

<p style="text-align: center;">ALBRIGHTON PARISH COUNCIL MINUTES OF MEETING Thursday 21st May 2015 at 7.15 pm in the Red House</p>
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Minutes of the Annual meeting of the Parish Council and business meeting held on 21st May 2015 at 7.15 pm in the Red House.

ANNUAL MEETING OF THE PARISH COUNCIL

1. ELECTION OF THE CHAIR OF ALBRIGHTON PARISH COUNCIL:

Cllr. Pate stated that Cllr. Pledger had done well as Chair of the Council in sometimes difficult circumstances during the past year and he wished to propose that she should be re-elected as Chair of Council for 2015/16. Cllr. Robinson seconded the motion which was unanimously approved.

2. DECLARATION AND ACCEPTANCE OF OFFICE:

Cllr. Pledger signed the acceptance of office form which was witnessed by the Clerk

3. ELECTION OF THE VICE CHAIR OF ALBRIGHTON PARISH COUNCIL:

Cllr. Hassall proposed Cllr. Harrison as Vice Chair of Council which was seconded by Cllr. Beechey and unanimously agreed by Council.

4. DECLARATION AND ACCEPTANCE OF OFFICE:

Cllr. Harrison signed the acceptance of office form which was witnessed by the Clerk.

5. REVIEW OF MEMBERS' DECLARATION OF PECUNIARY INTERESTS:

Cllr. Medlyn agreed to submit her declaration of pecuniary interests. There were no changes to other members' submissions.

6. TO CONFIRM THE CLERK TO THE COUNCIL AS RESPONSIBLE FINANCIAL OFFICER:

Cllr. Beechey proposed that the Clerk should remain as the Responsible Financial Officer for the Council which was seconded by Cllr. Roseby and unanimously agreed by members.

7. TO APPOINT AN INTERNAL AUDITOR FOR THE 2015/16 FINANCIAL YEAR:

Cllr. Pate proposed that SDH Accounting should be appointed the internal auditor for 2015/16 which was seconded by Cllr. Illes and unanimously agreed by Council.

8. TO REVIEW THE NUMBER OF COUNCIL COMMITTEES AND MEMBERS SERVING ON THEM:

The list of committees was confirmed by members and the Councillors serving on each committee was reviewed and changed where necessary. The Clerk agreed to provide an updated list for confirmation at the next business meeting of the Council.

9. TO REVIEW THE NUMBER OF WORKING PARTIES AND OUTSIDE ORGANISATIONS AND MEMBERS SERVING ON THEM:

The list of working parties and outside organisation with Council representation was reviewed and changed where necessary. The Clerk agree to provide an updated list for confirmation at the next business meeting of the Council

10. REVIEW OF THE COUNCIL'S ASSET REGISTER AND ANY AMENDMENTS CONSIDERED NECESSARY:

Members agreed that the Council's asset Register needed updating to bring it in line with best practice. Cllr. Griffin proposed that this matter should be referred to the Finance Committee for further review which was seconded by Cllr. Beechey and unanimously agreed by members.

11. REVIEW ON THE COUNCIL'S ARRANGEMENTS FOR HOLDING VALUABLE LEGAL DOCUMENTS TO INCLUDE LEASES, CONTRACTS AND OTHER LEGAL DOCUMENTS:

The Clerk reported that now that the Council had moved its office to the Red House the security of legal and other documents was compromised and there was no safeguarding from fire. Members agreed to buy a fireproof, lockable container for the safe storage of documents.

12. CLOSURE OF THE ANNUAL MEETING OF THE PARISH COUNCIL:

There being no further business the Annual Meeting of the Parish Council closed at 7.44 pm.

ORDINARY MEETING OF THE PARISH COUNCIL

Members of the public are invited to comment and ask questions on any item on the agenda.

One member of the public was present but did not wish to comment or ask questions.

1. APOLOGIES:

Cllrs. S Kirkland (family reasons), S Pate (ill health).

2. MINUTES OF THE PREVIOUS MEETING:

- **Minutes of the Parish Council meeting held on 16th April 2015:**

Cllr. Beechey proposed that the minutes were a true and accurate record which was seconded by Cllr. Harrison and unanimously agreed by Council.

The confidential minute was proposed as a true and accurate record by Cllr. Beechey and seconded by Cllr. Griffin. The motion was approved by 7 votes with 2 abstentions.

3. MATTERS ARISING:

There were no matters arising.

4. REPORT ON THE RECENT ELECTION TO THE COUNCIL ARISING FROM THE VACANCY IN THE SOUTH WARD:

The Chair reported that Mr Peter Woodman had been elected as the new member of Council for the south ward and he would be joining the Council in June.

5. REPORT BY THE CLERK ON THE MOVE FROM THE FORMER OFFICE IN THE HIGH STREET TO THE OFFICE IN THE RED HOUSE

The Clerk reported that the move of office had gone smoothly and it was now completed. There were still problems with the telephone and broadband connections that had to be resolved but otherwise there had been no outstanding problems.

Thanks were extended to Cllrs. Beechey and Medlyn for their help in getting the new office established.

6. COMMITTEE REPORTS:

- **Play scheme committee report:**

The written report from the Chair of the playscheme committee was noted.

- **Transport committee report:**

Cllr. Harrison reported that there had been complex discussions regarding the contractual obligations of the contractor and Donington with Boscobel Parish Council had refused to support that part of the contract where the contractor is financially responsible for any non-insurable costs resulting from the second driver. It was proposed to seek the advice of Matt Johnson but in the meantime extend the old contract to the end of August. Cllr. Pate agreed with the criticism of the contract and proposed that the Council should indemnify the activities of the second driver. In the absence of a seconder for the proposal Cllr. Griffin suggested that the interim contract should be extended to the end of August. Cllr. Robinson proposed that the former contract should be signed until 31st August which was seconded by Cllr. Roseby and carried 8 – 2. Cllr. Pate proposed that the Flyer should not be taken off the road in any circumstances which was seconded by Cllr. Beechey agreed 8 – 1 with one abstention.

7. SHROPSHIRE COUNCIL REPORT:

Cllr. Pate reported that the county was proceeding with its commissioning policy and the SamDEV reports were now being incorporated into county planning policy.

The pothole at the junction by the Crown was being dealt with but the problem was a collapse underground which would require extensive work. Cllr. Pate was also looking into the poor state of recent grass cutting to county land.

8. REPORTS FROM COUNCILLORS.

Cllr. Illes reported on the first meeting of the Christmas lights working party.

9. PLANNING:

Planning applications:

- **Reference: 15/01677/OUT (validated: 05/05/2015)**
Address: Proposed Dwelling South Of 46, Meadow Road, Albrighton, Shropshire
Proposal: Outline application for the erection of 1No dwelling (all matters reserved)
Applicant: Mrs Doreen Vater (46 Meadow Road, Albrighton, Wolverhampton, Shropshire, WV7 3DZ)

Cllr. Pate proposed that the application should be accepted which was seconded by Cllr. Beechey and unanimously agreed by Council.

- **Reference: 15/01815/FUL (validated: 11/05/2015)**
Address: 10 High Street, Albrighton, Shropshire, WV7 3JX
Proposal: Change of use from retail to vintage tea room
Applicant: Mr Richard Bradford (32 Abney Avenue, Albrighton, Shropshire, WV7 3JZ)

Cllr. Beechey proposed that there should be no objection to the planning application which was seconded by Cllr. Roseby and unanimously agreed by Council.

10. FINANCE:

- **Internal auditors final report:**

The Clerk introduced the final report and drew members' attention to the sections on VAT and the size of the precept. Members agreed to refer these matters to the Finance Committee for further discussion.

- **To confirm and approve the accounts for the year ended 31st March:**

Cllr, Pate proposed that the accounts as presented to 31st march 2015 should be approved by Council which was seconded by Cllr. Beechey and unanimously agreed by Council.

- **Report by the Clerk on revisions to the financial accounting package and software updates carried out by Rialtas Software Solutions:**

The Clerk reported that a new version of the Alpha accounting package had been downloaded to the Council computer remotely from the Rialtas office at Swindon and was available for use.

- **To further discuss the possibility of a hospitality budget and agree a limit on spending from petty cash:**

After discussion on a limit to a single item of spending from petty cash Cllr. Griffin proposed that there should be a limit of £50 which was seconded by Cllr. Robinson and agreed by Council 8 – 0 with 2 abstentions.

Members agreed to place an item on hospitality spending on the next business meeting agenda.

- **To review and approve cheques for May 2015:**

Cllr. Beechey proposed that the cheques for May 2015 should be approved which was seconded by Cllr. Pate and unanimously agreed by Council.

Cheque No.	Date	Payee	Amount	VAT
3932	06.05.15	Flyer contractor, bus pass refund	292.00	
3933	06.05.15	Live at Home, grant for first aid training	300.00	
3934	06.05.15	Zurich Municipal, council insurance	2201.44	124.61
3935	06.05.15	Severn Trent Water, office water bill	60.14	
3936	07.05.15	TFM, cap and face shield	9.26	1.54
3937	07.05.15	Acute Pest Control, moles at Clockmills	100.00	
3938	07.05.15	SDH Accounting, internal audit fee	372.00	
3939	11.05.15	Office cleaner, cleaning to 01.05.15	40.00	
3940	11.05.15	Flyer contractor, bus pass refund	276.00	
3941	14.05.15	BG Grounds Maint., mowing Patshull Green	84.00	14.00
3942	18.05.15	Flyer contractor, bus pass refund	280.00	
3943	18.05.15	SW James, removal to Red House	150.00	
3944	19.05.15	Keith Gibson Cars, Flyer repairs, fuel etc.	657.00	109.50
3945	19.05.15	Red House, 3 months office rent in advance	600.00	
3946	22.05.15	Flyer contractor, bus pass refund	300.00	
3947	27.05.15	Albrighton Fayre, Advert in Fayre programme	40.00	
3948	27.05.15	Flyer contractor, bus pass refund	300.00	
3949	27.05.15	Ace computers, installation of IT in office	90.00	15.00
3950	28.05.15	Ian Dunning, new photos for revised website	65.00	

11. TO RECEIVE AN UPDATE AND DISCUSS PROPOSED ARRANGEMENTS FOR THE APPROBATION CEREMONY TO BE HELD ON 5TH SEPTEMBER 2015:

Cllr. S Pledger reported that Donington with Boscobel parish council had agreed to pay for the hire of the round tables and the cutlery and china would also need to be hired for the approbation lunch. Menus were discussed and the Council agreed to leave the choice to the Chair of Council.

The next meeting in July would deal with road closures and the ordering of invitations.

12. ITEMS FOR THE AGENDA FOR THE ALBRIGHTON PARISH COUNCIL BUSINESS MEETING ON 18TH JUNE 2015:

The following items were agreed for inclusion on the agenda for the business meeting on 18th June:

The Albrighton Flyer;
 A possible hospitality budget;
 The difficulties relating to the swimming pool at Albrighton Primary School;
 The Approbation ceremony.

13. CORRESPONDENCE:

For information:

- **Albrighton and District Footpath Group – annual report and summary of work undertaken:**

The Council acknowledged the good work done by the Footpaths Group.

- **NALC – letter from the Chair of NALC Ken Browse:**

Received and noted.

- **RAF Cosford – traffic arrangements for taxis at the Cosford air show enclosed:**

Received and noted:

For action:

- **Shropshire Council – briefing on emergency planning to be held on 3rd June 2015 at Shirehall:**

Volunteers to attend the emergency planning meeting were asked to let the Clerk know so that bookings could be made.

- **Belectric – notification of proposed Albrighton solar farm on land north of Harriotts Hayes Lane and invitation to consultation and offer to meet the Council:**

Belectric had already accepted an invitation to attend the planning meeting on 4th June.

14. DATES AND TIMES OF FUTURE MEETINGS:

- **Play scheme interviews Wednesday 27th May 2015 in the Red House.**
- **Play scheme committee meeting Thursday 28th May 2015 at 3.30 pm in the Red House.**
- **Personnel Committee meeting Thursday 4th June 2015 at 6.15 pm in the Red House.**
- **Albrighton Parish Council planning meeting Thursday 4th June 2015 at 7.15 pm in the Red House.**
- **Albrighton Parish Council business meeting Thursday 18th June 2015 at 7.15 pm in the Red House.**

There being no further business the meeting closed at 9.15 pm.

Signed.....Date.....
Chair

