



**ALBRIGHTON PARISH COUNCIL
MINUTES OF MEETING
15TH December 2016 at 7.15 pm in the council meeting room**

Minutes of the Albrighton Parish Council business meeting held on 15th December 2017 at 7.15 pm in the council meeting room.

PRESENT: Cllrs. P Harrison (Chairman), D Beechey, P Griffin, C Hassall, P Illes, M Pate, S Pledger A Robinson, A Straney.

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

TO CONSIDER APPLICATIONS FOR THE CO-OPTION TO THE PARISH COUNCIL AS AUTHORISED BY SHROPSHIRE COUNCIL IN ITS LETTER OF 8TH NOVEMBER 2016.

Three candidates for the vacancy on the council to be filled by co-option were welcomed to the meeting by the Chairman and each was given the opportunity to address the council and provide extra information to that already provided in their written statement circulated to all members. Councillors were given the opportunity to ask each of the candidates any questions.

At the end of the third presentation members voted by secret ballot for the applicant they would like to fill the vacancy and Mrs L J Howat was elected. Mrs Howat filled in the Declaration of Acceptance of Office, was given the form for the declaration of any interests to be returned to Shropshire Council and stayed for the remainder of the meeting. The other applicants were informed of the forthcoming election in May 2017 when they would be able to stand for election to the council.

PUBLIC SESSION

No members of the public were present.

1. APOLOGIES:

Cllrs. S Kirkland (work function), C Roseby (work commitments), P Woodman (injury).

Each apology was accepted by 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.

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS:

- **Minutes of the Albrighton Parish Council business meeting 17th November 2016.**

Cllr. Illes proposed that the reference to the Melville Club kitchen in agenda item 8 as 'still poor' should be replaced with 'needing modernisation'. Cllr. Beechey seconded the proposal which was unanimously approved.

With this one amendment Cllr. Beechey proposed that the minutes were a true and accurate record which was seconded by Cllr. Pate and unanimously agreed by council.

- **Minutes of the Albrighton Parish Council planning meeting 30th November 2016:**

Cllr. Pledger proposed that the minutes were a true and accurate record which was seconded by Cllr. Hassall and unanimously approved by council.

4. MATTERS ARISING.

There were no matters arising.

5. TO REVIEW ACTION POINTS ALBRIGHTON PARISH COUNCIL:

- **Albrighton Parish Council business meeting – 17th November 2016:**

All action points completed and those still to be concluded were agreed by council.

- **Albrighton Parish Council planning meeting – 30th November 2016:**

All action points completed and those still to be concluded were agreed by council.

6. SHROPSHIRE COUNCIL REPORT.

Cllr. Pate reported that a new Shropshire corporate plan had been agreed and budget arrangements had been concluded up to 2020. The issue of business rates in Shropshire funding was still a problem and new arrangements were under discussion. There was also work ongoing in relation to pensions provision.

Cllr. Beechey stated that urgent discussions were also taking place with regard to the provision of adult social care and hospital services with particular reference to the Accident and Emergency service.

7. COUNCILLORS' REPORTS.

There were no reports from councillors.

8. COMMITTEE REPORTS:

- **Finance Committee:**

This item was deferred to be considered under agenda item 9.

- **Transport Committee report.**

Cllr Illes was thanked for his work in producing a report for the replacement of the Albrighton Flyer and further consultations were being organised with Cllr. Roseby regarding the details of the various proposals. Members also discussed the issue of staff taking their full holiday allowance which was a matter that had been taken up with HR services. Members agreed that the Flyer drivers should be encouraged to use their holiday allowance before the end of the financial year on 31st March.

Cllr. Beechey raised concerns that the agenda for the meeting of the committee had not been distributed with a full three days' notice and displayed on a council notice board which was a legal requirement. The Clerk responded by saying he was fully aware of the requirements regarding meetings and agendas and apologised for the delay with regard to this particular committee. He would ensure that there was no repeat with regard to the future schedule for committees and the main council.

9. FINANCE:

- **To consider a draft budget and precept for 2017/18 recommended by the Finance Committee:**

The Chairman introduced the draft budget item and outlined the good work already undertaken by the Finance Committee in preparing a budget for council consideration. The clerk added that there was, however, an omission in that there was no budget allocation for HR Services despite the fact that the council had signed a contract with Shropshire HR a few weeks earlier. **Cllr Illes proposed that an extra allocation of £3,000 should be added to the draft budget to remedy this omission which was seconded by Cllr. Pledger and agreed by council 7 – 0 with 1 abstention.** It was agreed that this new budget should be coded to a library heading.

Members then considered each section of the draft budget and discussed ways in which a full appreciation of the costs of the library could be calculated as some items such as energy costs were shared between the library and the council facility. There was also concern over the suggestion that the lease on the Clockmills football pitch should not be renewed and the clerk was asked to talk to the Albrighton football club to assess their requirements regarding their use of the pitch before any decision was taken.

Councillors discussed the budget 4203 – Swimming Pool grant, which the Finance Committee had recommended should be allocated a sum of £5,000. Several members pointed out that that this would not be sufficient to run the pool in 2017/18 and the proposed lottery would not have been in operation long enough to provide the shortfall. There was a significant risk that the pool would be closed by the school due to inadequate revenue. **Cllr. Pate proposed that the allocation for this budget should be increased to £9,000 which was seconded by Cllr. Pledger and agreed by council 6 – 2 with 1 abstention.**

The clerk informed members that his earliest draft budget to the Finance Committee had required an increase of 1.78% in the precept and the amended version presented to full council required an

increase of 3.4%. The current proposals were clearly going to increase the precept still further and councillors needed to be aware that council tax increases were being fuelled. **Cllr. Pate proposed that in order to take account of the rising precept, and because of earlier comments by Cllr. Straney that the Cosford Youth Club received adequate funding from various sources and did not require budgeted funds from the council, this budget (4202) should be reduced to zero from the recommended £2,000 and the previously approved HR budget of £3,000 should be reduced to £1,000. The proposal was seconded by Cllr. Beechey and unanimously agreed by council.**

Cllr. Griffin stated that he had previously voted against the increase in the swimming pool budget but with these revisions approved by council he would like to give his verbal support to the swimming pool increase.

Cllr. Pledger proposed that with all of the above modifications the draft budget for 2017/18 should be formally approved. The motion was seconded by Cllr. Beechey and agreed by council 8 – 0 with 1 abstention.

- **Update on council accounts and current balances:**

Members received an update on council funds as follows:

Name of bank	Current balance	Date
TSC current account	£11,568.23	1 st December 2016
Nationwide Building Society	£74,175.00	1 st December 2016
Beverley Building Society	£16,000.00	1 st December 2016
Cambridge Building Society	£75,000.00	1 st December 2016
Petty cash	£52.46	1 st December 2016

Cllr. Pledger proposed that these balances should be accepted which was seconded by Cllr. Beechey and unanimously agreed by council.

- **To consider and approve cheques for December 2016 – enclosed marked as ‘Agenda item 9c’.**

Cllr. Pledger proposed that the cheques for December 2016 should be approved for payment which was seconded by Cllr. Pate and unanimously agreed by council.

Cheque No.	Date	Payee	Amount	VAT
4241	05.12.16	Viking, paper stationary	141.78	23.63
4242	08.12.16	S Kirkland. Reimbursement Christmas dinner	128.75	
4243	08.12.16	S Kirkland, reimbursement for guests’ wine	58.00	9.67
4244	12.12.16	PTL, service of Flyer tail lift	118.80	19.80
4245	12.12.16	SALC, fee for training course	22.00	
4246	12.12.16	Ace computers, software problems with emails	180.00	30.00
4247	12.12.16	Turnock, storage, installing Christmas lights	4160.40	693.40
4248	14.12.16	FBC manby bowdler, library SLA, lease solicitor fee	7243.00	1200.00
4249	14.12.16	Keith Gibson Cars, Flyer clutch, safety check, fuel	1218.55	203.09
4250	19.12.16	Viking, visitor book, planners	42.29	7.05
4251	22.12.16	M Ward, travel expenses	17.55	
4252		Destroyed		
4253	22.12.16	Viking, paper and other stationary	45.62	7.60
4254	22.12.16	S Pledger, travel expenses	25.65	

10. TO CONSIDER THE USE OF A VISITORS' BOOK TO THE PARISH COUNCIL OFFICE WITH EFFECT FROM 1ST JANUARY 2017.

The clerk reported that he would like to introduce a visitors' book for use in the council office to record all visitors to the office and the reason for their visit, to include visits by councillors, so that a proper record could be maintained and work-loads assessed. Cllr. Griffin supported such a move and said that it was valuable on health and safety grounds and in relation to fire and other emergencies.

Cllr. Griffin proposed that a visitors' book should be purchased and put into operation from 1st January 2017 which was seconded by Cllr. Pate and agreed by council 7 – 0 with 1 abstention.

11. UPDATE ON THE SWIMMING POOL DEVELOPMENTS AT ALBRIGHTON PRIMARY SCHOOL AND PLANS FOR THE FUTURE.

Cllr. Pledger reported that there were no further developments of significance with regard to the swimming pool although a number of people had become involved in the project who were not members of any committee and this had led to some confusion when actions had been taken without authorisation or approval. The clerk agreed to inform the school on 16th December with regard to the allocation of £9,000 in the budget for 2017/18

12. TO CONFIRM THE CONTINUED USE OF MR MIKE NICHOLLS TO CLEAN THE LIBRARY/COUNCIL OFFICE WINDOWS.

The clerk confirmed that Mr Nicholls had cleaned the windows to the library and parish office on three occasions over the previous six months and the job had been done well and on time.

Cllr. Pledger proposed that Mr Nicholls should be engaged on a regular basis in the future which was seconded by Cllr. Robinson and unanimously agreed by council.

13. TO CONSIDER THE DEVELOPMENT OF A FIVE-YEAR COUNCIL BUSINESS PLAN DURING 2017 TO INCLUDE THE LIBRARY AND OTHER COUNCIL ASSETS.

The clerk suggested that it was time for the council to consider writing a business plan which would properly cover all of the council activities and appropriate development over a 3 – 5-year period. It would be a major undertaking and involve research and the sampling of local opinion and take some time to produce but it was necessary for the council to consider its long-term responsibilities and properly plan for the future at a time when change for town and parish councils was the norm. Members gave their general support to the proposal and Cllr. Griffin said that he would very much like to be involved with the project.

The clerk agreed to produce an outline proposal for council consideration in early 2017.

14. TO DEBATE THE POSSIBLE REMOVAL OF SOME OF THE YELLOW LINES IN STATION ROAD.

This agenda item was deferred to 19th January because of the absence of Cllr. Woodman.

15. TO CONSIDER THE PROPOSED BUILDING OF AFFORDABLE OR SOCIAL HOUSING ON COUNCIL LAND AT THE END OF WORTHINGTON DRIVE, ALBRIGHTON.

Cllr. Hassall referred to an email distributed to members at a council meeting in July 2015 regarding the legal submissions that were necessary in relation to the development of housing as it applied to council owned land at the end of Worthington Drive. She was concerned that earlier discussions had not taken into account the requirements of the Local Government Act 1972, section 123 and the 1990 Act section 233. Cllr Beechey said that he was aware of the Acts but none of this was pertinent at present because there was little evidence that Severn Trent water was prepared to lift the restricted covenant that barred development on the site. The outlook for housing at the end of Worthington Drive was, therefore, not favourable at present.

16. TO RECEIVE A REPORT ON A MEETING BETWEEN SHROPSHIRE COUNCIL, SALC AND CLERKS.

Cllr. Beechey's report was received and noted.

17. ITEMS FOR THE AGENDA FOR THE ALBRIGHTON PARISH COUNCIL BUSINESS MEETING TO BE HELD ON 19TH JANUARY 2017.

The following items were requested for the Albrighton Parish Council business meeting agenda on 19th January 2017:

- Christmas lights;
- The possible replacement of the Albrighton Flyer vehicle;
- Personnel;
- New village planters;
- The Albrighton School swimming pool;
- Yellow lines in Station Road.

18. CORRESPONDENCE:

For information:

- **SALC – Information Bulletin, November 2016:**

Received and noted.

- **Fbc manby bowdler – Asset Transfer and Albrighton library lease and invoice:**

Received and noted.

- **RAF Cosford – funding application for Christmas lights and replacement bench in front of the Melville Club:**

Received and noted.

- **NALC – report of NALC AGM:**

Received and noted.

- **Shropshire Council – report on the new Great Outdoors scheme:**

Received and noted.

For action:

- **Sue Hackett – letter, expression of interest in the council’s internal audit for 2016/17:**

Members agreed to engage Ms Sue Hackett as the council’s internal auditor for 2016/17 after earlier discussion in May 2016.

- **Severn Trent Water – failure of the water supply inspection**

Members noted the modifications that were needed and asked the clerk to try further contacts at local level to assess whether the quotation already received could be reduced.

- **KOSHA – request for funding to support the regimental museum:**

The request for funding was referred to the Grant Committee.

19. DATES AND TIMES OF FUTURE MEETINGS

- **Albrighton Parish Council planning meeting – Thursday 5th January 2017 at 7.15 pm in the council meeting room.**
- **Albrighton Parish Council library committee meeting – Wednesday 11th January 2017 at 11.00 am in the council meeting room.**
- **Albrighton Parish Council personnel committee meeting – Wednesday 11th January 2017 at 4.00 pm in the council meeting room.**
- **Albrighton Parish Council business meeting – Thursday 19th January 2017 at 7.15 pm in the council meeting room.**

There being no further business the meeting closed at 9.09 pm.

SignedDate
Chairman