

**MINUTES**

**OF THE MEETING HELD AT TICKLERTON VILLAGE HALL**

**Monday 15<sup>th</sup> January 2018 at 7.30pm**

**001/18 - Present & Apologies for absence**

**Present**

Cllr. G Watts - Chairman  
Cllr. T Madeley  
Cllr. S Jones  
Cllr. C Pugh  
Cllr. B Orme  
Cllr. L Gray,

**Apologies for absence were accepted from:**

Unitary Cllr. C Motley and Cllr. P Jenkins

**In Attendance**

Clerk, Mrs J de Rusett and one member of the public.

**002/18 - Declarations of Interest relating to this meeting.**

Members are requested to declare any Disclosable Pecuniary or Personal Interests they may have in matters to be considered at this meeting in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

No declarations were made.

**003/18 – Public question time**

No matters were raised.

**004/18 - Approval of the Minutes of the meeting held on 20<sup>th</sup> November 2017**

The Minutes of the meeting on 20<sup>th</sup> November 2017 had been circulated and considered by the councillors. No objections were raised to them.

Cllr. Jones **proposed** that the Minutes be approved by the members.

Proposal **seconded** by Cllr. Pugh

**Vote:** the members present approved the Minutes and they were duly signed by the Chairman as being a true record of the meeting.

**005/18: Matters arising from the Minutes of the 20<sup>th</sup> November 2017 not dealt with elsewhere on the Agenda**

No matters were raised.

### **006/18 - Minor Highways and Environmental matters**

The EMO's invoice was considered and accepted. No members had any particular tasks they wanted to be carried out. Kinch Parry had been instructed by the Clerk to carry out the annual JCB clear out of drains, laybys etc. – no member had seen them at work so the Clerk was instructed to send a reminder.

The Chairman and other members reported on the shocking and dangerous state of the B4371 particularly at the top of Sandford Avenue. The pot holes were capable of damaging tyres and suspension. It was agreed to make a complaint to Highways Dept.

It is not yet known whether the Environmental Grant will continue in 2018/2019.

### **007/18 - Correspondence and Communications**

The councillors considered the following items of correspondence:

1. Various emails passing between Clerk and councillors/SALC and Cllr. C Motley regarding the General Data Protection Regulations.
2. 21.12.17 – letter from HM Revenue & Customs notifying forthcoming changes to VAT recovery - details awaited.
3. Letter Clerk to Kinch Parry asking them to carry out the usual annual winter JCB works around the parishes.
4. Acknowledgement from Rural Housing Enablement Officer re Hyde Local Connection confirmation
5. email from SALC re Police Budget & Council Tax Consultation
6. email from SALC advising that parish and town councils will not be subject to calling a referendum in 2018/2019 in respect of their budgets.
7. email from Shropshire Mind advising of their service and seeking a donation.
8. email from and Clerk's response to Mrs Clews (nee Duppa) concerning a potential Planning application.

### **008/18 – Consideration and adoption of Protocol on Councillor/Clerk relations.**

The Clerk had received a draft Protocol from SALC setting out how the relationship between the Clerk and the parish councillors should be conducted, with a request that the parish council adopts and abides by the Protocol. The Clerk had circulated the document prior to the meeting for the councillors to consider it.

Cllr. Jones **proposed** that the Protocol be adopted by the parish council.

Cllr. Madeley **seconded** the proposal.

**Vote:** The proposal was carried unanimously and the Chairman signed the Protocol.

## 009/18 – Transparency Code Grant matters

009/18/1 – further grant application. The Clerk advised that a final tranche of grant money was available totalling £1,420.13.

The Chairman **proposed** the grant should be applied for and the Clerk be instructed to submit the application which had been prepared by SALC.

Proposal was **seconded** by Cllr. Pugh

**Vote:** Unanimous in favour of the proposal.

009/18/2 – Authorisation of purchase of IT equipment and all ancillary set-up costs including creation of a dedicated email address for the parish council.

The Clerk advised that the grants received for the set-up of the website had included the costs of a PC, Printer/scanner, soft wear etc. These had not yet been obtained and the grant money is held in a ring fenced fund. SALC have urged that the items should be purchased forthwith. Accordingly the Clerk had obtained an estimate of £440 for the supply of the equipment: the setting up charges were quoted at £20 per hour: it was not possible to estimate exactly how long the work would take. The existing data on the Clerk's PC would have to be transferred to the new PC and a dedicated email address for the parish council needs to be set up.

The Clerk had compared the quoted price for the equipment with what could be obtained on-line or at PC World and found the quotation was very competitive.

Cllr. Orme **proposed** the quotation from Andy Holmes be accepted

Cllr. Gray **seconded** the proposal

**Vote:** The proposal was carried by a majority vote.

## **010/18 – Consideration of what steps are to be taken to implement the General Data Protection Regulations which are coming into force on 25<sup>th</sup> May 2018**

The members had been kept informed by email of all the prevailing information and opinions about the way forward with this issue. So far the government have not given any clear indication on the position of parish councils, namely whether they may be exempted from the draconian procedures envisaged by this legislation. Cllr. Motley had urged the parish council to take no steps on outsourcing the appointment of a Data Protection Officer: SALC had circulated the names and addresses of a few local organisations which had come forward offering DPO services – these included Diane Malley whom the Clerk had been urging the parish council to appoint.

The Clerk had circulated a paper setting out her views on the matter, including that of time-tabling. She is concerned that if the parish council delay in appointing a DPO there may not be enough time to set up all the necessary procedures by 25.05.18 and she itemised her time-tabling concerns. She wanted her concerns Minuted, to record that she will not accept any responsibility for breaches of Data Protection Regulations if the council has not implemented its provisions by 25.05.18 due to delaying the appointment of a DPO.

The matter was discussed at length. The Chairman felt that the matter should be deferred in line with Cllr. Motley's advice.

Cllr. Madeley **proposed** that Mrs Malley should be appointed forthwith as the council's DPO, so that the Clerk could start work on implementing the necessary procedures, provided that Mrs Malley could demonstrate that she held appropriate indemnity insurance.

The proposal was **seconded** by Cllr. Jones

**Vote:** the proposal was adopted by a majority vote.

The Clerk was instructed to notify Mrs Malley of her appointment, subject to the production of a hard copy of her indemnity insurance

**011/18 – Finance**

**Finance Report for December 2017 - January 2018**

**011/18/1 - Precept Funds - Balance b/fwd. from November 2017 £3,306.48**

**LESS: Precept cheques** authorised for payment on 15<sup>th</sup> January 2018

|   |         |         |                         |
|---|---------|---------|-------------------------|
| 1. Clerk’s net salary for December 2017 & January 2018  | £253.12 |         |                         |
| 2. HMRC – PAYE on Clerk’s December 2017 and January 2018 salary   |         | £ 62.00 |                         |
| 3. <u>Expenses incurred by the Clerk in December 2017- January 2018 in connection with Parish Council business:</u> |         |         |                         |
| • Contribution towards December 2017 & January 2018 telephone & Broadband expenses                                  | £20.00  |         |                         |
| • 1x pack 20 x C4 envelopes   | £ 1.50  |         |                         |
| • 1 ream white A4 copier paper  | £ 2.75  |         |                         |
| • 1 x HP364 XP black ink cartridge  | £ 8.50  |         |                         |
| • Electricity for meeting in Ticklerton Village Hall – 15.01.18   | £ 3.00  |         |                         |
| • Travelling expenses claimed at 45p per mile: 15.01.19 Ticklerton V.H for PC meeting 45 miles @ 45p per mile       | £20.25  |         |                         |
| Total of Clerk's December/January expenses  | £56.00  | £ 56.00 |                         |
|   |         | £371.12 | £ 371.12                |
| <b>Balance of Precept c/fwd to February 2018</b>  |         |         | <b><u>£2,935.36</u></b> |

**Ring Fenced Funds**

**Highways & Environmental Grant**

|  |  |           |                         |
|--|--|-----------|-------------------------|
| Balance of Highways & Environmental Grant b/fwd  |  | £4,114.24 |                         |
| LESS: invoice/time sheets from EMO Mr Graham Reynolds for work carried out and mileage incurred in Oct – Nov. 2017 |  | £ 153.95  |                         |
| <b>Balance carried forward to February 2018</b>  |  |           | <b><u>£3,960.29</u></b> |

**Transparency Code Grant Funds**

|   |  |         |                       |
|---|--|---------|-----------------------|
| Balance brought forward from November 2017 (corrected)  |  | £857.40 |                       |
| LESS: C.M. Smith (Stretton Internet) - website administration INV. 201801-388. DATED 01.01.18 |  | £ 45.00 |                       |
| <b>Balance of Transparency Code c/fwd to February 2018</b>                                    |  |         | <b><u>£812.40</u></b> |

Authorisation of Precept, Highways Grant and Transparency Code Grant cheques as itemized above:

**Proposed by:** Cllr. Pugh

**Seconded by:** Cllr. Orme

**Vote:** Proposal carried unanimously.

#### **011/18/2 - Bank Statement/Cash Book reconciliation**

HSBC Bank Statements numbered 74 & 75 presented to members to verify the Clerk's bank statement/cash book reconciliation as at 04.01.18. Cllr. Jones duly checked and verified the reconciliation.

#### **011/18/3 - New audit/annual return procedures**

On 11.01.18 SALC emailed to the Clerk the new annual return forms and procedures relating to the new audit and annual return regime which come into force of 31<sup>st</sup> March 2018. The Clerk is booked to go on a training course at the Shirehall, Shrewsbury on 8<sup>th</sup> February 2018 to learn about the new regime.

#### **011/18/4 – review of Clerk’s salary with effect from 1<sup>st</sup> April 2018**

The Clerk’s contract of employment provides that her salary will be reviewed each July. She joined the council in December 2010 at NALC spinal point 15 and was paid for 2.75 hours per week, producing a salary of £1100 per annum. The NALC agreement states that Clerks performing acceptably will rise up one spinal point per annum. Her salary has only been reviewed once, in June 2015, when her hours were increased to 4 hours per week and her spinal point from 15 to 18 (£9.09 per hour), producing a gross salary of £1,890.72. The Clerk suggests that she should now be on spinal point 21 which stipulates an hourly rate of £10.46 and she seeks an increase from four hours per week to five due to the ever-increasing workload and legislation imposed on parish councils. Such an increase would produce an annual gross salary of £2,175.68, a total increase of £284.96.

The matter was debated by the members.

Cllr. Madeley **proposed** that with effect from 1<sup>st</sup> April 2018 the Clerk’s salary should be increased to £2,175.68 per annum.

Proposal **seconded** by Cllr. Gray

**Vote: Proposal unanimously carried.**

It was further agreed that the Clerk’s salary may be further reviewed in July 2018 if the Data Protection Regulations regime proves more time consuming than anticipated.

#### **011/18/4 – Further consideration and final approval of the 2018/2019 Precept Budget**

The Clerk had circulated a revised copy of the Precept Budget following council discussions at the meeting on 20<sup>th</sup> November, the availability of further information from Shropshire Council and consideration of the Clerk’s salary review. A copy of the revised budget is annexed to these Minutes.

It was agreed Item 1, the Clerk’s salary review be set at £2,175.68; Item 9 on the budget - £200 fee for May 2017 elections - be paid from reserves and Item 12 - a £500 fund towards replacing the Environmental Grant which may well be withdrawn in 2018/2019 - be deleted as it was felt the ring-fenced reserves held are sufficient for next year.

It was agreed that the Precept requirement for 2018/2019 needed to be set at **£4,556** to cover the projected cost of administering the parish council. This is an increase of **£656** over the

2017/2018 Precept of £3,900, due to the Clerk's pay increase; the cost of implementing the General Data Protection Regulations and small increases in various overhead items.

The Chairman **proposed** that the parish council sets its Precept requirement for 2018/2019 at **£4,556**

Proposal **seconded** by Cllr. Orme

**Vote:** The proposal was carried unanimously.

The Chairman signed the Precept Requirement form and instructed the Clerk to submit it to Shropshire Council.

### **012/18 - Questions for the Chairman**

Cllr. Orme advised that the EE mobile telephone mast on Hazler Hill was out of action over the Christmas/New Year period. He has checked with EE and established that EE users can apply for a line rental refund.

There being no further business to conduct, the Chairman closed the meeting at 9.10pm

**Date & Venue of the next Parish Council meeting**  
Monday 19<sup>th</sup> February 2018 at Hope Bowdler Village Hall

*Graham Watts*

**MINUTES SIGNED BY:** \_\_\_\_\_

**DATED: 19<sup>th</sup> February 2018** \_\_\_\_\_