

**Extra-Ordinary Meeting of the Parish Council**  
**7.30pm Wednesday 29th March 2023**  
**at**  
**Shustoke Village Hall**

**DRAFT MINUTES** Ver 040423a

**Present:** Councillors N Cole (Chair), B Chandler (Vice Chair), G Dupree, L Dupree, G Farr  
Clerk – David Jeans  
1 member of the public

**1. Apologies and Approval of Absences**

1.1 Councillors approved the absence of Councillor G Noble.

**2. Declarations of Interest**

2.1 It was agreed this would be agenda-specific.

**3. Minutes of Previous Meeting**

3.1 The draft minutes of the meeting held 27<sup>th</sup> February 2023 had been circulated. Councillor Cole proposed that the minutes be adopted, seconded by Councillor G Dupree, and this was agreed by Councillors present.

**4. Matters arising**

4.1 Issues re The Plough (5.1)

4.1.1 The Clerk had written to both the licensee and the Safer Neighbourhood Team. A response from the Police had been received. In relation to inappropriate parking, the police undertook to pay passing attention when on duty. Regarding the excessive noise, the Innkeeper page had been updated and the licensing team made aware.

4.1.2 Councillor Farr reported that the Licensee had been approached by Borough Council officials and had agreed not to hold further marquee-based events.

4.1.3 Councillor G Dupree felt that the Council had now completed the actions it had resolved to perform.

**5. Contributions from the Public (Maximum 30 minutes)**

5.1 A member of the public declared that he had attended the meeting to challenge the 40% rise in the parish council precept, whilst the Village was looking unkempt. When asked for details, the state of the wooden and concrete planters was quoted, with dead flowers from the previous year.

- 5.2 The Chair advised that all money received through the precept was spent on public services, the Councillors being volunteers. He added that the month of March was probably a low point in the appearance of any village after the cold and wet of the winter.
- 5.3 The Clerk reported that there had been no increase in precept in 2021/22, an 8% rise in 2022/23 and a scheduled rise of 20% in 2023/24. He explained that this did not amount to a 40% rise.
- 5.4 Councillor L Dupree highlighted that if residents required improvements in the Village, there was an associated cost.

## **6. Financial Report**

- 6.1 The Clerk had circulated a copy of the Council's accounts for the period up to 29<sup>th</sup> March and the updated budget for 2023/24. He highlighted that the payment made in error to NWAC had now been recovered. The final invoice for the adult trim trail had not been paid pending additional work required to address concerns included within the safety inspection report.
- 6.2 The Clerk advised that the accounts would close on 31<sup>st</sup> March and the unaudited accounts would be circulated to Councillors. The Clerk also outlined the internal and external audit processes which would take place in April and May. The Chair proposed acceptance of the financial report, seconded by Councillor Chandler and agreed by Councillors present. The Chair signed the documents.
- 6.3 The Chair was presented with recent invoices and a payment schedule for the period 28<sup>th</sup> February 2023 to 29<sup>th</sup> March, which he signed and which were countersigned by Councillor Chandler.

## **7. Coronation Events – May 2023**

- 7.1 Councillor L Dupree shared plans for a Village event on 8<sup>th</sup> May, creating a Coronation Corner within the Recreation Ground. A barbecue was under consideration. Councillor Dupree had made application for a Borough Council grant, but there was no guarantee of success. She asked Councillors to consider allocating Parish Council funds for the event.
- 7.2 Following discussion, on a proposal by Councillor L Dupree, seconded by Councillor Chandler, Councillors approved a maximum spend of £400 from the S137 budget.

## **8. Annual Meeting of the Parish**

- 8.1 The Clerk advised that the preliminary date for the annual meeting was not now appropriate due to the elections on 4<sup>th</sup> May. Following discussion, Councillors agreed the event should take place Monday 22<sup>nd</sup> May and that refreshments should be provided, and a small amount of funding made available for any awards that Councillors wished to present.
- 8.2 On a proposal by Councillor Chandler, seconded by Councillor L Dupree, Councillors approved a maximum spend of £150 from the S137 budget.

## **9. Planning Matters**

- 9.1 There were no current applications requiring discussion.

## **10. Horticultural Services and Handyperson Activities**

- 10.1 Councillors considered four quotations for horticultural services within the Village during 2023. The Clerk had circulated a summary of the options.
- 10.2 Councillors discussed the options available and on a proposal by the Chair, seconded by Councillor Chandler, Councillors agreed that one selected contractor (LH) would be appointed to cut the Recreation Ground grass, and another (CM) to undertake all other work within the schedule. The Clerk was asked to notify the successful and unsuccessful contractors.

## **11. Recreation Ground**

- 11.1 Councillor L Dupree summarised recent progress by the Working Group which now included two new members. 35 new trees had been planted to date.
- 11.2 Concern was expressed in relation to the terms of reference of the Friends Group, and the need to balance the role of parish councillors and of the volunteers. Councillors agreed that the wording of the relevant section should be re-examined and confirmed at the next Ordinary Council meeting.
- 11.3 Councillor L Dupree advised that the Council had been given a £2,000 grant towards adult gym equipment and suggested that the 2k should be put towards the adult trim trail, rather than the trim trail all coming from the National Lottery grant. This would ensure there was sufficient funding for Phase 2 of the Recreation Ground project. It also effectively closed off the £2,000 grant.

## **12. Correspondence**

- 12.1 There was no outstanding correspondence requiring the attention of Councillors.

## **EXCLUSION OF THE PUBLIC AND PRESS**

*In the absence of any member of the public, Councillors were not required to consider Section 110A(4) of the Local Government Act 1972; that the public and press should be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.*

## **13. Recruitment of Parish Clerk**

- 13.1 The Chair outlined the selection process undertaken and introduced the successful candidate.
- 13.2 The Clerk had circulated training opportunities for the new Clerk. As these were in April, he had suggested that the new Clerk started on 10<sup>th</sup> April rather than 1<sup>st</sup> May, but that she worked for 15 hours per month April and May to maintain the agreed budget, before working full-time (30 hours per month) from 1<sup>st</sup> June. The new Clerk was agreeable to the change in start date.
- 13.3 Councillor Cole proposed the new start date and change in hours in accordance with the amended plan and this was seconded by Councillor Chandler and agreed by Councillors present.

The meeting closed at 9.21pm.