



Albrighton Parish Council

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Minutes of meeting

15th June 2017

Minutes of the Albrighton Parish Council meeting held on Thursday 15th June 2017 at 7.15 pm in the Council meeting room.

Present:

Cllrs. P Woodman (Chairman), R Smith (Vice Chairman), D Beechey, P Harrison, B Hickson, P Illes, S Kirkland, M Medlyn, J Pledger, S Pledger, A Straney.

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

1. Apologies:

Cllrs. M Pate (holiday). T Maguire (illness), M Pitchford (holiday), R Rudman (holiday).

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.

3. Public Participation

Members of the Public.

No members of the public were present.

Parish Councillors

Cllr. Illes reported on the Footpaths Group and the Parish Paths Partnership. The volunteers have started strimming footpaths, laid new ground and were seeking to establish a new footpath from Beamish Lane to Shaw Lane. The group had some concerns about flooding at Beamish Lane into which surface water from the development was to be directed and wished this to be examined by Shropshire Council when the planning application was received.

Cllr. Pledger reported on a recent course on Social Media which had been of little use for any participant that had no experience or earlier involvement. The clerk, who had also attended the course, reported that the use of social media would allow the council to engage with residents who did not interact via traditional means although its use would need to be strictly controlled via a social media policy.

Cllr. Kirkland proposed that the council should open a Facebook page as soon as a social media policy had been drafted and agreed by council. Cllr. Beechey seconded the proposal which was agreed by council 10 – 0 with 1 abstention.

Police report

No member of the police service attended the meeting.

4. Minutes of the previous meeting

Councillors approved a number of small amendments to the draft minutes.

Cllr. Kirkland proposed that with the agreed alterations the minutes should be approved which was seconded by Cllr. S Pledger and unanimously agreed by council.

5. Matters arising

Cllr. S Pledger thanked Cllr. Kirkland on behalf of the council for all of her work in producing the latest draft of the drivers' handbook.

6. To review action points arising from the recent council meetings

Cllr. Straney asked about the new planters and when they were due to be delivered. Cllr. S Pledger told members that the delivery of the planters was imminent and arrangements for their placement had been made. It was noted that it was late in the season, caused by slow plant growth as a result of the lack of rainfall.

Cllr. Smith reported that he had attended his first meeting of the Summer Fayre committee and he had been impressed with the work that was on-going.

7. Planning

Planning applications

Planning applications

Reference: 17/02026/FUL (validated: 08/05/2017)
Address: 41 Elm Road, Albrighton, Wolverhampton, Shropshire, WV7 3LL
Proposal: Erection of rear extension
Applicant: Mrs M Donaldson (7 Cedar Drive, Albrighton, WV73DF)

Cllr. Beechey proposed that planning application 17/02026/FUL should be supported which was seconded by Cllr. Pledger and unanimously agreed by council.

Reference: 17/01541/FUL
Address: 2A High Street, Albrighton, Wolverhampton, Shropshire, WV7 3JX
Proposal: Erection of canopy, installation of external dumb waiter, creation of ramped access to rear of premises, alterations to front elevation of property (Amended Description)
Applicant: Carlini Ltd

Cllr Harrison reported that the earlier application detailing an extension to the existing building had been modified and replaced by a canopy. This improved access to adjoining properties along the right of way although it was not clear what the exact status of the right of way was. The gate to the adjoining property was substantial and locked with a padlock which raised issues of fire safety but despite this he felt able to recommend that the application should be supported.

Cllr. Straney disagreed with this recommendation and Cllr. S Pledger recommended refusal of the application on the grounds of fire safety and the lack of information on the ramp at the back of the building.

Cllr. Pledger proposed that planning application 17/01541/FUL should be not be supported because of fire risks and inadequate information regarding the rear ramp which was seconded by Cllr. Kirkland and unanimously agreed by the council.

Reference: 17/02670/TCA (validated: 05/06/2017)
Address: Albrighton Hall, High Street, Albrighton, Wolverhampton, Shropshire, WV7 3JQ
Proposal: To fell 5 No Sycamore Trees, 1 No Yew Tree, 2 No Beech Trees, 1 No. Pine Tree, 1 No Oak Tree, 1 Horse Chestnut Tree and to crown lift 1 No Lime Tree by 25% within Albrighton Conservation Area
Applicant: Mr David Thompson

Cllr. Beechey proposed that if the trees were unhealthy and their removal was supported by the County Tree Officer then application 17/02670/TCA should be supported. The motion was seconded by Cllr. Kirkland and unanimously agreed by council.

Reference: 17/02574/FUL (validated: 30/05/2017)
Address: 1 Lea Farm Barns, Patshull Road, Albrighton, WV7 3FB
Proposal: Erection of detached single oak framed garage
Applicant: Mr I Rowson (1 Lea Farm Barns, Patshull Road, Albrighton, WV7 3FB)

Cllr. Harrison proposed that there was no reason to oppose application 17/02574/FUL and approval should be granted. Cllr. Kirkland seconded the proposal which was unanimously agreed by council.

Reference: 17/02537/FUL (validated: 07/06/2017)

Address: Land to The South Of, Kingswood Road, Albrighton, Shropshire

Proposal: Installation of a biomass boiler (Combined Heat and Power plant) and associated infrastructure

Applicant: Boningale Homes Ltd (C/o Agent)

Cllr. Beechey reported that the proposed boiler was a facility that would burn wood chippings which were an improved environmental means of providing heat and hot water to the affordable homes on the developing Kingswood Road site.

Cllr. Beechey proposed that application 17/01012/FUL should be supported which was seconded by Cllr. Kirkland and agreed by council 10 – 1.

Grant permission

Reference: 17/01012/FUL (validated: 31/03/2017)

Address: Barn to The East Of, Old Worcester Road, Albrighton, Shropshire

Proposal: Conversion of agricultural building to form a single dwelling to include insertion of doors, windows and in-line roof light

Decision: Grant Permission

Received and noted.

Reference: 17/02031/TCA (validated: 02/05/2017)

Address: Albrighton Hall, High Street, Albrighton, Wolverhampton, Shropshire, WV7 3JQ

Proposal: To fell 21 Trees (leaning over development site); fell 1no Ash and 1no Sycamore within woodland area; crown lift 5 trees to 5.5m within Albrighton Conservation Area

Decision: No Objection

Members noted that the council had recommended refusal of this application because of the inadequate documentation that accompanied the request. There was concern that despite these issues being raised with Shropshire Council permission had still been given.

Reference: 16/01925/FUL (validated: 16/05/2016)

Address: Land to The South of Albrighton Bypass, Albrighton, Shropshire

Proposal: Application under section 73A of the Town and Country Planning Act 1990 for change of use of land to gypsy traveller site to include the stationing of three mobile homes for residential purposes and three touring caravans; erection of utility/day room and formation of hardstanding

Decision: Grant Permission

Members noted that application 16/01925/FUL had been granted permission despite the fact that the council had voted for refusal; the site is in the green belt and the local county councillor spoke against the proposal. Members had been informed that conditions had been attached to the approval but the council had not been informed as to their content and how they would be monitored by county officers. There was also disquiet at the short notice given to the council with regard to representation at the planning meeting. While it just conformed to the legal requirements it gave almost no time for the council to identify a suitable councillor who was available and it meant

that there was no parish council member present at the hearing, apart from the local county councillor.

Cllr. Harrison proposed that an invitation to Mr Ian Kilby and Richard Fortune from the county planning department should be extended to attend a parish council meeting to discuss some of these problems and possible ways in which the planning process at local level could be improved. The motion was seconded by Cllr. Smith and agreed 10 – 0 with 1 abstention.

Reference: 17/01622/FUL (validated: 25/04/2017)

Address: Whitehays Cottage, Shaw Lane, Albrighton, WV7 3DS

Proposal: Erection of detached dwelling; creation of vehicular access (Revised scheme)

Decision: Grant Permission

Received and noted.

Planning enforcement

Date Received: 02/06/2017

Reference: 17/05388/ENF

Status: Pending Consideration

Address: 47 Bishton Road, Albrighton, Wolverhampton, Shropshire, WV7 3LP

Description of Issue: Fence not erected in accordance with plans on planning permission 14/03411/FUL

Case Officer: Lynn Parker

Area Office: South - Bridgnorth

Contact Details: 0345 6789004

Received and noted.

8. Clerk's financial report and accounts

- a. To consider an amendment to the Financial Regulations banking arrangements and authorisation of payments (enclosure).

The internal auditor had made a recommendation in her final report that section 5 of the Financial Regulations should be rewritten to reflect the fact that delegated authority should be provided to the clerk and two councillors to approve the payment of cheques to reflect current practice. The clerk reminded councillors that section 5.5 of the Financial Regulations allowed the clerk to make payments when the due date for payment was before the next scheduled meeting provided that a full list of such payments was submitted to the next meeting of the council, as was currently the practice. Councillors felt that in the circumstances no rewrite of the regulations was necessary and that signatory councillors (Cllrs. Woodman and Cllr. Beechey) approved all payments before signing cheques.

- b. To consider the internal auditor's report and recommendations (enclosure).

The clerk went through each recommendation of the internal auditor's final report in detail. He agreed with the recommendation that all risk assessments should be summarised in a table format and would present the table to council shortly.

Members were concerned that the arrangements for fire drills and alarm testing were not properly in place. The clerk had contacted the senior fire officer at Albrighton fire station and asked for help with regard to testing the system. Once the procedures had been explained he would institute a weekly fire alarm test and consult with library staff about regular fire drills. The clerk suggested that

this matter should be further discussed once these arrangements had been put in place and fire safety would be placed on a future agenda so that councillors could be updated with regard to progress.

The internal auditor recommended that future council minutes included a council resolution which provided details of the precept set/requested and details of the final budgeted income and expenditure agreed by the council. Members agreed that this provided no problems and aided transparency and all such details would be included in the future December/January minutes once the draft budget had been agreed.

The clerk had been advised to present a detailed explanation of the reasons for the 11% increase in the level of reserves to the external auditor. The clerk confirmed that this had been done when the return was made to Mazars in Durham but there had been no response from the auditors to date.

Because of the pay restriction at the specific request of an employee the internal auditor had advised that the contract should be amended in order that the salary rate does not fall below the national minimum rate. Councillors were sympathetic to this recommendation and stressed that there was no intention to pay any employee below the national minimum rate. It was suggested that Shropshire HR might be able to advise on the wording of a revised contract that addressed this problem.

- c. To consider a report on the library costs for 2016/17 (enclosed).

The clerk introduced a report on the costs of the library at the end of its first financial year under the control of the parish council which showed total expenditure of £32,396 against income of £26,568. The deficit was £5,828. During this first year a small number of ‘one-off’ costs, such as the solicitor’s fee, the installation of IT equipment and the purchase of library stock all helped to inflate the expenditure which would not apply in 2017/18. The clerk also reminded councillors that expenditure relating to the parish council’s last accommodation in the Red House totalled £3,338 and given the above figures he was reasonably optimistic that there would be no deficit in 2017/18.

Cllr. Pledger also felt that the figures were encouraging but members agreed that the real test would come in 2019/20 when the Shropshire Council subsidy would be reduced. Cllr. Illes said that a similar report for the library on an annual basis would be helpful.

- d. To consider accounts and payments made to the following in May 2017.

Date	Cheque	To who payable	Reason	Amount
04.05.17	4312	SALC	17 copies of booklet	54.40
04.05.17	4313	St Mary’s Church	Room fire for Annual Parish Meeting	37.50
04.05.17	4314	S Pledger	Travel expenses	5.40
04.05.17	4315	M Ward	Travel expenses	10.80
08.05.17	4316	TFM	1 Hi-Vis jacket	26.90
08.05.17	4317	D Green	Flyer phone charge	11.50
08.05.17	4318	Keith Gibson	Flyer safety check/petrol	73.20
08.05.17	4319	Viking	Files, flash drives, stationary	129.82
08.05.17	4320	B G Grounds Maint.	Mowing Patshull Green	84.00
08.05.17	4321	Nationwide B S	Transfer of funds	60,825.00
08.05.17	4322	Beverley B S	Transfer of funds	40,000.00
11.05.17	4323	D Green	Flyer phone charge	11.87
17.05.17	4324	Melville Club	Rental of storage 2017/18	500.00

17.05.17	4325	Just Keys Ltd.	Three bench plaques	60.00
17.05.17	4326	SDH Accounting	Internal audit fee	628.00
18.05.17	4327	S Kirkland	Travel expenses	28.13
18.05.17	4328	M Ward	Travel expenses	5.40
18.05.17	4329	S Pledger	Travel expenses	5.40
23.05.17	4330	Alb. Fayre Comm.	Annual grant for Fayre	500.00
23.05.17	4331	Came & Company	Council insurance 2017/18	2,101.53
23.05.17	4332	Shropshire Council	Donington Pool maint. payment	1,000.00
23.05.17	4333	Cash	Petty cash	100.00
25.05.17	4334	Ace Computers	New scanner software	90.00

Cllr. S Pledger enquired about the payment to D Clark for the Flyer phone. The clerk stated that Mr Clark had acquired a replacement second-hand phone after the previous one had ceased to operate, with his permission. The new phone was on a Vodafone contract costing app. £11 per month and because it had been acquired via the driver the payments were in his name. The details could not be charged to the council until three months had elapsed which was imminent. Cllr. Pledger felt that this was inappropriate and a pay-as-you-go phone would be cheaper, a view that was supported by some other councillors. The clerk was asked to look into the details of any contract to see whether a substitution could be made.

Cllr. Hickson said that he had a working phone that he no longer used which he would be pleased to offer if it helped to resolve the situation.

e. Income received

Date	Payment type	Payer	Reason	Amount
02.05.17	Bank transfer	Nationwide B S	Gross interest	6.38
02.05.17	Cash	Library	Weekly cash	53.42
04.05.17	Cash	Albrighton Flyer	Weekly cash	125.00
04.05.17	Bank transfer	Alb. Compassionate Community	Room hire	19.50
09.05.17	Cash	Library	Weekly cash	52.45
11.05.17	Cash	Albrighton Flyer	Weekly cash	112.00
16.05.17	Cash	Library	Weekly cash	57.48
18.05.17	Cash	Albrighton Flyer	Weekly cash	133.00

The income received was noted by councillors.

9. To consider arrangements for a new Civic Service following the cancellation of the Christmas 2016 event – Cllr. Kirkland.

Cllr. Kirkland reminded councillors that the Christmas Civic Service in 2016 had been cancelled because of poor attendance the previous year and it had been suggested that the service should be moved to 2017 after the new council had been elected. Cllr. S Pledger suggested that the new chair of Council and the old chair of council should liaise but that central to the success of the event was the involvement of children from the two primary schools. Members noted that 2018 could provide a suitable context as it would mark 100 years after the end of the 1914-18 war. It was agreed that Cllr. Harrison would discuss the possibilities with the vicar of St. Mary's Church and report back to the council at the July meeting.

10.To review the draft Code of Practice for handling complaints.

To review the draft of the complaints procedure and consider any alterations/additions before a final version is produced (enclosure).

Cllr. Illes proposed that as the draft Code of Practice for handling complaints had been fully discussed in a variety of settings it should be adopted as council policy which was seconded by Cllr. Beechey and unanimously agreed by council.

11.Update on the CCTV installation in the library and the overhaul of the system at Albrighton Primary School

The clerk reported that the new CCTV system in the library and parish council office had been installed and was now operational. Members suggested possible grant requests to the Police and Crime Commissioner, Star housing, the Co-operative Stores and the TSB bank to help with the financing of the camera at Albrighton Primary School and the pedestrian crossing in Station Road.

12.To further consider the scheme to adopt a station and the possibility of a public meeting to investigate the option.

Cllr. Woodman stated that following the earlier council discussion in March 2017, and support for the possibility of officially adopting Albrighton station, a public meeting had been suggested on 19th July in the Red House in which various speakers from a variety of organisations could take part. A representative from the contractor who had replaced the bridge over Station Road could provide details of the alterations, the local historical society could provide the background to the station and Faye Lambert from London Midland could make available details of the adoption scheme which would involve the recruitment of volunteers. Cllr. Smith had produced and tabled a draft announcement which could be placed in the next edition of the Parish Magazine and could also be used as the basis for a poster. He asked if the parish council would be willing to continue its support for the scheme and for its involvement in the proposed public meeting.

Cllr. S Pledger asked whether the installation of a CCTV system would be part of the adoption scheme and Cllr. J Pledger said that he was concerned that the issue blurred the lines between the Civic Society and the Parish Council, an issue that had been brought to his attention by several members of the public. Cllr. Harrison vociferously stated that he was very much against the project which he regarded as an unacceptable fait accompli and Cllr. Straney said that an obvious vested interest was a problem. Cllr. Kirkland supported the idea of a public meeting which Cllr. Illes said should be advertised under the parish council banner. The chairman stated that councillors needed to show restraint and moderate their remarks in discussion and that some earlier comments were clearly unacceptable. Cllr. J Pledger said that he had raised the issue of a possible conflict of interests because of remarks made to him and did not wish to cause difficulties. Cllr. S Pledger suggested that a redrafting of the poster would help to avoid the problems which was supported by Cllr. Straney who outlined some possible alternatives. Members agreed that the clerk was not in a position to take over the organisation of the proposed event which was best left to the vice chairman because of his earlier involvement.

Cllr. S Pledger proposed that the headings showing the Parish Council, the Civic Society and the Historical Society as organisers should be moved to the bottom of the poster below the main text

and the note that further information could be obtained from the latter two organisations be retained. The motion was seconded by Cllr. Straney and agreed by council 8 – 2 with 1 abstention.

Members agreed that further discussion on the proposed public meeting and the adoption scheme should take place in council on 6th July 2017.

14.To consider, amend and approve a new council Data Protection Policy (enclosed).

Councillors agreed to defer this agenda item on data protection to the July meeting.

15.Items for the Albrighton Parish Council business meeting to be held on Thursday 6th July at 7.15 pm.

Members asked that the following items be included in the council agenda for the meeting on 6th July 2017;

- Furniture at Patshull Green;
- The recording of voting procedures;
- The condition of street signs;
- The financial viability of the Albrighton Flyer;
- Working groups with council representation;
- Albrighton library update;
- Report on the Civic Service meeting with the vicar of St Mary's Church.

16.Correspondence

- Albrighton Community First Response – request for a grant to help with the purchase of equipment (enclosure);

Members agreed that a small working party of councillors comprising Cllr. Woodman, Cllr. Smith, Cllr. S Pledger and Cllr. Illes would look at this grant request and others later in the agenda and report back to council.

- Albrighton Primary School – request for council representation on the Safer Schools Committee, next meeting 7th November at 1.30 pm (enclosure);

Cllr. Kirkland volunteered to be the council representative on the Safer School Committee.

- Live at Home – application for funding from Albrighton Parish Council (enclosure)

Referred to the working party above.

- Signatory uncertain – complaint about the poor state of the pavements and parking on the pavement.

Received and noted.

- J Anderson, Albrighton Football Club – grant request to meet falling income.

Referred to the working party above.

- Albrighton Sports Complex – grant request to pay outstanding legal fees.

Referred to the working party above.

- Shifnal Town Council – invitation for council representatives to attend Armed Forces Day on 19th June, 2017.

Cllr. Smith would attend the Armed Forces Day at Shifnal on behalf of Albrighton Parish Council.

- Seafarers UK – invitation to commemorate Merchant Navy Day on 3rd September, 2017.

Received and noted.

17.Date of next meeting

- Albrighton Parish Council meeting – 6th July 2017 at 7.15 pm in the council meeting room.

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