



Albrighton Parish Council

Station Road

Albrighton

Wolverhampton

WV7 3QH

Email: clerk@albrightonparishcouncil.gov.uk

www.albrightonparishcouncil.gov.uk

Minutes of meeting 16th February 2017

Minutes of the Albrighton Parish Council business meeting held on 16th February 2017 at 7.15 pm in the Council meeting room.

Present

Cllrs. P Harrison (Chairman), S Kirkland (Vice Chairman), D Beechey, P Griffin, C Hassall, L Howat, P Illes, M Pate, S Pledger, P Woodman.

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

1. Apologies

To receive and approve apologies for absence. Members are asked to give their apologies direct to the Clerk.

Cllrs. K Pledger (family commitments), C Roseby (work commitments), A Straney (work commitments).

Not in attendance: Cllrs. M Medlyn, A Robinson.

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.

Members must fill out the declarations of Interests Forms for submission.

Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, they must do so under item 4(D) of Public Participation.

There were no declarations of interest. The Clerk outlined the changes to the format of the agenda to conform to the demands of data protection.

3. Public Participation

- A) Members of the public** are invited to ask questions, make representations or submit comments on any item on the agenda. This is **LIMITED TO THREE MINUTES PER PERSON** – at the sole discretion of the Chairman.

No members of the public were in attendance.

- B) The Shropshire Council Member, Cllr. M Pate**, is invited to inform members with regard to relevant items of business likely to affect the community.

Cllr. Pate reported that Shropshire Council had agreed its budget in February which included a 3.99% increase in council tax. There were considerable difficulties with elderly care costs and a recent attempt by Surrey to raise additional revenue had been dropped. There had been little progress evident after meetings with Ministers and the business rates changes did not help the situation in Shropshire. The budget was fixed until 2020 and an industrial strategy launched with the appointment of a senior officer to try and attract business to the county had been agreed. After 2020 it was unclear what the budget for the county would look like.

Cllr. Woodman recorded his concerns over the present situation and his disappointment with current government policy.

- C) The RAF Cosford representative, Sqn Ldr C Wilson**, is invited to inform members with regard to items of business likely to affect the community.

Sqn Ldr Wilson was absent from the meeting. Cllr. Kirkland informed members that there would be a pre-air show meeting on 26th April at 10.00 am in the Cosford Community Hub.

- D) Parish Councillors** are invited to inform members with regard to any items of council business they have recently conducted likely to affect the community.

Cllr Beechey informed Councillors that the Albrighton Traders had changed their name and were now to be known as the Albrighton Business Forum. The Forum would like the Council to contribute signs for the Extravaganza but both Cllrs. Pledger and Woodman felt that the road should be closed on for this event.

Cllr. Pate stated that it was up to the Forum to decide its policy **but proposed that the council should let their view be known to the Forum members that the road should be closed which was seconded by Cllr. Woodman and agreed by Council 9 – 0 with 1 abstention.**

4. Minutes of previous meetings

4.1 To receive the minutes of the meeting held on 19th January 2017

Cllr. Pledger proposed that the minutes of 19th January 2017 were a true and accurate record which was seconded by Cllr. Illes and agreed by Council 9 – 0 with 1 abstention.

4.2 To receive the minutes of the meeting held on 2nd February 2017

Cllr. Pate proposed that the minutes of 2nd February 2017 were a true and accurate record which was seconded by Cllr. Illes and agreed by Council 8 – 0 with 1 abstention.

5. Matters arising

To consider any issues arising from the minutes that are not included on the agenda

There were no matters arising.

6. To review action points arising from recent council meetings

6.1 Albrighton Parish Council business meeting held on 19th January 2017

Cllr. Griffin recorded his concern that the action points sheet did not make it clear whether an item was closed or ongoing and there was some concern with the wording of one of the action points. Cllr. Beechey said that the word 'ongoing' could be added and Cllr. Illes suggested an ongoing additional column. The Clerk agreed to modify the sheet to take account of Councillors' concerns.

6.2 Albrighton Parish Council planning meeting held on 2nd February 2017

Action points noted.

6.3 To agree a date for the Annual Parish Meeting in order for speakers, including the Police and Crime Commissioner, to be invited.

Cllr. Pledger proposed that the date of the Council's Annual Parish Meeting should be 27th April 2017 at 7.30 pm in the St. Mary's Church Hall which was seconded by Cllr. Beechey and agreed by Council 9 – 1.

7. Committee reports

7.1 Personnel committee

This item was deferred to the end of the meeting.

Cllr. Beechey proposed that the agenda item should be conducted in a confidential setting which was seconded by Cllr. Pledger and unanimously agreed by Council.

Council agreed to ratify the recommendation for the appointment of Library Assistant and make the post of Admin Assistant a permanent post. Members also agreed to develop a drivers' handbook for the Flyer and to use the vehicle tracker software on Council office computers only.

7.2 Transport committee

The Chairman thanked Cllr. Illes for his continued hard work on the possible replacement for the Albrighton Flyer and the Clerk outlined proposals for an investigation into the possibility of extending the Flyer service into areas such as Shifnal, Sheriffhales and Priorslee which had the support of Shropshire Council and Shifnal Town Council.

Cllr. Pate proposed that the Council should support the investigation into an expanded Flyer service which was seconded by Cllr. Illes and unanimously agreed by Council.

Cllr. Illes presented his latest estimates of costs relating to the purchase or lease of a new vehicle which were broadly similar and urged members to opt for a leased arrangement. Councillors gave their support to his proposal and indicated that they were minded to proceed with a new leased

vehicle, a view that could be reported to Donington with Boscobel Parish Council when they met on 21st February.

8. Clerk's Financial Report and accounts

8.1 Interim Report of the Internal Audit 2016/17

The interim report by the internal auditor was noted.

8.2 To confirm the precept of £106,508 and the draft budget for 2017/18

Cllr. Beechey proposed the confirmation of the £106,508 precept for 2017/18 which was seconded by Cllr. Pledger and unanimously agreed by Council.

8.3 To consider the outstanding balance of £1,711.38 in the TSB Play scheme account for Albrighton and Donington Parish Councils and determine policy with regard to the best use of this funding

Cllr. Kirkland proposed that the play scheme balance of £1,711.38 should be transferred to the current account and ringfenced for use with regard to the development of the Abney Avenue play park when it is transferred to the Council in April 2018. The motion was seconded by Cllr. Pate and unanimously agreed by Council.

8.4 To consider the accounts and approve urgent payments made to the following:

Date	Cheque	To whom payable	Reason	Amount
19.01.17	DD	BT	Internet provision Red House	27.88
23.01.17	DD	BT	Internet provision council office	45.48
23.01.17	DD	BT	Telephones line rental	55.08
23.01.17	DD	Shropshire Council	Library business rates	312.00
23.01.17	DD	Shropshire Council	Wages, tax & NI pensions & payroll	6283.94
25.01.17	4261	Printerland	Toner cartridges	141.60
25.01.17	4262	Melville Club	Grant for bench	349.00
30.01.17	4263	M Whitehouse	Library water supply repairs	908.40
31.01.17	4264	Ace Computers	Software problems on council computer	45.00
31.01.17	DD	Veolia	New waste bags, duty of care	85.37
31.01.17	DD	Mainstream Digital	Call charges, analogue line rental	43.83
02.02.17	4265	M Nicholls	Library, council office window cleaning	50.00
02.02.17	4266	Keith Gibson	Flyer safety check and repairs	176.10
02.02.17	4267	Printerland	Toner cartridges	164.04

8.5 Income received

Date	Payment type	Payer	Reason	Amount
19.01.17	Cash	Albrighton Flyer	Weekly cash	109.00
27.01.17	Cash	Albrighton Flyer	Weekly cash	114.00
27.01.17	Cash	Albrighton Library	Weekly cash	48.76
27.01.17	Cash	Albrighton Library	Weekly cash	86.29
30.01.17	Cash	Albrighton library	Room hire	10.00
02.02.17	Cash	Albrighton Flyer	Weekly cash	95.00

Cllr. Kirkland proposed that Council should approve the accounts and urgent payments which was seconded by Cllr. Pledger and unanimously agreed by Council.

9. Report on the replacement of the Albrighton Flyer vehicle

Report by Cllr. Illes on the suggestion that a replacement vehicle be bought or leased to replace the existing Albrighton Flyer.

This business had been completed under agenda item 6.2

10. Update on the proposed ramp to the Wolverhampton platform of Albrighton station.

To consider the response by the council's insurers with regard to the proposal for a permanent ramp to the Wolverhampton platform of Albrighton station and the future policy of the parish council with regard to further developments.

Cllr. Woodman noted that the information supplied did not give an estimate of the increased insurance premium arising from the acquisition of the ramp but did not think it would be large. The Clerk agreed to contact the company and try and establish an agreed estimate. Members raised concerns over maintenance and inspection and Cllr. Griffin asked for a risk and mitigation paper to be produced. Cllr. Woodman suggested that the other parties to the agreement would be taking on the risks and noted that the Council had given their approval to their scheme in past discussions. Cllr. Pate said that the Council needed to be positive and make this provision available to local people and Cllr. Woodman stressed that Network Rail was making a considerable investment in the project.

11. Request for funding of solar panels from Anesco

To report on the proposal that Anesco fund the supply of solar panels for the council office and/or the swimming pool and an invitation to a representative to attend a council meeting.

Cllr. Hassall reported that Anesco had completed the piping for the cable and the road closures had been well managed and the road way finished. The scheme was three weeks ahead of schedule owing to the good weather although there were still some finishing touches to be completed. The cable still needed to be threaded through the pipe work and there was currently no information about what would happen with the area adjacent to the solar farm.

The Clerk reported that he had received no reply to his invitation for an Anesco member to talk to Council and there had been no response to his suggestion that the company should contribute panels to the library and the swimming pool.

12. The suggestion for a parish council bye-law to curb the use of advertising panels on the side of buildings

To respond to concerns expressed by Cllr. Pledger about the growth of advertising panels on buildings and elsewhere in the conservation area.

Cllr. Pledger recorded her concern that there were a number of advertising signs that detracted from the overall appearance of the village and perhaps a local bye law could be enacted to deal with the problem. Cllr. Pate raised the issue of enforcement and Cllr. Illes felt that the problem was exaggerated. The Clerk was asked to investigate the possibility of a bye law and Cllr. Griffin suggested that the Business Forum should be alerted to the problem and asked for their cooperation in preventing a plethora of unsightly signs.

13.To consider the lack of car parking space in the village and any measures that might be taken to alleviate the problem.

Cllr. Pate reported that Shropshire Council were considering the installation of 4/5 parking places outside the Red House which would help users and the residents of the adjacent bungalows. Members conceded that the major problem concerning car parking is in the railway station area and that there was no solution to this difficulty until the white land was utilised to include additional car parking.

Cllr. Pate proposed that the Parish Council should write to Shropshire Council in support of the creation of 4/5 new parking spaces outside the Red House which was seconded by Cllr. Illes and agreed by Council 7 – 2 with 1 abstention.

14.To consider council representation on the Team Shifnal/Albrighton group

To agree on a small number of councillor representatives who can attend the Team Shifnal/Albrighton group meetings on Thursday mornings in the two centres.

The Team Shifnal/Albrighton group met three times per month for app. 1 hour at the two centres and currently had no Councillor representatives from Albrighton. Cllr. Pledger volunteered to attend and Cllr. Harrison said he would also attend when he was available. Cllr. Beechey said he would approach Donington with Boscobel Parish Council and see if he could identify a Councillor who would represent that Council at the meeting.

15.To consider the request for a review of the cost of the library for 2016/17

To follow up discussions on the costs of the library takeover after nearly one year and the arrangements for the collection of the data and the production of a report.

Members agreed that the best time for a review of the library costs to the Council would be at the end of the first financial year in April 2017 and any costings should include salary costs of the Clerk, the Admin Assistant and any other Council staff. The Clerk and the Chair of Council agreed to undertake this work at the appropriate time.

16.To consider the Employment Services Payroll contract for 2017/18

To decide whether to continue with the Shropshire Council payroll service for 2017/18 at a total cost of £768.00 plus VAT to be paid monthly over the period of twelve months.

Cllr. Beechey proposed that the Council should continue the contract with Shropshire Council Employment Services for all payroll matters affecting the council at a cost of £768.00 plus VAT for the 2017/18 period which was seconded by Cllr. Pledger and unanimously agreed by Council.

17.To consider the development of a Data Protection Policy and which committee/members are to be involved

To discuss the development of a new policy which responds to the demands of the 2015 Transparency Code and which recognises good practice.

The Clerk stated that he was concerned that the council had no data protection policy and he urged members to consider taking steps to produce an appropriate policy after due research. Cllr. Illes

urged Councillors to review the model on the ACAS website and Cllr. Griffin said that he would be pleased to help with the development of a draft policy for Council's consideration.

18. Items for the next business meeting agenda

Items are invited for inclusion in the next business meeting's agenda.

The following suggestions were made by Councillors for inclusion on the agenda of the Council business meeting to be held on 16th March 2017:

- Developments concerning the Albrighton Flyer;
- Planters in the village;
- Historical plaques on the side of the Spar/post office;
- Proposal for a SLA to cover library premises services;
- Refurbishment of the War Memorial.

19. Correspondence for information

19.1 Website activity

Received and noted.

19.2 SALC Information Bulletin February 2017

Received and noted.

19.3 Shropshire Council briefing note re changes to the planning consultation processes

Members welcomed the proposals and noted the contents.

20. Date of future meetings

- 20.1** Personnel Committee 2nd March 2017 at 6.30 pm in the council meeting room
- 20.2** Council planning meeting 2nd March 2017 at 7.15 pm in the council meeting room
- 20.3** Council business meeting 16th March 2017 at 7.15 pm in the council meeting room

There being no further business the meeting closed at 9.08 pm.

Signed Date
Chairman

