

## ALBRIGHTON PARISH COUNCIL MINUTES – 3<sup>rd</sup> June 2020



The remote Albrighton Parish Council meeting which was held through Microsoft Teams on Wednesday 3<sup>rd</sup> June 2020 at 6.00pm.

**COUNCILLORS IN ATTENDANCE:** P Woodman, R Smith, T Maguire, R Rudman, M Pate\*, M Pitchford, D Beechey, M Medlyn, P Collins, P Illes, A Straney, B Hickson, S Pledger

**ALSO, IN ATTENDANCE:** Shirley Reynolds Clerk to the Council

### ANNUAL MEETING OF ALBRIGHTON PARISH COUNCIL

#### **20011. Election of the Chairman of Albrighton Parish Council**

Cllr. Rod Smith was nominated by Cllr Woodman and seconded as Chairman this was then put to the vote - Cllr. Smith was duly elected chairman by the council.

#### **20012. The Declaration of Office must be signed by the newly elected Chairman.**

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

#### **20013. Election of the Vice-Chairman of Albrighton Parish Council**

Cllr. Peter Woodman was nominated by Cllr Pitchford and seconded as Vice Chairman this was then put to the vote - Cllr. Woodman was duly elected Vice Chairman by the council.

#### **20014. The Declaration of Office must be signed by the newly elected Vice-Chairman.**

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

#### **20015. Review of Members' Declaration of Interests.**

The Clerk reminded Councillors that it was their duty to ensure their disclosable pecuniary interests form were up dated as necessary with any changes and lodged with APC and Shropshire Council.

#### **20016. To confirm the Responsible Financial Officer to the Parish Council.**

Cllr Smith thanked the Clerk for the superb job she had undertaken in turning our accounts around and he felt that we now had sound financial footing and guidance. Cllr Smith proposed that the Clerk be nominated to continue as the RFO for the coming year. Cllr Beechey asked that the councils' thanks be recorded for the hard work that she had carried out during the last year.

**It was PROPOSED, SECONDED and AGREED by Councillors that Shirley Reynolds Clerk to the Council be appointed also as the Responsible Financial Officer for Albrighton Parish Council.**

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**20017. To appoint an internal auditor for the 2020/21 financial year.**

The Clerk informed Council that a thorough internal audit had taken place and recommended to council that DM Payroll be invited to be our auditor again this year.

**This was then put to the vote and it was PROPOSED, SECONDED and AGREED that DM Payroll be appointed as internal auditors for the year 2020/21.** Action – Clerk

**20018. To review the number of council committees.**

**It was moved by Cllr Pate that the council committees be moved en bloc this was PROPOSED, SECONDED and unanimously AGREED by Councillors.**

**20019. To elect committee members to council approved committees.**

**It was PROPOSED, SECONDED and unanimously AGREED by Councillors that all committee members remain for the coming year.**

**20020. To review the number of working parties and outside organisations and members serving on them.**

**It was PROPOSED, SECONDED and unanimously AGREED by Councillors that the number of working parties and outside organisations be moved en bloc.** Action – Clerk

Cllr Smith then addressed the Council; he thanked members for putting their trust in him and electing him as Chair for the coming year. Cllr Smith voiced his thanks to Cllr Woodman for his hard work and energy over the last three years as the previous Chairman and for his continued support as the new Vice Chairman. Cllr Smith also expressed appreciation to Cllr Maguire Chair of Finance & Personnel and the Clerk for their work on the financial systems for Albrighton Parish Council and was pleased that Cllr Maguire would continue to serve as Chairman F&P. Cllr Medlyn also expressed her thanks to Cllr Woodman for his Chairmanship and Cllr Pate asked that it be minuted that Cllrs Woodman and Smith had overseen internal & external difficulties during the last three years and had dealt with these in a very professional manner and he personally wanted to thank them both for their work.

**20021. Closure of the Annual Meeting of Albrighton Parish Council.**

**ORDINARY BUSINESS MEETING OF THE PARISH COUNCIL.**

**20024 Apologies**

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

Cllr J Pledger (prior engagement)

**20025.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.

Cllr Medlyn item 20028a

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## **20026. Public Participation**

Members of the public are invited to ask questions, make representations or submit comments please contact the Clerk prior to the meeting. This is LIMITED TO THREE MINUTES PER PERSON – at the sole discretion of the Chairman.

The Clerk informed members that a written question had been received from a resident, the contents of which she read to all Councillors. This had been discussed by the F&P committee and Cllr Maguire would respond to this item later in the meeting.

## **20027. Minutes of previous meeting:**

To receive the minutes of the meeting held on 13th May 2020 (enclosed).

It was PROPOSED, SECONDED and AGREED that the minutes of 13<sup>th</sup> May 2020 were true and accurate records.

## **20028 Finance & Personnel**

- a) To receive a report by the Chairman Finance & Personnel to also include receipts and payments up to 30<sup>th</sup> April.**

Cllr. Maguire informed members of the council the outcome of the breach of the Code of Conduct which had been reported to the Monitoring Officer in Shirehall. Following correspondence with the Monitoring Officer he had sent two letters to Cllr. Sylvia Pledger on 20th May 2020. One letter being a reprimand for the serious breach of Code of Conduct and the other listed the restrictions that had been imposed namely: -

1. Cllr. Sylvia Pledger is removed from any Committee or Sub-Committee of Albrighton Parish Council. specifically, the Grants Working Party.
2. Cllr. Sylvia Pledger can no longer represent Albrighton Parish Council in any capacity, including any Area Committee organised or sponsored by SALC.
3. Cllr. Sylvia Pledger must not conduct any communication with Mr Ken West, employee of Albrighton Parish Council.

These restrictions take effect immediately and remain in force until May 2021.

Cllr Medlyn asked if the council was going to write to the Flyer driver to inform him of the conditions imposed, it was agreed that the Clerk as his Manager should do this. **Action - Clerk**

Cllr Maguire then turned to the financial reports and explained that he had changed the format of his Receipts & Payments summary to show further comparisons for budgeting purposes, which he hoped would be a more helpful way to present the figures.

- b) To receive and approve the Annual Governance and Accountability return (AGAR) 2019/20 before presentation to the External Auditor.**

The Clerk informed Councillors that both the internal audit and end of year closedown had now been completed and the new financial years accounting system had been set up, she had already completed month end for April and month end for May would be finalised this week. The AGAR was now ready to be submitted to the external auditors PKF Littlejohn after full council approval.

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The Chairman expressed his thanks for the hard work and dedication shown by the Clerk and Cllr Maguire Chairman of Finance & Personnel, and Cllr Woodman added that the internal audit report was very positive and that council could feel reassured by this.

The AGAR return was explained by the Clerk and Councillors agreed that these statements were a true record and:

**It was PROPOSED, SECONDED and AGREED that the Chairman sign this as a true and correct record and the Annual Governance Statement be approved. Action – Clerk**

**c) To consider income & expenditure in May 2020 details below:**

Expenditure

Date	Cheque	To Whom Payable	Reason	Amount
12/05/2020	FPO	AMANDA WRIGHT	postage reimburse	£5.28
12/05/2020	FPO	Viking	Inv 150985 various stationery	£37.27
14/05/2020	FPO	Nationwide Building Society	Transfer to investment a/c	£20,000.00
14/05/2020	DD	Mainstream Digital	Fraud protection charges	£42.25
15/05/2020	FPO	Nationwide Building Society	Transfer to investment a/c	£20,000.00
15/05/2020	FPO	Craig Paxon	INV 2 Watering charges	£60.00
15/05/2020	FPO	B G Ground Maintenance	INV 191 Patshull mow * 2	£140.00
18/05/2020	FPO	Nationwide Building Society	Transfer to investment a/c	£30,000.00
19/05/2020	FPO	Shropshire Council	Pension Deficit	£500.00
21/05/2020	DD	West Mercia Energy	Electricity charges March 2020	£222.12
21/05/2020	FPO	HMRC	PAYE/NI Contribution for April	£1218.49
21/5/20	FPO	Shropshire Council	Pension Contribution for May	£1671.38
22/05/2020	FPO	Albrighton Parish Council	Salaries May	£5185.38
22/05/2020	FPO	DM Payroll Services Ltd	Invoice 989 Internal Audit	£200.00
26/05/2020	DD	Ald Automotive	Flyer lease for May	£787.96
26/05/2020	DD	BT Group PLC	Reference GP00043911-000059	£54.12

Income

Date	Payment Type	Payer	Reason	Amount
1/5/20	BACS	Albrighton Parish Council	Interest on Business a/c March 2020	£2.20
4/5/20	BACS	Shropshire Council	Library Subsidy	£1300.00
22/5/20	Cheque	Albrighton Parish Council	Flyer– Mrs. Andrews for March	£8.00
22/5/20	Cheque	Albrighton Parish Council	Flyer – LAH for March	£100.00

The Clerk asked members if they had any questions, Cllr Illes asked what the payment to Ald Automotive was and if this had been paid before. The Clerk explained that this was the monthly payment for the lease of the Flyer, no other questions were asked and members approved the income & expenditure for the month.

**20029 To consider delegation of planning applications (Cllr Smith)**

Council was reminded by Cllr Smith that at the last meeting there had been a discussion regarding planning applications.

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All councillors would continue to be informed of all planning applications in advance of each council meeting and be able to submit a personal comment to the planning department. Cllrs Beechey, Straney and Woodman had been asked, and they agreed, if they would review all planning applications on behalf of the council and to consider if these should be brought before the council or not at the monthly meeting. These councillors would, at their discretion, recommend consideration by full council any applications which they consider needed this. Reasons for bringing an application for decision by full council would include: an application which they felt should be refused, or were back land developments, or any major developments and those with more than one dwelling. Cllr Illes felt that planning applications should be minuted so it was agreed that these councillors would provide the Clerk with a brief written summary to be sent out each month to all councillors prior to the council meeting; this would ensure that planning applications were minuted and all decisions were sent to SC as the council's view. It was agreed that Cllr Beechey would look at all applications and decide which of the three would examine each one in more detail and coordinate the brief report to the Clerk as required. (Responses to an application would be one of these three: recommend support or recommend refusal or no comment (the latter would allow the council to review further and reply to SC later but this may be out of time))

#### **20030 To note Clerks report update**

The Clerk had previously circulated her report to all members and asked if there were any queries. Cllr Woodman stated that it was a good report and the Clerk was ensuring all Councillors were kept up to date during the current situation, Cllr Woodman asked if the Clerk would continue to provide this during lockdown. The Clerk said this could be done as an update to her previous report. Cllr Medlyn asked that thanks were passed on to the Village Warden for his prompt action regarding the fallen tree in Ashfields, this was agreed by all councillors.

Cllr Collins asked that Councillors agree to the purchase of credit or a contract for the Clerks mobile phone, she is only provided with a mobile phone by Albrighton Parish Council which only receives incoming calls and she is currently having to use her personal phone to return any urgent calls. Cllr Medlyn stated that the Flyer drivers' phone was also 'pay as you go'.

The Clerk informed members if they wished to make a decision on this then they would need to suspend standing orders as the item was not on the agenda.

**It was PROPOSED, SECONDED and AGREED to suspending the standing orders for this matter to be resolved.**

Following a discussion it was agreed that monies should be put onto the Clerk's existing mobile phone by the Clerk for which she would be reimbursed and that the Clerk and the Chairman would consider what would be the most appropriate contract and council agreed they would have delegated powers to address the mobile phone issues.

**It was PROPOSED, SECONDED and AGREED that the Clerk & Chairman be given delegated powers to resolve the mobile phone issue and purchase the appropriate equipment needed.**

#### **20031 To receive verbal update regarding traffic/pedestrian management**

Cllr Collins had previous circulated a report to all councillors regarding a meeting he and several other Councillors had been invited to by Shropshire Council regarding traffic and pedestrian safety in

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light of the Covid-19 regulations. Councillors and Officers from SC had walked around the village highlighting any social distancing issues and discussing how these could be resolved.

Cllr Collins also stated that he had seen several issues being discussed on Facebook and asked what the Parish Council view was in regarding to responding to Facebook comments. The Clerk informed Cllr Collins that the Council had a social media policy which should be followed, the Clerk said she would forward a copy to him for his information. The Chairman expressed support for residents and businesses across the village who had been working very hard during the pandemic striving to help each other and businesses had gone out of their way to help and support their customers during a very difficult time.

\*Cllr Pate left the meeting at 19.45pm

Cllr Beechey asked what the response was to the written questions from a resident and the Chairman suggested that the Clerk circulate all the correspondence regarding the written questions to all councillors, it was agreed by all members that this would be helpful and ensure all members have the full information regarding this communication.

**20032 Date of next meeting:**

- a) Albrighton Parish Council meeting – Wednesday 1<sup>st</sup> July 2020 6pm via Microsoft Teams

The meeting closed at 19.52pm

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

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