



ALBRIGHTON PARISH COUNCIL MINUTES – 6th January 2021

The remote Albrighton Parish Council meeting which was held through Microsoft Teams on Wednesday 6th January 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, M Medlyn*

ALSO, IN ATTENDANCE: Shirley Reynolds Clerk to the Council

ORDINARY BUSINESS MEETING OF THE PARISH COUNCIL.

20086 Apologies

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

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

20087. 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.

20088. 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.

20089. Minutes of previous meeting:

To receive the minutes of the meeting held on 2nd December 2020

It was PROPOSED, SECONDED and AGREED that the minutes of 2nd December were true and accurate records.

To receive the minutes of the EGM held on the 17th December 2020.

Cllr Straney queried why he had not received the minute of the confidential item and the Chairman explained that these could not be sent by email, if the council had a traditional 'face to face' meeting the Clerk would normally be able to circulate a copy of the confidential minute to be read at the meeting and collected in at the end of that meeting. It was confirmed that the confidential minute would be lodged with the council minutes, these were available for members to view by appointment with the Clerk. The Chairman explained that members were only being asked to confirm the copy of the minutes of the meeting of the 2nd December in front of them which had already been circulated.

It was PROPOSED, SECONDED and AGREED that the minutes of 2nd December were true and accurate records.

20090 Matters Arising

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

None to note.

20091 To consider the Clerks report

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

Cllr Woodman asked the Clerk how the 'click and collect' service worked and the Clerk explained the procedures in place to ensure that it was a safe Covid-19 compliant service. Cllr S Pledger asked the Clerk whether the staff could be furloughed, but the Clerk explained that councils received their monies via the precept which had already been received, advice received from government was only jobs whose salary was derived from income could be furloughed, e.g. such as car park attendants.

Cllr Straney queried critical worker status, but the Clerk explained that the current guidance from the government was to continue going to work if your work could not be done at home, all staff are on a rota to ensure that they are Covid-19 safe. Cllr Straney didn't feel that the 'click and collect' service was worth doing, but several members disagreed. Library users had complained about the lack of this type of facility during the first lockdown and the 'click and collect' service had been used during the November lockdown. Cllr S Pledger commented that we were paying the staff anyway, and if they were happy to offer the service we should, it was important to keep the service going. Cllr Woodman suggested that we had an obligation to continue the service under the Service Level Agreement with Shropshire Council and the Clerk agreed and explained that 'click and collect' service had been requested as part of that agreement during this current lockdown. It was agreed that it would be helpful to keep a note of the level of usage.

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

20092 Finance & Personnel

- a) To receive a report by the Chairman Finance & Personnel to also include receipts and payments up to 30th November 2020 .**

The Clerk informed members that the end of month accounts had been circulated to all Councillors and she was happy to answer any questions. Cllr S Pledger asked why the wayleave figure was overspent, but the Clerk explained that the figure was for income and we had received a one of payment this year for the wayleave across the village green which was not in the budget.

- b) To consider income & expenditure in December 2020 details below:**

Expenditure

Date	Cheque	To Whom Payable	Reason	Amount
12/12/20	FPM	BG Ground Maintenance	Patshull 1*mow November	70.00
12/12/20	FPM	TFM	Heavy Duty Refuse Sacks	44.00
14/12/20	FPM	Turnock	Christmas Lights	7705.20
14/12/20	DD	Mainstream Digital	Fraud Prot & Charges	45.11
16/12/20	DD	West Mercia Energy	Electricity charges October	104.99
16/12/20	DD	West Mercia Energy	Gas charges October	101.19

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16/12/20	DD	GB Group	Service charges & support	30.00
16/12/20	DD	Fuel Genie	Flyer fuel 19/11/20	41.74
16/12/20	FPM	Window & Doors Ltd	Service & repair library doors	450.00
16/12/20	FPM	UK Safety Management	PAT/Sockets/Microwave testing	302.87
22/12/20	FPM	Shropshire Council	Pension Contributions December	1645.17
23/12/20	FPM	Albrighton Parish Council	Salaries December	4934.67
28/12/20	DD	Veolia	Duty of Care	4.00

Income

Date	Payment Type	Payer	Reason	Amount
01/12/20	DD	Nationwide Building Society	Interest on Business Account	3.49
01/12/20	Cheque	Boningale Parish Council	Contribution to flag pole	20.00
01/12/20	Cheque	Albrighton Allotment Society	Allotment rental 20/21	250.00
01/12/20	Cash	Albrighton Parish Council	Flyer cash 24 – 27 Nov 2020	50.00
2/12/20	DD	Shropshire Council	Library Subsidy	1200.00
08/11/20	Cash	Albrighton Parish Council	Library cash 30/11 – 4th Dec 2020	17.76
08/12/20	Cash	Albrighton Parish Council	Flyer Cash 1 – 4 Dec 2020	38.00
21/12/20	Cash	Albrighton Parish Council	Flyer Cash 17 – 20 Nov 2020	40.00

The Clerk asked members if they had any questions,

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.

* Cllr Medlyn arrived (18.28pm)

20093 To receive planning report - Planning Working Party (enclosed)

Cllr Woodman had previously circulated the report regarding the planning items received which had been reviewed by the Planning Working Party and that they were recommending support. Cllr S Pledger asked if further detail could be included in the report which would save members having to look back at previous emails for the details regarding each application, Cllr Woodman said he would include this in future.

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

Action – Cllr Woodman

20094 To consider Accessibility of APC documents. (enclosed)

The Chairman invited the Clerk to explain her report which she had circulated to members on this matter. The Clerk informed members that the new regulations which had come into force mean that all documents on our website now need to meet Web Content Accessibility Guidelines version 2.1. She informed members that all documents she produced, she ensured they met the new regulations but documents we receive from others need to be made accessible, documents such as the AGAR, audit reports etc. The Clerk explained that the council did not have the software required and also the time required to carry out these tasks. It was agreed that the council would not be able to convert all archived documents but that the council should ensure that all documents supplied after 1st January 2021 were accessible.

The Clerk informed members that their Website host could provide this service for £150 per year, which was also cheaper than purchasing the software and she was seeking council approval to enter into this contract with the Web site host.

Resolved: It was PROPOSED, SECONDED and unanimously AGREED that the Clerk contact Parish Council Websites to ensure our compliance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
Action - Clerk

20095 To consider War Memorial Trust Working group - Cllr Smith

Cllr Smith informed members that he had been recently been in contact with John Stretton who had undertaken a lot of work already regarding the war memorial. John was in discussions with the Conservation Officer at Shropshire Council with regard to what work would actually need to be undertaken. The Chairman explained that any decisions regarding the war memorial would need to be taken in conjunction with Donington with Boscobel Parish Council and that it would be helpful if a working party could be set up to liaise with John regarding the work he was doing. The cost of the works was likely to be higher than could be met by the two parish councils and outside funding streams would need to be sought. Cllr S Pledger said she agreed that a working party should be created and that maybe it should also include Boningale Parish Council. The Chairman said that the membership of the working party would need to be considered ensuring relevant parties were represented, and he would deal with this at the relevant time.

Resolved: It was PROPOSED, SECONDED and unanimously AGREED that a War Memorial Working Party would be created when required.
Action – Cllr Smith

Exclusion of Press and Public

Public Bodies (Admissions to Meetings) Act 1960 – to Resolve that in view of the confidential nature of the business about to be transacted which will involve the likely disclosure of information as defined in the Public Bodies (Admission to Meeting) Act 1960, the public and press will be temporarily excluded from the meeting and asked to withdraw.

20096 To consider GDPR Implications and Staffing Issue Update

The Chairman informed members that the meeting was now going into confidential session and asked the Clerk to read out the exclusion of press and public statement. Following this the Chairman explained that this matter was a follow from the December meeting and would involve the same item.

Cllr Medlyn left the meeting.

This item was held in private session, for which a separate minute of item 20096 is held on file in the council office and members may view this by appointment with the Clerk. (as explained in item 20089)

20097 Date of next meeting:

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

The meeting closed at 19.19pm

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