

UFFINGTON PARISH COUNCIL

Chairman: Councillor Lynne Padmore
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Uffington
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MINUTES OF THE PARISH COUNCIL MEETING Held at 7.30pm on 11 October 2021 in Uffington Village Hall

Present: Parish Councillors L Padmore (Chair), A Blake, P Daimond, E Strawbridge and Shropshire Councillor L Picton

Clerk: Lisa Harris

Also present: One member of the public - Alan Granger (Sundorne Castle Estate)

99.21 Chairman's Welcome

Councillor Padmore welcomed all to the meeting.

100.21 Apologies for Absence

None

101.21 Disclosable Pecuniary Interests

- a) No disclosable pecuniary interests were declared.
- b) There were no applications for a dispensation regarding disclosable pecuniary interests.

102.21 Public Participation Session

Nobody wished to speak.

103.21 To approve the minutes of the Parish Council Meeting held on 13 September 2021

The minutes of the previous meeting had been circulated.

It was proposed by Councillor Blake and seconded by Councillor Daimond and

resolved (without opposition)

that the minutes of the Parish Council Meeting held on 13 September 2021 be accepted as a true record.

The minutes were signed accordingly.

104.21 Matters arising from the minutes of the Parish Council Meeting of 13 September 2021

- Co-option of fifth councillor – Jayne Carter was unable to attend the meeting due to unforeseen circumstances so will be co-opted at November's meeting.
- Clerk contacted Traffic Engineer at Shropshire Council about getting 40 mph signage between the turn off from the Newport Road to the VAS. No response as yet as engineer

has been on leave.

- Replacing Parish Council noticeboard – Clerk had contacted Shrewsbury Joinery at Pimley Manor who had made the church's noticeboard. They will be coming out to measure up at some point in the next week. If the quote is acceptable, Shrewsbury Joinery will be making a made-to-measure replacement noticeboard in the new year and will be fitting it to the existing metal base/legs.
- Mr Craig Smith, together with Councillor Strawbridge, had collected the filing cabinets from the former clerk. They were deposited in the Village Hall for the Clerk to empty before being disposed of.

105.21 To receive report from Shropshire Councillor and/or Safer Neighbourhood Team (West Mercia Police)

Nobody from the SNT was able to attend.

Councillor Picton presented a report which covered:

- Highways – having seen on the agenda that the Clerk had been unsuccessful in getting a response from a Traffic Engineer at Shropshire Council, Councillor Picton had spoken directly to David Gradwell. She had received an assurance that additional 40 mph signage would be installed on the outskirts of the village before the end of the financial year.
- Road Closure – A458 Cross Houses to Cound Junction will be closed between 9.30 am and 4.00pm from 12-18 October while resurfacing work is carried out. The closure is unlikely to impact on Uffington, but Councillor Picton had received an email from a concerned resident about the closure so was simply highlighting it.
- Vaccination Centre - Shrewsbury Indoor Bowling Centre is no longer a vaccination point and has returned to its intended use.

Councillor Picton left the meeting after presenting her report.

106.21 To receive the defibrillator report for the period

Councillor Blake confirmed that the defibrillator was ready to use as and when required.

107.21 Current Financial Matters

a) Payments

Date	Payee	Description	Amount
11/10/2021	Miss L Harris	Clerk's expenses October	£ 99.78
11/10/2021	Miss L Harris	Clerk's Salary October	£ 413.34
11/10/2021	HMRC	PAYE on Clerk's salary	£ 103.20
11/10/2021	Mr C Smith	Collection/disposal broken furniture	£ 50.00
11/10/2021	All Top Books	Arnold-Baker "Local Council Administration"	£ 135.00
TOTAL			£ 801.32

It was proposed by Councillor Strawbridge and seconded by Councillor Daimond and **resolved (without opposition)**

that the above accounts be approved for payment.

b) Bank reconciliation to 4 October 2021

The bank was reconciled at £38,208.83, being the online banking balances on the date the meeting agenda was prepared. The bank reconciliation was agreed and signed accordingly.

108.21 To review and adopt the following policies and procedures:

Copies had been circulated for review by Councillors before the meeting.

a) Standing Orders

It was agreed (without opposition) that the updated Standard Orders dated October 2021 be adopted by the Council and it was signed accordingly.

b) Financial Regulations

It was agreed (without opposition) that the updated Financial Regulations dated October 2021 be adopted by the Council and it was signed accordingly.

c) Code of Conduct

It was agreed (without opposition) that the updated Code of Conduct dated October 2021 be adopted by the Council and it was signed accordingly.

d) Document and Record Retention Policy

It was agreed (without opposition) that the updated Document and Record Retention Policy dated October 2021 be adopted by the Council and it was signed accordingly.

e) Equal Opportunities Policy

It was agreed (without opposition) that the updated Equal Opportunities Policy dated October 2021 be adopted by the Council and it was signed accordingly.

f) Risk Assessment Schedule

It was agreed (without opposition) that the updated Risk Assessment Schedule dated October 2021 be adopted by the Council and it was signed accordingly.

g) Asset Register

It was agreed (without opposition) that the updated Asset Register dated October 2021 be adopted by the Council and it was signed accordingly.

h) Councillor/Clerk Relationship Protocol

It was agreed (without opposition) that the updated Councillor/Clerk Relationship Protocol October 2021 be adopted by the Council and it was signed accordingly.

i) Subject Access Request Policy

It was agreed (without opposition) that the updated Subject Access Request Policy dated October 2021 be adopted by the Council and it was signed accordingly.

j) Publication Scheme

It was agreed (without opposition) that the updated Publication Scheme dated October 2021 be adopted by the Council and it was signed accordingly.

109.21 To consider and approve the following draft policies and procedures:

a) Public Participation Protocol

It was agreed (without opposition) that the Public Participation Protocol dated October 2021 be adopted by the Council and it was signed accordingly.

b) Training and Development Policy

It was agreed (without opposition) that the Training and Development Policy dated October 2021 be adopted by the Council and it was signed accordingly.

c) Health and Safety Policy

It was agreed (without opposition) that the Health and Safety Policy dated October 2021 be adopted by the Council and it was signed accordingly.

d) Complaints Procedure

It was agreed (without opposition) that the Complaints Procedure dated October 2021 be adopted by the Council and it was signed accordingly.

110.21 Highway Matters

Nothing to report.

111.21 Planning

No new planning applications had been submitted to Shropshire Council since the last meeting of the Parish Council.

112.21 Correspondence

There was no correspondence to note that was not covered elsewhere in the agenda.

113.21 Minor matters not included elsewhere on agenda and future agenda items

A discussion took place regarding putting on an event for the village to celebrate the Queen's Platinum Jubilee. It was decided to wait to see what the attendance is like at the turning on of the Christmas lights/carol singing in December before progressing further.

ACTION: Clerk to put on January's agenda.

The Clerk advised that the Parish Council should have a copy of "Arnold-Baker on Local Council Administration", considered "the bible" for local councils. Approval was given to purchase this invaluable book.

ACTION: Clerk to purchase this book.

114.21 Date and time of next meeting

Monday 8 November 2021 at 7.30pm in The Village Hall, Uffington.

The Chairman thanked everybody for attending and the meeting closed at 9.00pm.

Signed by Chairman:

Date: 8 November 2021