



ALBRIGHTON PARISH COUNCIL

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Minutes of meeting

Minutes of the Albrighton Parish Council meeting held on Thursday 7th June 2018 at 7.15 pm in the Red House.

Present

Cllrs. D Beechey, B Hickson, P Illes, P Harrison, S Kirkland, T Maguire, M Medlyn, M Pate, J Pledger, S Pledger, R Smith, A Straney, P Woodman.

In attendance:

S Reynolds Clerk to Albrighton Parish Council.

18036. Apologies

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

Apologies received from:

Cllrs: Mike Pitchford (holiday)

18037. Declaration 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.

Cllr Medlyn declared a non-pecuniary interest in agenda items 18053 and 18054. Cllr Kirkland declared an interest in item 18062

18038. Guest speaker – Paul Fisher Chairman of Tong Parish Council

The Chairman welcomed Paul Fisher Tong parish Council to the meeting and asked him to provide a verbal update on the proposed developments. Mr Fisher explained that the situation had now been delayed until next Spring but, in the meantime, he is writing to and lobbying many agencies regarding the protection of the Green Belt. He explained how it had been agreed that there was a need by 2036 for 2000 houses in the rural area but this development is far in excess of this and how that development could be delivered by other sites. Mr Fisher took questions from the floor which also included discussions around the sites at Ironbridge power Station and Tern Hill Barracks which are likely to come forward next year. The Government has always said that the green belt was sacrosanct unless there were exceptional circumstances, this issue is around what those circumstances are. After further discussion Albrighton Parish Council Chairman asked if APC would support Tong Parish Council in their opposition against this development. This motion was proposed, seconded and carried by a majority decision.

At this point the Chair asked Council if they were in agreement with moving the flooding/drainage item 18062 on the agenda forward to be discussed within public session. This was agreed unanimously.

18039. 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.

Twenty members of the public were in attendance, some came to hear about the development at Tong and some to discuss the issues resulting from the severe rainfall and subsequent flooding over the weekend 26/27th May. The Council had received many emails and letters from residents, and the Chairman invited comments from the public.

All members of the public were given time to express their views and to explain how the issues had affected them personally and request support from the Council in getting answers from the three main agencies involved, Severn Trent Water, Environment Agency and Shropshire Council.

Many residents said that this has affected a lot of people, the actual number is so far unknown. The Chairman suggested it would be helpful if the wider community also gets involved and puts its weight behind the pressure to get something done. It was suggested that an Action Group be formed of residents, particularly those with the experience of the flooding.

The Council agreed to support residents and also resolved that they will write again to the three authorities and ask: -

- a) That their technically qualified staff visits Albrighton within the next two weeks to gather evidence concerning the behaviour of their infrastructure and equipment during the flood including talking to residents affected who are able to provide an account of what happened and some are able to provide photographs and videos of the event.

- b) That they review such evidence and make an initial report on the causes of the flooding and come to discuss this with local councillors and representatives of residents.
- c) To then attend a public meeting and make a presentation to councillors and residents.

It was felt that the true picture of residents affected would only be known once all residents had been asked to provide information for the Clerk.

It was Proposed, seconded and agreed by Councillors that they would each consult residents in their allocated area and report all information and photographs back to the Clerk who would be collating this evidence.

The Chair thanked the residents for attending and invited those that wished to stay for the rest of the meeting. Cllr J Pledger offered his thanks to the residents for putting over their cases and information in a very calm respectful manner after what must have been a traumatic event to be minuted.

18040. Report by the Shropshire Council member, Cllr. M Pate, with regard to items of business likely to affect the community.

Councillor Pate reported that he and the Chair and Vice Chair had met with the Portfolio Holder for Highways of Shropshire Council Cllr. Steven Davenport. The objective was to ask him to investigate why the funding for the safety works for the station ramp had been deferred when it was supposed to remain in the 2018-2019 budget. Cllr Davenport inspected the ramp site and discussed the project in some detail. He then said that he would endeavour to have the funds reinstated in this year's budget as he did not believe they should have been deferred.

Cllr Pate also informed members of the outcome of the South Shropshire Planning meeting on Tuesday when the Jessops development had been refused. Cllr Pate thanks Peter Woodman and Rod Smith for all their work in producing a very detailed report which went a long way towards influencing the decision.

18041. Parish Councillors' reports with regard to any items of council business they have recently conducted likely to affect the community.

Cllr Kirkland reported that she had attended the Albrighton & Shifnal combined schools meeting today.

There had been reports of trespassing on the school premises.

Cllr Pledger reported that she had attended Future Fit meeting and a report had been circulated to all Councillors prior to the meeting.

18042. Minutes of previous meetings:

To receive the minutes of the meeting held on 3rd May 2018 (enclosure).
There were minor alterations to the minutes, these were duly noted.

It was then PROPOSED, SECONDED and AGREED that the minutes of 3rd May 2018 were true and accurate records.

18043. Matters arising

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

Cllr Leeson memorial – The schools have not yet been contacted, Cllr Kirkland is researching information regarding the curriculum and will report this back to future meeting, contact is to be made with the school to see if they were willing to be involved in a road safety competition.

18044. To review action points arising from recent council meetings:

Albrighton Parish Council meeting held on 3rd May 2018 (enclosure).

There were no action points arising from the minutes

18045. Committee reports:

None that were not already included on the agenda

18046. Planning

Planning applications: none

Planning enforcement: none

18048. Finance

- a) **To receive and discuss the Internal Auditors report 2017/2018 and recommendations for future action. (enclosure)** In the absence of the RFO the Clerk presented the Internal Audit Report. The advisory comments were noted and it was agreed that measures were to be taken to resolve these. Questions regarding passwords, security and computer access were asked by Councillors these will be raised with the RFO
- b) **To receive and approve the Annual Governance and Accountability return (AGAR) 2017/18 before presentation to the External Auditor. (to follow)**
The Clerk presented the AGAR to Council, and it was Proposed, seconded and agreed that the Chairman sign this as a true and correct record. The AGA needs to be sent to the new external auditors' Little Johns by 11th June 2018.
- c) **To consider receipts and payments up to 30th April, 2018, (to follow) – Cllr. Maguire.**
- d) Cllr Maguire stated that he had not received any financial reports from the RFO. The Clerk explained that because of year end and the accounts not having been finalised, that no transactions had been processed for the new financial year as yet.
- e) **To approve the addition of the Clerk as a cheque signatory**
The Clerk explained that she had not yet been approved by full council as a cheque signatory, this had made things a little more difficult during the recent problems with TSB bank. It would also be prudent to ensure another signatory was available during holiday cover for cheques and also the payroll system at Shropshire Council.

It was then PROPOSED, SECONDED and AGREED that the Clerk be made a fully authorised signatory for all banking transactions and the HR systems.

f) **To consider the option of on-line banking.**

The Clerk explained the merits of on-line banking and how this will reduce the reliance on cheque transactions, in light of the recent difficulties with TSB on line banking may have been useful when the Parish Council was without a cheque book, it was felt this would also lessen the workload and increase security for future payments. RFO also to be asked to open new bank account.

It was then PROPOSED, SECONDED and AGREED that the Council avail themselves of on-line banking and that the RFO complete the application form and action this immediately.

18049. To further consider the arrangements for the Christmas lights 2018.

Cllr Illes explained that he would not be carrying on with this committee having given notice several months ago, but he said he would be available to give any advice needed to anyone taking it over. Cllr S Pledger is now the only member of the committee and it was felt that it was too much to expect her to carry this committee on her own. Cllr Illes explained that Turnocks put the lights up and take them down again on our instruction, the only issue has been they have asked for information regarding the site of lights. The Clerk explained that the RFO had been asked to contact Marstons to seek a contribution from them and to also contact all the shops to get their permission. This has not yet been done, the Clerk will chase RFO for this.

It was then PROPOSED, SECONDED and AGREED that the Christmas Lights working party be disbanded and the Clerk in conjunction with RFO to make arrangements for the Christmas Lights, with support if needed from Cllr Illes.

18050. To consider the arrangements for the approbation ceremony in September 2018 and any actions required.

The Chairman informed members that he is working on a report and has had several discussions regarding the guest list. He stated that he will come back to full council with a full report asap and his guest list will also be forwarded to Donington Parish Council

18051. To consider further arrangements for Cosford Air Show day as necessary.

Many Councillors stated that residents had expressed concern about the number of road closures and the 'shut down' of the village in the safety zone. Cllr Kirkland explained residents should contact Cosford with any concerns and it would be useful to feed any concerns to the 'mop up' meeting later in the year.

18052. To consider Albrighton Parish Council Data Protection Impact Assessment:

- a) Booking agreement privacy policy (enclosure)
- b) Correspondence privacy policy (enclosure)
- c) Generic privacy policy (enclosure)
- d) Security breach protocol (enclosure)
- e) Retention of documents policy (enclosure)

The above policies are all new requirements because of GDPR, the Clerk has updated our policies to reflect these changes and Council was asked to approve them.

It was then PROPOSED, SECONDED and AGREED that the above policies be approved

18053. To consider emergency arrangements concerning the Flyer in absence of the Clerk and other emergency repairs/renewals.

It was then PROPOSED, SECONDED and AGREED that delegated powers be given to Chairman, Vice Chairman, Clerk and Cllr P Illes (as designated Flyer Cllr) to make any necessary arrangements concerning the Flyer for emergency renewals/repairs.

18054. To consider parking arrangements of Flyer (Dennis Kennedy) and the publicity leaflet campaign.

The Clerk explained that the Flyer has been on occasions parked on the Disabled space outside the Library and this can cause problems for some disabled users. Several options were discussed included the designation of the parking bay on the road outside the library being a disabled space - Clerk asked to contact Shropshire Council to progress this. The Flyer could also be parked outside the drivers home as long as this is not on the kerb obstructing the footpath. Cllr Medlyn also said she would ask the Manager of The Red House if the Flyer could be parked outside the Red House. It was decided to ask the Clerk to make contact with Shropshire Council and the item to be brought to next meeting for action.

As part of the on-going publicity campaign to increased the usage of the Flyer during the week, evenings and weekends all Councillors had been asked to deliver leaflets to their allocated areas, most Councillors reported that they had delivered them, others were going to do so shortly.

18055. To discuss Clockmills Playing Fields (enclosure)

The Clerk explained that Severn Trent had been chasing for an outstanding amount for the lease on this land. It appears that the lease had not been terminated correctly last year and a decision on the land was needed. Cllr Straney informed members that Albrighton Football Club has shown interest in using the land and may consider helping with tidying the land up if we keep the lease. With this in mind Chairman will contact them to discuss them taking on the lease.

It was then PROPOSED, SECONDED and AGREED that the Council would pay the outstanding monies and the Chairman would contact Albrighton Football Club to discuss this further.

18056. To consider August meeting.

It was then PROPOSED, SECONDED and AGREED that the August meeting will only be held for urgent business.

18057. To review Annual Parish Meeting

- a) Accounts - Councillors were not happy at the lack of the attendance of the RFO at the APM in order to answer questions from residents, it was felt this was not supportive of the new Chair of Finance, this matter to be followed up by the Chairman.
- b) Attendance – It had been raised by a resident that Councillors attendance was low at 8 out of 15, it was explained that this is not usually the case. Councillors asked if the APM was a legal requirement, the Clerk confirmed it was.
- c) Badges – Some members of the council had badges whilst others did not. Cllr Kirkland gave the Clerk a badge making kit which she had been reimbursed for Nov 2017. This kit if appropriate could be used to make badges. Councillors are now interacting with residents more and it is felt prudent that they have some form of identification when doing this.

Councillor James Pledger left the meeting.

18058. To discuss Abney Avenue Play Park.

No discussion, item taken off agenda.

18059. To discuss out of date posters/notices around village

This item has been on agenda quite recently, so previous stance remains.

18060. To report on dog fouling issues.

The Chairman had provided a report to Council as this matter had been raised by several residents.

It was then PROPOSED, SECONDED and AGREED that the Clerk would obtain dog fouling posters for distribution across the village.

18061. Agenda items for the Albrighton Parish Council meeting to be held on Thursday 5th July 2018 at 7.15 pm.

- Approbation ceremony
- Air show
- Flooding/gullies
- Grass cutting
- Star Housing meeting
- Road resurfacing programme
- Clockmills football field
- Library review

18062. Correspondence

For action:

Letter received from Joy Simpson

Clerk informed Council of the resignation, whilst this was disappointing Council wished her well in her new career. The Clerk said this currently created a vacancy of only 4hours and suggested that the Finance committee become the Finance & Personnel committee and could therefore deal with this vacancy and others as necessary.

It was then PROPOSED, SECONDED and AGREED that the Finance committee become the Finance & Personnel committee.

Grant application received from 1st Albrighton Scout Group. The Clerk was asked to write to Albrighton Scouts to ask for copies of their accounts for this item to be considered.

Letter from Mr Thomas re drainage and other correspondence received since agenda published - To consider flooding issues across the village. This matter had been dealt with previously.

To consider email received from Ros Keeton – litter along Patshull Road

The Clerk was informed that that area of the road had no footpath and was along way for the litter picker to travel to. The resident is to be advised to contact Mark Seabright who will be able to deal with the litter issue.

18063. Date of next meeting:

- a) Albrighton Parish Council meeting – Thursday 5th July, 2018 at 7.15 pm in The Red House.

Signed..... Date.....

Chairman