

Albrighton Parish Council



Albrighton Parish Council

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Minutes of the Extra-Ordinary Council Meeting of
Albrighton Parish Council held on
24th June 2021 at 7.00pm
at The Red House,
High Street, Albrighton, Nr. Wolverhampton. WV7 3LU

Present: Councillors: Beechey, Chatburn, French, Illes, Lumby, Medlyn, Noakes, Pledger, Robinson, Roseby, Straney, B Watson, F Watson, Webster and Wilmot

Staff: C Turner (Locum Clerk)

There were no (0) members of the public present at the meeting.

A quorum was present when decisions were made.

EOCM21 / 015	Chairman's Welcome The Chairman welcomed all those Councillors present to the meeting and thanked all Councillors for their attendance to the first official meeting for those newly elected Councillors. The Chairman welcomed the Locum Clerk. The Chairman informed the Council that she was looking forward to working with everyone and the next four years ahead will be hard work for the Council. The Chairman thanked Councillor Lumby and Councillor Noakes for attend the Shropshire Southern Planning Committee at such sort notice, and for all the preparation for the well thought out and informed comments made on the objection to the planning application to the East of Garrige Close. The result was very positive and the decision was 8 to 4 for the objection and now this planning application will be reviewed and may go back to Shropshire Council for agreement at a future meeting.
EOCM21 / 016	Apologies for Absence There were no apologies for absence, all Councillors were present at the meeting.
EOCM21 / 017	Code of Conduct Disclosable Pecuniary and other Interests

	<p>Councillors were reminded of their obligation to declare their pecuniary and other interests in matters to be discussed at the meeting, which is not included in the register of interest held at the Parish Offices.</p> <p>There were no new declarations made at the meeting.</p>
EOCM21 / 018	<p>Public Participation The Chairman adjourned the meeting. There were no members of the public in attendance.</p> <p>The meeting was reconvened.</p>
EOCM21 / 019	<p>Minutes The Chairman asked the Council to receive, reviewed and agree the minutes from the Extra-Ordinary Council meeting held on the 10th June 2021, which had previously been circulated.</p> <p>The Councillors discussed the minutes.</p> <p>Proposed by Councillor Lumby, Seconded by Councillor Medlyn Abstained by Councillor Chatburn, French, Noakes, Robinson, B Watson, F Watson, Webster and Wilmot due to not being Councillors or in attendance in capacity of Councillor.</p> <p>RESOLVED that the Council received, reviewed and agreed the minutes from the Extra-Ordinary Council meeting held on the 10th June 2021 as a true and accurate record.</p>
EOCM21 / 020	<p>Annual Return and Year End 2020 / 2021 The Council received the Annual Governance and Accountability Return for 2020/21 and supporting documents.</p> <p>The Locum Clerk informed the Council that the information and details provided for the Annual Return and Year End 2020 / 2021 were provided from the accounting system and had been inputted by the previous Clerk and the work completed for and up to the yearend had been completed the previous Clerk.</p>
EOCM21 / 021	<p>Internal Auditors Report 2020/21 The Clerk informed the Council that the internal audit report for 2020/21 had previously been reviewed and accepted by the Council. This was completed at the Annual Parish Council meeting held on the 12th May 2021, Resolution number 21018.</p>
EOCM21 / 022	<p>Annual Governance Statement 2020/21 The Locum Clerk gave the Council a brief explanation of the legal requirement for the completion and submission of the Annual Governance Statement 202/21 (AGAR) and the process for this to be agreed.</p> <p>a). To complete the Annual Governance Statement of the authority – Albrighton Parish Council The Council were asked the following questions as part of Page 4 of 6 of the AGAR.</p> <p>The Council held discussions on each of the questions raised.</p>
ECOM21 / 023	<p>Proposed by Councillor Beechey, Seconded by Councillor Medlyn Abstained by Councillor Chatburn, French, Noakes, Roseby, Straney, Webster and Wilmot due to not being Councillors during year 2020/2021.</p> <p>RESOLVED that the Council agreed for question 1 on Section 1 – Annual Governance Statement 2020/21 to be answered YES, - we have in put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>
ECOM21 / 024	<p>Proposed by Councillor Beechey, Seconded by Councillor Robinson Abstained by Councillor Chatburn, French, Medlyn, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021.</p> <p>RESOLVED that the Council agreed for question 2 on Section 1 – Annual Governance Statement 2020/21 to be answered YES, - we maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and review its effectiveness.</p>

	<p>have in put in place arrangements for affective financial management during the year, and for the preparation of the accounting statements.</p>
ECOM21 / 025	<p>Proposed by Councillor Pledger, Seconded by Councillor Beechey Abstained by Councillor Chatburn, French, Noakes, Roseby, Straney, Webster and Wilmot due to not being Councillors during year 2020/2021. RESOLVED that the Council agreed for question 3 on Section 1 – Annual Governance Statement 2020/21 to be answered YES, - we took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proposer Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage it finances.</p>
ECOM21 / 026	<p>Proposed by Councillor Robinson, Seconded by Councillor F Watson Abstained by Councillor Chatburn, French, Noakes, Roseby, Straney, Webster and Wilmot due to not being Councillors during year 2020/2021. RESOLVED that the Council agreed for question 4 on Section 1 – Annual Governance Statement 2020/21 to be answered YES, - we provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</p>
ECOM21 / 027	<p>Proposed by Councillor Straney, Seconded by Councillor Pledger Abstained by Councillor Chatburn, French, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021. RESOLVED that the Council agreed for question 5 on Section 1 – Annual Governance Statement 2020/21 to be answered YES, - we carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>
ECOM21 / 028	<p>Proposed by Councillor Lumby, Seconded by Councillor Straney Abstained by Councillor Chatburn, French, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021. RESOLVED that the Council agreed for question 6 on Section 1 – Annual Governance Statement 2020/21 to be answered YES, - we maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>
ECOM21 / 029	<p>Proposed by Councillor Straney, Seconded by Councillor Beechey Abstained by Councillor Chatburn, French, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021. RESOLVED that the Council agreed for question 7 on Section 1 – Annual Governance Statement 2020/21 to be answered YES, - we took appropriate action on all matters raised in reports from internal and external audit.</p>
ECOM21 / 030	<p>The Council held a detailed discussion regarding questions 8 and the considerations made by the Council during 2020/21 to mitigate any impact on the Council's financial obligations and commitments during or after the year-end.</p> <p>Proposed by Councillor Straney, Seconded by Councillor Medley Abstained by Councillor Chatburn, French, Illes, Lumby, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021. RESOLVED that the Council agreed for question 8 on Section 1 – Annual Governance Statement 2020/21 to be answered NO, - the Council did not feel that it had not been considered whether any litigation or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.</p> <p>The Locum Clerk informed the Council that where a no answer has been given the Council would have to provide an explanation to the external auditor.</p>
ECOM21 / 031	<p>Proposed by Councillor Medlyn, Seconded by Councillor Beechey Abstained by Councillor Chatburn, French, Lumby, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021.</p>

	<p>RESOLVED that the Council agreed for question 9 on Section 1 – Annual Governance Statement 2020/21 to be answered N/A - the Council did not have any trust funds including charitable.</p>
EOCM21 / 032	<p>Proposed by Councillor Medlyn, Seconded by Councillor Straney Abstained by Councillor Chatburn, French, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021.</p> <p>RESOLVED that the Council agree and approve the Annual Governance Statement on behalf of Albrighton Parish Council. For the Chairman and Locum Clerk are authorised to sign Section 1 – Annual Governance Statement 2020/21 for Albrighton Parish Council for the year ending 31st March 2021.</p>
EOCM21 / 033	<p>Accounting Statements 2020/21 (Section 2) The Council had previously been provided with the year end figures to be completed in Section 2 – Accounting Statements 2020/21 for Albrighton Parish Council.</p> <p>Proposed by Councillor Medlyn, Seconded by Councillor Robinson Abstained by Councillor Chatburn, French, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021.</p> <p>RESOLVED that the Council agree and approve for the completion of the Accounting Statement for 2020/21 - Section 2, Page5.</p>
EOCM21 / 034	<p>Proposed by Councillor Medlyn, Seconded by Councillor Robinson Abstained by Councillor Chatburn, French, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021.</p> <p>RESOLVED that the Council authorise, approve and certify that for the year ended 31 March 2021 the accounting statements in this annual governance and accountability return have been prepared on either a receipts and payments or income and expenditure basis following the Guidance in Governance & Accountability in Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.</p>
EOCM21 / 035	<p>Proposed by Councillor Straney, Seconded by Councillor Robinson Abstained by Councillor Chatburn, French, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021.</p> <p>RESOLVED that the Council authorise the Chairman to sign Section 2 – Accounting Statements 2020/21 for Albrighton Parish Council for the year ending 31st March 2021.</p>
EOCM21 / 036	<p>Proposed by Councillor Straney, Seconded by Councillor Medlyn Abstained by Councillor Chatburn, French, Noakes, Roseby, Webster and Wilmot due to not being Councillors during year 2020/2021.</p> <p>RESOLVED that the Council agree for the following documents to be included and sent to the External Auditor as part of the Annual Governance and Accountability return 2020/21 Part 3:</p> <ul style="list-style-type: none"> • Bank Reconciliation • Explanation of Significant variances • Reconciliation between closing balances • Confirmation of Contact Details • Exercise of Public Rights <p>The Locum Clerk thanked the Councillors.</p>
EOCM21 / 037	<p>Appointment of Committees and Members of the Committees The Council received and reviewed the document regarding the appointment of Committees and Members of the Committees.</p> <p>Councillors held a discussion regarding the Committees.</p> <p>Proposed by Councillor Illes, Seconded by Councillor Medlyn Unanimously agreed by all Councillors</p> <p>RESOLVED that the Council agree to splitting the Finance & Personnel Committee from one committee into two committees – the Finance Committee and the Personnel Committee</p>

The Chairman asked for nominations from Councillors to be appointed as members of the Personnel Committee.

The following committees and committee members were proposed;

Personnel Committee

1. Councillor Illes
2. Councillor Beechey
3. Councillor Lumby
4. Councillor B Watson
5. Councillor French

Proposed by Councillor Straney, Seconded by Councillor Robinson
Unanimously agreed by all Councillors

RESOLVED that the Council agree the members of the Personnel Committee as Councillor Illes, Beechey, Lumby, B Watson and French plus the Vice-Chair.

The Chairman asked for nominations from Councillors to be appointed as members of the Finance Committee.

Finance Committee

1. Councillor Chatburn
2. Councillor Roseby
3. Councillor Lumby
4. Councillor Straney
5. Councillor Noakes

Proposed by Councillor Robinson, Seconded by Councillor Roseby
Unanimously agreed by all Councillors

RESOLVED that the Council agree the members of the Finance Committee as Councillor Chatburn, Roseby, Lumby, Straney and Noakes plus the exofficio.

The Chairman asked for nominations from Councillors to be appointed as members of the Grants Committee.

Grants Committee

1. Councillor Medlyn
2. Councillor Straney
3. Councillor F Watson
4. Councillor Roseby
5. Councillor Webster

Proposed by Councillor Medlyn, Seconded by Councillor F Watson
Unanimously agreed by all Councillors

RESOLVED that the Council agree the members of the Grants Committee as Councillor Medlyn, Straney, F Watson, Roseby and Webster plus the exofficio.

The Chairman asked for nominations from Councillors to be appointed as members of the Flyer Committee.

	<p>Flyer Committee</p> <ol style="list-style-type: none"> 1. Councillor Illes 2. Councillor B Watson 3. Councillor Straney 4. Councillor French 5. Councillor F Watson <p>Proposed by Councillor Robinson, Seconded by Councillor Pledger Unanimously agreed by all Councillors RESOLVED that the Council agree the members of the Flyer Committee as Councillor Illes, B Watson, Straney, French and F Watson plus the exofficio.</p>
<p>EOCM21 / 038</p>	<p>Appointment of Working Groups and Members of the Working Groups The Council received and reviewed the document regarding the appointment of Working Groups and the Member of Working Groups.</p> <p>Councillors held a discussion regarding the Working Groups</p> <p>Proposed by Councillor Illes, Seconded by Councillor Straney Abstained by Councillor Pledger RESOLVED that the Council agree for the quorate to be set to three (3) for Working Groups to make any recommendations to be taken forward to Full Council for Council approval</p> <p>The Chairman asked for nominations from Councillors to be appointed as members of the Christmas Lights Working Group.</p> <p>Christmas Lights</p> <ol style="list-style-type: none"> 1. Councillor Illes 2. Councillor French 3. Councillor Wilmot 4. Councillor Webster 5. Councillor Roseby <p>Proposed by Councillor Naokes, Seconded by Councillor Chatburn Unanimously agreed by all Councillors RESOLVED that the Council agree the members of the Christmas Lights Working Group as Councillor Illes, French, Wilmot, Webster and Roseby plus the exofficio.</p> <p>The Chairman asked for nominations from Councillors to be appointed as members of the Planning Working Group.</p> <p>Planning</p> <ol style="list-style-type: none"> 1. Councillor Noakes 2. Councillor Lumby 3. Councillor Straney 4. Councillor Wilmot 5. Councillor Beechey <p>Proposed by Councillor Straney, Seconded by Councillor Medlyn Unanimously agreed by all Councillors</p>

RESOLVED that the Council agree the members of the Planning Working Group as Councillor Noakes, Lumby, Straney, Wilmot and Beechey plus the exofficio.

The Chairman asked for nominations from Councillors to be appointed as members of the Environment Working Group.

Environment Group

1. Councillor Wilmot
2. Councillor Noakes
3. Councillor French
- 4.
- 5.

Proposed by Councillor B Watson, Seconded by Councillor Medlyn
Against Councillor Illes

RESOLVED that the Council agree the members of the Environment Working Group as Councillor Wilmot, Noakes and French and for the number of members to be set for three (3) at this time plus the exofficio.

The Chairman asked for nominations from Councillors to be appointed as members of the War Memorial Working Group.

War Memorial

1. Councillor Chatburn
2. Councillor Roseby
3. Councillor B Watson
4. Councillor Webster
- 5.

Proposed by Councillor Medlyn, Seconded by Councillor Noakes
Unanimously agreed by all Councillors

RESOLVED that the Council agree the members of the War Memorial Working Group as Councillor Chatburn, Roseby, B Watson and Webster and for the number of members to be set for four (4) at this time plus the exofficio.

The Chairman asked for nominations from Councillors to be appointed as members of the CCTV Working Group.

CCTV

1. Councillor Chatburn
- 2.
- 3.
- 4.
- 5.

Proposed by Councillor Robinson, Seconded by Councillor Noakes
Unanimously agreed by all Councillors

RESOLVED that the Council agree the members of the CCTV Working Group as Councillor Chatburn, and for the number of members to be set for one (1) at this time plus the exofficio.

	<p>The Council held a detailed discussion on the requirement for the Parish Council to have a Place Plan Working Group. It was informed that the Place Plans were updated every year and helped with the setting of priorities for expenditure.</p> <p>Proposed by Councillor Beechey, Seconded by Councillor Medlyn Unanimously agreed by all Councillors RESOLVED that the Council agree that the Place Plan Working Group would be deferred to a future meeting for further discussion and agree the members.</p>
<p>EOCM21 / 039</p>	<p>Appointment of Parish Council Representatives on Outside Bodies The Council received and reviewed the document regarding the appointment of Parish Council Representatives on Outside Bodies.</p> <p>The Councillors held a discussion regarding the Council's Representatives on Outside Bodies. The Councillors discussed that both the Chairman and Vice Chair were normally the representatives for the Albrighton & Donington Liaison Committee, however, with the Vice-Chair being on both Parish Councils the Councillors</p> <p>Proposed by Councillor Pledger, Seconded by Councillor Noakes Against Councillor Robinson RESOLVED that the Council agree the for the members of the Albrighton & Donington Liaison Committee to be the Chairman plus one other for 2021/22.</p> <p>The Chairman asked for nominations from Councillors to be appointed as Representatives on Outside Bodies.</p> <p style="text-align: center;">Outside Bodies and Councillor Representatives</p> <p>SALC Councillor Beechey</p> <p>NALC Councillor Beechey</p> <p>Area Committee Councillor Pledger Councillor Beechey</p> <p>Allotment's Association Councillor Webster</p> <p>Walking Group and Foot Paths Councillor Illes Councillor Wilmot</p> <p>Red House Village Hall Councillor Illes</p> <p>Melville Club Councillor F Watson</p> <p>DALNR (Donington & Albrighton Local Nature Reserve) Councillor B Watson Councillor Beechey</p> <p>Albrighton & Donington Liaison Committee Councillor Pledger Councillor Medlyn</p>

	<p>Albrighton in Relief Charity Committee Councillor Medlyn</p> <p>Crime Prevention Panel Councillor Chatburn Councillor Robinson</p> <p>Albrighton Swimming Pool Action Group Councillor Pledger Councillor F Watson</p> <p>Village Fayre Committee Councillor French</p> <p>Cosford Liaison Councillor Pledger Councillor Straney</p> <p>Royal British Legion (RBL) Councillor Chatburn Councillor Robinson</p> <p>Proposed by Councillor Beechey, Seconded by Councillor Robinson Unanimously agreed by all Councillors. RESOLVED that the Council agree the for the members of the Representatives on Outside Bodies 2021/2022 for Albrighton Parish Council.</p>
EOCM21 / 040	<p>Date of Next Meeting - Full Council Meeting – Wednesday 1st July 2021 at 7.00pm</p>

The meeting ended at 9.01pm

Signed:
Chairman of the Committee

Date: