



ALBRIGHTON PARISH COUNCIL MINUTES – 3rd February 2021

The remote Albrighton Parish Council meeting which was held through Microsoft Teams on Wednesday 3rd February 2021 at 6.00pm.

COUNCILLORS IN ATTENDANCE: P Woodman*, R Smith, D Beechey, P Illes, A Straney*, P Collins, R Rudman, S Pledger, M Pate, J Pledger, M Pitchford

ALSO, IN ATTENDANCE: Shirley Reynolds Clerk to the Council

ORDINARY BUSINESS MEETING OF THE PARISH COUNCIL.

20098 Apologies

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

Cllr T Maguire (leave of absence), Cllr B Hickson, each apology was accepted by council.

20099. 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.

None declared.

20100. 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.

None received.

20101. Minutes of previous meeting:

To receive the minutes of the meeting held on 6th January 2021

It was PROPOSED, SECONDED and AGREED that the minutes of 6th January 2021 were true and accurate records.

20102 Matters Arising

To consider any matters arising from the minutes which are not included in the agenda

None to note.

20103 To receive update from local neighbourhood policing team (TBC)

Unfortunately the local neighbourhood policing team were not available and the Clerk was asked to invite them to the next meeting.

20104 To consider the Clerks report (enclosed)

The Chairman asked the Clerk to outline a few main points from her report which had already been circulated which the Clerk did and then asked members if they had any comments.

Cllr Illes thanked the Clerk for the information she had provided regarding ‘click and collect’ services which the Clerk had previously stated were 615 books in November, and 500 books for January and Cllr Illes informed members that a new poster had been circulated offering a collection service by the Red House, linking up with the Parish Council for library books for anyone who was house bound and unable to collect them. Cllr Illes also informed members that Shropshire Council were offering free travel for anyone needing help attending their covid-19 vaccination.

The Chairman thanked the Clerk for her work and moved that the report be accepted.

*Cllr A Straney arrived 6:08pm

20105 Finance & Personnel

a) To receive a report of the receipts and payments up to 31st December, (enclosed)

The Clerk informed members that the end of month accounts had been circulated to all Councillors and she was happy to answer any questions, none were asked.

b) To consider income & expenditure in January 2021 details below:

Expenditure

Date	Cheque	To Whom Payable	Reason	Amount
7/1/21	DD	Grenkeleasing	Office equipment rental	118.80
7/1/21	DD	Grenkeleasing	Meter reading	106.80
8/1/21	FPM	Midshires	Library copier readings	14.44
11/1/21	DD	Shropshire Council	Payroll admin charges	230.40
12/1/21	DD	West Mercia Energy	Electricity charges Nov 20	105.64
12/1/21	DD	West Mercia Energy	Gas charges Nov 20	103.51
12/1/21	FPM	Keith Gibson	Mower Fuel charges	12.00
12/1/21	FPM	O Neal	Reimbursement of Postage charged	7.68
13/1/21	DD	Fuel Genie	Flyer petrol charges	91.30
13/1/21	FPM	Premier Tailgates Services	Tailgate 6 monthly service	118.80
13/1/21	FPM	UK Safety Management	Fire Extinguishers servicing	96.60
13/1/21	FPM	Parish Website Ltd	Town Package 2020/2021	750.00
14/1/21	DD	Mainstream Digital	Telephone charges	3.61
15/1/21	FPM	Viking Ltd	Toilet rolls, bleach, copier paper, staff diaries	69.46
15/1/21	FPM	WaterPlus	Surface water drainage and water usage for library	130.86
18/1/21	DD	BT	Line rental office	27.86
18/1/21	FPM	S Reynolds	Reimbursement Cllr J Pledger SAR postal charges	4.50
21/1/21	FPM	Shropshire Council	Contribution to staff pensions – Jan 21	2977.41
22/1/21	FPM	Albrighton Parish Council	Staff salaries – January 2021	4934.27
22/1/21	FPM	Turnock	Christmas Lights 2020/21	7705.20
25/1/21	DD	GB Copiers	Meter reading charges	31.20
25/1/21	DD	BT	Line rental CCTV & Library	94.80
26/01/21	DD	Aldi	Flyer lease rental – January 2021	713.41

Income

Date	Payment Type	Payer	Reason	Amount
01/01/21	FPI	Cambridge Building Society	Interest on Savings Account	105.43
4/1/21	DD	Nationwide Building Society	Interest on Business Account	3.61
05/01/21	Cash	Albrighton Parish Council	Flyer cash 15 – 18 Dec 2020	73.00
05/01/21	Cash	Albrighton Parish Council	Library cash 21 – 22 Dec 2020	6.09
05/01/21	Cash	Albrighton Parish Council	Library cash 4 – 9 Jan 2021	65.91
05/01/21	Cash	Albrighton Parish Council	Flyer Cash 22 Dec 2020	27.00
19/01/21	Cash	Albrighton Parish Council	Flyer cash 5 – 8 Jan 2021	23.00

The Clerk asked members if they had any questions, Cllr Illes asked if there had been an error regarding the invoices from Turnock but the Clerk explained that the invoicing had been split with an amount paid prior to the lights and the final bill once the lights were taken down. Members were also reminded that the cost this year was higher due to the new infra structure and repairs which had been paid for up front as the council had only taken out a one year contract, the cost would normally have been spread over the life of the three year contract. All the initial capital costs are included this year but it will mean that next year our annual cost will be lower in the region of £8,800+VAT

Members approved the income & expenditure for the month together with all internet banking transactions.

Resolved: It was PROPOSED, SECONDED and AGREEDED unanimously that the income & expenditure for the month together with all online banking transactions be approved.

20106 To receive planning report - Planning Working Party (enclosed)

The Chairman asked that this item be moved to later on the agenda as Cllr Woodman was having difficulties getting online. All members approved.

Resolved: It was PROPOSED, SECONDED and AGREEDED that this item would be considered later in the meeting.

20107 To confirm Model Standing Orders (enclosed)

The Clerk informed members that it was good practice to review Standing Orders regularly, she had previously circulated Albrighton Parish Councils Model Standing Orders and informed members that there was no change to these since last year.

Resolved: It was PROPOSED, SECONDED and AGREEDED, (RS, PW, PC, AS, SP, MP, DB, MP, RR, PI) with one abstention (JP) that the Standing Orders be adopted. Action – Clerk

20108 To confirm the Model Financial Regulations (enclosed)

Similar to the Standing Orders the Clerk informed members that the Financial Regulations also need to be approved on a regular basis. The Chairman noted that these had been last approved in 2020 and the Clerk confirmed that there had not been any changes to them since last year.

Resolved: It was PROPOSED, SECONDED and AGREEDED, (RS, PW, PC, AS, SP, MP, DB, MP, RR, PI) with one abstention (JP) that the Financial Regulations be adopted. Action – Clerk

20109 To receive update on GDPR

The Chairman informed members that following the last meeting as agreed a Data Protection Officer, had been sourced, this was Robert Montgomery, who is the Information Governance Officer at Telford & Wrekin Council who also provides this service to many other councils. The Clerk informed members that she had accepted the quote and was awaiting paperwork and then the contract would be signed.

20110 To receive update on War Memorial Working Party

The Chairman informed members that the War Memorial Working Party had now been formed, Cllrs Smith, Woodman, Illes and Straney were members together with John Stretton and Robert Hodges. Cllr Smith had spoken to the Chair of Donington with Boscobel Parish Council asking for a representative to join the working party and they had put forward Cllr Chris Wilson. John Stretton asked that the first meeting should be after various specialist advice had been sort and the Chairman also informed members that Heartwoods had done some of the preliminary ground works and he would be asking Bob Watson to give his thoughts on further tree work needed to ensure the ongoing future safety of the war memorial.

*Cllr P Woodman joined 18:29pm

Cllr Straney stated that it was important to involve the Royal British Legion, they have previously tidy up the war memorial area in readiness for Remembrance Day, the Chairman agreed and said he would contact Charles Mitchell who was the Chairman of the Albrighton branch of the Royal British Legion.

Action- Cllr Smith

20106 To receive planning report - Planning Working Party (enclosed)

Cllr Woodman had now joined the meeting and the Chairman asked him to lead on this item, a report had previously circulated regarding the planning items received which had been reviewed by the Planning Working Party and that they were recommending support. Cllr Woodman further explained that he was seeking further detail from Shropshire Council on one of the applications which when received would be reconsidered by the Planning Working Party

Resolved: It was PROPOSED, SECONDED and AGREED by a majority that the applications were recommended for support.

Action – Clerk

20111 Date of next meeting:

- a) Albrighton Parish Council meeting – Wednesday 3rd March 2021 6pm via Microsoft Teams

The Chairman thanked all Councillors for attending and the meeting closed at 18.45pm

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

It was noted that Cllrs Woodman, Straney and Medlyn had difficulty accessing the online meeting.