

**MAVESYN RIDWARE PARISH COUNCIL**

**FULL COUNCIL MEETING**

**MINUTES**

**THURSDAY 16TH FEBRUARY 2023**

**The Village Hall, Hill Ridware**

**Rugeley, Staffordshire,**

**WS15 3QX**

In attendance:

Cllr A. Jones (Chairman)

Cllr K. Mason

Cllr V. Raaj

Cllr R. Lowries

Cllr N. Cox

Cllr K. Vernon

Mr L. Anderson (Clerk & RFO)

District Cllr S. Barnett

4 Members of the Public

**MEETING STARTED AT 7:35PM**

1. **TO SIGN THE ATTENDANCE SHEET AND RECEIVE APOLOGIES FOR ABSENCE**

All Parish Councillors were in attendance. All present confirmed that they had signed the Attendance Sheet.

1. **TO RECEIVE ANY DECLARATIONS OF INTEREST AND CONSIDER THE APPROVAL OF SUBMITTED DISPENSATION REQUESTS**

None submitted.

1. **TO CONSIDER THE APPROVAL AND ADOPTION OF THE MINUTES OF PREVIOUS FULL COUNCIL MEETING**

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| **Motion: TO APPROVE THE MINUTES OF THE 19TH JANUARY 2023 FULL COUNCIL MEETING** | |
| **Proposed: Cllr Mason** | **Seconded: Cllr Lowries** |
| **Motion Carried.** | |

1. **TO ALLOW FIFTEEN MINUTES FOR PUBLIC PARTICIPATION**

A resident queried the responsibility for maintaining a hedgerow on Sandford Close. Cllr Cox noted the land is owned by SCC, and as such the liability is with them.

1. **TO RECEIVE REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS AND POLICE**

District Cllr S. Barnett reported again that matters are progressing slowly with investigating alleged breaches at Bank Farm. D.Cllr Barnett also noted that a local resident had contacted her regarding the poor public transport in the parish, and urged the Parish Council to do what they could to support this longstanding issue.

Cllr Cox noted he had taken action on Bank Farm, but he had not heard back. Cllr Cox agreed to get back in touch with Lichfield District Council (LDC) and report back any updates.

1. **TO RECEIVE THE CLERK’S REPORT AND FINANCIAL STATEMENT**

The Clerk noted that a written report was circulated to all Cllrs in advance of the meeting (viewable on the website).

1. **TO CONSIDER ANY NECESSARY BUDGET VIREMENTS**

The Clerk noted that budget virements may wish to be considered by the Council following discussion in Closed Session.

1. **TO APPROVE THE LIST OF PAYMENTS**

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| **Motion: TO APPROVE THE LIST OF PAYMENTS** | |
| **Proposed: Cllr Cox** | **Seconded: Cllr Mason** |
| **Motion Carried.** | |

1. **TO CONSIDER UPDATES FROM COUNCILLORS ON ALLOCATED PROJECTS**

The Chairman delivered an update regarding the Burial Ground at the Churchyard, noting that the Council’s Working Group would be meeting with Church and land representatives to discuss the options for extending the burial ground on Friday.

Cllr Lowries reported that the Parish Community Speed Watch has 10 people re-trained, with the first session having been held this week. It identified two cars reported as speeding above 35mph. He noted the lorries and non-agricultural tractors are often seen travelling at 30mph – the speed limit - and reiterated his views that the speed limit should be reduced to 20 mph.

Cllr Cox reported that the Neighbourhood Development Plan is progressing well, and that the final housing needs assessment received, identifying 19-33 dwelling housing need between 2020-2040. It was agreed that this information would be added to the Parish Council website. It was also agreed that the Green Space Report that identifies key areas of green space to be protected by 2040 will be added onto the Agenda for March’s Meeting.

Cllr Cox reported that the call for sites had been sent out. All replies will be subject to a site selection for NDP. Draft is hoping to be completed in Spring 2023, and another session will be held for consultation. Then LDC will hold a consultation, then Examiner looks at it, then goes to referendum.

Cllr Cox also reported that the Design Code is being finalised for the PC. He noted that it should be received next week for review and will require signing off by LDC on 7th March.

Cllr Cox noted that a document is being developed with information on the history of the area, and it was agreed that this could be showcased on the Parish Council website.

Cllr Cox noted that the Community Spirit Working Group met on Saturday with 20 people. Residents from Pipe Ridware, Hill Ridware and Blithbury attended, and spoke positively about the Parish Council’s planned projects. Cllr Cox noted that there was a busy calendar of community activities coming up, with the March Parish “Big Clean” to tie in with national events, the Best Kept Village Competition in April, Coronation events in May, Coronation events, and Scarecrow Trail Competition. Ne noted that there was perhaps scope for the Council to consider funding prizes. Furthermore, there are plans for the summer being developed, including the potential of running an Open Gardens day in July to tie in with the village fete, and bulb planting potential project in winter. Cllrs were very supportive of the active volunteers in the local community.

Cllr Cox noted that further information on the grant for play area equipment is expected imminently.

The Chairman reported that he was to contact County Cllr R. Cox regarding an offer from the County Council of free trees to plant. He also noted that the Parish Fete Planning Group are meeting on the 22nd February.

1. **TO CONSIDER AND APPROVE A SUBMISSION OF COMMENTS RELATING TO RECENT PLANNING APPLICATIONS**
   1. **NONE RECEIVED AT TIME OF PUBLISHING**

No applications had been submitted for consideration since the last Full Council Meeting.

1. **TO REVIEW AND READOPT THE EMPLOYMENT COMMITTEE STANDING ORDERS**

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| **Motion: TO ADOPT THE EMPLOYMENT COMMITTEE TERMS OF REFERENCE** | |
| **Proposed: Cllr Cox** | **Seconded: Cllr Mason** |
| **Motion Carried.** | |

1. **TO ELECT COUNCILLORS TO VACANCIES THE EMPLOYMENT COMMITTEE**

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| **Motion: TO ELECT CLLRS V. RAAJ AND K. MASON TO THE EMPLOYMENT COMMITTEE** | |
| **Proposed: Cllr Cox** | **Seconded: Cllr Lowries** |
| **Motion Carried.** | |

1. **TO REVIEW AND APPROVE THE RETROSPECTIVE SIGNING OF APPROVED COUNCIL MINUTES BY THE CHAIRMAN**

The Clerk noted that with Internal Audit to be conducted shortly, the formality of holding a record of signed Minutes should be maintained, and that a number of Minutes from the period April-October 2022 required signing by the Chairman.

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| **Motion: TO APPROVE RETROSPECTIVE SIGNING OF MINUTES BY THE CHAIRMAN** | |
| **Proposed: Cllr Mason** | **Seconded: Cllr Raaj** |
| **Motion Carried.** | |

1. **TO RECEIVE A REPORT AND CONFIRM RELEVANT ACTIONS PERTAINING TO THE MAY 2023 PARISH COUNCIL ELECTIONS**
2. **TO CONSIDER THE PRIORITISATION OF THE STRATEGIC PLAN OBJECTIVES**

The Chairman requested that Parish Cllrs identify projects they wish to be involved in. The Clerk noted that Parish Elections are incoming, and Purdah may prevent some work for the projects, but noted that preparation and prioritisation work in advance of May would be greatly beneficial for the Council. It was agreed that Cllrs would indicate their availability to assist particular projects by the 23rd February 2022.

1. **TO CONSIDER THE ADOPTION OF ADDITIONAL COUNCIL POLICIES**

The Clerk reported that the following draft policies and procedures had been circulated to Cllrs for consideration:

* Lone Working Policy
* Caretaker Risk Assessment
* MRPC Risk Management Scheme

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| **Motion: TO APPROVE THE ADOPTION OF THE LONE WORKING POLICY, RISK ASSESSMENT, AND RISK MANAGEMENT SCHEME** | |
| **Proposed: Cllr Cox** | **Seconded: Cllr Mason** |
| **Motion Carried.** | |

1. **TO CONSIDER COMMENCING MEMBERSHIP OF CPRE - THE COUNTRYSIDE CHARITY**

Cllrs discussed at length the benefits of membership, but noted that this may not be that beneficial to a Parish Council with no green belt land. Cllrs agreed to defer the motion until after May to reassess the appetite of potentially new Cllrs towards membership.

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| **Motion: TO DEFER DECISION ON JOINING THE CPRE UNTIL AFTER THE MAY 2023 PARISH COUNCIL ELECTIONS** | |
| **Proposed: Cllr Vernon** | **Seconded: Cllr Jones** |
| **Motion Carried.** | |

1. **TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING AND RECEIVE ITEMS FOR THE NEXT AGENDA**
   1. **THURSDAY 16TH MARCH 2023**

Cllrs agreed that future Full Council Meetings will be held in the Village Hall Lounge area, and will commence at the earlier time of 7:00PM.

**TO CONSIDER THE EXCLUSION OF THE PUBLIC TO DISCUSS THE REMAINING ITEMS ON THE AGENDA**

Cllrs resolved to exclude the Public in order to discuss details pertaining to the final Item on the Agenda in Closed Session.

1. **TO CONSIDER A MATTER PERTAINING TO EMPLOYMENT**

**MEETING CLOSED AT 9:30PM**