



ALBRIGHTON PARISH COUNCIL

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5th March 2018

Minutes of the Albrighton Parish Council meeting held on Thursday 1st March, 2018 at 7.15 pm in the Council meeting room.

Present:

1st March

Cllrs. R Smith (Vice Chairman), D Beechey, P Harrison, B Hickson, P Illes, T Maguire, M Pitchford, R Rudman, A Straney.

8th March

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

1. Apologies

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

1st March

Cllrs. S Kirkland (weather), M Medlyn (weather), M Pate (weather), J Pledger (another engagement), S Pledger (weather), P Woodman (holiday).

8th March

Cllrs. T Maguire (illness), M Pate, (holiday), J Pledger (work commitments), S Pledger (another meeting), P Woodman (another engagement).

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.

1st March

There were no declarations of interest.

8th March

There were no declarations of interest.

3. 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.

1st March

No members of the public were present at the meeting.

8th March

No members of the public were present at the meeting.

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

In the absence of Cllr. Pate there was no report from the Shropshire Council member.

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

There were no Parish Councillors' reports.

6. Minutes of previous meetings:

To receive the minutes of the meeting held on 1st February 2018 (enclosure) and the confidential minute from the meeting held on 1st February 2018 (enclosure).

In the last paragraph of agendas item 5 the words 'local news' were substituted by 'community services' and with regard to the resolution proposed in agenda item 9 the words 'funded on a' were changed for 'based on the Council tax basis which is currently'.....

With these alterations:

It was PROPOSED, SECONDED and AGREED that the minutes of 1st February, 2018 were a true and accurate record.

It was PROPOSED, SECONDED and AGREED that the minutes of the confidential item of 1st February, 2018 were a true and accurate record.

7. Matters arising

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

There were no matters arising.

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

Albrighton Parish Council meeting held on 1st February 2018 (enclosure).

There were no comments relating to the action points of the meeting held on 1st February, 2018.

9. Committee reports:

There were no committee reports.

10. Planning:

Planning applications:

Reference: 18/00839/TCA (validated: 22/02/2018)

Address: Birchwood House, Cross Road, Albrighton, WV7 3RD

Proposal: Fell 1no Leylandii within Albrighton Conservation Area

Applicant: John Andrews (Birchwood House, Manor gardens, Albrighton, Near Wolverhampton, WV7 3RD)

Councillors recommended that planning application 18/00839/TCA should be approved.

Planning decisions:

Reference: 17/05498/FUL (validated: 15/12/2017)

Address: 13 Charles Avenue, Albrighton, WV7 3LQ

Proposal: Erection of single storey rear extension

Decision: Grant Permission

Received and noted.

Reference: 18/00190/FUL (validated: 12/01/2018)

Address: 16 Loak Road, Albrighton, Shropshire, WV7 3HT

Proposal: Erection of single storey extension (conservatory) to side elevation

Decision: Grant Permission

Received and noted.

Reference: 18/00285/FUL (validated: 17/01/2018)

Address: The Old Barn, Shaw Lane, Albrighton, Shropshire, WV7 3DS

Proposal: Erection of an oak framed garden room to the rear of property

Decision: Grant Permission

Received and noted.

Planning enforcement:

Date Received: 31/01/2018

Reference: 18/05762/ENF

Status: Pending Consideration

Address: Carlini Ltd, 2A - 2B High Street, Albrighton, Wolverhampton, Shropshire, WV7 3JX

Description of Issue: Alleged breach of Planning Control in relation to the erection of a shed to the rear of the property, not being built to approved plans

Case Officer: Julian Beeston

Area Office: South - Bridgnorth

Contact Details: 0345 6789004

Email: planningenforcement@shropshire.gov.uk

Received and noted

Date Received: 12/02/2018

Reference: 18/05782/ENF

Status: Pending Consideration

Address: Proposed Dwelling To The South Of, Beamish Lane, Albrighton, Shropshire

Description of Issue: Alleged breach of Planning Control in relation to the change of use of an outbuilding

Case Officer: Julian Beeston

Area Office: South - Bridgnorth

Contact Details: 0345 6789004

Email: planningenforcement@shropshire.gov.uk

Received and noted.

11. Finance:

- To consider the first interim internal audit report 2017-18 related to the one day visit on 24th January, 2018.

The recommendations of the first interim internal audit report 2017-18 were noted by members and Cllr. Maguire, as Chairman of the Finance Committee, agreed that there needed to be more meetings in which mini audits would be undertaken in addition to meetings devoted to the development of the draft budget for the new financial year. Members also agreed that the arrangement with Albrighton Primary School for the payment of invoices relating to the maintenance of the swimming pool was cumbersome and inflated the Council's receipts and payments to the disadvantage of the Council and the Finance Committee was asked to investigate a revised procedure where invoices were paid directly through the local lottery fund. The Council's 2018 asset register had also been placed on the Council website.

- To consider income and expenditure up to 31st January, 2018, (enclosure, page 5 of the agenda) – Cllr. Maguire.

There were no questions relating to the income and expenditure accounts up to 31st January, 2018 and the contents were noted.

- Payment to Citizens Advice to enable the service at Albrighton Medical Practice to continue after 1st April, 2018.

The Clerk informed members that he had written to other local Councils regarding support for the Citizens Advice Bureau at the Albrighton Medical Centre and that there was a need for early financial support if the service was to continue uninterrupted past the end of March 2018.

It was PROPOSED, SECONDED and AGREED that Albrighton Parish Council would provide the necessary finance and reclaim contributions from other Councils at the earliest opportunity.

12. To consider a response to the suggestion by Lucy Allen MP that the new WMT service should not stop at intermediate stations – Cllr. Illes.

This agenda item was deferred to an extra Council meeting to be held on 8th March, 2018.

8th March

Cllr. Illes had circulated an email relating to the new, proposed service into New Street station, Birmingham which reportedly did not include stops at the smaller stations. Increased house building at several of these locations called this policy into question and it was acknowledged that New Street station was a 'pinch point' which caused some difficulties for train operators.

It was PROPOSED, SECONDED and AGREED that the Council would try and obtain a copy of the revised timetable, give consideration to the proposals and then respond to any areas causing concern.

13. Update on new/amended contracts for the Clerk, Finance Office, Flyer driver and handover to the new Clerk, Shirley Reynolds.

The Clerk informed members that Ms Shirley Reynolds, the Clerk to the Council, would be starting work in the week beginning 2nd April and would be working on Tuesdays, Wednesdays and Fridays from 9.00 – 5.00 and that he would be working on Mondays, Wednesdays and Thursdays from 9.00 – 2.00. This arrangement meant that the Council office would be open for five days a week for a minimum of five hours.

14. To discuss the proposal for 10,000 + new houses at Tong, update on meetings of the Council and local residents and the implications for Albrighton, (enclosure).

This agenda item was deferred to an extra Council meeting to be held on 8th March, 2018.

8th March

The Vice Chairman informed members that three meetings had already taken place with regard to the proposal for 10,000 + new homes at Tong and Cllr. Beechey stated that a recent meeting of the Town and Parish Council Forum had also discussed the matter. He was of the view that officers needed to be convinced of the wisdom of this proposal.

An action group had been formed to respond to the details as they emerged and it was waiting for green belt policy to become clearer before issuing any statement. Mr Paul Fisher of Tong Parish Council would attend the Albrighton Parish Council meeting in June to update members and continue the debate.

15. Update on the proposal for an expanded Flyer service to include Shifnal and the surrounding areas, (enclosures).

The Vice Chairman informed members that minor changes had been made to the Albrighton Flyer's operating procedures as had been agreed and two passengers was now the minimum number for evening and weekend use. Members of Shifnal Town Council had met with representatives of Albrighton Parish Council and a further meeting was scheduled for 9th March. Shifnal Council had given its full support to the proposed scheme at a recent Council meeting and Albrighton Councillors

would be asked to make decisions about the suggested service at the Council meeting in April, 2018. Funding of £135,000 from Shropshire Council was available to subsidise the new scheme and members agreed that any deficits after this funding was exhausted would need to be shared between the Councils involved.

On a separate issue thanks were extended to Cllr. Medlyn, who had driven the Flyer for a week providing an uninterrupted service to local users while the regular driver was on holiday. There had been no additional cost to the Council.

16. Discussion on the state of village roads and notification to Shropshire Council, Cllr. Harrison.

This agenda item was deferred to an extra Council meeting to be held on 8th March, 2018.

8th March

Cllr. Harrison stated that Cross Road, Bowling Green Lane and Church Road were in a particularly bad state of repair and he also expressed his concern at the poor standard of repairs when they were undertaken by Shropshire's contractor which meant that the repair had a very short life and the original problem quickly returned. He was aware that there was to be a change of contractor in April 2018 but it was not acceptable that such a poor service should be the norm over large parts of the county.

It was PROPOSED, SECONDED and AGREED that Cllr. Harrison should meet with the Clerk and draft a letter to the Highways division of Shropshire Council registering the Council's concern.

17. Resident request for permission to scatter a relative's ashes on Council land and a possible memorial by the pond on Cross Road.

This agenda item was deferred to an extra Council meeting to be held on 8th March, 2018.

8th March

The Clerk informed members that the person making the request relating to their deceased relative had decided to scatter his ashes at the Telford Crematorium. They would still like to place a small memorial to him at the pond area by Patshull Road/Cross Road, perhaps a small tree or bush or a small plaque on the picnic table. Members were pleased to be able to support this request to be supervised by the Clerk.

18. Dog fouling problems in the community and consideration of a handout for possible distribution by Councillors to their area, (enclosure).

This agenda item was deferred to an extra Council meeting to be held on 8th March, 2018.

8th March

Members agreed that the leaflet distributed to all members relating to dog fouling should be copied and given to Councillors for distribution to their own area of the village and similar notices would be placed on the Council website and on Facebook.

19. Report and update by the Friends of Albrighton railway station – Cllr. Pitchford (item deferred from 1st February, 2018 meeting).

This agenda item was deferred to an extra Council meeting to be held on 8th March, 2018.

8th March

Cllr. Pitchford reported that the new Friends group had placed planters at the station and D Austin Roses had donated some rose bushes and had agreed to maintain them. The group had joined a national organisation which meant that it could apply for grants and Platform Alehouse was also doing all it could to support these new initiatives.

20. To consider the proposal to increase the hours for the Litter Warden in order to provide an enhanced service to the community, Cllr. Pledger.

This agenda item was deferred to an extra Council meeting to be held on 8th March 2018.

8th March

In the absence of Cllr. S Pledger the Clerk explained that the Litter Warden had been approached to assess whether he was able to increase his weekly hours by a small degree. He had indicated that a minor increase was acceptable. It was also noted that the Scouts and Guides had done litter picks in the past and would resume when the weather improved and the evenings became lighter.

It was PROPOSED, SECONDED and AGREED that the Litter Warden's hours should be increased to 5 a week to begin in April 2018.

21. Discussion on the 2017 Christmas lights to consider any shortcomings in the display, any new displays that need to be considered and a replacement for Cllr. Illes as the Councillor in charge of the management of the event (item deferred from 1st February, 2018 meeting).

This agenda item was deferred to an extra Council meeting to be held on 8th March, 2018.

8th March

Cllr. Illes reported that his initial experience in dealing with Turnock had been good and the Council had received a good service. More money was available for the lights in 2018 and Cllr. Illes said that he was happy to continue as the co-ordinator until the forthcoming AGM but would then wish to be replaced.

Cllr Illes was thanked for all of his work over the previous few years in relation to the management of the Christmas lights.

22. Problems with recycling boxes in high winds and whether there should be a request for more wheelie bins to protect residents from littering – Cllr. Kirkland (item deferred from 1st February, 2018 meeting).

This agenda item was deferred to an extra Council meeting to be held on 8th March, 2018.

8th March

Cllr. Kirkland said that the current boxes provided by Shropshire Council did not prevent the contents being blown about in high winds and she would welcome any information regarding the possibility of people being given the opportunity to purchase wheeled bins to prevent this happening; residents should be given the choice. The Clerk was asked to contact Shropshire Council and ask if the county had any proposals to amend its recycling system and provide options to purchase additional bins.

23. Urgent items:

- **Planning application for 74 extra care homes by Jessup east of Shaw Lane referred to the planning committee;**

Cllr. Smith informed members that the application to build 74 extra care homes and additional bungalow and houses was being discussed at the county Planning Committee shortly. Amendments to the plan included a new road to the Boningale development and 12 parking spaces but there was still the access to Shaw Lane, the drainage issues had not been addressed and the buildings were unaltered. The recommendation was to grant permission but a number of local people, including Councillors, were due to attend the meeting and raise the issues previously discussed, including the extra work the 74 extra care apartments would mean for the medical practice.

Cllr. Illes also reminded Councillors that the proposed new right of way from Beamish Lane to Shaw Lane was also threatened by the application.

- **To review and approve the Fixed Asset Register;**

The Clerk reported to members that the Fixed Asset Register had been revised and a copy of the new register had been circulated to members prior to the meeting. New purchases had been added to the register, including two new benches bought a short time before the meeting and advice had been taken from SALC and a specialist consultancy regarding the status of leased buildings and vehicles. As a consequence, the leased library had been added at its insurance/market value with a notional value of £1 for AR purposes to reflect its leased status. The same had been done for the leased Flyer vehicle providing community transport.

It was PROPOSED, SECONDED and AGREED to accept the new register in its revised form and action the advice received with regard to leased buildings and vehicles.

- **To review and approve risk assessments relating to Financial Management; computing and Code of Conduct.**

The Clerk updated members with regard to the range of risk assessments currently agreed by Council which had been updated to March 2018. He drew particular attention to the ones relating to financial management, computing and the Code of Conduct which had received particular attention and which had been circulated to all Councillors. After discussion members asked that a new risk assessment should be undertaken for the Flyer vehicle to take account of the proposed extension of service to Shifnal and district.

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

This agenda item was deferred to an extra Council meeting to be held on 8th March, 2018.

8th March

Members agreed that the following items should be included on the Council agenda for 5th April 2018:

- The Albrighton Flyer to include references to the Shifnal service and extra drivers;
- Christmas lights;
- The Approbation ceremony.

25. Correspondence:

For action:

- Cosford Youth Club – accounts for Cosford Youth Club in relation to the previous grant request, (enclosure). Carried forward to 5/4/18

Members discussed the submission from the Cosford Youth Club regarding a financial statement and agreed that the papers so far submitted did not qualify as acceptable accounts. Despite this, Councillors felt that they should be supportive and Cllr. Maguire volunteered to help them prepare an acceptable statement if they felt that this would be useful. It was agreed that this item should be further discussed at the extra Council meeting on the 8th March, together with all other items of correspondence.

- Albrighton churches – request to use the village green to participate in Global Prayer on 30th May, (enclosure).

Members agreed to grant permission for the day of global prayer on 30th March.

- Shropshire Council – request for potential confirmation of local connection re 'Build your Own' affordable housing, (enclosure).

It was PROPOSED, SECONDED and AGREED that the request for potential confirmation of the eligibility to 'build your own' affordable housing should be supported.

- Ms J Blakstad – possible Council involvement in the requested parking permit scheme in Shaw Lane, Albrighton, (enclosure).

Members supported the residents of the cottages at the junction of Shaw Lane and Station Road in their request for parking permits and the Clerk was asked to contact Shropshire Council in support of the application.

- NHS – possible Council response to the Future Fit consultation on the two options concerning the Royal Shrewsbury Hospital and the Princess Royal Hospital, Telford, (enclosure).

The contents of the Future Fit consultation were noted and the Clerk was asked to follow up any consultation documentation.

- Albrighton Sports and Social Club – request for sponsorship of one or more football teams, (enclosure).

The Clerk was asked to investigate whether it is in order for a Council to sponsor a team and, if necessary, obtain accounts from the Albrighton Sports and Social Club.

For information:

- NALC Assembly – report on the NALC assembly 6th February, 2018, (enclosure).

Received and noted.

- SALC – information bulletin, February 2018, (enclosure).

Received and noted.

- Albrighton Scouts – information regarding the St. George’s Day Parade to be held on Sunday, 22nd April, 2018, (enclosure).

Members noted that the arrangements for St. George’s Day parade included marshals provided by the Parish Council. The Clerk was asked to investigate what was being proposed by the organisers.

- RAF Cosford – agreement to support the Albrighton Approbation Ceremony on 8th September 2018, (enclosure).

Received and noted. Cllr. Straney stated that he was not involved in the arrangements for the ceremony.

26. Date of next meeting:

- Albrighton Parish Council meeting – Thursday 5th April, 2018 at 7.15 pm in the Council meeting room.

Because of the snowy conditions and worsening weather on 1st March members agreed that the meeting should close at 7.48 pm and all items deferred would be considered at an extra Council meeting which would be held on Thursday, 8th March at 7.15 pm in the Council meeting room.

The meeting on 8th March closed at 8.35 pm.

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

