

<p style="text-align: center;">ALBRIGHTON PARISH COUNCIL PARISH COUNCIL ANNUAL MEETING AND BUSINESS MEETING 19th May 2016 at 7.15 pm in the council meeting room</p>
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Minutes of the Albrighton Parish Council annual meeting and business meeting held on Thursday 19th May 2016 at 7.15 pm in the council meeting room.

PRESENT: Cllrs. D Beechey, P Harrison, C Hassall, S Kirkland, M Medlyn (to agenda item 4 of the annual meeting) M Pate (to item 6 of the business agenda), S Pledger, A Robinson, A Straney, P Woodman.

1. ELECTION OF THE CHAIRMAN OF ALBRIGHTON PARISH COUNCIL.

Cllr. Beechey proposed Cllr. Harrison should be elected Chair of Council which was seconded by Cllr. Medlyn. Cllr. Straney proposed that Cllr. Pledger should be elected Chair of Council which was seconded by Cllr. Robinson. Cllr. Harrison was elected Chair of Council for 2016/17 by 7 votes to 3.

2. DECLARATION AND ACCEPTANCE OF OFFICE.

Cllr. Harrison signed the Declaration and Acceptance of Office form which was witnessed by the Clerk of Council.

Cllr. Harrison thanked Cllr. Pledger for all of her hard work over the previous two years and Cllr. Hassall for acting as Vice Chair of Council.

He stated that he was looking forward to full and fair debates with members involved and that elections in 2017 could see many changes to the council. He wished to encourage good relationships with neighbouring councils and there were significant extra challenges to face, not least because of the growth in employees with the acquisition of the library.

3. ELECTION OF THE VICE CHAIRMAN OF ALBRIGHTON PARISH COUNCIL.

Cllr. Robinson proposed that Cllr. Kirkland should be elected Vice Chair of Council which was seconded by Cllr. Straney. There were no other candidates and Cllr. Kirkland was unanimously elected Vice Chair of Council for 2016/17.

Cllr. Pledger gave her thanks to all members for their assistance during the previous two years and she thanked the Clerk for his support during her time as Chair of Council.

4. DECLARATION AND ACCEPTANCE OF OFFICE.

Cllr. Kirkland signed the Declaration and Acceptance of Office form which was witnessed by the Clerk of Council.

5. REVIEW OF MEMBERS' DECLARATION OF INTERESTS.

The Clerk reminded members of their duties with regard to members' declarations of interests and requested that any new interests be registered immediately with Shropshire Council.

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

Cllr. Beechey proposed that the Clerk should be confirmed as the council's Responsible Financial Officer which was seconded by Cllr. Pate and unanimously agreed by council.

7. TO APPOINT AN INTERNAL AUDITOR FOR THE 2016/17 FINANCIAL YEAR.

Cllr. Pledger proposed that the existing auditor, Mrs S Hackett be reappointed as the council's internal auditor which was seconded by Cllr. Beechey and unanimously agreed by council.

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

Members agreed that the council's committees should be known as Council Advisory Committees.

Cllr. Pate proposed that the Transport Committee should be reduced to a council working party which was seconded by Cllr. Beechey but the motion was defeated 4 – 5. Members agreed to retain the committee until associated funding was spent. Cllr. Pledger suggested that a new Library Committee should be established which was formally proposed by Cllr. Woodman and seconded by Cllr. Beechey. Council unanimously agreed to this proposal and Cllrs. Woodman, Beechey, Straney, Pledger and Harrison agreed to serve on the new committee.

Other changes to the membership of committees were agreed.

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

The Play Park Committee and the Junior Youth Club Management Committees were removed from the list of bodies with council representation and a small number of changes were made to council representatives on the remaining bodies.

Cllr. Straney proposed that all representatives should make a report to council within three months of any meeting which was seconded by Cllr. Woodman and agreed by council 6 – 2 with 1 abstention.

The clerk agreed to produce a revised list of committees, council working parties and non-council bodies with council representation for the meeting on 16th June, 2016.

10. TO REVIEW AND APPROVE THE COUNCIL'S REVISED ASSET REGISTER AT 31ST MARCH 2016.

The clerk explained that the new asset register had been produced for the internal audit and had the approval of the auditor. Some members were unsure with regard to the agreement to not take into account any depreciation and the clerk was asked to investigate further and report back. Cllr. Pledger also raised the concern over the ownership of the millennium clock and the clerk and Cllr Pate agreed to take this matter up with Shropshire Council as the clock was positioned on Shropshire Council land.

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

There were no changes to the arrangements currently in place.

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

There being no further business the annual meeting of Albrighton Parish Council closed at 8.23 pm.

ORDINARY BUSINESS MEETING OF THE PARISH COUNCIL.

PUBLIC SESSION

The Chairman of the Albrighton Table Tennis Club gave a brief background to the club and the problems with its current accommodation. The club was seeking to build a new facility and wished to lease some council land for the purpose. The new proposal would include a range of indoor sports and not be confined to table tennis.

1. APOLOGIES

Cllrs. S Pate (ill health), P Illes (holiday).

2. DECLARATIONS OF INTEREST:

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS:

- **Minutes of business meeting 21st April 2016:**

Cllr. Beechey proposed that the minutes were a true and accurate record which was seconded by Cllr. Kirkland and agreed by council 8 – 0 with two abstentions.

- **Minutes of Annual Parish Meeting 5th May 2016:**

The minutes of the Annual Parish Meeting were received and noted.

- **Minutes of planning meeting 5th May 2016:**

Cllr. Pledger proposed that the minutes were a true and accurate record which was seconded by Cllr. Beechey and agreed by council 6 – 0 with abstentions.

4. MATTERS ARISING

The issue of pavement repairs outside the TSB bank was raised and Cllr. Woodman stated that there were still two weeks to the deadline offered by the bank and he was still pursuing the matter with the parties concerned and Land Registry.

5. COMMITTEE REPORTS

- **Holiday Club committee report by Cllr. Harrison:**

Members noted the report and agreed to pay the £50 registration fee in case council promoted a holiday club in 2017.

- **Personnel Committee**

To receive the recommendation for the draft contract relating to the Admin Assistant:

Cllr. Pledger proposed that the draft contract for the Admin Assistant should be approved which was seconded by Cllr. Woodman and unanimously agreed by council.

To receive a recommendation for an extension to the position of Admin Assistant to 31st August 2017.

Cllr. Pledger proposed that the recommendation of the committee to keep the Admin Assistant to 31st August 2017 should be agreed by council which was seconded by Cllr. Woodman and unanimously supported by members.

6. SHROPSHIRE COUNCIL REPORT.

Cllr. Pate reported that despite saving £130m and shedding 900 staff the financial position of the county was still dire. Meetings had taken place with the minister, Greg Clark, and he had agreed to change the formula for reassessing the grant from central government and Shropshire Council treasurer was on the committee representing rural counties. The council was looking at ways of sharing facilities and making better use of buildings.

There had been concern over the suggestion that the Community Enablement Team should be disbanded.

7. REPORTS FROM COUNCILLORS.

A meeting at RAF Cosford had outlined the new proposals relating to the air show following the Shoreham air crash last summer.

8. FINANCE

- **Internal Auditor's final report:**

As the report had only just been received members agreed to refer it to the Finance Committee for further consideration.

- **To confirm and approve the accounts for the year ended 31st March 2016:**

Cllr. Pledger proposed that the accounts for the year ending 31st March 2016 should be confirmed and approved which was seconded by Cllr. Beechey and unanimously agreed by council.

- **To review and complete the Annual Governance Statement 2015/16:**

After consideration of the annual governance statement Cllr. Beechey proposed that the council could answer 'yes to all of the statements except for number 9 which not applicable. Cllr. Kirkland seconded the proposal which was unanimously agreed by council.

- **To review and approve cheques for May 2016:**

Cllr. Beechey proposed the cheques for May 2016 should be approved for payment which was seconded by Cllr. Kirkland and unanimously agreed by council.

- **To consider council insurance quotations for 2016/17 and possibly beyond and decide on a suitable company to manage the council's insurance needs.**

After reviewing the three quotations Cllr. Beechey proposed that the quotation from Came & Company should be accepted by council which was seconded by Cllr. Robinson and unanimously agreed by members.

Cllr. Beechey proposed that the council should take advantage of the three year offer at a reduced premium which was seconded by Cllr. Straney and agreed 8 – 0 by council with 1 abstention.

9. TO CONSIDER THE STATE OF THE DEAD OAK TREE ON COUNCIL LAND AND A REPORT AND QUOTATION FROM WOLVERHAMPTON TREE SERVICES.

The clerk provided details of the state of the tree, its proximity to gardens and sheds in properties in St. Cuthberts Close and the extreme growth of brambles and other vegetation covering the whole of the council land making access to the tree very difficult.

Members considered three quotations for the felling and removal of the tree and Cllr. Pledger proposed that the quotation from Wolverhampton Tree Services should be accepted which was seconded by Cllr. Hassall. Cllr. Beechey proposed an amendment but there was no seconder and a vote was taken on the substantive motion which was tied at 4 – 4. The Chairman gave his casting vote in support of the motion that the quotation from Wolverhampton Tree Services should be accepted.

10. TO CONSIDER A REQUEST FROM DONINGTON WITH BOSCOBEL PARISH COUNCIL TO USE THE COUNCIL MEETING ROOM FOR THEIR MONTHLY MEETINGS AND TO AGREE A SCALE OF CHARGES FOR ANY LETTINGS OF THE ROOM:

The request from Donington with Boscobel Parish Council had been withdrawn and there was no further discussion on this item.

11. TO CONSIDER A REQUEST FOR THE COUNCIL MEETING ROOM TO BE USED FOR FRENCH LESSONS ON WEDNESDAY AFTERNOONS.

Council agreed to refer this matter to the new library committee for consideration.

12. TO CONSIDER A REQUEST TO LEASE COUNCIL LAND TO ALBRIGHTON TABLE TENNIS CLUB AT THE END OF WORTHINGTON DRIVE IN ORDER FOR THE CLUB TO BUILD A NEW INDOOR SPORTING FACILITY.

Cllr. Beechey reported that the land identified for the possible siting of a proposed indoor sports facility had been under discussion for some time with regard to affordable housing and he suggested that the site owned by Shropshire Council close to Bowling Green Lane was more suitable.

Cllr. Pate proposed that the council should give its support to the Table Tennis Club and do what it could to help with regard to this new initiative. The proposal was seconded by Cllr. Woodman and unanimously agreed by council.

13. TO CONSIDER QUOTATIONS FOR THE RENOVATION OF A NUMBER OF BENCHES IN THE VILLAGE AND DECIDE ON FURTHER ACTION.

Cllr. Kirkland suggested that this was an ideal project for new trainees at RAF Cosford and agreed to investigate their involvement in the refurbishment of the benches. Three new benches had been ordered and were due to be delivered in the next week or two.

14. TO CONSIDER WHETHER PARKING AT THE FRONT OF THE LIBRARY/COUNCIL OFFICE SHOULD BE ALLOWED OTHER THAN FOR DISABLED PARKING.

Members agreed that the area in front of the library was for private parking and a notice stating that the land should be used library and council parking only should be manufactured. Cllr. Straney agreed to produce a suitable notice once the wording had been agreed.

15. UPDATE ON THE SWIMMING POOL SITUATION REGARDING THE 2016 SEASON AND TO APPROVE THE PAYMENT OF INVOICES SUPPLIED BY ALBRIGHTON PRIMARY SCHOOL.

Members went through the invoices supplied by Albrighton Primary School and approved those that should be paid by the council. The clerk was asked to liaise with the school and clarify which payments were appropriate to the council.

16. ITEMS FOR THE AGENDA FOR THE ALBRIGHTON PARISH COUNCIL BUSINESS MEETING ON 16TH JUNE 2016

Cllr. Woodman raised the issue of the quotations relating to the dead oak tree at the end of Worthington Drive and said that it was important that public money should not be wasted and a failure to accept the lowest quote without good reason could be challenged by the auditors. These remarks prompted further discussion on the subject which concluded with Cllr. Pledger stating that this all part of the democratic process and the vote was properly conducted and the outcome needed to be respected by all councillors.

It was agreed that a suitable chain for the Chairman's chain of office should be purchased and possible costs should be obtained for the meeting on 16th June.

17. CORRESPONDENCE

For information:

- **NHS – Community and Care Coordinators based at the local GP practice:**

Received and noted.

- **Shropshire Council – Community Infrastructure Levy regulatory requirements:**

Received and noted.

- **Shropshire Council – draft proposals with regard to the removal of two wards in Albrighton:**

Received and noted.

For action:

- **Shropshire Council – Local Government Act 1982 Schedule 4, Street Trading Consents:**

Members agreed that there was a nil return with regard to street trading in Albrighton.

- **Ludlow Town Council – Invitation to a meeting on 8th June to discuss Shropshire Council reduction of services:**

The Chairman and Vice Chair agreed to attend this meeting in Ludlow.

- **Mike Henson – proposal for the opening of a twitter account in conjunction with the website:**

Members agreed that they did not wish to introduce a Twitter account for Albrighton Parish Council.

- **Manby Bowdler – email to confirm fees regarding the library transfer:**

After discussion of some of the problems currently encountered with the solicitors it was agreed that the clerk would get in touch and seek means whereby some of the difficulties could be resolved.

18. DATES AND TIMES OF FUTURE MEETINGS

- **Albrighton Parish Council planning meeting Thursday 2nd June 2016 at 7.15 pm in the council meeting room.**
- **Albrighton and Donington Councils Transport Committee meeting Wednesday 8th June at 3.00 pm in the council meeting room**
- **Albrighton Parish Council business meeting Thursday 16th June 2016 at 7.15 pm in the Council meeting room.**

There being no further business the meeting closed at 9.56pm.

Signed.....Date.....
Chairman