

## Albrighton Parish Council



### Albrighton Parish Council

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## Minutes of the **Full Council Meeting** of Albrighton Parish Council, held on **Thursday 13<sup>th</sup> January 2022**, at **7.00pm** at The Red House, High Street, Albrighton, Nr. Wolverhampton. WV7 3LU.

Present:

Councillors: Beechey, Chatburn, Illes, Lumby, Noakes, Pledger (Chairman), Robinson (Vice Chairman), Straney, B Watson, and Webster.

Staff: C Turner (Clerk)

There were one (1) members of the public present at the meeting.

A quorum was present for all decisions made. Names present were recorded

### **FC21 / 112 Chairman's Welcome**

The Chairman welcomed everyone to the meeting and wished everyone a Happy New Year following the Christmas break.

### **FC21 / 113 Apologies for Absence**

Proposed by Councill Webster, Seconded by Councillor Noakes

Unanimously agreed by all Councillors

**RESOLVED** that the Council accept the apologies and reasons for absence from Councillors' French, Medlyn, Watson and Wilmot

### **FC21 / 114 Councillor Request for Leave of Absence**

The Council received an update from the Chairman of the Council regarding the report tabled at the meeting providing the request for a leave of absence made by Councillor Medlyn.

Proposed by Councillor Webster, Seconded by Councillor Beechey

Unanimously agreed by all Councillors

**RESOLVED** that the Council receive and agree the request from Councillor Medlyn for a 5 month leave of absence dated from 13<sup>th</sup> December 2022 and for this to be noted in the apologies for absence.

### **FC21 / 115 Code of Conduct**

#### Disclosable Pecuniary and other Interests

Councillors were reminded that they should declare any pecuniary interest in matters to be discussed at the meeting, which was not included in the register of interest within the Parish Office.

None declared.

### **FC21 / 116 Public Participation**

Proposed by Councillor Robinson, Seconded by Councillor Straney

Unanimously agreed by all Councillors

**RESOLVED** that the Council agree for the Chairman of the Council to adjourn the meeting for 15 minutes, as per Standing Order 3.d., 3.e., 3.f., and 3.h. and allow members of the press or public who wish to raise any issues, queries, or questions an opportunity to do so.

The member of the public did not wish to raise any issues, queries, or questions.

The meeting was reconvened.

### **FC21 / 117 Shropshire Councillor**

Opportunity for the Councillor for Shropshire to report to the Parish Council and for Parish Councillors to raise questions with the Councillor for Shropshire Council.

Councillor Lumby provided a verbal update which included:

- attendance at the Formal Council meeting
- Shropshire Council's precept increase of 3.99% and details of the budget allocation of 85% to social care and the national increase in National Insurance contributions to support the NHS
- the introduction of an additional wheelie bin (240ltr) to replace the recycling receptacles and those residents would need to apply via the internet to obtain a bin
- the purchase of temporary accommodation, the details of why these have been purchased which includes information on the 110 family units is temporary accommodation over the Christmas period and being unsustainable for Shropshire Council long term

The Councillors were given an opportunity to ask the Shropshire Councillor questions, this included:

- highlighting the missing bus stop sign in the High Street

### **FC21 / 118 Minutes of Previous Meetings**

The Chairman of the Council asked the Council to review and agree the previously circulated minutes from the Full Council meeting held on the 2<sup>nd</sup> December 2021.

Proposed by Councillor Chatburn, Seconded by Councillor Webster

Unanimously agreed by all Councillors

**RESOLVED** that the Council agree the minutes of the meeting held on the 2<sup>nd</sup> December 2021 to be a true and accurate record of the meeting.

### **FC21 / 119 Update from the Finance Committee**

The Chairman of the Finance Committee provided a verbal update to the Council on the meeting held on Wednesday 12<sup>th</sup> January 2022 and the recommendations from the Finance Committee.

The Chairman of the Finance Committee handed over the update to Councillor Robinson who provided a verbal update and tabled a report on the recommendation for the proposal for new office equipment and IT for the parish office. Councillors were given an opportunity to ask questions and debated the recommendation.

Proposed by Councillor Pledger, Seconded by Councillor Webster

Unanimously agreed by all Councillors

**RESOLVED** that the Council agree the recommendation from the Finance Committee for new office equipment and IT for the parish office, to include:

- Office 365 – Business, with 1 x subscription (5 licences) including 20 emails (5 x staff emails and 15 x Councillor emails) and a cloud solution for documentation storage
- For this to be supplied by Parish Council Websites, for the costs for this to be taken from underspend and agree the upfront costs up to the value of £1,200 for IT equipment
- For the Clerk to work with the current supplier to terminate the contract and work with the new supplier for a smooth transition of service
- For the purchase of 1 x new laptop (Lenovo V15 or equivalent) and 2 x monitors that include sound and camera
- For the Clerk and the Chairman of the Council to sign the contact and documentation on behalf of Albrighton Parish Council

### **FC21 / 120 Updated from the Planning Committee**

The Council received a verbal update from the Chairman of the Planning Committee following the meeting held on the 15<sup>th</sup> December 2021 and the draft minutes circulated to all councillors by the Clerk. Councillors were given an opportunity to ask questions and seek clarification.

### **FC21 / 121 Update from the Grants Committee**

There was no update required. The next meeting of the Grants Committee was confirmed as 15<sup>th</sup> February 2022.

### **FC21 / 122 Footpath Group Update**

The Council received a verbal updated regarding the report provided by Councillor Illes from the Footpath Group. Councillors were given an opportunity to ask questions and seek clarification.

Clarification was sort regarding who's responsibility it was to litter pick the station ramp and area, it was confirmed that West Midlands Trains and Network Rail were responsible and the Footpath Group was also completing some litter picks in this area.

### **FC21 / 123 Annual Return and Year End 2020/21**

The Council received a verbal updated from the Clerk regarding the report provided on the Annual Return and Year End 2020/21.

Proposed by Councillor Straney, Seconded by Councillor Pledger

Unanimously agreed by all Councillors

**RESOLVED** that the Council agree the AGAR of 2020/21 has been completed and there are no further actions to be completed.

### **FC21 / 124 Draft Budget for 2022/23**

The Council received a verbal update for the Chairman of the Finance Committee and the Clerk regarding the reports provided on the recommendation by the Finance Committee for the budget for 2022/23 and the precept for 2022/23. The Councillors was given the opportunity to ask questions, seek clarification and debated at length the recommendation.

Proposed by Councillor Straney, Seconded by Councillor Chatburn

Unanimously agreed by all Councillors

**RESOLVED** that the Council agree the recommendation of the Finance Committee to agree and authorise the draft budget for 2022/23. The Recommendation of the Finance Committee to agree and set the Precept for Albrighton Parish Council for the 1<sup>st</sup> April 2022 to the 31<sup>st</sup> March 2023 at £174,362.34 and for the Chairman of the Council and the Clerk to sign the documentation on behalf of Albrighton Parish Council.

Councillor Straney wanted to thank the Clerk for the work completed on the draft budget 2022/23 and precept on behalf of the parish Council.

### **FC21 / 125 Internal Auditor**

The Council received a verbal updated from the Clerk regarding the report provided on the internal auditor for 2021/22. The Councillors were given the opportunity to ask questions and seek clarification.

Proposed by Councillor Beechey, Seconded by Councillor Robinson

Unanimously agreed by all Councillors

**RESOLVED** that the Council agree that DM Payroll Services Ltd are awarded the contract as Internal Auditor for Year End 2021/22 at the agreed fee and that a review on the service is completed after the audit and a procurement process is completed for 1 year and 3 years' service. This procurement process information and recommendation to be brought back to a future Full Council meeting for approval.

### **FC21 / 126 CIL Update**

The Council received a verbal update from the Chairman of the Council regarding the report provided on the Parish Council's CIL position as supplied by Shropshire Council. The Councillors was given the opportunity to ask questions, seek clarification and debated at length the information provided.

The report and information were noted.

### **FC21 / 127 Communication and Correspondence from Donington with Boscobel Parish Council**

The Council received a verbal update from the Chairman of the Council regarding the report provided detailing the correspondence received from the Chairman of the Council for Donington with Boscobel Parish Council regarding the joint working meeting dated 25<sup>th</sup> January 2021. The Councillors was

given the opportunity to ask questions, seek clarification and debated at length the information provided.

The report and information were noted.

### **FC21 / 128 Co-option Update**

The Council received a verbal update from the Clerk regarding the report provided on the next steps for the Co-option and proposed dates. The Councillors was given the opportunity to ask questions, seek clarification and debated at length the information provided.

Proposed by Councillor Chatburn, Seconded by Councillor Pledger

Unanimously agreed by all Councillors

**RESOLVED** that the Council agree the co-option process and timeline to fill the vacancy at Albrighton Parish Council. To include:

- To advertise co-option and co-option policy from Monday 17<sup>th</sup> January 2022
- Expression of interest to be sent to the Clerk from Monday 17<sup>th</sup> January 2022 to 12.00noon on Monday 7<sup>th</sup> February 2022
- Extra-Ordinary Council Meeting to be held at 7.00pm on Thursday 10<sup>th</sup> February 2022

### **FC21 / 129 Christmas Lights**

The Chairman of the Council informed the Council that she had received a phone call from Blackpool Council to inform that they were selling off some old Christmas lights and informed that the parish council could purchase some if required.

The information was noted by the Council and referred this to the Christmas Lights Working Group.

### **FC21 / 129 West Mercia Police – Parish Council Contract**

The Council received a verbal update from the Clerk regarding the correspondence received from West Mercia Police requestion the communities top 3 issues and request to agree the 3 community issues. The Councillors debated at length.

### **FC21 / 130 Post Office in Albrighton**

The Council received a verbal update from Councillor Beechey regarding the post office opening times in Albrighton and concerns raised by residents regarding the spasmodic opening times and closures on a Saturday.

The Clerk was asked to write a letter on behalf of the Parish Council expressing disappointment with the limited opening hours of the service, inform that this is a valuable service to the community and ask what the plans for the next 6 to 12 months.

### **FC21 / 131 Parish Events for 2022 and update**

The Council received a verbal updated from the Chairman of the Council regarding a number of events in the community. This included:

- Platinum Jubilee Event including the dedication of the Rose Garden and for a portrait of the Queen to be permanently displayed in the Parish Offices.

Proposed by Councillor Pledger, Seconded by Councillor Webster

Abstained by Councillor Noakes

**RESOLVED** that the Council agree to purchase an official portrait of the Queen to hang in the Parish Council and Library Building.

- Proposal for an Events Committee
- Postponed Council Christmas Meal 2021 - to be scheduled for middle of February 2022. To include Donington with Boscobel Parish Council and invited guests.
- Setting date for Christmas Lights Switch-on for 2022 (proposed date Saturday 26<sup>th</sup> November 2022 by the Chairman of the Council) to be referred to the Christmas Lights Working Group
- Traders Christmas Extravaganza Night 2022
- Programme of Events for 2022 to include (a) Easter Event in April 2022, (b) Scarecrow Festival in September 2022, (c) Pumpkin Trail in October 2022, (d) Proposal for a Council Event each month during 2022
- Albrighton with Donington Fayre 2022 - no update provided.

Proposed by Councillor Robinson, Seconded by Councillor Pledger

Unanimously agreed by all Councillors

**RESOLVED** that the Council agree for an Events Committee to be created and include Councillors Chatburn, Illes, B Watson, Webster to be elected to this committee with the Chairman and Vice-Chairman of the Council to be Ex-officio. For the Events Committee to meet and report back at the next Full Council meeting on the recommendations.

## **FC21 / 132 Approbation**

The Council received a verbal update from the Chairman of the Council with regard to the proposed Approbation for 2022. The Councillors were given the opportunity to ask questions, seek clarification and debated at length the information provided and Approbation.

Proposed by Councillor Lumby, Seconded by Councillor

Against Councillor Staney

**RESOLVED** that the Council agree to an Approbation for RAF Cosford to take place on Saturday 7<sup>th</sup> May 2022.

Proposed by Councillor Pledger, Seconded by Councillor Webster

Against Councillor Staney

**RESOLVED** that the Council agree for the Chairman and Vice-Chairman to manage and arrange the Approbation on behalf of Albrighton Parish Council working with Donington with Boscobel Parish Council. To set up a meeting with RAF Cosford and Donington with Boscobel Parish Council.

Councillor Webster left the meeting. Councillor returned to the meeting.

Proposed by Councillor Robinson, Seconded by Councillor Chatburn

Against Councillor Illes, Staney, Noakes and Beechey

**RESOLVED** that the Council agree for the monies allocated to Approbation within the budget and precept for 2022/23 will be used for the Approbation and for Councillors not to pay for their own meal or the meal of their guest.

### **FC21 / 133 Correspondence**

The Council received the following items of correspondence:

- Letter from Hope House Children's Hospices - grant request. To refer this to the Grants Committee
- Letter from Mark Pritchard MP – Average Speed Cameras on the A41. The Councillors was given the opportunity to ask questions, seek clarification and debated at length the information provided. Proposed by Councillor Straney, Seconded by Councillor Webster  
Abstained by Councillor Lumby  
**RESOLVED** that the Council agree for the Clerk to write a letter of support to Mark Pritchard MP regarding the averaged speed cameras on the A41 but to include and draw attention to the problems near to Albrighton on the A464.

### **FC21 / 134 Items for the Next Agenda**

The following items were requested for the next agenda:

- Approbation Update
- Station Ramp Update

### **FC21 / 135 Exclusion of Press and Public**

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

**RESOLVED** that the Council agree under Section 100(A) Local Government Act 1972, the press and public to be excluded from the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

The Clerk informed the Council that the time was 8.55pm and that under Standing Order 3.x. a meeting shall not exceed a period of two (2) hours.

### **FC21 / 137**

Proposed by Councillor Straney, Seconded by Councillor Robinson  
Abstained by Councillor Lumby

**RESOLVED** that the Council agreed to suspend Standing Order 3.x. a meeting shall not exceed a period of two (2) hours, to enable the Council to continue with remaining items of the agenda to be transacted.

### **FC21 / 138 Update from the Personnel Committee**

The Council received a verbal update from the Chairman of the Personnel Committee regarding the confidential report tabled at the meeting and the recommendations from the Personnel Committee. The Councillors was given the opportunity to ask questions, seek clarification and debated at length the information provided.

- Recommendation from the Personnel Committee for the recruitment of a Deputy Clerk to work 2 x days per week - Thursday and Friday. The salary to range from NJC spinal point 20 to 26.

Proposed by Councillor Lumby, Seconded by Councillor Pledger

Abstained by Councillor Beechey and Illes

**RESOLVED** that the Council agree for the recruitment of a Deputy Clerk to work 2 x days per week - Thursday and Friday. The salary to range from NJC spinal point 20 to 26. For the Clerk to work with the Chairman of the Personnel Committee to agree a JD & PS, the recruitment timescale, the recruitment process and for the post to be advertised in the noticeboards, on social media, with SALC, Staffordshire ALC and surrounding Councils. For the recommendation following the recruitment process to be agreed at a future Full Council meeting prior to formal offer.

- Recommendation from the Local Deputy Clerk to remain in post until the recruitment and selection of the Deputy Clerk has been agreed, this to continue with the current agreement.

Proposed by Councillor Pledger, Seconded by Councillor B Watson

The vote was 6 for and 6 against, therefore the Council's Standing Orders 3.r was observed and so was carried on the casting vote of the Chairman of the Council.

**FC21 / 139 Date of Next Meeting**

- Full Council Meeting - Thursday 3<sup>rd</sup> February 2022 – 7.00pm
- Meetings held at the Red House, High Street, Albrighton, Nr. Wolverhampton. WV 7 3LU.

**The meeting closed at 9.25pm**

..... **Date :** .....

**Signed by the Chairman of the Council**