

**ALBRIGHTON PARISH COUNCIL  
MINUTES OF MEETING**

**14<sup>th</sup> September 2016 at 7.15 pm in the council meeting room**

Minutes of the Albrighton Parish Council business meeting held on Wednesday 14<sup>th</sup> September 2016 at 7.15 pm in the council meeting room.

**PRESENT:** Cllrs. P Harrison (Chairman), D Beechey, P Griffin, C Hassall, S Pledger, A Straney, P Woodman.

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

**PRESENTATION AND UPDATE BY MR. CHRIS EDWARDS ON THE PROPOSED ALBRIGHTON STATION RAMP AND ASSOCIATED RISK ASSESSMENT.**

Mr Edwards distributed an account of the background to the discussions on the proposed ramp at Albrighton railway station and went through each point. He concluded by highlighting the fact that the proposed ramp would not be DDA compliant which could cause problems with regard to insurance cover. In order to overcome this difficulty a dispensation from the Department of Transport would be needed and the local MP had agreed to approach the Secretary of State in order to action this requirement. National Rail had said that they would provide suitable lighting for the ramp and make good any damage caused by the proposed bridge lowering and the land concerned could be sold or leased to the parish councils involved with access guaranteed to EE and the rail companies.

Cllr. Woodman urged that there should be some action as no progress with the scheme had been made in the last three months. He suggested that the insurance could be obtained on a conditional basis. Cllr. Griffin was concerned that individual councillors could be at financial risk if there was an accident on the ramp and other councillors were concerned that there had been no access to the risk assessment that had been carried out in March. It was emphasised that there had been no public commitment to take on the project and the councils would have to be satisfied that all outstanding issues had been covered. **Cllr. Pledger proposed that the councils formally request to see a copy of the risk assessment undertaken by Shropshire Council prior to considering any further action which was seconded by Cllr. Beechey and agreed by council 6 – 1.** Cllr. Woodman agreed to do a time line indicating what issues still needed to be resolved and when with who was responsible.

**PUBLIC SESSION**

No members of the public were present.

**1. APOLOGIES**

Cllrs. P Illes (holiday), S Kirkland (holiday), M Pate (meeting), S Pate (ill health), K Pledger (illness), A Robinson (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.**

There were no declarations of interest.

## **3. MINUTES OF THE PREVIOUS MEETINGS:**

- **Minutes of the Albrighton Parish Council business meeting 21<sup>st</sup> July 2016:**

**Cllr. Pledger proposed that the minutes were a true and accurate record which was seconded by Cllr. Beechey and agreed by council 6 – 0 with 1 abstention.**

- **Minutes of the Albrighton Parish Council planning meeting 4<sup>th</sup> August 2016:**

**Cllr. Woodman proposed that the minutes were a true and accurate record which was seconded by Cllr. Beechey and agreed by council 6 – 0 with 1 abstention.**

- **Minutes of the Albrighton Parish Council planning meeting 1<sup>st</sup> September 2016;**

After discussion members agreed that the minute relating to the Village Greens on page 3 should be amended to indicate that the council's obligations only related to a small strip of land app. 2 metres in width adjacent to the footpath and the rest of the area in front of the bank was the bank's responsibility.

**With this one amendment Cllr. Pledger proposed that the minutes were a true and accurate record which was agreed by council 6 – 0 with 1 abstention.**

## **4. MATTERS ARISING.**

**Cllr. Hassall was concerned about the management of staff that had been unclear in a recent library committee report and proposed that it be confirmed that the management of all library/parish council staff was under the control of the parish clerk and that the management of the library building was the responsibility of the council. The proposal was seconded by Cllr. Pledger and agreed by council 6 – 0 with 1 abstention.**

The clerk also confirmed that support had been offered to the Red House for the management of a tree on Shropshire Council land in front of the building and for the resetting of the paving blocks which constituted a potential trip hazard.

## **5. RAF COSFORD REPORT – report by Sqn Ldr Chris Wilson.**

In the absence of Sqn Ldr Wilson there was no RAF Cosford report.

## **6. SHROPSHIRE COUNCIL REPORT – report by Cllr M Pate.**

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

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

Cllr. Pledger reported on the review meeting concerning the 2016 Air Show and said that the arrangements were an improvement on recent years and similar procedures would be followed in 2017.

Cllr. Harrison reported on the recent Library Network Forum which he said had proved to be very useful and would continue to be held at a variety of locations around the county.

Cllr. Beechey stated that there had been a joint liaison meeting with Donington with Boscobel Parish Council in which closer working arrangements and joint funding were discussed.

Cllr. Harrison said that Cllr. Kirkland had met with members of the Sports and Social Club regarding Clockmills and a report would follow when Cllr. Kirkland returned from her holiday.

## **8. COMMITTEE REPORTS**

- **Library Committee report**

Cllr. Harrison stated that as the committee had only met that morning a report would be tabled at the next business meeting of the council.

## **9. FINANCE**

- **Update on the opening of further savings accounts;**

The clerk reported that the Cambridge Building Society account had now been opened and was fully operational. The account for the Beverley Building Society required 4 signatories and the required verifications of those councillors involved had not been obtained.

Both accounts had been added to the accounting software as functioning cashbooks.

- **External auditor's report with accompanying remittance advice from Shropshire and page 1 of the Annual Governance Statement:**

The clerk explained to council that the external auditor had criticised the 2015/16 procedures on two counts relating to the certification by the Responsible Financial Officer ahead of council approval and the figure relating to the amount included in the annual precept. Shropshire Council had included a small grant in the 2016 precept notice which was not made clear in the paperwork sent to the council and it required a resubmission of the accounting statement in order to comply with regulations. Members agreed that they would ensure that the 2016/17 accounts would take due note of these two problems which would not be repeated.

- **To consider and approve cheques for August and September 2016:**

**Cllr. Pledger proposed that the cheques for August and September 2016 should be approved for payment which was seconded by Cllr. Griffin and unanimously agreed by council.**

Cheque No.	Date	Payee	Amount	VAT
4180	01.08.16	Cambridge BS, initial deposit	1000.00	
4181	01.08.16	Capita, annual rent for Clockmills	482.00	
4182	03.08.16	D Taylor, fixing/moving street benches	1400.00	
4183	03.08.16	Printerland, Canon toner	58.15	9.69
4184	03.08.16	Printerland, Samsung toner cartridges	270.24	45.04
4185	03.08.16	D Beechey, travel expenses	15.30	
4186	03.08.16	Beverley BS, initial deposit	1000.00	
4187	03.08.16	SALC, training fee on pensions	22.00	
4188	03.08.16	Viking, paper, diary, folder	41.83	6.97
4189	03.08.16	Keith Gibson, Flyer service, mower petrol	67.20	11.20
4190	22.08.16	TFM, paint, brushes, decorating equipment	123.55	20.57
4191	22.08.16	BG Grounds Maint., 2 mows of Patshull Green	168.00	28.00
4192	22.08.16	Shropshire Council, electoral charge	1136.99	
4193	22.08.16	Benbow Brothers, Oak tree removal	2985.60	497.60
4194	22.08.16	Severn Trent Water, library water charges	168.70	7.88
4195		Destroyed		
4196	23.08.16	Cambridge BS, reserves deposit	74,000.00	
4197	25.08.16	Mike Nicholls, library window cleaning	50.00	
4198	31.08.16	Rialtas, software support and maintenance	135.60	22.60

Cheque No.	Date	Payee	Amount	VAT
4199	05.09.16	PHS Annual Duty of Care payment	88.08	14.68
4200	05.09.16	Keith Gibson, Flyer door catch, MOT, safety check	375.36	52.79
4201	08.09.16	S. Pledger, travel expenses	22.50	
4202	08.09.16	Mh-p Internet, website hosting	108.00	18.00
4203	14.09.16	Shropshire Council, Alb. swimming pool invoices	1806.15	
4204	21.09.16	M Ward, reimbursement for library cleaning materials	143.54	23.92
4205	21.09.16	M Ward, travel expenses	13.05	
4206	21.09.16	BG Grounds Maint., mowing Patshull Green	84.00	14.00
4207	26.09.16	Safeaid Services, defibrillator training	360.00	60.00
4208	26.09.16	Peer Ltd., assorted spectacles for the library	72.00	12.00

**10. TO FURTHER CONSIDER THE DRAFT HR CONTRACT PREVIOUSLY DISCUSSED AT THE PLANNING MEETING HELD ON 1<sup>ST</sup> SEPTEMBER.**

Cllr. Griffin said that in his opinion there was nothing to be concerned about with regard to the draft HR contract provided by Shropshire Council and in his view the council was right to have access to high quality professional support with regard to personnel issues. The number of staff now working for the council had increased significantly and everyone concerned deserved to have their work lives managed in line with best practice. Cllr. Woodman agreed and also stated that he had no issues regarding the draft contract.

**Cllr. Pledger proposed that the council should agree the contract with the HR department of Shropshire Council on a pay as you go basis which was seconded by Cllr. Straney and unanimously agreed by council.**

**11. SPORTS INITIATIVES – item referred from the planning meeting of 4<sup>th</sup> August**

No member of council could recall what this agenda item related to and the clerk, who had asked several councillors, stated that he was unable to ascertain why this item had been requested for the agenda. Members agreed to remove it from future discussion.

**12. TO DISCUSS COUNCILLORS' TRAVEL EXPENSES AND ANY AMENDMENTS CONSIDERED NECESSARY.**

Cllr. Harrison said that he had asked for this item to be placed on the agenda in order to reiterate the agreement that expenses claims must be submitted within 30 days of the event otherwise they would be lost.

**Cllr. Woodman formally proposed that this agreement should be council policy which was seconded by Cllr. Pledger and unanimously agreed by council.**

**13. TO CONSIDER THE POSITION OF the CHAIR OF THE ALBRIGHTON STATION RAMP COMMITTEE.**

An outline of the agreements of the ramp committee in relation to its chairmanship had been previously submitted by Cllr. M Pate and it was considered by members in detail. Members agreed that the ramp committee was not a committee of the council but was formed by members of the Civic Society with representation from other bodies, including the Parish Council. Councillors felt that the Chair of council ought to attend meetings of the ramp committee and Cllr. Woodman stated that it would be helpful if Cllr. Pledger could continue her membership. **Cllr. Straney proposed that two members from the Council should attend these meetings, one of whom should be the Chairman of the council, but the committee should elect its own chairman from among its membership without council interference. Cllr. Pledger seconded the proposal which was unanimously agreed by council.**

**14. TO CONSIDER AN APPLICATION TO THE LOCAL COUNCIL AWARD SCHEME RUN BY NALC.**

Cllr. Pledger said that the council should be more pro-active in promoting its service and raise its profile within the community. This would help in attaining grants and loans and in the recruitment of new councillors at election time. Cllrs. Beechey and Griffin agreed and felt that the council should seek foundation level of the local council award scheme. Cllr. Straney asked about the additional work load that would be required in order to make a proper submission and a possible extra cost. The clerk, when asked, also felt that foundation level was appropriate and could be managed from within existing resources without undue strain. Cllr. Hassall said that there would be a cost and the council would need to be seen consulting more openly. The monthly newsletter in the Parish Magazine would need to be amplified by the addition of notices and reports on the website with copies of the newsletter freely available at various venues.

**Cllr. Beechey proposed that the council should seek an award at foundation level which could form the basis for a possible further submission at quality level at a later date. Cllr. Woodman seconded the proposal which was unanimously agreed by council.**

**15. INTEGRATED COMMUNITY MANAGEMENT IN SHROPSHIRE – A FAMILIARISATION IN ADVANCE OF A PRESENTATION BY THREE OFFICERS TO COUNCIL AT THE PLANNING MEETING ON 6<sup>TH</sup> OCTOBER.**

The clerk agreed to circulate the correct document to all councillors in advance of the presentation by officers from the Shropshire Housing Group at the planning meeting scheduled for 6<sup>th</sup> October 2016.

**16. TO CONSIDER FUTURE ACTION WITH REGARD TO THE SWIMMING POOL AT ALBRIGHTON PRIMARY SCHOOL NOW THAT THE SWIMMING SEASON HAS ENDED.**

A report on the 2016 swimming season at Albrighton Primary School from the Chairman of the swimming club was considered by members. Cllrs. Pledger and Woodman felt that more information was needed with regard to the accounts of the club and with details of the membership and that little or no progress had been made over the summer with regard to a new structure for 2017. Members accepted that meetings had been made difficult by the illness of the primary school Head teacher. Councillors agreed that a charitable trust needed to be established which would be able to apply for grants to improve the facility and in order to promote these discussions a meeting was urgently needed. The clerk was asked to circulate the main agencies involved in the earlier discussions and set up a swimming forum meeting by the end of the month/early October.

**17. REQUEST FROM LIBRARY STAFF TO MOVE THE CHAIRS OF COUNCIL BOARDS ABOVE THE NOTICE BOARD IN THE LIBRARY FOYER SO THAT THE BOARD CAN BE USED FOR NOTICES.**

Cllr. Pledger reminded members that when the new council office was established in the library in April it had been agreed that one side of the foyer would be for library notices and the other side would be for council use. She felt that this arrangement should not be revised and other councillors agreed that the current usage should be continued.

**18. ITEMS FOR THE AGENDA OF THE NEXT COUNCIL BUSINESS MEETING TO BE HELD ON 20<sup>TH</sup> OCTOBER 2016.**

The following items were agreed for inclusion on the agenda of the business meeting scheduled for 20<sup>th</sup> October 2016:

- The risk assessment for the ramp and associated matters;
- Update on the swimming pool at Albrighton Primary School.

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

- **Defibrillator training – Wednesday 21<sup>st</sup> September 2016 at 7.15 pm in the Red House.**
- **Meeting of the Personnel Committee – Wednesday 28<sup>th</sup> September 2016 at 4.00 pm in the council meeting room.**
- **Meeting of the Transport Committee – Thursday 6<sup>th</sup> October 2016 at 6.30 pm in the council meeting room**
- **Albrighton Parish Council planning meeting – Thursday 6<sup>th</sup> October 2016 at 7.15 pm in the council meeting room.**

Albrighton Parish Council business meeting – 14<sup>th</sup> September 2016

- **Meeting of the Finance Committee – Wednesday 19<sup>th</sup> October 2016 at 4.00 pm in the council meeting room.**
- **Albrighton Parish Council business meeting – Thursday 20<sup>th</sup> October 2016 at 7.15 pm in the council meeting room.**

There being no further business the meeting closed at 9.25 pm.

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