

**MINUTES OF THE EXTRAORDINARY MEETING OF BILLINGSLEY PARISH COUNCIL HELD
ON TUESDAY 3RD OCTOBER 2023 AT 7:00PM AT MIDDLETON SCRIVEN CHURCH**

Present: Cllr A Jones, Cllr S Crawford-Thomas, Cllr A Jones, Cllr I Richardson

In Attendance: C Maclean (Locum Clerk)

Members of Public: 0

23/49. WELCOME

Cllr A Jones, as Vice-Chairman, welcomed everyone to the meeting.

23/50. APOLOGIES

From: Shropshire Cllr R Tindall.

23/51. DISCLOSURE OF PECUNIARY AND OTHER INTERESTS

None

23/52. PUBLIC SESSION

No issues or questions raised.

23/53. ELECTION OF CHAIR OF COUNCIL

Cllr S Yates proposed, Cllr I Richardson seconded and it was agreed that Cllr A Jones be Chair for the remaining term.

Cllr A Jones signed the Declaration of Acceptance of Office.

23/54. ELECTION OF VICE-CHAIR OF COUNCIL

Cllr S Yates proposed, Cllr S Crawford-Thomas seconded and it was agreed that Cllr I Richardson be Vice-Chair for the remaining term.

Cllr I Richardson signed the Declaration of Acceptance of Office.

23/55. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 27 JUNE 2023

Proposed by Cllr S Crawford Thomas, seconded by Cllr I Richardson and it was resolved the Minutes of the Meeting held on 27th June 2023 be adopted and that the Chairman sign these as a true record.

23/56. MATTERS ARISING FROM PREVIOUS MINUTES

23/56a. Cape of Good Hope Site: Cllr A Jones advised Councillors that there appeared to be some engagement in relation to resolving the current situation affecting the site. Shropshire Council were noted to be considering action and it was noted that youngsters were accessing the site which was considered unsafe.

23/56b. Police: Councillors agreed that there is merit in inviting PCSO Jacqui Fletcher to the next meeting.

23/56c. Councillor Vacancy: Cllr A Jones advised of a resident expressing interest in joining the Council and this would be covered at the next meeting. This would cover the ward of Middleton Scriven.

The vacancy created by the resignation of S Bates would be advertised.

23/56d. Boundary Commission Review: This would be covered at a future meeting.

23/57. BANK MANDATE

Councillors noted the previous proposal that the banking for the Council be transferred from HSBC to Lloyds Bank. The Locum Clerk suggested that the transfer be deferred until a permanent Clerk solution was in place.

Councillors considered amendments to the current HSBC account and updating of signatories.

Cllr A Jones proposed, Cllr I Richardson seconded and it was unanimously resolved that resolved all four Councillors present at the meeting be added as signatories to the HSBC account and that any two of the four could authorise payments.

23/58. PLANNING MATTERS

Councillors noted recent applications submitted to Shropshire Council where the deadlines for responding had been missed.

Councillors noted that where a response deadline was prior to the next meeting of Council and there was consensus that a response be submitted, an extraordinary meeting of Council would be held.

23/59. STANDING ORDERS

Councillors considered the contents of the Standing Orders that had been presented based on the model established by the National Association of Local Councils.

Councillors noted that a review of the Council's assets was required.

Councillors noted that a number of policies were required, not having been previously established. It was agreed that a list of these be compiled and added to the Risk Assessment. Councillors noted the references to the Code of Conduct. Councillors noted that the document established by the Local Government Association would be adopted at the next meeting.

Cllr A Jones proposed, Cllr S Craford-Thomas seconded and it was unanimously resolved to adopt the Standing Orders and that these be published on the Council's website.

23/60. RECRUITMENT OF PERMANENT CLERK

Councillors noted the need to seek a permanent Clerk to support the Council.

Councillors considered the specification and job description that had been prepared previously.

Councillors noted that details of the SCP scales and salaries as set out by the National Association of Local Councils would be forwarded to them for consideration.

Councillors agreed that on completion of some amendments, the advertisement would be forwarded to SALC for display on their website and on the Council's own website.

Cllr A Jones proposed, Cllr I Richardson seconded and it was resolved to proceed to seek a permanent Clerk.

23/61. ITEMS FOR NEXT MEETING’S AGENDA

- (i) Financial Regulations.
- (ii) Budget for 2024/2025.
- (iii) Strategic Plan.
- (iv) Streetlights.
- (v) Councillors to advise Locum Clerk of any items required for the next meeting.

23/62. NEXT MEETING DATE

1st November 2023.

The Chairman thanked everybody and thereafter declared the meeting closed at 8:50pm.

.....*Signed*.....
Chairman

1st November 2023

