

# ***Ryton and Grindle Parish Council***

Chair:  
**Allan Amey**

Clerk:  
**Stephen de Launey**  
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## **COUNCIL MEETING**

Minutes of the meeting held at St. Andrew's Church, Ryton, on Wednesday 7th September 2016 commencing at 7:30 pm.

**Present:** Cllr Allan Amey, Chair; Cllr Ann Dukes, Deputy Chair and Cllr Francis Jellings

**In attendance:** Stephen de Launey, Clerk to the Council; Shropshire Cllr Michael Wood and 9 members of the public.

### **Public Forum**

#### **PF01/16 Welcome**

Cllr Amey welcomed all present to the meeting and thanked Cllr. Michael Wood for attending. He introduced the new Clerk, Stephen de Launey, and on behalf of the council thanked Richard Holt for his many years of loyal service as voluntary Clerk.

#### **PF02/16 Missing Ryton sign**

The Ryton village sign at the Albrighton end of the village is missing. Shropshire Council are aware but as yet no action had been taken. Cllr Wood suggested that the Clerk contact Alice Dilly requesting an update, with a copy to Graham Downs.

#### **PF03/16 Large vehicle through Ryton**

Heavy vehicles heading to and from Grindle House Farm had been using the route through the village instead of the agreed route along Haven Hills Road.

#### **PF04/16 Grindle House Farm**

Cllr Michael Wood provided an update on the position with the Grindle House Farm planning application.

Having rejected the planning application for a change of use to the premises, Shropshire Council served notice on the estate on 24<sup>th</sup> August 2016. The applicants now have until the 23<sup>rd</sup> September to respond. They have the option to appeal the decision and if they do so, the appeal will go to the Planning Inspector in Bristol who will have the final say.

If no appeal is made, the notice will be enforced but at that point the current occupants will have up to 8 months to vacate the premises.

For the time being, everyone is encouraged to record and report the continuing problems being experienced with HGV trucks delivery to and from Grindle House

Farm, as this may prove useful in the future.

#### **PF04/16 Close of Public Forum**

The Chair thanked residents for attending and Cllr Wood for the update. He assured residents that the Parish Council will keep everyone updated with developments. The Public Forum closed at 8:20 pm.

#### **Council meeting**

##### **01/16 Apologies**

Apologies received from Cllr Mark Dady – members agreed acceptance.

##### **02/16 Declarations on Interest**

None received.

##### **05/16 To Receive and Approve the Minutes of the Meeting held on 15<sup>th</sup> June 2016.**

It was proposed by Cllr Amey, seconded by Cllr Dukes and RESOLVED that the minutes of the Council meeting held on 15<sup>th</sup> June 2016 be approved and signed by the Chair as a true and accurate record.

##### **06/16 Co-option of new member**

The vacancy on the council had been duly publicised but no poll had been claimed after the statutory 14 days, consequently the council would now move to fill the vacancy by co-option. Cllr Amey proposed and Cllr Dukes seconded and it was RESOLVED unanimously that Sarah Jayne Williams be co-opted to fill the casual vacancy. Sarah Williams duly signed the Declaration of Acceptance of Office.

##### **07/16 Planning Matters**

No new Applications had been received and members accepted that the Grindle House Farm issue had been fully dealt with during the public forum

##### **08/16 Environment and Highways Maintenance Grant**

The Clerk reported on the availability of grants from Shropshire Council towards the costs of minor highways and environment work in the parish. He outlined the types of work that could be financed by such a grant, which included such things as the maintenance of public open spaces such as the area around the Jubilee Seat and repairs to noticeboards. The grants were normally made from the start of the financial year but it appeared possible to apply for a grant for the remainder of 2016/17 if we wished to do so. After a brief discussion Cllr Dukes proposed, Cllr Jellings seconded and it was RESOLVED that the council apply for a grant.

##### **09/16 Treasurers Financial Report**

Cllr Amey presented the council's financial position to the 31<sup>st</sup> August 2016:

Balance at 15 <sup>th</sup> June 2016	3545.49
Income received:	
None	0
Payments made:	
Shropshire Association of Local Councils	126.89
Balance at 31 <sup>st</sup> August 2016	<b>3418.60</b>

He reported that Mazars, the external auditor, had signed off the accounts for the year ended 31<sup>st</sup> March 2016 and advised the council that, in agreement with the

Clerk, the Clerk's salary payments would be made quarterly. Cllr Dukes proposed, Cllr Jellings seconded and it was RESOLVED to accept the Treasurers Report.

#### **10/16 Council Insurance**

The Clerk reported on the situation regarding obtaining insurance for the council. As an employer the council was now legally obliged to have Employers' Liability insurance and the Clerk had approached 3 companies, two of whom Came and Company and AON had responded with quotes.

The Clerk presented a paper providing details of the quotes received and the cover offered and recommended that as Came and Company provided the lowest quote at £164.25, while offering comparable cover to AON, the council take accept thier quote.

After a short discussion it was proposed by Cllr Amey, seconded by Cllr Dukes and RESOLVED that the council accept the quotation from Came and Company.

#### **11/16 IT Equipment and Web site provision – Transparency Code requirements**

The Clerk presented a paper which provided background to the council's need to meet the requirements of the Transparency code and the grant that had been received to cover the costs of doing so.

The Clerk recommended that:

(1) the council use the services of Community Hub to provide a web site and associated services as follows:

Initial Web site set up	200.00
Domain name	100.00
Annual support costs	190.00
Web training	120.00
Estimated staff costs (25 hrs x £9.299)	232.48
	<u>1320.79</u>

(2) the council purchase the following equipment:

HP Pavillion 15.6" Laptop	333.33
HP Office Jet Pro 6960 Scanner	67.49
MS Office 365 Software bundle	66.66
HP Optical Mouse	10.83
	<u>478.31</u>

(3) that the council make a further Transparency Fund claim for 2016/17 to cover web site maintenance and further anticipated training needs.

Following a brief discussion it was proposed by Cllr Amey, seconded by Cllr Jellings and RESOLVED that the recommendations of the Clerk be accepted.

#### **12/16 May 2017 Elections**

The Clerk reported on the likely timetable for the elections in May 2017 and the need for the council to consider any appropriate actions in the period from now until May 2017.

Council noted the report.

#### **13/16 Correspondence**

None

#### **14/16 Matters Arising from the last meeting not already covered.**

Minute 6a Parish Plan – Cllr Dukes reported that she had produced a proposed letter for distribution to residents in the Ryton Conservation area, reminding them of their obligations. It was agreed that the letters would be hand delivered by councillors.

Minute 10a War Memorial Fund – Cllr Dukes had not yet resolved issues and the Clerk offered to take responsibility for moving matters forward.

Minute 7 Treasurers Report – Cllr Amey reported that the Neighbourhood Planning

Grant (£100.00) had still not been received.  
Minute 11 Newsletter Comment – agreed that we would include a report on the  
Grindle House Farm update from Cllr Michael Wood

**15/16 The meeting closed at 9.10pm and the date of the next meeting was agreed as  
Wenesday 14<sup>th</sup> December 2016.**

**Signed .....14th December 2016**