



## **ALBRIGHTON PARISH COUNCIL**

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### **Minutes of meeting**

Minutes of the Albrighton Parish Council meeting held on Thursday 10<sup>th</sup> January 2019 at 7.15 pm in the Meeting Room, Albrighton Parish Council Offices.

### **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

In attendance:

S Reynolds Clerk to Albrighton Parish Council.

#### **18136. Apologies**

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

Apologies were received from:

Cllr S Kirkland (illness), Cllr P Harrison (work commitment), Cllr J Pledger (family celebration)

#### **18137. 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

#### **18138. 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 were two members of the public present who outlined their proposals for 18/0555/FUL the proposed development at Poplars Farm.

In view of their attendance for this item the Chairman asked the Council if the order of the agenda could be changed to deal with this planning item within 18144 first. All the council were in agreement with this.

Reference: 18/05585/FUL (validated: 13/12/2018)

Address: Poplars Farm, County Lane, Codsall Wood, Wolverhampton, Shropshire, WV8 1RG

Proposal: Demolition of existing buildings and conversion of existing former stable building with extension to form one detached dwelling and detached garage

Applicant: Mr Joe Cork (2 Walton Grange, Church Eaton Road, Moreton, TF10 9DW)

Councillors discussed the merits of this scheme and how it would improve the location, it was confirmed that this development had been through the pre-planning process and it was explained that there would be a trade-off of space replacing the existing building.

**It was PROPOSED, SECONDED and AGREED that council recommend this application for approval.**

**ACTION Clerk**

The Chairman thanked the residents for their attendance and explained to Council that he would be returning to the agenda and the other planning items would be dealt with later in the meeting.

**18139. Report by the Shropshire Council member, Cllr. M Pate, with regard to items of business likely to affect the community.**

Cllr Pate discussed the current activities of Shropshire Council including the financial budget and the place plan, he explained that consultation was taking place regarding proposed housing land and as this was on the agenda later in the meeting, he would provide information at that agenda item.

**18140. Parish Councillors' reports with regard to any items of council business they have recently conducted likely to affect the community.**

Cllr Smith updated Councillors on the issues of flooding on the Crown Car Park. He had met with a representative from Marston's Brewery to discuss the problems and this matter has now been resolved. Marston's had taken full responsibility for the drains on the car park and have now cleared them on 8/1/19.

Cllr Smith also informed members about the problems with the Christmas lights during the festive period, unfortunately a second lorry had now damaged the lights again but this time on the High St opposite the Coop shop. Terry together with Cllr Smith had secured the lights. Cllr Medlyn had phoned Turnocks but no reply so she contacted Gareth the electrician and Cllr Smith had met him on site and had disconnected them to make them safe. Councillors were reminded that unfortunately we will have to bear the cost of these repairs. Cllr Medlyn explained that she had requested the CCTV be examined but as yet had not had a response.

Cllr Smith also informed members that a resident had contacted him regarding the alley from Bredon Close to the High Street, a large overgrown ivy branch on a tree had collapsed blocking in this alley. The ivy has subsequently been cut down, presumably by a resident, and the debris left there, the Clerk was requested to report this to Shropshire Council to see if this could be removed.

**ACTION Clerk**

Cllr Hickson updated members on the Shifnal/Albrighton team meeting he had attended, the main item for ourselves was the confirmation that the bushes had now been cut down but roots left in, from the front of the skate park. Cllr Hickson had spoken to the local police at the meeting and requested that they take a great interest in that area which should be easier now it is more visible.

**18141. Minutes of previous meetings:**

**It was then PROPOSED, SECONDED and AGREED unanimously that the minutes of 6<sup>th</sup> December 2018 were true and accurate records.**

There was a minor amendment to the confidential minutes of the 6<sup>th</sup> December

**It was then PROPOSED, SECONDED and AGREED unanimously that the confidential minutes of 6<sup>th</sup> December 2018 were true and accurate records.**

**18142. Matters arising**

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

**None**

**18143. Planning:**

**Planning applications:**

Reference: 18/05554/FUL (validated: 11/12/2018)

Address: Land on The North Side Of, Harriots Hayes Lane, Albrighton, Shropshire

Proposal: Application under Section 73A of the Town and Country Planning Act 1990 for the erection of building for storage of feed and covered equine shelters; siting of a touring caravan, chicken coop and greenhouse, to include change of use of land to equestrian

Applicant: Mr Mark Fellows (18 Burland Avenue, Tettenhall, Wolverhampton, WV6 9JL)

**It was PROPOSED, SECONDED and AGREED by a majority that council recommend this application for approval.**

**ACTION Clerk**

Later Application

Reference: 19/00077/TPO

Address: 4 Manor Gardens, Albrighton, Wolverhampton, Shropshire, WV7 3RD.

Proposal: To prune back to previous pruning points and deadwood 1No Lime tree protected by Shropshire Council (Land at Cross Road, Albrighton) TPO 2010

**It was PROPOSED, SECONDED and AGREED that council recommend this application for approval.**

**ACTION Clerk**

**Planning enforcement:**

Case Reference: 18/06345/ENF

Planning Enquiry: Alleged breach of Planning Control in relation to Town and Country Planning Act 1990 Section 215 untidy land

Location: 33 Windsor Road, Albrighton, Wolverhampton, Shropshire, WV7 3PN

The Clerk informed members that she had lodged this complaint for a resident and had not received any further information other than the enforcement notice. It was noted that this property had been in this condition for many years.

**18144. Finance & Personnel:**

- a. **To receive a report by the Chairman to also include receipts and payments up to 30<sup>th</sup> November, 2018, (enclosed) – Cllr. Maguire.**

Councillors were given the opportunity to ask questions on the report, none received.

- b. **To consider cheque signatory for Building Society accounts.**

The Clerk informed Councillors that she was having a lot of problems accessing funds in both the Beverley and Cambridge Building Societies. A copy of the instruction to change the authorised signature to include the Clerk had been given to the former RFO in June 2018 (copy circulated to members) but unfortunately this had not been done despite reminders in the six months before he left. The Building Societies will not speak to the Clerk regarding banking arrangements as she is not an authorised signatory and will also not disclose who is. Unfortunately, the records in the office do not have the authorised signature details within them so this is causing great difficulties. The Clerk has written to the head offices of each building society explaining the situation and they have now agreed that as long as they received a minute authorising the change from the council detailing that Michael Ward the former RFO is to be taken off the account and that Shirley Reynolds the Clerk is to be added to the account they will consider doing this.

Councillors expressed their disappointment that this instruction had not been carried out by the former Clerk before he left resulting in this problem for the Clerk and the Council. Cllr Maguire suggested that it would be useful to add further signatories to the account and it was agreed that the Vice Chairman Cllr Smith and the Chairman of the Finance & Personnel Committee Cllr Maguire should also be included as signatories. Councillors asked the Clerk to report back the progress on these issues.

**ACTION Clerk**

**It was PROPOSED, SECONDED and AGREED that council instruct the Clerk to contact the Building Society to have the former Clerk Michael Ward's name removed as an authorised signatory on our account and that the Clerk Shirley Reynolds is to be added as an authorised signatory to our building society account. This was passed unanimously by the Council.**

**To consider income & expenditure in Dec 2018 details below:**

Date	Cheque	To Whom Payable	Reason	Amount
3.12.18	00179	T F M	Commercial Refuse Sacks	22.00
7.12.18	00180	DBPC	Contribution to 2018 Approbation	2875.70
7.12.18	00181	AVHT	Remainder of grant for xmas event	380.76
7.12.12	00182	P Woodman	Chairman's allowance – retirement gifts for staff.	137.76
12.12.18	00183	Department Vehicle Transport Services	Late renewal of Bus Permit for the Flyer	11.00
17.12.18	000184	Fire I S	Fire Extinguisher service	65.94
17.12.18	000185	Melville Club	Rental charge for storage 18/19 and grants 17/18	491.00
17.12.18	000186	Viking	Shredder and cleaning equipment.	98.44

**Income Received:**

Date	Payment Type	Payer	Reason	Amount
3.12.18	Cash	Albrighton Flyer	Flyer weekly cash	123.00
7.12.18	Cash	Albrighton Flyer	Flyer weekly cash	134.00
7.12.18	Cash	Albrighton Library	Library weekly cash	31.13
12.12.18	Cash	Albrighton Library	Library weekly cash	31.81
17.12.18	Cash	Albrighton Library	Library weekly cash	28.89
17.12.18	Cash	Albrighton Flyer	Flyer weekly cash	143.00
19.12.18	Cash	Albrighton Flyer	Flyer weekly cash	160.00

The Clerk invited questions on the income and expenditure figures, Cllr Pledger asked if the amount for the approbation was 28% of the cost, the Clerk explained that this was the 72% of the cost and that Donington with Boscobel were the lead this year but the apportioned costs were still the same 72%/28%. Councillors agreed unanimously to accept the income & expenditure

**c. To receive staffing update.**

The Clerk informed Council that the recruitment process has been completed for the Apprentice and that Olivia Neal has now been appointed as our new Administration Apprentice, she will be completing a level 3 Business Admin qualification during her apprenticeship and is already settling well working across both the library and parish office. Under the modern apprenticeship for her Level 3 qualification we have to contribute 10% towards her training, members agreed to this. The Clerk explained that Olivia lived in the village, and that Albrighton Parish Council was able to provide this opportunity for a local youngster was commendable.

The Clerk also informed Council that two part time library assistants had now been appointed Amanda Wright and Lauren Hancock. It was asked if they had any previous experience and the Clerk explained that Amanda had many years' experience of being a librarian. The Clerk was thanked for her work during these appointments and it was felt that Albrighton Parish Council had been fortunate to have had applicants of such high calibre.

The Clerk also informed that Council that the Flyer driver was taking leave from 19<sup>th</sup> January and that there may be an issue over the cover of this position on some days as our casual driver now had another part time job. Cllr Medlyn offered to cover Living at Home so these residents did not lose out. The Clerk thanked Cllr Medlyn for her support.

**18145 To consider recommendations made by the Grants Working Party**

Cllr R Smith had previously circulated the grants working party recommendation and the undated Grants Policy. He informed members that the working party had agreed to a £100 grant (which was within the delegated powers (£250) of the Grants WP) for the Walking for Health group and was recommending to council a grant of £500 for 1<sup>st</sup> Albrighton Scouts Group, and that the grants policy had now been updated in readiness for ratification from council.

**It was PROPOSED, SECONDED and AGREED that council adopt the new policy and that a grant of £500 be made to 1<sup>st</sup> Albrighton Scouts Group.**

**ACTION Clerk**

**18146 To consider report regarding planters. (Cllr S Pledger)**

The Vice Chairman Cllr Smith asked members if they would allow the first part of this item to be moved to private sessions. It was agreed by all councillors that this would be moved to private session, (see separate minute).

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

Cllr Straney stated that although we had many discussions on the black plastic planters which are put in place in the summer, he still didn't know the cost of the planters. Cllr Straney said he had asked many times but is still unclear of the annual cost since this project was undertaken in 2017. The Chairman then asked the Clerk if she was able to help with this and she explained she had tried to foresee this and had produced a spreadsheet of payments made annually since 2017 to date and including the anticipated cost for 2019, this was then circulated to members for their information. This showed that the total cost over years 2017, 2018 and 2019 would be approximately £14k thus approximately £4,600 per annum less VAT.

Cllr Pate was surprised at the figures and said that enough money had been spent on planters. Cllr Pitchford then asked if there was a signed copy of the contract and if so then we are obliged to honour the contract for 2019. There was further discussion regarding the cost of the planters and the ones which the Civic Society maintain, it was decided that we needed to focus just on the black plastic planters for which believe we have a contract.

Cllr Pledger stated that Donington with Boscobel Parish Council pay 28% of the costs so the figures provided by the Clerk were incorrect. The Chairman stated that there was no agreement with Donington with Boscobel Parish Council to contribute towards the planters, and the Clerk confirmed that the former RFO had failed to invoice DBPC and when she had sent them an invoice for the last 3 years this had come to light and they had stated there was no agreement for shared costs.

Cllr Woodman asked what we were paying and what contracts were in place. The Clerk informed him that currently there is only one contract and we do not appear to have a contract for the extra six planters. Cllr Pledger informed council that this was a verbal contract.

Cllr Illes suggested that this needed to be looked at in depth, that all customer accounts/invoices together with copies of the contracts should be sought from Plantscape. The Clerk was instructed to contact Plantscape and ask for copies of all of our customer accounts. He went on to state that once the paperwork was obtained the Finance & Personnel Committee should get together in order to have an understanding of the situation, it was felt that Cllr Pledger could also assist with this. Cllr Smith proposed and it was subsequently agreed that we do not agree to order any extra planters until we had the full information regarding costs and contracts.

**It was PROPOSED, SECONDED and AGREED that council should only have the goods which had been paid for in the contract and that the Clerk would contact Councillors once she had received all the necessary paperwork from Plantscape and then the F&P Committee would meet to discuss and bring a report back to council.**

**ACTION Clerk**

The Clerk raised the point that there could sometimes be confusion over who was responsible for carrying out some actions following a council meeting. A discussion followed and it was agreed that the Clerk would devise a system so the minutes would be clearly marked identifying who was carrying out actions following the meeting and that a running action list be prepared. It was agreed that only the Clerk should be placing orders with a company unless a councillor is given specific

instructions to do so on behalf of the council. **This would not only make it much clearer on who is doing what, Councillors and Clerk will know who is responsible for progressing work. If this is included on the minutes it can be easily identified at the next meeting to ensure nothing is missed and that the correct councillors/clerk are dealing with an issue.** **ACTION Clerk**

**18147 To consider memorial (Cllr S Pledger)**

Cllr Pledger expressed her view that the council had not progressed with a memorial for a former Councillor. The Chairman explained that in the minutes it was clearly shown the course of action to be taken which had not yet been taken by the Councillors to which it was allocated. The issue has since become more complex with a former Chairman of the Council passing away and did this now need to be reconsidered.

Cllr Pate felt that it would be setting a precedent and that we would then need to consider every former councillor and that we couldn't just pick one person to do a memorial for. All members agreed that they appreciated the good work of Cllr Leeson but didn't want to set a precedent and felt it would be better if no further action regarding a memorial be taken.

**It was PROPOSED, SECONDED and AGREED by a majority that council will take no further action on a memorial for former councillors.**

**18148 Correspondence - For action:**

Email received from Donington with Boscobel Parish Council

The Clerk informed Councillors that she had received an email from Donington with Boscobel Parish Council who had appointed Cllr Jones and Cllr Kirton to join Playscheme Working Party. The Clerk explained that the members of working party (Cllrs Medlyn, Harrison, Jones and Kirton) need to convene a meeting, agree Terms of Reference and appoint a Chair, it was agreed that the Clerk would contact all members of the Working Party to set this up. **ACTION Clerk**

Email received from SALC national pay award (previously circulated)

The Clerk informed members that SALC have agreed a national pay award and council needed to confirm that these will be implemented from 01/04/19, it was pointed out to members that this would include the introduction of the national living wage. Cllr Illes asked if this affected any of Albrighton Parish Council staff and the Clerk informed members that several employees were currently in receipt of the minimum wage and would benefit from the introduction of the living wage. Cllr Maguire asked if this also included the incremental salary rise for staff and the Clerk confirmed that it did and council agreed that this would also be implemented.

**It was PROPOSED, SECONDED and AGREED unanimously that council would implement the national pay scales from 1<sup>st</sup> April together with the incremental pay rise for staff where this was in their contract.** **ACTION Clerk**

Email received from Shropshire Council regarding Place Plan review (previously circulated)

The Clerk informed Councillors of the importance of completing survey and attending meeting on 22nd January at the Red House, she also confirmed that she had complained about the short notice

for the consultation and she had received notice today that the consultation had been extended until 8<sup>th</sup> February 2019.

Councillors discussed the many issues regarding this consultation paper and how this affected the green belt. It was agreed that whilst councillors should attend the meeting on the 22<sup>nd</sup> they would be there as a resident in the village and would only be able to put forward their own personal view. Councillors could not speak on behalf of the council as an agreed position has not yet been taken. It was proposed that a working party be set up to look at this and report back to the February meeting, it was agreed to convene the existing place plan working party for this purpose.

**It was PROPOSED, SECONDED and AGREED that council should have working party to discuss and report back to council the details in the consultation paper for the place plan.**

**ACTION Cllr Beechey, Smith, Woodman, Pate**

Email received from resident concerning notice boards

The Clerk informed Councillors she had received complaints from residents that the village notice boards are defective and do not open. The Clerk explained she has asked Terry to look at them in order for remedial work to take place to make them functional again. The locks on all the notice boards are in a poor state, and it was felt by some members that these should be replaced. The Clerk also suggested it would be helpful to have a notice board outside the Parish Council Offices for use by the Council and the Library, this would be good for advertising library services. It was agreed that the costs of replacement should be investigated.

**It was PROPOSED, SECONDED and AGREED that the Clerk should investigate the costs of replacement notice boards and the cost of a new notice board outside the Library and to report back to council.**  
**ACTION Clerk**

**18149. Date of next meeting:**

- a) Albrighton Parish Council meeting – Thursday 7<sup>th</sup> February 2019 at 7.15 pm in The Red House.

Items for the next agenda to include:

- Benches – maintenance
- Christmas lights
- Police attendance
- Website management
- Council Meeting dates

The meeting closed at 9.30pm.

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