



Albrighton Parish Council

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Minutes of meeting

18th May 2017

Minutes of the Albrighton Parish Council business meeting held on Thursday 18th May 2017 at 7.15 pm in the Council meeting room.

Present

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

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

1. Election of the Chairman of Albrighton Parish Council.

Cllr. Beechey nominated Cllr. Harrison as chairman which was seconded by Cllr. Pledger.

Cllr. Maguire nominated Cllr. Woodman as chairman which was seconded by Cllr. Smith.

Cllr. Woodman was elected chairman 8 – 7 by the council.

2. Declaration and Acceptance of Office.

The Declaration of Office must be signed by the newly elected chairman.

Cllr. Woodman signed the declaration of office for chairman which was witnessed by the Parish Clerk.

3. Election of Vice Chairman of Albrighton Parish Council.

Cllr. S Pledger nominated Cllr. Kirkland as vice chairman which was seconded by Cllr. Harrison.

Cllr. Rudman nominated Cllr. Smith as vice chairman which was seconded by Cllr. Hickson.

Cllr. Smith was elected vice chairman 8 – 7 by the council.

4. Declaration and Acceptance of Office.

The Declaration of Office must be signed by the newly elected vice-chairman.

Cllr. Smith signed the declaration of office for vice chairman which was witnessed by the Parish Clerk

5. Distribution of the Induction Pack and explanation of particular items by the Clerk.

The Declaration of Office must be signed by the new councillor and witnessed appropriately. Failure to sign means a member cannot continue as a councillor.

The clerk went through the induction pack provided to all members and highlighted a number of items requiring action. The acceptance of office form needed to be signed immediately and handed back and the disclosable pecuniary interests form needed to be taken away and, after reading the notes of guidance, completed and returned to the clerk within the stipulated time frame. Members were asked to read the Code of Conduct and Standing Orders in order that the business of council was properly conducted and their attention was drawn to Fundamentals for Councillors training which was recommended for all new councillors.

6. Review of members' declaration of interests.

To review and declare any disclosable pecuniary interests.

There were no declarations of interest.

7. To confirm the Parish Clerk to the Council as Responsible Financial Officer.

Cllr. Woodman proposed that the clerk should act as the responsible financial officer for 2017/18 which was seconded by Cllr. Beechey and unanimously agreed by council.

8. To appoint an internal auditor for the 2017/18 financial year.

Ms Sue Hackett has been appointed in previous years representing SDH Accounting.

Cllr. Beechey proposed that Ms Sue Hackett should be appointed as internal auditor for 2017/18 which was seconded by Cllr. Harrison and unanimously agreed by council.

9. To decide whether to hold one or two Council meetings a month.

To decide whether to continue with a council planning meeting and a council business meeting each month or whether to hold one meeting a month only.

Cllr. S Pledger felt that one meeting a month was sufficient and seemed to work well for councils that were bigger than Albrighton. Cllrs. Pate and Harrison also supported one meeting a month provided that the chairman, in consultation with the clerk, could call an extra meeting if there was an emergency. Cllr. Harrison pointed out that the extension to 28 days for planning application responses meant that previous difficulties in meeting planning deadlines no longer applied.

Cllr. S Pledger proposed that that Albrighton Parish Council should meet once a month for six months on a trial basis with the proviso that an extra meeting could be called in the case of an emergency. The motion was seconded by Cllr. Kirkland and unanimously agreed by council.

Cllr. S Pledger proposed that the monthly meeting should be held on the first Thursday of the month in order to avoid two meetings in the same week for those councillors serving on Donington with Boscobel Parish Council. Cllr. Straney seconded the proposal which was unanimously agreed by council.

Members agreed that the monthly meeting on the first Thursday of the month should begin in July 2017. The June meeting would take place on 15th June 2017.

10. To review the number of council committees.

To decide whether to continue a committee structure and, if so, what committees to authorise.

Members discussed the advantages and disadvantages of the existing committee structure which allowed for detailed investigation into specific areas but led to some members feeling ill informed on important council business. Various models were considered and there was also support for working parties with a specific brief which would be disbanded when the work was completed. Cllr S Pledger and others were concerned at the prospect of discussing personnel issues in full council which could require protracted confidential sessions.

Cllr. Woodman proposed that the council should continue with a finance committee but abolish the other three committees operated by the previous council with the option of the chairman forming a working party as required to deal with a specific issue. Cllr, Illes seconded the proposal which was agreed by the council 11 – 4.

11.To elect committee members to council approved committees.

Cllr. Pate proposed that the members of the finance committee should include the chairman, the former chairman, the vice chairman, the former vice chairman, and Cllr. Maguire. The motion was seconded by Cllr. Smith and agreed by council 13 – 2.

12.To review the number of working parties and outside organisations and members serving on them

List of existing organisations with council membership enclosed.

A number of councillors felt that the list of outside agencies with council representation was too long and many of the groups failed to meet or did not inform council members of meeting dates. Cllr. Illes felt that while this was true it was important for the council to be seen to be involved in local bodies and he quoted the Footpaths Group as a good example. There was a particular issue with the Summer Fayre committee which required immediate action and Cllr. Smith volunteered to join this group as the council representative.

Cllr. Pate proposed that this discussion should be deferred for two months and existing members continue their current commitments which was seconded by Cllr. Kirkland and agreed by council 14 – 0 with 1 abstention.

13. To review and approve the council's asset register last revised 31st March 2016.

Current asset register enclosed.

The clerk introduced the current asset register which had been recently revised. The register included the latest purchase of benches but did not include the recently ordered planters as they would be installed on a short-term lease basis and would not be owned by the council.

The contents of the asset register were noted.

14. Apologies.

Members who cannot attend a meeting should tender their apologies to the Parish Clerk prior to the meeting as, under Section 85 (1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

There were no apologies for absence.

15. 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.

This matter had been covered under agenda item 6.

16. Public participation.

The meeting will be adjourned for public question time.

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. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate parish council meeting.

This period is not part of the formal meeting; brief notes will be appended to the minutes.

Members of the public may not take part in the parish council meeting itself.

One member of the public was present but did not wish to ask any questions or comment on any item on the agenda.

17. Shropshire Council report.

Cllr. Pate is invited to inform members with regard to relevant items of business likely to affect the community.

Cllr. Pate reported that there had been one meeting of the unitary authority and Cllr. Peter Nutting had been elected the leader of Shropshire Council.

18. Minutes of previous meetings.

- a. To receive the minutes of the meeting held on 20th April 2017 (enclosure).

Cllr. S Pledger proposed that the minutes of 20th April 2017 were a true and accurate record which was seconded by Cllr. Kirkland and agreed by council 8 – 0 with 7 abstentions.

19. Matters arising.

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

There were no matters arising.

20. To review action points arising from the minutes.

- a. Albrighton Parish Council business meeting held on 20th April 2017 (enclosure).

Members went through the action points arising from the meeting on 20th April 2017.

Cllr. Pate proposed that the chairman, vice chairman, the former vice chairman and Cllr. Illes should continue the work related the production of a drivers' handbook which was seconded by Cllr. Woodman and unanimously agreed by council.

Cllr. Illes and Cllr. Kirkland were thanked for their work with regard to the handbook and the Albrighton Flyer.

21. Parish Clerk's financial report and accounts.

- a. Update on the internal auditor's final visit and items for consideration (verbal report).

The clerk reported that the internal auditor had completed her work after 4 full days of visits and he expected to receive the report shortly. He was not anticipating any major problems arising from the report but conversations suggested that there might need to be some alterations to the Financial Regulations and a reporting, in table form, of council risk assessments.

- b. To confirm the insurance payment for council insurance 2017/18 of £2,101.53.

Members agreed that the insurance account should be settled which was the second payment of the three-year agreement approved in 2016.

- c. To consider accounts and urgent payments made to the following.

Date	Cheque	To whom payable	Reason	Amount
06.04.17	4296	A Dawson	Mole control at Clockmills	200.00
06.04.17	4297	SALC	Annual subscription 2017/18	1387.56
06.04.17	4298	Keith Gibson Cars	Flyer repairs and service	447.60
06.04.17	4299	S Pledger	Travel expenses	9.72
07.04.17	4300	Salop Medical Training	First aid training	180.00
07.04.17	4301	Npower	Street lighting charge	738.85
07.04.17	4302	M Nicholls	Window cleaning at library/parish office	50.00
07.04.17	4303	Premier Tail Lift	Repairs to Flyer tail lift	199.09
10.04.17	4304	D Clark	New (second hand) phone for Flyer	27.90
10.04.17	4305	Plantscape	Summer planters and maintenance	1408.00

10.04.17	4306	M Ward	Travel expenses	32.40
10.04.17	4307	B G Grounds Maint.	Mowing Patshull Green	84.00
	4308		Destroyed	
27.04.17	4309	S Pledger	Travel expenses	6.75
27.04.17	4310	M Ward	Travel expenses	6.75
27.04.17	4311	Viking	Printer copy paper	49.91

Cllr. Pate proposed that the payments listed should be approved for payment which was seconded by Cllr. Beechey and agreed by council 13 – 0 with 2 abstentions.

d. Income received.

Date	Payment type	Payer	Reason	Amount
04.04.17	Cash	Albrighton Flyer	Two day's cash	39.00
04.04.17	Cash	Albrighton library	Weekly cash	61.19
07.04.17	Cash	Albrighton Flyer	Weekly cash	128.00
13.04.17	Cash	Albrighton Flyer	Weekly cash	127.00
13.04.17	Cash	Albrighton library	Weekly cash	59.63
18.04.17	Cash	Albrighton library	Weekly cash	54.57
19.04.17	Bank Giro Credit	Shropshire Council	Flyer grant 2017/18	9,600.00
20.04.17	Cash	Albrighton Flyer	Weekly cash	105.00
21.04.17	Bank Giro Credit	Alzheimer's Society	Room hire	91.00
25.04.17	Cash	Albrighton Flyer	One day's cash	17.00
25.04.17	Cash	Albrighton library	Weekly cash	31.22
27.04.17	Cash	Albrighton Flyer	Four day's cash	110.00
27.04.17	Cheque	Live at Home	Flyer use for one month	195.00

The income received was noted by council.

22. Planning.

Planning applications:

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

Applicant: Mr David Thompson

Cllr. Kirkland proposed that planning application 17/02031/TCA should be refused on the ground that too little information had been provided which justified the removal of 21 mature trees. The proposal was seconded by Cllr. S Pledger and unanimously agreed by council

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)

Applicant: Mr Harpal Dhingra

Cllr. Harrison proposed that planning application 17/01622/FUL should be approved which was seconded by Cllr. Straney and agreed by council 12 – 1 with 2 abstentions.

Reference: 17/01786/FUL (validated: 18/04/2017)

Address: 31 Bowling Green Lane, Albrighton, Wolverhampton, Shropshire, WV7 3HL

Proposal: Erection of a two-storey side extension and conversion of loft into additional living accommodation

Applicant: Mr And Mrs S Kileen (31 Bowling Green Lane, Albrighton, WV7 3HL)

Cllr. Harrison proposed that planning application 17/01786/FUL should be approved which was seconded by Cllr. S Pledger and agreed by council 14 – 0 with 1 abstention.

Planning decisions:

Reference: 17/01478/TPO (validated: 28/03/2017)

Address: 4 Manor Gardens, Albrighton, Wolverhampton, Shropshire, WV7 3RD

Proposal: Reduce 1no Oak by 25-30% and pollard 1no Lime back to trunk protected by Shropshire Council (Land at Cross Road, Albrighton) TPO 2010

Decision: Refuse

Received and noted.

Reference: 17/01101/LBC (validated: 29/03/2017)

Address: 31 - 32 High Street, Albrighton, Wolverhampton, Shropshire, WV7 3JF

Proposal: External alterations in connection with the installation of 2No replacement windows affecting a Grade II Listed Building

Decision: Grant Permission

Received and noted.

23. To approve the Audit Annual Return 2016/17

23.1 Annual internal audit report 2016/17 (enclosure)

Members considered the annual internal audit report 2016/17 and noted that all of the internal control objectives had been agreed and that there were no other risk areas identified.

23.2 Annual governance statement 2016/17 (enclosure)

Members considered each item 1 – 9 of the annual governance statement 2016/17 to judge whether it applied to the council's procedures.

Cllr. Pate proposed that council records a 'yes' vote for each of items 1 – 8 and a 'not applicable' for item 9. The proposal was seconded by Cllr. Beechey and agreed by council 9 – 0 with 6 abstentions.

23.3 Accounting statements 2016/17 (enclosure)

The council considered the accounting statements 2016/17 and noted that the balance at 31st March was £126, 308 over all of the council's five accounts. Some members felt that this was a large balance to carry forward but noted that it included £25,000 for a replacement mini-bus that no longer applied as a new vehicle had been ordered on a leasehold basis. Other members did not share this concern and felt that in the current uncertain times it was appropriate.

The accounting statement was noted and the clerk was thanked for his work regarding the end of year procedures.

24. To consider the vacancy caused by the resignation of the Admin Assistant with effect from 5th June 2017.

Letter of resignation enclosed.

The letter of resignation from the current admin assistant was noted and members discussed the options that were available with regard to the vacancy. Members agreed that it was difficult to assess work load and an appropriate response when earlier decisions had reduced the number of meetings to one per month and when three of the former committees had been disbanded.

Cllr. Illes proposed that a decision on this matter should be deferred to a future meeting and the clerk invited to present a report on any need for extra support. The proposal was seconded by Cllr. Smith and unanimously agreed by council.

Cllr. S Pledger left the meeting at the end of agenda item 24.

25. Items for the Albrighton Parish Council business meeting to be held on Thursday 15th June 2017.

Items are invited for inclusion in the next business meeting agenda.

There were no items suggested for the agenda of the 15th June meeting.

26. Correspondence.

For action:

- Request for the £500 allocated in the 2017/18 budget to support the Albrighton with Donington Fayre (enclosure);

Cllr. Pate proposed that the budgeted allocation of £500 be paid to support the Albrighton Fayre committee which was seconded by Cllr. Straney and unanimously agreed by council

- Shropshire Council – proposed nomination of the Platform Alehouse as an asset of community value (enclosure);

Members discussed the nature of an asset of community value and whether the platform alehouse qualified for this status. It was noted that the building was of particular interest and value but the alehouse was of recent origin and had a limited range of community activities.

Cllr. Beechey proposed that the application should be supported by the council which was seconded by Cllr. Pate and agreed by council 7 – 3 with 3 abstentions.

27. Dates and times of future meeting

- Albrighton Parish Council business meeting Thursday 15th June 2017 at 7.15 pm in the Council meeting room.

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder, Health and Safety, and Human Rights.

Any person who may have difficulty with access to the meeting through disability is asked to advise the Parish Clerk on 01902 375455 at least 24 hours before the meeting so that every effort may be made to provide access.

There being no further business the meeting closed at 9.13 pm.

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