

**THE MINUTES OF THE MEETING OF RUSHBURY PARISH COUNCIL HELD ON 17<sup>th</sup> JUNE 2024  
AT 7:30PM AT THE COMMITTEE ROOM, RUSHBURY VILLAGE HALL**

**35. WELCOME**

Cllr Richards welcomed everyone to the meeting of Council.

**36. PRESENT**

Cllrs A Richards – Chairman, M Lowndes, R Madeley, E Riley, Dr C Stevenson.  
Clerk N Green.

**37. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr's A Dixon and P Bodimeade.

**38. DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

None declared.

**39. PUBLIC SESSION**

None present.

**40. MINUTES OF PARISH COUNCIL MEETING 20<sup>th</sup> May 2024 and AGM 20<sup>th</sup> May 2024**

Proposed by Cllr Dr C Stevenson, seconded by Cllr M Lowndes that the Minutes of the Parish Council meeting held on 20<sup>th</sup> May 2024 and AGM minutes held on 20<sup>th</sup> May 2024 be adopted and it was resolved that the Chairman sign these as a true record.

**41. COUNCILLOR VACANCY**

Cllr Richards stated that he had received some interest from a Parishioner which he would follow up. The Clerk confirmed that he had emailed the interested party and was awaiting a reply. All Cllrs were encouraged to try and encourage people to apply. It was noted that a representative from the School would be very welcome.

**42. CHAIRMANS REPORT**

Cllr Richards informed the Council that he had met with the new Grounds Contractor (SLB) who had pointed out that the play equipment on the Millenium Green was worn and damaged in places.

As a result Cllr Richards informed the Council that he had spoken with Harry Walters from the Millenium Green Trust (who are responsible for the equipment) to ensure they are aware of the safety concerns. He was informed that a ROSPA inspection of the play equipment is due this month and a copy of the report will be forwarded.

It was noted that Council is concerned because the insurance for the Millenium Green is in the Councils name and paid for by the Council. The insurance is not due for renewal until the end of the year and it was discussed that the Council may consider providing a grant for the insurance rather than arranging the insurance.

### **43. CLERKS REPORT**

The Clerk stated that he had fixed a date for the Annual Parish Assembly in 2025, 7.00pm Monday 28<sup>th</sup> April. It was proposed by Cllr M Lowndes and Seconded by Cllr Dr C Stevenson that the date for next year is fixed as above.

The Clerk stated that he had received communication from a company called Atlas Tower and from Ben Walker at Shropshire Council regarding the potential construction of a communications tower to improve the mobile network in the Wall-Under-Heywood area. Atlas Tower had expressed a wish to discuss the matter with the Council prior to a planning application. The Clerk was instructed to invite the company to provide a presentation if they wished to do so.

The Clerk stated that he had received a communication from Smartwater enquiring if the Council were interested in progressing any work with them following some involvement last year. The Clerk was instructed to thank them for their enquiry and inform that there is no forecast in the budget for them at this time.

### **44. PLANNING**

#### **Planning Applications Received:**

Cllrs noted there were no applications to consider.

#### **Planning Decisions Advised:**

Cllrs noted there were no application decisions to consider.

#### **Planning Records Retention:**

The Clerk advised that the previous Clerk had retained a large volume of printed copies of all Planning applications that had been considered. It was discussed if it was necessary to print and retain these documents going forward given they are publicly available on the Planning Portal and that the Planning department would have a weed policy / process in place.

It was highlighted that the Council's Standing Orders state that the Council '*record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose*'.

Cllr's decided that the minutes of the meeting would provide a suitable written record of every planning application notified to the Council along with the response and there was no requirement to retain printed copies. It was further agreed that the one page document signed at the Council meeting for each planning decision would be retained with the relevant minutes.

This process was proposed by Cllr Dr C Stevenson and seconded by Cllr R Madeley, therefore, it was resolved the process would be adopted. Any papers currently held are to be destroyed.

#### **45. SHROPSHIRE COUNCILLOR'S REPORT**

Cllr Mrs C Motley did not attend.

#### **46. FINANCIALS**

**Current Finances:** Cllrs noted the funds currently held in the Council's bank accounts.

**Invoices for Payment:** Cllrs noted the following invoices and payments that would require payment:

Jason Gough Computing Services Ltd for Microsoft License - £67.20

Jason Gough Computing Services Ltd for April data backup - £7.20

SLB Groundcare for Millenium Green Maintenance - £367.89

Rushbury Village Hall for Annual Assembly and May meeting - £38.50

Accord Services for Internal Audit - £125.00

Elan City for Speed Indication Devices – 5507.99

It was proposed by Cllr M Lowndes and seconded by Cllr R Madeley that the invoices are paid. The Invoices were seen and countersigned by Cllr Richards.

#### **47. FINANCIAL REGULATIONS**

Councillors considered the contents of the updated Financial Regulations.

Cllr E Riley proposed and Cllr R Madeley seconded and it was unanimously resolved that the updated Financial Regulations be adopted.

#### **48. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

##### **Presentation and Acceptance of 2023/2024 Accounts**

Councillors reviewed and accepted the 2023/2024 Accounts for the Council.

Cllr M Lowndes proposed, Cllr Dr C Stevenson seconded and it was resolved to accept the 2023/2024 Accounts as presented and that the Chairman and Clerk sign on behalf of the Council.

##### **Receipt and Noting of Annual Internal Audit Report**

Councillors noted the contents of the Internal Auditor's Report for 2023/2024. It was noted there were two minor issues concerning dates of submission onto the Council's web page and that a fixed asset register could not be located. The matter of the register is to be considered by the Clerk.

##### **Review, Consideration and Approval of Annual Governance Statement**

Councillors reviewed the assertions contained within the Annual Governance Statement. Each assertion was considered and Councillors agreed the assertions as set out in the completed document.

Cllr M Lowndes proposed, Cllr E Riley seconded and it was resolved to accept the assertions as set out in the Annual Governance Statement and that the Chairman and Clerk sign on behalf of the Council.

##### **Presentation and Approval of 2023/2024 Accounting Statements**

Councillors considered the contents of the Accounting Statements for 2023/2024.

Cllr Dr C Stevenson, Cllr R Madeley seconded and it was resolved to accept the 2023/2024 Accounting Statements as presented and that the Chairman sign these on behalf of the Council.

### **Presentation and Approval of Certificate of Exemption**

Councillors noted the criteria for the Parish Council to claim exemption from full reporting requirements to the external auditor. It was noted that although the Council may claim exemption, all documents would be displayed on the Council's website.

Cllr M Lowndes proposed, Cllr Dr C Stevenson seconded and it was resolved that the Chairman and Clerk sign the Certificate on behalf of the Council.

### **Noting of the Commencement Date for the Exercise of Public Rights**

Councillors noted the commencement document setting out the Exercise of Public had already been uploaded to the Council's web page.

### **49. CORRESPONDENCE**

None were raised.

### **50. COMMUNITY MATTERS**

None were raised.

### **51. PARISH MATTERS**

Cllr Bodimeade had requested that a report from a Parishioner concerning the road signage outside the new barn conversions in Longville be discussed. The sign is blocking drivers view when entering the main road. Cllr Lowndes stated he will deal with this via 'fix my street'.

Cllr Dr C Stevenson stated that he had received concerns about pedestrian access into Stone Acton Lane because the pavement does not extend far enough. The matter is to be listed on the Place Plan when it becomes available.

Cllr Dr C Stevenson also stated that concerns had been raised about the bins not being emptied on the Millenium Green. It was suggested 'fix my street' could be utilised to report these matters.

### **52. SPEED INDICATION DEVICES**

Cllr Lowndes demonstrated the new Speed Indication Devices and gave a short presentation on how they functioned. Initially, one will be placed in Longville and the other in Wall. A further discussion took place regarding the installation, running and security of the devices. It is planned to install the first device on the 01.07.24. A health and safety risk assessment has been completed and the Clerk has been instructed to add this to the current risk assessment.

### **53. ITEMS FOR NEXT MEETING'S AGENDA**

Speed Indication Device update, Fixed Asset Register and Updated Risk Assessment.

### **54. NEXT MEETING DATE**

The next meeting is scheduled for 7.30 pm on the 15<sup>th</sup> July 2024 at the Committee Room, Rushbury Village Hall.

Cllr A Richards thanked everyone for their attendance and closed the meeting at 9.01pm.

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Chairman

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Date

These minutes will remain in draft format until signed by the Chairman as a true record.