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| <p style="text-align: center;"><b>ALBRIGHTON PARISH COUNCIL</b><br/><b>MINUTES OF MEETING</b><br/><b>21<sup>ST</sup> July 2016 at 7.15 pm in the council meeting room</b></p> |
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Minutes of the Albrighton Parish Council business meeting held on Thursday 21<sup>st</sup> July 2016 at 2.15 pm in the council meeting room.

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

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

**PUBLIC SESSION.**

There were no members of the public present.

Each apology was accepted by council.

**1. APOLOGIES.**

Cllrs. P Griffin (injury), P Illes (holiday), S Pate (ill health), C Roseby (conflicting meeting).

**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 THE PREVIOUS MEETINGS:**

- **Minutes of the Albrighton Parish Council business meeting held on 16<sup>th</sup> June 2016;**

**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 held on 7<sup>th</sup> July 2016.**

**Cllr. Pledger proposed that the minutes were a true and accurate record which was seconded by Cllr. Woodman and agreed by council 7 – 0 with 1 abstention.**

**4. MATTERS ARISING.**

There were no matters arising.

**5. RAF COSFORD REPORT.**

In the absence of Sqn Ldr Wilson Cllr. Kirkland reported that a number of benches had been refurbished but the personnel involved had run out of materials. They would return to finish the

work at a date to be arranged. There had been an excellent response to the upgrading of the benches from members of the public.

## **6. SHROPSHIRE COUNCIL REPORT.**

Cllr Pate reported that a draft corporate plan and financial strategy had been approved by council which required the use of reserves to balance the budget. By so doing Shropshire Council hoped to be able to avoid taking any of the red cuts but the amber and green cuts would be proceeding. Members were hoping that the new Prime Minister might relax the austerity programme and the county was hoping to join the new West Midlands Authority which would perhaps bring increased investment into the region. An improved IT strategy had been developed which might also reduce expenditure and the county treasurer was joining a parliamentary panel looking at rural affairs and ways of improving rural economies.

Cllr. Beechey said that he had recently attended a meeting at Shirehall in which the deadline for town and parish councils for declaring an interest in devolved assets had been extended by twelve months.

## **7. COUNCILLORS' REPORTS.**

- **Report on meeting with Shropshire HR and a possible agreement to provide services.**

Cllr. Pledger reported on the meeting with Shropshire HR on 1<sup>st</sup> July and the written offer that had been subsequently received. She felt that it was unlikely that the council would need the dedicated support package but she suggested that the clerk could identify any areas that might be appropriate to Albrighton council. Cllr. Woodman reminded members of the need to check out the provisions of the Service Level Agreement as it applied to the library and with that proviso:

**Cllr. Pledger proposed that the clerk should be asked to investigate the package on offer, identify which services would be of most use to the council and contact Shropshire Council HR with a view to gaining access to their professional advice. The motion was seconded by Cllr. Woodman and agreed by council 7 – 0 with 1 abstention.**

## **8. COMMITTEE REPORTS:**

- **Personnel Committee**

Cllr. Pledger's report was received and noted and it was clear that the advice of Shropshire Council HR would be helpful in establishing appropriate bank holiday allocations as discussed under agenda item 7.

- **Library Committee**

The library committee report was received and noted together with the brief for the committee. A draft hire charge document with related terms and conditions was discussed by members in order to establish a fair pricing system for the hire of the library and/or the council meeting room.

**Cllr. Pledger proposed that the documents produced by Cllr. Harrison with regard to hire charges for the use of the library and council rooms should be adopted by the council which was seconded by Cllr. Beechey and agreed by council 5 – 1 with 2 abstentions.**

- **Finance Meeting**

Cllr. Harrison's report was received and noted by council. He stressed to members that a sum of £75,000 was the maximum protected in savings accounts by FSCS and in order for all of the council reserves to be covered two new savings accounts would need to be opened. The council Admin Assistant had identified the Beverley Building Society and the Cambridge Building Society as the ones offering the most suitable benefits to the council and the best rates of interest. Both were covered by the FSCS guarantee up to a limit of £75,000.

**Cllr. Harrison proposed that the council should open a Postal Business Account with the Beverley Building Society and a Councils Savings Account with the Cambridge Building Society and that the existing Nationwide Business Saver Account should be kept at a maximum, also the Cambridge Building Society and that the Beverley Building Society should be used to provide funds for the TSB current account as required. The motion was seconded by Cllr. Pledger and unanimously agreed by council.**

Thanks were extended to the Admin Assistant for all of her hard work in researching the most suitable provision for the safeguarding of council reserves.

#### **9. FINANCE:**

- **Accounts for the end of the first quarter**

The accounts had been considered in details by the Finance Committee and showed a balance of £6,774.68 for the TSB current account, £203,175.00 for the Nationwide Business Saver and £89.94 in petty cash. Further details had been supplied regarding three budgets that had already reached or nearly reached their limit; namely members' expenses, office telephone and internet and footway lighting.

**Cllr. Pledger proposed that the council adopt the report for the end of the first quarter which was seconded by Cllr. Beechey and unanimously agreed by council.**

Members also agreed to discuss the internal auditor's report at the planning meeting on 4<sup>th</sup> August.

- **To confirm the opening of two further savings accounts.**

This proposal had been covered under agenda item 8.

- **To consider and approve cheques for July 2016.**

**Cllr. Pledger proposed that the list of cheques should be approved for payment which was seconded by Cllr. Kirkland and unanimously agreed by the committee.**

| <b>Cheque No.</b> | <b>Date</b> | <b>Payee</b>                             | <b>Amount</b> | <b>VAT</b> |
|-------------------|-------------|--|---------------|------------|
| 4165              | 04.07.16    | Clegg Gifford, Flyer insurance 2016/17   | 2849.43       | 174.09     |
| 4166              | 04.07.16    | Mike Nicholls, window cleaning           | 50.00         |            |
| 4167              | 06.07.16    | TFM, high vis. Jackets for Flyer drivers | 18.72         | 3.12       |

|      |          |   |         |        |
|------|----------|---|---------|--------|
| 4168 | 11.07.16 | BG Grounds Maint., 2 mows of Patshull Green   | 168.00  | 28.00  |
| 4169 | 11.07.16 | Midland Computers, reconfiguring all printers | 156.00  | 26.00  |
| 4170 | 11.07.16 | Alb. Swimming Club, insurance for 2016/17     | 1759.30 | 148.30 |
| 4171 | 13.07.16 | Shropshire Council, school reimbursement      | 2901.53 |        |
| 4172 | 14.07.16 | Zoolab, school visit to the library           | 139.20  | 23.20  |
| 4173 | 14.07.16 | S Pledger, travel expenses                    | 23.72   |        |
| 4174 | 14.07.16 | M Ward, travel expenses                       | 44.55   |        |
| 4175 | 18.07.16 | Npower, street lighting                       | 745.09  | 124.18 |
| 4176 | 20.07.16 | Midland Computers, 2 cables & Cat 5e module   | 13.14   | 2.19   |
| 4177 | 20.07.16 | Keith Gibson Cars, Flyer repairs              | 683.39  | 113.90 |

**10. TO CONSIDER TRAINING ON THE USE OF THE DEFIBRILLATOR BY SAFEAID FOR SEPTEMBER 2016.**

The clerk outlined the proposal from Safeaid for training a maximum of 20 participants at a cost of £300 plus VAT. A list of dates had been made available in September 2016. He suggested that initial offers of participation should be made to council members, then the Women’s Institute who had contributed to the cost of the defibrillator and then to the public at large if there were still places available. Alternative providers were considered by members plus the possibility of asking for a deposit from those taking part. Cllr. Beechey stated that information also needed to be placed on the council website as well as in the Parish Magazine and posters on notice boards.

**Cllr. Pledger proposed that Safeaid should be asked to lead a training session in September on a date to be arranged with the clerk on the terms suggested. Cllr. Woodman seconded the proposal which was agreed by council 7 – 1.**

**11. UPDATE ON THE SWIMMING POOL AT ALBRIGHTON PRIMARY SCHOOL AND A PROPOSED MEETING TO CONSIDER THE ESTABLISHMENT OF A CHARITABLE TRUST.**

Because of the unavailability of the Albrighton Primary School Headteacher for a meeting to discuss a new structure for the management of the pool members felt that this item needed to be deferred. Members further discussed the payment of bills to the school and the swimming club and the need for a new structure was again emphasised by Cllrs. Woodman, Pledger and Pate. Donington with Boscobel Parish Council would also need to be involved in future meetings which should proceed as soon as the Headteacher was available.

**12. REPORT ON THE REFURBISHMENT OF BENCHES IN THE HIGH STREET AND THE COSTS OF REMOVING AND INSTALLING THE NEW BENCHES.**

Members considered a new quotation from the bench contractor to remove existing benches from the centre of the village and reposition them in the new agreed locations so that the new benches could occupy the most prominent positions.

**Cllr. Pledger proposed that the council should accept the new quotation to position the new benches in the centre of the village and move existing benches to the new agreed positions which was seconded by Cllr. Woodman and agreed by council 6 – 0 with 2 abstentions.**

**13. TO RATIFY THE APPOINTMENT OF A REPLACEMENT LIBRARY ASSISTANT FOLLOWING INTERVIEWS WHICH CONCLUDED ON 13<sup>TH</sup> JULY.**

**Cllr. Beechey proposed that this agenda item should be discussed in confidential session which was seconded by Cllr. Pate and unanimously agreed by council.**

**14. TO REVIEW THE COUNCIL DECISION TO DISALLOW ANY DELEGATED DECISION MAKING TO COUNCIL COMMITTEES FOLLOWING DIFFICULTIES ENCOUNTERED BY THE TRANSPORT COMMITTEE.**

Councillors discussed the difficulties that the Transport Committee found themselves in when asked to sanction the Flyer for use at the weekend or the evening when the committee had no delegated powers. Cllr. Pate felt that this was an unnecessary complication and that the committee should not have been constrained from acting in what was obviously a good cause. Several members reiterated that the Flyer did not provide a taxi service and Cllr. Woodman suggested that a middle course might be to give the clerk discretionary powers in conjunction with the Flyer drivers which was a suggestion that gained support from Cllr. Beechey. Cllr. Pledger stressed that the real issue was the lack of discretionary powers for committees and Cllr. Straney stated that the problem was not just a financial one. The clerk reminded members of the rulings agreed by council in their Financial Regulations and read from section 4 'Budgetary Control and Authority to Spend' which stimulated further discussion regarding the interpretation of these agreements.

**Cllr. Pledger proposed that all of the council committees should have discretionary powers in accordance with the rulings in the Financial Regulations which was seconded by Cllr. Woodman and agreed by council 6 – 2.**

**15. TO DISCUSS THE GUEST LIST RELATING TO THE CHRISTMAS DINNER AT THE SHREWSBURY ARMS AND STAFF INVITATIONS.**

Cllr. Kirkland reminded members that the Christmas dinner was on 8<sup>th</sup> December at the Shrewsbury Arms. There was discussion as to whether employees should be given a meal at the council's expense in addition to invited guests. Cllr. Pate stressed that costs of the dinner were met from the Chairman's allowance and it was up to the Chairman to decide who was to be provided with a free meal. Members agreed and the matter was passed to Cllr. Harrison for him to decide who was to be invited as a guest bearing in mind the constraints of the budget available.

**16. TO DECIDE ON A NEW CONTRACT TO DEAL WITH MOLES AT CLOCKMILLS WHICH ARE CAUSING PROBLEMS FOR ALBRIGHTON FOOTBALL CLUB.**

Members agreed that the clerk should be asked to contact a suitable pest control company to remove the moles from Clockmills using traps or gas as necessary.

**17. UPDATE WITH REGARD TO ARRANGEMENTS FOR THE CHRISTMAS LIGHTS 2016.**

An email from Cllr. Illes outlining a strategy for the 2016 Christmas lights display was received and noted.

**Cllr. Pate proposed that the council should accept the recommendations contained with Cllr. Illes' report for the 2016 Christmas lights which was seconded by Cllr. Beechey and unanimously agreed by the council.**

**18. TO AGREE THE LOCATION OF THE MODEL OF HMS ALBRIGHTON FOLLOWING THE REFURBISHMENT OF THE LIBRARY.**

Cllr. Beechey provided a brief history of the model of the HMS Albrighton which had been moved to the library office during the recent library refurbishment.

**Cllr. Beechey proposed that the model in its glass case should be displayed on a newly erected shelf in the library in the computer area adjacent to the council meeting room. Cllr. Pate seconded the motion which was unanimously agreed by the council.**

**19. TO DISCUSS THE POSSIBILITY OF MOVING THE DATE OF THE BUSINESS MEETING IN SEPTEMBER.**

Members noted that the Chairman could not attend the next business meeting of the council in September because he was at a council supported function and the vice chair was on holiday.

**Cllr. Pate proposed that the next council business meeting scheduled for 14<sup>th</sup> September should be moved to 7.15 pm on 13<sup>th</sup> September which was seconded by Cllr. Woodman and agreed by council 7 – 1.**

**20. ITEMS FOR THE AGENDA OF THE ALBRIGHTON PARISH COUNCIL BUSINESS MEETING TO BE HELD IN SEPTEMBER 2016.**

Members suggested that the following items should be placed on the agenda for the September business meeting on the revised date of 13<sup>th</sup> September:

- The station ramp and accompanying risk assessment.
- Council travel expenses.
- The Chair of the ramp committee.

Members also suggested that the agenda of the planning meeting on 4<sup>th</sup> August should include an item on the internal auditor's report and associated risk assessment for council finances.

**21. CORRESPONDENCE**

**For information;**

- **Email exchange regarding the need for a planning application for the library change of use.**

The recommendation from Shropshire Council planners that the move of the parish council office into the library did not require a change of use planning application was received and noted.

**For action:**

- **Star Housing showing map of a proposed development at Pitchford Road and public consultation event – enclosed marked as 'Agenda Item 21b'.**

Cllr. Pate declared a private interest in this agenda item.

The proposal to hold a public meeting at Sheldon Court from 2.00 – 6.00 pm on 2<sup>nd</sup> August to discuss a proposal to build affordable housing at the car park at Pitchford Road was received and noted.

**22. DATES AND TIMES OF FUTURE MEETINGS.**

- **Albrighton Parish Council planning meeting Thursday 4<sup>th</sup> August 2016 at 7.15 pm in the council meeting room.**
- **Quarterly library meeting for library staff 24<sup>th</sup> August 2016 at 1.30 pm in the council meeting room.**
- **Albrighton Parish Council planning meeting Thursday 1<sup>st</sup> September 2016 in the council meeting room.**
- **Meeting for the staff of councils with transferred libraries Thursday 8<sup>th</sup> September 2016 at 1.30 pm in Albrighton library.**
- **Albrighton Parish Council library committee meeting Wednesday 14<sup>th</sup> September 2016 at 10.00 am in the council meeting room.**
- **Albrighton Parish Council business meeting in September at a date to be agreed.**

Cllrs. Pate and Beechey asked that their apologies be recorded for the council planning meeting on 4<sup>th</sup> August.

There being no further business the meeting closed at 9.19 pm.

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