

**ALBRIGHTON PARISH COUNCIL  
MINUTES OF MEETING**

**Thursday 17<sup>th</sup> December 2015 at 7.15 pm in the Red House**

Minutes of the Albrighton Parish Council business meeting held on Thursday 17<sup>th</sup> December 2015 at 7.15 pm in the Red House.

**PRESENT:** Cllrs. S Pledger (Chairman), P Harrison (Vice Chair), D Beechey, P Griffin, C Hassall, P Illes, A Straney, P Woodman.

In attendance: M Ward, Clerk to Albrighton Parish Council.

**PRESENTATION ON PROGRESS REGARDING THE TRANSFER OF THE LIBRARY FROM SHROPSHIRE COUNCIL TO ALBRIGHTON PARISH COUNCIL AND MATTERS STILL TO BE RESOLVED – Mr Chris Edwards, Shropshire Council.**

Mr Edwards distributed version 2 of the Service Level Agreement after notes on the original from Cllr. Woodman had been considered. Professional legal advice is to be sought by the parish council and the solicitor concerned would liaise directly with the county solicitor. Schedules still had to be inserted at the end of the Agreement. Cllr. Woodman advised that once outline agreement is clear a full meeting of the Council would be needed in order for members to familiarise themselves with the contents. Pensions and TUPE rights are covered in the document.

Cllr. Griffin asked for a contents page and a financial schedule at the end of the document.

Mr Edwards stated that paragraphs 5-11 are the key items in the Heads of Terms of the lease and he went through each clause in detail. Cllr. Griffin asked for some headings and he noted that careful attention would be needed regarding the financial details. It was agreed that building certificates would be handed to the parish council upon completion.

Mr Edwards explained that the terms and conditions of the transformation fund had to have payback within ten years and he suggested that it would be necessary to remove the extra storeroom, the folding end wall to the meeting room and the door from the garden in order to reduce the payback to an acceptable level to Shropshire Council. The fire regulations would be amended and a risk assessment would have to be made.

The Chairman thanked Mr Edwards for his time and said that the Council would be making a decision as to whether to proceed with the takeover of the library later in the agenda.

**PUBLIC SESSION**

No members of the public were present.

### **1. APOLOGIES:**

Cllrs. S Kirkland (conflicting engagement), M Pate (county duties), S Pate (ill health), K Pledger (work commitments), C Roseby (work commitments).

Each apology was accepted by the council.

### **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.**

The importance of declaring appropriate interests in accordance with the regulations was stressed particularly in light of recent events at county level.

Cllr. Woodman declared a personal interest in agenda item 14.

### **3. MINUTES OF PREVIOUS MEETINGS:**

- **Minutes of the Parish Council business meeting held on Thursday 19<sup>th</sup> November 2015 at 7.15 pm in the Red House:**

Cllr. Beechey proposed that the minutes of the parish council business meeting held on 19<sup>th</sup> November 2015 were a true and accurate record which was seconded by Cllr. Woodman and unanimously agreed by Council.

Cllr. Illes proposed that the confidential minute of the same agenda was a true and accurate record which was seconded by Cllr. Harrison and agreed by Council 7 – 0 with 1 abstention.

- **Minutes of the Parish Council planning meeting held on Thursday 3<sup>rd</sup> December 2015 at 7.15 pm in the Red House enclosed:**

Cllr. Woodman proposed that the minutes of the parish council planning meeting held on 3<sup>rd</sup> December 2015 were a true and accurate record which was seconded by Cllr. Beechey and unanimously agreed by Council.

Cllr. Griffin proposed that the confidential minute of the same agenda was a true and accurate record which was seconded by Cllr. Harrison and unanimously agreed by Council.

### **4. MATTERS ARISING:**

Cllr. Pledger proposed that Council should go into confidential session to discuss one matter arising which was seconded by Cllr. Beechey and unanimously agreed by Council. At the end of the discussion the Council returned to open session.

Cllr. Woodman expressed his thanks to the Clerk for securing the services of the Chief Executive who would be attending the next business meeting of Council on 21<sup>st</sup> January. The Clerk confirmed that he was attending the Big Conversation meeting at Shirehall on 18<sup>th</sup> January 2016.

## **5. SHROPSHIRE COUNCIL REPORT:**

In the absence of Cllr. M Pate there was no Shropshire Council report. Cllr. Beechey hoped that as a result of Cllr. Pates' elevation to the leadership of Shropshire Council there would be a closer working relationship between the unitary authority and town and parish councils.

## **6. REPORTS FROM COUNCILLORS:**

Cllr. Beechey is now Chair of SALC and representing the organisation on NALC.

It was agreed that the Clerk should attend the Shropshire Community Assets training on 26<sup>th</sup> January at Shrewsbury Football Club.

Cllr. Illes stated that the electricity bill for the Christmas lights was still outstanding.

## **7. COMMITTEE REPORTS**

- **Finance Committee:**

There was further discussion on the outstanding loan made to the Red House and Cllr. Pledger proposed that there should be a meeting of the Finance Committee with the Chair and Treasurer of the Red House as soon as possible. The motion was seconded by Cllr. Woodman and unanimously agreed.

Cllr. Illes asked about the pay rates for the new Admin assistant currently being advertised and said that typing and photocopying would be a necessary part of the new assistant's duties.

- **To receive the resignation of Cllr. Pledger as the Council's representative on the Red House committee and to elect a new representative.**

Cllr. Straney outlined the difficulties regarding possible clashes of interest for a council representative on the Red House Committee and asked whether a representative was needed particularly in view of the fact that he/she had full voting rights and was a trustee of the organisation. Cllr. Illes said that he would volunteer in order to maintain the links between the two organisations but Cllr. Woodman said that the Council should not elect a new representative until the matter of the outstanding loan was resolved. Cllr. Beechey said that not electing a replacement for Cllr. Pledger could cause friction but it would be best left to May when all representation on outside bodies was reviewed. This view had widespread support and Cllr. Woodman proposed that a replacement representative to the Red House

should be elected in May which was seconded by Cllr. Beechey and unanimously agreed by Council.

## 8. PLANNING

### Planning application:

**Reference: 15/03973/CPL (validated 07/12/2015) Address: 7 Delaware Avenue, Albrighton, Wolverhampton, Shropshire WV7 3BW**

**Proposal: Certificate of lawful development for the proposed alterations to existing extension and conservatory including replacing glass roof with tiled roof.**

**Applicant: Mr Gavin Johnson**

The planning application had been withdrawn.

## 9. FINANCE:

- **Asset Transfer report regarding Albrighton library:**

The Clerk went through the report which itemised the financial outcomes under a small number of headings for the transfer of Albrighton library to the council. Both Cllr. Hassall and Cllr. Woodman felt that there were issues for possible inclusion within the SLA and Cllr. Griffin said that the council needed to think long term and be considering some kind of business plan as it is asked to take on more responsibilities. Cllr. Illes felt that the Friends of the Library were a valuable resource which should not be forgotten.

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

After queries regarding the annual dinner and the Civic Service Cllr. Harrison proposed that the cheques for December 2015 should be approved for spending which was seconded by Cllr. Beechey and agreed by council 7-0 with 1 abstention.

<b>Cheque No.</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>
4071	03.12.15	TFM, shoes, boots and refuse sacks	64.94	7.73
4072	07.12.15	Premier Tail Lifts, repairs to Flyer lift	242.40	40.40
4073	10.12.15	Horns of Boningale, Council dinner	279.75	
4074	14.12.15	Clerk, Civic service wine	82.88	13.81
4075	14.12.15	Cleaner, 4 weeks cleaning to 11.12.15	40.00	
4076	14.12.15	SALC, fees for two training places	40.00	
4077	15.12.15	BG Grounds Maint., mowing Patshull Green	84.00	14.00
4078	21.12.15	NALC, book 'Local Council Explained'.	54.99	
4079	23.12.15	M Ward, reimbursement for job advert	150.00	25.00
4080	23.12.15	S Pledger, civic service refreshments	25.05	

**10. TO CONSIDER THE RESULTS OF THE SIX WEEK FORMAL CONSULTATION ON THE PROPOSAL TO TRANSFER THE ALBRIGHTON LIBRARY FROM SHROPSHIRE COUNCIL TO ALBRIGHTON PARISH COUNCIL:**

Cllr Hassall commented on the relevance of some of the replies to the consultation questions.

Cllr. Illes proposed that the council should note the outcome of the consultation which was overwhelmingly in favour of a council takeover of the library which was seconded by Cllr. Beechey and unanimously agreed.

**11. TO CONSIDER AND REVIEW THE BUILDING CONDITION REPORT ON ALBRIGHTON LIBRARY BY MR CHRIS HEADLEY OF TOWLER SHAW ROBERTS:**

Cllr. Illes said that the report should be noted but Cllr. Hassall asked about the drains, the roof and roof lights which had not been inspected close up by Mr Headley. The Clerk was asked to contact Mr Headley and ask him to bring ladders and give a condition report on the roof and roof lights and accompanying drains.

**12. TO CONSIDER THE PRESENTATION BY MR CHRIS EDWARDS OF SHROPSHIRE COUNCIL REGARDING THE PROPOSED TRANSFER OF ALBRIGHTON LIBRARY TO ALBRIGHTON PARISH COUNCIL AND THE MOVE OF THE COUNCIL OFFICE TO THE LIBRARY BUILDING AND TO DECIDE IN PRINCIPLE WHETHER TO ACCEPT THE MANAGERIAL AND OPERATIONAL RESPONSIBILITIES FOR THE RUNNING OF THE LIBRARY FROM 1<sup>ST</sup> APRIL 2016, SUBJECT TO AGREEMENT ON THE LEASE ARRANGEMENTS AND THE SERVICE LEVEL AGREEMENT.**

Cllr. Illes proposed that the Council should accept in principle the future managerial and operational responsibilities for the running of Albrighton library from 1st April 2016, subject to agreement on the lease and the service level agreement. The motion was seconded by Cllr. Beechey and agreed by council 7-1.

**13. TO DECIDE/CONFIRM ARRANGEMENTS FOR LEGAL ADVICE REGARDING THE PROPOSED ALBRIGHTON LIBRARY TRANSFER AFTER CONSULTATIONS WITH MR PAUL WOODMAN AND MANBY BOWDLER OF TELFORD.**

The Chairman confirmed that a small group of Councillors was meeting with representatives of Manby Bowdler on 21<sup>st</sup> December and after discussion it was agreed that a decision would be made at the planning meeting on 7<sup>th</sup> January 2016 regarding which company would represent the Council.

**14. TO CONSIDER THE INTRODUCTION OF ALLOWANCES FOR ALL COUNCILLORS FOR INCLUSION IN THE BUDGET 2016/17.**

Cllr. Beechey proposed that no action should be taken on this issue which was seconded by Cllr. Illes and unanimously agreed by Council.

**15. REVIEW OF THE SITUATION REGARDING THE FINANCING OF THE SWIMMING POOL AT ALBRIGHTON PRIMARY SCHOOL REFERRED FROM THE MEETING ON 19<sup>TH</sup> NOVEMBER.**

The Clerk confirmed that a letter had been written to the Headteacher of Albrighton Primary School confirming the council's support for the 2016 swimming season. Members agreed to defer this matter to the New Year when further details were available.

**16. REPORT ON PROGRESS WITH REGARD TO THE NEW ALBRIGHTON PARISH COUNCIL WEBSITE AND MATTERS STILL OUTSTANDING:**

The Clerk outlined progress so far on the new website and said that there were now 4/5 matters outstanding before the site could become active. Now that he would be working three days a week after Christmas this could become a priority for a new Admin Assistant once appointed.

**17. TO DECIDE ON POSSIBLE PAYMENT BY A GROUP PROVIDING A CHRISTMAS LUNCH AT THE MELVILLE CLUB FOR LOCAL PEOPLE ALONE AT CHRISTMAS AND WISHING TO USE THE ALBRIGHTON FLYER:**

After discussion Cllr. Beechey proposed that the Flyer should be used to transport local people to the Christmas lunch free of charge as a goodwill gesture which was seconded by Cllr. Woodman and agreed by Council 7-1.

**18. AGENDA ITEMS FOR THE PARISH COUNCIL BUSINESS MEETING SCHEDULED FOR 21<sup>ST</sup> JANUARY 2016:**

Members agreed that the draft budget for 2016/17 should be a major agenda item for both meetings in January.

**19. CORRESPONDENCE**

**For information:**

**For action:**

- **Albrighton Historical Society - request for the Parish Council to store the society archives in the library:**

This item was deferred for a decision until March when council would have a better idea of the storage and space available in the library.

- **NALC/SLCC - details of proposed new audit regime to replace the external auditor and possible inclusion within the scheme:**

The deadline for inclusion within the new scheme had been changed to 31<sup>st</sup> March 2016. Cllr. Beechey proposed that the Council should participate in the new audit regime to replace the external audit system which was seconded by Cllr. Griffin and unanimously agreed by council.

- **SDH Accounting - letter asking for expressions of interest for the internal audit 2015/16:**

Cllr Beechey proposed that SDH Accounting should be asked to conduct the council's internal audit for 2015/16 which was seconded by Cllr. Illes and unanimously agreed by council.

- **Nigel Hester – letter complaining about the ‘eyesore’ of the Old Smithy at the entrance to the village:**

Members agreed with many of the frustrations expressed in Mr Hester's letter but agreed that the council had no powers to enforce change.

## **20. DATES AND TIMES OF FUTURE MEETINGS**

- **Albrighton Parish Council planning meeting 7<sup>th</sup> January 2016 at 7.15 pm in the Red House.**
- **Albrighton Parish Council business meeting 21<sup>st</sup> January 2016 at 7.15 pm in the Red House.**

There being no further business the meeting closed at 9.35 pm.

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