

# Church Stretton Town Council

## MINUTES OF THE TOWN COUNCIL MEETING HELD IN SILVESTER HORNE INSTITUTE, CHURCH STRETTON ON TUESDAY 17<sup>th</sup> AUGUST 2021 AT 7.00p.m.

**Those present:** *Councillors:* Cllr L Antill, Cllr C Carson, Cllr N Carter, Cllr S Davies, Cllr R Foulkes, Cllr D Hartshorne, Cllr J Lawton, Cllr G Lewis, Cllr J Luck, Cllr M Morris, Cllr A Munro, Cllr H Stowell, Cllr B Welch.  
*Officers:* Mr. C Maclean (Locum Town Clerk), (Mrs H Merrett (Admin), Mrs G Bailey (Locum RFO)  
*Unitary Councillors:* Cllr H Luff  
*Members of the Public:* 9

**21.038 WELCOME**

The Chairman welcomed Councillors and members of the public to the meeting. Members round the table introduced themselves to the members of the public.

**21.039 TO RECEIVE APOLOGIES**

Unitary Councillor D Evans.

**21.040 DISCLOSABLE PECUNIARY INTERESTS**

To declare any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests (in accordance with the new code of Conduct adopted by Church Stretton Town Council on 26<sup>th</sup> June 2012).

**NONE**

**21.041 QUESTIONS FROM MEMBERS OF THE PUBLIC**

**NONE**

**21.042 TO CONFIRM THE MINUTES TAKEN AT THE TOWN COUNCIL MEETING HELD ON 29<sup>TH</sup> JUNE 2021**

Councillors noted that these minutes were not yet complete and will be presented at the meeting on 24<sup>th</sup> August 2021.

Councillors noted that the meeting was expected to run past 9.00pm.

Proposed by Cllr Morris, seconded by Cllr Hartshorne and

**RESOLVED (unanimously) to suspend Standing Orders.**

**21.043 STAFFING MATTER**

Councillors noted that in the absence of the Council's current Responsible Finance Officer the Council required a Responsible Finance Officer to be in place in order for the AGAR documents to be signed and submitted to the external auditors. It was noted this was to be an interim arrangement.

Proposed by Cllr Munro, seconded by Cllr Lawton and

**RESOLVED (unanimously) to appoint Christopher Maclean, Locum Town Clerk as**

Interim Responsible Finance Officer.

21.044 **FINANCIAL ITEMS**

***a) Final External Auditor's Report and Certificate***

Councillors noted the receipt of the Final External Auditor's Report and Certificate covering the financial period 2019 to 2020.

Proposed by Cllr Hartshorne, seconded by Cllr Carson and

**RESOLVED (unanimously) to note and receive the External Auditor's Report and Certificate for 2019/2020.**

***b) Except for Matters Report***

Councillors noted the Except for Matters report detailing the correction required to the points raised. Councillors noted the option to delegate the actions relating to resolving these points to the Chairman, Locum Town Clerk and Locum Responsible Finance Officer.

Proposed by Cllr Carson, seconded by Cllr Lewis and

**RESOLVED (unanimously) to delegate and oversee the completion of the corrective actions to the Chairman, Locum Town Clerk and Responsible Finance Officer.**

***c) Final Internal Auditor's Report and Certificate***

Councillors noted the receipt of the Final Internal Auditor's Report and Certificate covering the financial period 2020 to 2021.

Proposed by Cllr Luck, seconded by Cllr Stowell and

**RESOLVED (unanimously) to note and receive the Internal Auditor's Report and Certificate for 2020/2021.**

***d.1) Annual Governance Statement Assertion 1***

Councillors noted the criteria and agreed it required to be responded with No with explanation as set out.

Proposed by Cllr Lawton, seconded by Cllr Antill and

**RESOLVED (unanimously) to state No with explanatory comment.**

***d.2) Annual Governance Statement Assertion 2***

Councillors noted the criteria and agreed it required to be responded with No with explanation as set out.

Proposed by Cllr Davies, seconded by Cllr Carter and

**RESOLVED (unanimously) to state No with explanatory comment.**

***d.3) Annual Governance Statement Assertion 3***

Councillors noted the criteria and agreed it required to be responded with No with explanation as set out.

Proposed by Cllr Hartshorne, seconded by Cllr Antill and

**RESOLVED (unanimously) to state No with explanatory comment.**

***d.4) Annual Governance Statement Assertion 4***

Councillors noted the criteria and agreed it required to be responded with No with explanation as set out.

Proposed by Cllr Lawton, seconded by Cllr Carson and

**RESOLVED (unanimously) to state No with explanatory comment.**

***d.5) Annual Governance Statement Assertion 5***

Councillors noted the criteria and agreed it required to be responded with No with explanation as set out.

Proposed by Cllr Morris, seconded by Cllr Luck and

**RESOLVED (unanimously) to state No with explanatory comment.**

***d.6) Annual Governance Statement Assertion 6***

Councillors noted the criteria and agreed it required to be responded with No with explanation as set out.

Proposed by Cllr Hartshorne, seconded by Cllr Carter and

**RESOLVED (unanimously) to state No with explanatory comment.**

***d.7) Annual Governance Statement Assertion 7***

Councillors noted the criteria and agreed it required to be responded with No with explanation as set out.

Proposed by Cllr Stowell, seconded by Cllr Antill and

**RESOLVED (unanimously) to state No with explanatory comment.**

***d.8) Annual Governance Statement Assertion 8***

Councillors noted the criteria and agreed it required to be responded with No with explanation as set out.

Proposed by Cllr Carson, seconded by Cllr Davies and

**RESOLVED (unanimously) to state No with explanatory comment.**

***d.9) Annual Governance Statement Assertion 9***

Councillors noted the criteria and agreed it required to be responded with No with explanation as set out.

Proposed by Cllr Stowell, seconded by Cllr Davies and

**RESOLVED (unanimously) to state No with explanatory comment.**

Following the review of the criteria and responses Councillors noted the requirement for the form to be signed by the Chairman and Clerk.

Proposed by Cllr Lawton, seconded by Cllr Morris and

**RESOLVED (unanimously) that the Chairman and Clerk sign the Annual Governance Statement on behalf of the Council.**

***e) Accounting Statements***

Councillors noted the contents of the Statements and that it required the Chairman's signature.

Proposed by Cllr Hartshorne, seconded by Cllr Welch and

**RESOLVED (unanimously) that the Chairman signs the Accounting Statements on behalf of the Council.**

***f) Income and Expenditure Accounts for 2020/2021***

Councillors noted the contents of the Income and Expenditure Accounts for the financial year 2020 to 2021 and the requirement of the Chairman to sign on behalf of the Council.

Proposed by Cllr Hartshorne, seconded by Cllr Carter and

**RESOLVED (unanimously) that the Chairman signs the Income and Expenditure Accounts for 2020/2021 on behalf of the Council.**

***g) Statutory Balance Sheet for 2020/2021***

Councillors noted the contents of the Statutory Balance Sheet for the financial year 2020 to 2021 and the requirement of the Chairman and Interim Responsible Finance Officer to sign on behalf of the Council.

Proposed by Cllr Lawton, seconded by Cllr Stowell and

**RESOLVED (unanimously) that the Chairman and Interim Responsible Finance Officer signs the Statutory Balance Sheet for 2020/2021 on behalf of the Council.**

***h) Invoices for Payments to PKF Littlejohn and SALC***

Councillors noted the payments of the invoice for £4,153.50 to PKF Littlejohn in relation to the review of the 2019/20 AGAR submission and to SALC for £1,627.16 in relation to the affiliation fee. Invoices required to be paid in advance of the creation of the new Council.

Proposed by Cllr Munro, seconded by Cllr Hartshorne and

**RESOLVED (unanimously) to note the payment of these invoices.**

Cllr Munro expressed his appreciation to Mrs Bailey for the work in enabling the Council to discuss and resolve the various financial issues at the meeting. Mrs Bailey gave her apologies and left the meeting at 7.37pm.

**21.045 COMMITTEE STRUCTURES**

Following a period of review when business was conducted by full Council, Councillors noted the paper proposing the way forward by establishing Committees. Councillors considered the contents of the paper and proposed Committee members.

Councillors noted and agreed that the future committee structure of the Council should comprise (i) Finance under chairmanship of Cllr Munro; (ii) Public Realm under Chairmanship of Cllr Davies; (iii) Planning Applications under Chairmanship of Cllr Luck; (iv) Personnel under Chairmanship of Cllr Lawton; (v) Communications under Chairmanship of Cllr Stowell; and (vi) Strategy and Planning under Chairmanship of Cllr Lewis. Councillors noted the current low membership of the proposed Finance Committee and agreed that this should be boosted where possible.

On agreement of the structure, Councillors noted that the chairs of each committee would draft Terms of Reference and detailed responsibilities.

Proposed by Cllr Hartshorne, seconded by Cllr Welch and

**RESOLVED (unanimously) to establish six committees as proposed.**

**21.046 COMMUNICATIONS COMMITTEE AND STRATEGY**

Councillors noted the Interim Report presented by Cllr Davies. Councillors considered the three recommendations set out to deal with messages on social media that required response.

Cllr Morris noted the need to enable communications with the younger members of the community.

Cllr Foulkes temporarily left the meeting at 7.59pm and missed the resolution.

Proposed by Cllr Hartshorne, seconded by Cllr Welch and

**RESOLVED (unanimous of those present) to accept the recommendations on dealing with social media.**

Cllr Foulkes returned to the meeting at 8.03pm.

**21.047 SERVICES AT RISK**

Councillors noted the report presented by Cllr Davies and the challenges presented in maintaining and funding the Library and Leisure Centre. Councillors noted that advice is awaited from Shropshire Council on their strategy, especially in light of the pandemic. Councillors noted the sums that had been placed in reserve to cover contributions on behalf of both entities, but noted that these would not meet requests for substantial contributions.

Cllr Morris shared concerns that having set aside these funds over a number of years before capping the amounts, there may be concerns over further funds being set aside.

**21.048 LICENSING ARRANGEMENTS**

Councillors noted the report presented by the Locum Town Clerk and Amenities Officer and the requirement to nominate and register a new Designated Premises Supervisor (DPS) for the Council's assets. Councillors noted the costs associated with registering the change of name and the training of the new DPS are borne by the Council

The Locum Town Clerk requested Councillors to consider nominations in advance of a decision at the next meeting of Council.

**21.049 ALL STRETTON PLAY AREA**

***a) Quotes for Play Equipment***

Councillors noted the quotes that had been received for the new play equipment.

***b) Agree Quote and Order Placement***

Councillors noted and agreed that the third quote provided by Wicksteed be accepted and that the Locum Town Clerk confirm the order.

Proposed by Cllr Stowell, seconded by Cllr Carson and

<b>RESOLVED (unanimously) to accept the third quote provided by Wicksteed and authorise the Locum Town Clerk to place the order.</b>
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Two residents left the meeting at 8.25pm.

**21.050 STRETTON PETANQUE PROPOSAL**

Councillors noted the revised Stretton Petanque Proposal and the draft Service Level Agreement. Councillors shared concerns over the risk of tripping over the raised edges and Cllr Stowell confirmed she would discuss this with the proposers.

Councillors noted that the Council would require to adopt the terrain within its insurance cover and responsibility for checking the state and fitness of the terrain. It was noted that the group would be responsible for the maintenance and making good of the surface.

Councillors noted the recommendations set out in the paper.

Proposed by Cllr Welch, seconded by Cllr Morris and

<b>RESOLVED (unanimously) to accept the revised Stretton Petanque Proposal subject to the recommendations set out in the paper.</b>
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**21.051 PLANNING APPLICATIONS REVIEW**

Councillors noted the applications received and considered each in turn.

**a) 21/03440/FUL – Midst Hills, Burway Road, Church Stretton SY6 6DP**

Councillors noted the application for the erection of two storey side garage and bedroom extension and rear dining room extension, balconies and revised driveway entrance and driveway layout.

Councillors discussed the merits of the applications with differing views and decision was made to put it to a vote.

Councillors voted: 1 Support, 9 Neutral and 3 Object. Council decision is to submit a neutral position response to Shropshire Council.

**b) 21/02858/FUL – St Margarets, Sandford Avenue, Church Stretton SY6 7AB**

Councillors noted the application for the erection of a garden studio/office following removal of double garage.

Councillors discussed the merits of the applications with differing views and decision was made to put it to a vote.

Councillors voted: 7 Support, 5 Neutral and 1 Object. Council decision is to submit its support to the application to Shropshire Council.

**c) 21/03219/FUL – Avenhills, Clive Avenue, Church Stretton SY6 7BL**

Councillors noted the application for the erection of replacement dwelling and garage following demolition of existing dwelling and garage.

Councillors discussed the merits of the applications with differing views and decision was made to put it to a vote.

Councillors voted: 11 Support, 2 Neutral and 1 Object. Council decision is to submit its support to the application to Shropshire Council.

**d) Unitary Decisions**

Councillors noted the list covering the period 20<sup>th</sup> July 2021 to 11th August 2021.

**e) Actions Taken**

Councillors noted the list presented to Council.

**f) Current Planning List**

Councillors noted the list presented to Council.

**21.052 UNITARY AND PARISH WARD MATTERS**

**a) Report from Unitary Councillor**

Cllr Luff advised Councillors of possibilities of securing funding for new projects from Severn Trent Community Fund.

Councillors noted the plans by Shropshire Council for the introduction of a third bin to take recycling materials. These would be in place of the existing boxes where residents wished to change.

It was noted that Philip Dunne is also pushing for environmental changes to improve Quincey Brook.

The campsite in All Stretton has been referred to Shropshire Council's Enforcement team.

Cllr Luff advised Councillors she continues to chase the Highways team in relation to the yellow lines to be installed on Ashes Road.

Cllr Luff advised Councillors that maintenance of pathways and styles is the responsibility of the landowner. Reference can be made to Shropshire Council's Outdoor Team for assistance.

Cllr Luff advised she would enquire on the prospect of CIL money being allocated towards the introduction of pavements in Little Stretton and what level of funding were in place towards the Library and Leisure Centre.

***b) Parish Ward Matters***

None raised.

***c) Road Closures/Works***

None raised

**21.053 FORTHCOMING EVENTS**

Council Meeting 24<sup>th</sup> August 2021 at 7.00pm

The Chairman declared the Public Meeting Ended 9:03pm

**21.054 CONFIDENTIAL ITEMS**

**Under the Public Bodies (Admission to Meetings) Act 1960 S1(2), it is RESOLVED (unanimously) that in view of the confidential nature of the business about to be transacted, it is in the public interest that the public and press are excluded from these items.**

***a) Staffing***

Cllr Munro updated Councillors on recent events relating to the Deputy Clerk/RFO. Councillors noted that she was no longer with the Council.

Meeting Ended 9.17pm

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