated time of attendance. All agreed

- ii The clerk reported that no account ledgers had been produced for the new financial year, and that with the increased requirements for transparent reporting from auditors, an effective and time saving system needs to be put in place.

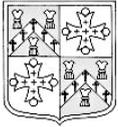
He asked council to consider approving the use of a cloud accounting service, Kashflow. This would enable automatic PAYE, Tax returns, and Bank Reconciliation whilst also providing instant reporting and view only access for appointed finance committee councillors to ensure proper governance reporting. The annual subscription was £114.

Cllr Angell felt this represented good value and that the time saved of the clerk would mean ability to focus more on other matters.

It was proposed by Cllr Limond and seconded by Cllr Angell to adopt Kashflow as the chosen accounting method of recording. All agreed.

16 To review any Correspondence received

- i Letters received on traffic matters to be forwarded to Traffic Working Party with any Personal data redacted
- ii Letters relating to Memorial Hall wood chipping to be forwarded to the Memorial Hall committee



17 To receive the Mayors Report

Nothing to report

18 Other Items brought to the Council's Attention by Councillors

None

19 To receive and consider Agenda items for the next meeting

- i Cllr Maund asked for Debris in the river Clun to be added

20 Date of Next Meeting

To be held on Tuesday 10th July 2018 at Clun Memorial Hall

Meeting Closed at 21.45

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 10th July 2018