

LEIGHTON & EATON CONSTANTINE
PARISH COUNCIL

Tuesday 2nd January 2018

MINUTES

1. **Chairman's Welcome;** the chairman welcomed all to the meeting
2. **Co-option of New Councillor;** there were no nominations for the vacancy on the Parish Council following the resignation of Councillor P Brewer. Members knew of several people who might be interested and these people would be approached to see if they would be prepared to commit to being a parish councillor and this would be further discussed at the March meeting.
3. **Signing of Declaration of Acceptance of Office by new Councillor.** This was not done.
4. **Present:** Councillor J Hayter-Chairman; Councillor S Jones; Councillor G Godwin; Councillor E Parton
Apologies; were received from Councillor M Corrie. Also present were Shropshire Councillor C Wild and L Pardoe, clerk to the parish council.
5. **Declaration of Pecuniary Interests** There were none at this point.
6. **Police Report;** the clerk had not received a report as it was very early in the New Year. She would circulate it to members as soon as she received it.
7. **Public Session.** There were no members of the public present.
8. **Reports from:**
 - **Shropshire Councillor:** Councillor C Wild reported that Shropshire Council are under extreme financial constraints. It has agreed to take over all three shopping malls. The LJC may not continue due to financial and staffing constraints.
 - **AONB:** Councillor Hayter reported that she is a trustee on the board of the AONB and also on the Wrekin Partnership. The AONB is funded by money from DEFRA and they are currently setting up a body to run the AONB with Defra money. They have set up Friends of Shropshire Hills which people can join and support the AONB. This aims to foster a sense of belonging and encourage more people to care about the landscape, and contribute to conserving and sustaining it. The AONB Management Plan is taken account of in planning applications as a material planning consideration.
 - Wrekin Partnership is very similar to AONB .Car parking for visitors to the Wrekin is a constant problem. Fly tipping is a very large problem in the area.
 - **LJC;** Councillor S Jones had attended this meeting and produced notes for members (please see attached to the minutes.)
 - **Area Committee Meeting:** There had not been a recent meeting. The next one to be held on Thursday 18th January at The Guildhall stating at 6.30pm.
 - **Town & Parish Forum meeting:** This had focussed on the Local Plan and Hubs and clusters.(Please see notes from LJC meeting)
9. **To Confirm & Accept minutes from 7th November2017;** it was agree that these were a true and accurate record of the meeting. Proposed by Councillor J Hayter; seconded by Councillor E Parton and agreed by all members present.
10. **Clerks Report arising from those Minutes:** There were no matters arising that were not covered elsewhere on the agenda.
11. **Council to consider and adopt Councillors/Clerk protocol:** It was agreed to adopt this Proposed by Councillor J Hayter; seconded by Councillor E Parton and agreed by all members present.
12. **Council to consider and adopt Data Protection Policy;** the clerk had not received anything from SALC.

13. Council to agree Roles and Responsibilities for members.

It was agreed the members should take on specific responsibilities as below:
Publicity for the Parish Council this should be all of the members
Highways this would be Councillor S Jones
Emergency Plan, this would be Councillors J Hayter and S Jones
Litter would be Councillor E Parton
Public Transport would be Councillor G Godwin
This list was not final and could be added to as and when required.

14. Council agreed meeting dates and venues for 2018 would be as below;

- **2nd January 2018 Leighton Village Hall**
- **6th March 2018 Leighton Village Hall**
- **1st May 2018 Eaton Constantine Village Hall**
- **3rd July 2018 Eaton Constantine Village Hall**
- **4th September 2018 Eaton Constantine Village Hall**

15. PLANNING MATTERS

(a) Clerk to report on previous applications

- Reference:17/04251/FUL
Address: Morrells Wood Farm, Leighton,
Proposal; Use of existing buildings to allow a mixed use of up to 20 events per year as a wedding venue and the use of two exiting hardstanding areas and part of existing field for additional occasional car parking provision. Permission Granted 22nd December 2017

(b) Council to consider new applications. There were no new applications

(c) Council to consider applications received after agenda was sent out

16. Highways Matters –

- Councillor E Parton reported that the entrance to the village in Eaton Constantine has a large pothole which needs filling in.
- Councillor G Godwin reported that there is a large pothole on Garmston Lane, between Garmston and Garmston Farm.
- Councillor S Jones would notify the clerk of any other potholes that needed dealing with and also write directly

17. Financial Matters

a) To approve invoices for payment; It was agreed to pay the accounts as presented by the clerk; proposed by Councillor J Hayter; seconded by Councillor G Godwin and agreed by all members present.

chq no	payee	Description	amount
667	L Pardoe	Expenses	109.65
668	HMRC	PAYE	81.60
S/O	L Pardoe	Salary	161.71
		total	352.96

b) To approve payment of invoices received after agenda was sent out; there were no late invoices for payment.

c) To accept Bank reconciliation. It was agreed to accept the Bank reconciliation as presented by the clerk; proposed by Councillor J Hayter; seconded by Councillor G Godwin and agreed by all members present.

d) Council to consider tenders for grass cutting for the coming year. The clerk had only received one tender to date.

- e) To receive and set the precept for the financial year 2018/2019; after looking at the figures and a discussion it was agreed to set the precept at ££5,282 for the forthcoming year. This pared down some of the previous year's figures and the council were unsure at this time if they would receive the Environmental Maintenance Grant for the forthcoming financial year. This was subject to any major changes. It was a levy of £25.71 per Band D household. Proposed by Councillor J Hayter; seconded by Councillor G Godwin and agreed by all members present.
- f) The clerk had received an application for a grant from Eaton Constantine PCC. Members agreed that the clerk would ask for a copy of their accounts and also what their intentions were to use it for. It was also agreed that the clerk would write to Leighton PCC and both village halls to ask whether they would like to ask for a grant and if "yes" to provide their financial details, including future plans and commitments.
- g) Council to agree to apply for further funding from the Transparency Fund for the next financial year. It was agreed that the clerk should apply of the Transparency funding again.

18. CORRESPONDENCE; list was noted. The clerk explained that the Parish Council had to appoint a Data Protection Officer and she had received prices from T&W Council and also the son of the lady who does the payroll. Members agreed that the clerk should look to see if there were any other alternatives and also the Chair would look at the possibility she could do this for the Parish Council and also speak with the ICO and various bodies about whether the Parish Council required a DPO or not.

19. PARISH MATTERS

- a) Councillor to report any parish matters.
It was reported that there had been an accident at Upper Longwood on 29th December in the early hours due to black ice. Clerk to report this to Shropshire Council for the statistics on the sites of Community Concern.
The finger post has still not been replaced on the right of way from Lever Castle to Upper Longwood. Clerk to report and copy Councillor C Wild in to the e-mail.
Councillor E Parton reported that there is a house which is causing concern to neighbours as it has rats in the garden and the garden is neglected and overgrown. Clerk to speak to Councillor C Wild to see what if anything the parish council could do.

20. It was agreed that the next meeting would be held on Tuesday 6th March 2018 starting at 7.30pm at Leighton Village Hall

21. The Chairman thanked all for attending and close the meeting at 9.30pm.