



ALBRIGHTON PARISH COUNCIL

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Minutes of meeting

Minutes of the Albrighton Parish Council meeting held on Thursday 7th February 2019 at 7.15 pm at The Red House, Albrighton.

Present

Cllrs. D Beechey, P Illes, M Medlyn, R Smith, P Woodman, S Pledger, R Rudman, M Pate, M Pitchford, T Maguire, A Straney, B Hickson, P Harrison, S Kirkland, Cllr S Pledger arrived at 7.45pm (appointment)

In attendance:

S Reynolds Clerk to Albrighton Parish Council.

18150. Apologies

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

Cllr J Pledger (meeting at work)

18151. 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.

None

18152. Public Participation

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.

There was only one member of the public present who had asked the Clerk of he could speak on an item later in the agenda, to which the Chairman agreed.

18153. Report by the Shropshire Council member, Cllr. M Pate, with regard to items of business likely to affect the community.

Cllr Pate informed members that setting the precept and the budget for Shropshire Council had been the main items of importance since the last meeting. Shropshire Council had got to make savings of £18.5 million in the forth coming year, which was going to be challenging. The budget increase had been set as 2.99% plus a further 1% for Adult Social Care.

18154. Parish Councillors' reports with regard to any items of council business they have recently conducted likely to affect the community.

None

18155. Minutes of previous meetings:

To receive the minutes of the meeting held on 10th January 2019 (enclosed).

It was then PROPOSED, SECONDED and AGREED that the minutes of 10th January 2019 were true and accurate records.

There was a minor amendment to the confidential minutes of the 10th January 2019

It was then PROPOSED, SECONDED and AGREED unanimously that the confidential minutes of 10th January 2019 were true and accurate records.

18156. Matters arising

Meeting actions points were noted, there were no other matters arising.

18157. Planning:

Planning applications:

Planning decisions: these were noted

Reference: 18/05368/FUL (validated: 21/11/2018)

Address: 27A Station Road, Albrighton, Wolverhampton, Shropshire, WV7 3QH

Proposal: Erection of extensions to side and rear

Decision: Grant Permission

Reference: 18/05308/FUL (validated: 23/11/2018)

Address: David Austin Roses Ltd, Bowling Green Lane, Albrighton, Wolverhampton, Shropshire, WV7 3HB

Proposal: Application under Section 73A of the Town and Country Planning Act 1990 for the temporary change of use of land for the siting of 4No. static caravans for use as specialist/seasonal horticultural worker accommodation

Decision: Grant Permission

Planning enforcement:

Reference: 19/06390/ENF

Status: Pending Consideration

Address: Spar, 78 High Street, Albrighton, Wolverhampton, Shropshire, WV7 3JA

Description of Issue: Alleged breach of Planning Control in relation to the erection of 3 canvas advertising signs.

It was stated that in future Councillors should submit objections of this kind individually and not through the Clerk, as this was not a decision taken by Council.

18158. Finance & Personnel:

- a) **To receive a report by the Chairman of Finance & Personnel Committee to also include receipts and payments up to 31st December, 2018, (enclosed) – Cllr. Maguire.**

Cllr Maguire reported back on the staffing subcommittee; its terms of reference, produced using the NALC model, had been adopted. These had been circulated to members. Councillors were given the opportunity to ask questions on the report, none received.

b) To consider Financial Risk Assessment (enclosed)

The Clerk explained that she is still trying to ensure that Albrighton Parish Council have the correct policies in place. These have already been stipulated by the new auditor and are also good practice for a Parish Council. The Clerk outlined the above policy explaining that we should have a Financial Risk Assessment Policy in place, this is a requirement but unfortunately, the former RFO did not have one in place. The Clerk explained that she was placing several policies before Council: these all comply with NALC module guidelines and asked Council to adopt the policies.

It was then PROPOSED, SECONDED and AGREED unanimously that the Financial Risk Assessment Policy be adopted.

c. Disaster recovery Policy (enclosed)

The Clerk informed Council that she had discovered that the council accounting software was only being backed up to the computer in the office and if there had been a computer breakdown or a fire, Council would have lost all its digital financial records. The Clerk explained that she had now ensured that the data is backed up to the cloud and also to a temporarily borrowed external hard drive for added protection and security. A discussion followed on the location of the external hard drive, it was felt by councillors that this should be held off site for safe keeping.

It was then PROPOSED, SECONDED and AGREED unanimously that the Disaster Recovery Policy be adopted and the Clerk to purchase an external hard drive (back up) which should be kept off site by the Clerk.

Action - Clerk

c) Health & Safety Policy (enclosed)

The Clerk informed Council that this was needed not only for the permanent members of staff but also for the apprentice and the work experience student from Tettenhall College. Both education providers have requested this from Albrighton Parish Council and we did not have a current policy in place. The Clerk also reminded Councillors of the issues found under fire assessment, and sought approval for the costs involved in providing mandatory training for staff on fire safety and first aid.

It was then PROPOSED, SECONDED and AGREED unanimously that the H&S Policy be adopted and that that the Clerk should arrange the appropriate training for all health & safety matters.

Action Clerk

d) To consider income & expenditure in Jan 2019 details below:

Date	Cheque	To Whom Payable	Reason	Amount
7/1/19	000188	Viking Payments	Clean Materials, IT cables, stationery	38.86
7/1/19	000189	Keith Gibson	Fuel for mower and ADBLue for Flyer	28.50
7/1/19	000190	e-on	Repairs to street lamp Harriots Lane	163.22
7/1/19	000191	TFM	Tools and safety equipment/workwear	125.51
7/1/19	00192	Amazon	Voice recorder	91.45
7/1/19	000193	Royal British Legion	Poppy Wreath	25.00
7/1/19	000194	O Neal	Badge Holders for Library Staff	21.67
9/1/19	000195	Telford College	Apprenticeship Standard Contribution	500

9/1/19	000196	Walking for Health	Grant to Severn Strollers	100
9/1/19	000197	1 st Albrighton Scout Group	Grant for Forest School project	500
11/1/19	000198	Npower	Electricity charge 1/10/19 to 31/12/18	1112.44
18/1/19	000199	Safe I.S.	Fire Risk Assessment	234.00
21/1/19	000200	Midland Computers	Exchange work	48.00
21/1/19	000201	Lockman	Code locks for library and office	394.20
22/1/19	000202	S Roberts	Mileage attending Library Branch Mtg	19.80
22/1/19	000203	T Ewins	Mileage June to Dec	40.50

Income Received:

Date	Payment Type	Payer	Reason	Amount
7/1/19	Cheque	Albrighton Flyer	Flyer LAH charges Oct & Nov	165.00
7/1/19	Cash	Albrighton Library	Library weekly cash 17-22 Dec	41.53
7/1/19	Cash	Albrighton Flyer	Flyer Xmas Meal fares 22/12/18	27.00
7/1/19	Cash	Albrighton Flyer	Flyer weekly cash 18-21 Dec	76.50
7/1/19	Cash	Albrighton Flyer	Flyer weekly cash 3-4 Jan	63.50
18/1/19	Cash	Albrighton Library	Library weekly cash 7-12 Jan	50.67
18/1/19	Cash	Albrighton Flyer	Flyer weekly cash 8-11 Jan	101.00
21/1/19	Cash	Albrighton Flyer	Flyer weekly cash 15-18 Jan	107.00
21/1/19	Cash	Albrighton Library	Library weekly cash 14-19 Jan	44.36

The Clerk invited questions on the income and expenditure figures, Cllr Smith asked for further information regarding the payment to e-on, the Clerk explained that the Parish Council is responsible for quite a few street lights within the village and the repairs have to be paid for in addition to the yearly maintenance contract and the cost of the electricity supply. The Clerk informed Council that the Fire Risk Assessment had identified issues which the Council needed to rectify to ensure that their building was compliant. Council agreed that the Clerk could carry out these works and safe areas of improvements that Councillors agreed unanimously to accept the income & expenditure. Council will seek reimbursement from SC as this work should have carried out when the council leased the building.

18159 To consider date of meeting and Annual Assembly

The Chairman informed Council that it would be helpful if he was able to contact the Clerk and discuss matters immediately before the council meeting. In order to be able to do this more easily the Chairman proposed changing the date of the monthly full council meetings to a Wednesday. In order to give Councillors time to adjust to this he asked for this to be implemented from the April meeting onwards.

It was then PROPOSED, SECONDED and AGREED unanimously that the monthly Albrighton Parish Council meeting be changed to the first Wednesday in the month. Action - Clerk

A discussion then took place regarding the dates of both the AGM of the Council and the Annual Parish Assembly. It was suggested that they could be conveniently on the same date, as is the case with some other councils, but some members felt that these should be held on different dates. The Chairman encouraged as many Councillors as possible to attend that Parish Assembly as residents had commented on the lack of attendance by some councillors last year. It was agreed that due to staff holidays the AGM of the Council would be on Wed 8th May and that the Annual Parish

Assembly would be on a separate day in May to be set by the Clerk after checking availability of the main hall in Red House.

It was further PROPOSED, SECONDED and AGREED unanimously that the date of the Annual General meeting of the Council be held on the 8th May 2019. Action - Clerk

18160 To receive update from the Place Plan working Party to include review of the Duty to Co-operate document (Cllr Beechey)

Cllr Beechey informed members that the Place Plan Working Group had met and he had circulated a report outlining the response to Shropshire Council. Cllr Straney asked if Albrighton was being overlooked because of the large Tong development and that our fundamental issues of parking, flooding and health services don't appear to be being addressed.

Cllr Pate explained how Shropshire Council was trying to attract industry which would help financially with business rates and that alongside these, houses would also be needed. It was noted that the hosing requirement is a national issue with pressure being brought about by government.

It was felt that the Place Plan meeting that was held on 22nd January should have included Tong and that they should be included in the list of local councils within the Albrighton Place Plan Area who are invited to send representatives to the meeting scheduled for 13th March. Councillors also wanted to be assured that Albrighton and other affected local councils will be included in any discussions concerning proposed developments in and around Tong and any other locations within the local Place Plan area.

It was PROPOSED, SECONDED and AGREED that Cllr Beechey's report should be forwarded to Shropshire Council to also include concerns regarding the Tong development. Action - Clerk

Cllr S Pledger joined the meeting at 7.45pm

18161 To receive update on planters' contract

The Clerk informed Council that as instructed at the last council meeting, she had contacted Plantscape and asked for copies of all of our customer accounts and contracts. Plantscape had now confirmed that there was no contract in place for the possible extra 6 planters. The Clerk had confirmed and placed this year's order for the original contract (this was the last year of the 3 yr Contract) and she needed Council's instruction concerning the extra 6 planters.

Cllr S Pledger said that there was no fee for this year's order and she was still unhappy about the costs being quoted. The Vice Chairman informed Cllr S Pledger that the Clerk had circulated last month a Report showing all payments made, as found in the Council's ledgers. He reminded Council that last month it was agreed that there were two issues i) do we want to have the additional 6 planters this year at a cost of about £1908 and ii) as it seemed that all the Plantscape accounts details could not be found in Council's files then the Clerk was to seek as much information as possible about the account from Plantscape which would then be given to the Finance & Personnel Committee to review which would then report back to full Council.

Cllr Pate proposed that the Council did not place an order for a further 6 planters for this year, this was seconded by Cllr Maguire.

It was PROPOSED, SECONDED and AGREED by a majority that council does not order any extra planters this year and the original contract honoured. Action - Clerk

18162 To receive update on War Memorial. (Cllr Kirkland)

Cllr Kirkland stated that this had not been dealt with by the Clerk and the War Memorial should have been refurbished for September 2019. The Clerk had previously circulated emails from the former RFO and John Stretton. The Vice Chairman Cllr Smith explained that John Stretton had made a presentation to the Council and had asked the Council to fund the work. The Council had agreed in principle to do so and noted that as Mr Stretton had specialist knowledge about war memorials and information on relevant funding sources and also knew contractors approved for such work asked if he would prepare a report on the work needed etc on behalf of and for the Council to implement. Unfortunately, Mr Stretton then had had family illness issues but it was hoped that he would pick up this matter up again when he could. The Clerk confirmed that this matter had been ongoing for a while and was something that the former Clerk had been asked to carry out. and she had instructed the former RFO to chase this matter prior to his departure. The former RFO had written to John Stretton in June but he had not followed this up again. She informed members she has now written to John Stretton again to ascertain the current position and was awaiting his reply; the Clerk had noted that within the email from the former RFO in June he had suggested to John Stretton that this matter was not pressing and he had a year or two to progress it, before the bi-centenary.

It was PROPOSED, SECONDED and AGREED that the Clerk should follow up with John Stretton and report back on what he is able to do.

18163 To review Christmas Lights

Cllr Illes informed Council that he felt that the lights had been a success this year. Turnocks had supplied lights on time and had been helpful with the switch on and very responsive to first incident when the lights were damaged the day before the switch on. Council were reminded that there may be costs incurred for the repair of the lights prior to next year's installation from the two incidents.

The Clerk raised the question of the contract and Cllr Illes confirmed that this was the last year of the three-year contract. The issue of storage costs being incurred was discussed but Cllr Illes stated these were included within the contract price.

It was PROPOSED, SECONDED and AGREED that Council recommend instructing Turnocks for next year and setting the date for the Christmas lights switch on for 28th November 2019

Action – Clerk

18164 To consider Abney Ave Park. (Cllr Kirkland)

Cllr Kirkland raised concerns regarding the play equipment on the Abney Avenue play park. She stated that some equipment needed repairing and also asked the Parish Council to consider purchasing replacement netting equipment. The Clerk explained that she had checked the asset register and this confirmed that we do not own any equipment on the Abney Avenue Play Park. All the play equipment was handed over to Shropshire Council in May 2012 and as the equipment is not owned by the Parish Council she advised against the repair or purchase of any equipment which would then make Albrighton Parish Council liable for the park. Shropshire Council are looking to offload facilities on to Town and Parish Council and the Clerk advised against taking on responsibility for this play park. She confirmed that we currently have no responsibility for the purchase or maintaining of the equipment and therefore cannot be held responsible for its condition.

It was PROPOSED, SECONDED and AGREED that Council do not repair or purchase any equipment for Abney Avenue Play Park.

18165 To receive an update on Melville Club (Cllr Illes)

Cllr Illes advised council that he had sort advice from the Clerk who had further confirmed this with the Monitoring Officer at Shropshire Council regarding his position as representative for Albrighton Parish Council and Vice Chairman of the Melville Club. The Clerk had previously circulated the email exchange to all councillors for their information. Cllr Illes confirmed that he had decided to resign from his position as representative for Albrighton Parish Council at the Melville Club. He went on to say he understood the Monitoring Officers advice that it was a matter of 'public perception'. Cllr Illes updated Councillors on the current position at the Melville in line with the report which had been circulated.

The Chairman then invited David Dale to speak regarding the matter, he explained the current issues at the Melville, how people's needs have changed which had consequently resulted in a reduction in usage of the club by local residents. David Dale explained that whilst he understood Cllr Illes decision to stand down, he felt it wasn't necessary and that there wasn't a conflict of interest. He explained that this wasn't the first time a conflict of interest had occurred for a councillor and the knock-on effect for the Melville Club. The Chairman thanked David Dale for his contribution and explained that the Parish Council was separate to the Melville Club and that the decision to stand down was one for Cllr Illes alone to make. A discussion followed regarding the deeds of the property and Cllr Woodman explained that within them there was a comment regarding selling the property and transfer of the resulting funds that states that the money must be used for the original purposes and if they can't meet the objectives then the covenant binds them. Cllr Medlyn explained that the members had asked for an EGM which was set for the 27th February, at this meeting members should be informed of the current position and the decision regarding its future should be left to the members to decide. Cllr Illes informed councillors that the deeds were with a solicitor who will be informing the Melville Club of his interpretation of them, it is hoped this is in time for the EGM. Cllr Illes also reiterated his intention to stand down as the Parish Council representative. Cllr Pitchford offered to become the new representative for Albrighton Parish Council.

It was PROPOSED, SECONDED and AGREED that Cllr M Pitchford become the representative for Albrighton Parish Council on the Melville Club Committee. Action - Clerk

18166 To received update from Playscheme Working Party

The Clerk informed Councillors that she had written to the members of the Working Party and they had convened their first meeting and agreed terms of reference. The members were Albrighton Cllrs Harrison and Medlyn and Donington Cllrs Jones and Kirton with Cllr Kirton elected as Chairman. Cllr Harrison informed council that he had not received the details regarding the date and time of the meeting, the Clerk explained that the meetings had been arranged amongst the group and not through herself, she said she would contact the members to ensure Cllr Harrison received future notification of meetings. The Clerk had received an update from Cllr Jones who stated that the Working Party had held two meetings and investigated APC and Playscheme Minutes for the period 2015-2018. They were now requesting further information with regard to finances for 2016-18. At their next meeting they hoped to look at more information. Councillors thanked all the members of the playscheme Working Party for their work to date and welcomed a further update when more information was available.

18167 To consider a way of recognising the end of the 1st World War.' (Cllr S Pledger)

Cllr S Pledger said this matter had been covered in the previous item regarding the war memorial so no longer was valid.

18168 To consider website management (Cllr Illes)

Cllr Illes raised the issues over our lack of control over our website and the fact we are sometimes being charged for changes to our own site. i.e. when he asked for the photo of the flyer to be changed together with the words 11-seater it cost this council £42. Cllr Illes felt this was something that could be done in house with the correct website and that it was maybe time to consider the costs involved in a new website which Albrighton Parish Council would have administrative control over.

The Clerk informed members of the current costs and that the Council were paying £1,152 per year for this website with an additional cost for some website changes. The website had been set up some years ago and was managed by a company based in High Wycombe and all changes to content had to be done through them. The Clerk also stated that she had discovered that the council was also paying £252 per year to Shropshire Tourism and that the invoices state it was for website hosting, email support & SEO maintenance. The Clerk said she was unsure why council was paying this and asked for further information from Councillors as to what this was for. Councillors informed her that this was an old website domain that had been used prior to the one they currently had and that they didn't think it was valid any more. The Clerk was instructed by council not to pay this invoice in future as this website was no longer used by Albrighton Parish Council. Councillors discussed the merits of a new website that could be controlled in house and Cllr S Pledger explained that they had the current website because the former RFO was not confident in managing the website.

It was PROPOSED, SECONDED and AGREED that the Clerk should look at different website providers and obtain quotes in order to compare the creation of a new website, with training costs included to ensure the website could be managed inhouse in future. Action - Clerk

18169 To consider working relationships

The Chairman asked members if they would allow this item to be moved to private sessions. It was agreed by all councillors that this would be moved to private session at the end of the meeting, (see separate minute) after the Chairman had asked that the public leave the meeting.

It was agreed by all councillors that public session would now resume.

18170 Correspondence For action:

To consider Shropshire Association of Local Councils' Area Committee Review 2019
(previously circulated)

The Clerk had circulated a survey to all councillors which needed to be completed and returned to the Shropshire Association of Local Councils' Area Committee. The Clerk asked if members wanted to complete this individually or for one review to be returned on behalf of the council. Members discussed the importance of the Shropshire Association of Local Councils' Area Committee and it was felt that it would be appropriate for Cllr Beechey to complete this on our behalf.

It was PROPOSED, SECONDED and AGREED that Cllr Beechey would complete the Shropshire Association of Local Councils' Area Committee Review survey on behalf of Albrighton Parish Council. Action – Cllr Beechey

18171. Date of next meeting:

- a) Albrighton Parish Council meeting – Thursday 7th March 2019 at 7.15 pm in The Red House.

Items for the next agenda: none received

The meeting closed at 9.30pm.

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