



## Albrighton Parish Council

Station Road

Albrighton

Wolverhampton

WV7 3QH

Email: [clerk@albrightonparishcouncil.gov.uk](mailto:clerk@albrightonparishcouncil.gov.uk)

[www.albrightonparishcouncil.gov.uk](http://www.albrightonparishcouncil.gov.uk)

### Minutes of meeting

8<sup>th</sup> January 2018

Minutes of the Albrighton Parish Council meeting held on Thursday 4<sup>th</sup> January, 2018 at 7.15 pm in the Council meeting room.

#### Present:

Cllrs. P Woodman (Chairman), R Smith (Vice Chairman), D Beechey, P Harrison, B Hickson, P Illes, S Kirkland, M Medlyn, M Pate, T Maguire, M Pitchford, S Pledger, R Rudman, A Straney.

In attendance: M Ward, Clerk to Albrighton Parish Council.

#### 1. Apologies:

J Pledger (work commitments).

Cllr. J Pledger's apology was accepted by council.

#### 2. 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 declared an interest in agenda item 20.

Cllr. Harrison declared that he lived in Grange Park, close to the property subject to planning application 18/00004/HHE

#### 3. Public Participation

**Members of the public** are invited to ask questions, make representations or submit comments on any item on the agenda. This is **LIMITED TO THREE MINUTES PER PERSON** – at the sole discretion of the Chairman.

Three members of the public were present at the meeting.

One member of the public asked that public awareness of the defibrillator on the Red House wall be raised by increased publicity and training. There had been a recent fatality locally and while there was no evidence that the defibrillator would have made a difference it was important that as many people as possible knew of its location. There was some concern as to whether the defibrillator had been registered with the West Midlands Ambulance Service and the Clerk confirmed that it had been registered with an ID number of ID: 4133, which was marked on the case, and all of the necessary paperwork had been completed.

A First Responder gave a brief overview of the service in Albrighton which had been operational since 2004 and he promised to check the pads and battery on the defibrillator to ensure that they were still operational. He would liaise with the Clerk regarding further training opportunities.

**4. Report by the Shropshire Council member, Cllr. M Pate, with regard to items of business likely to affect the community.**

Cllr Pate reported that Shropshire Council were £2.5m better off than was originally thought and £11.5m had been transferred from reserves in order to balance the budget which would be finalised in February, 2018. The financial situation was still very difficult and it was likely that further cuts to services would have to be made.

**5. Parish Councillors reports with regard to any items of council business they have recently conducted likely to affect the community.**

Cllr. Illes reported that the Footpaths Group had met recently and had registered concern regarding the proposed new right of way footpath from Beamish Lane across the land east of Shaw Lane and how it would be affected if the planning application by Jessups for 74 extra care apartments and other housing on the land was successful.

**6. Minutes of previous meetings**

To receive the minutes of the meeting held on 7<sup>th</sup> December, 2017.

**It was PROPOSED, SECONDED and AGREED that the minutes of 7<sup>th</sup> December 2017 were a true and accurate record.**

Confidential minute:

**It was PROPOSED, SECONDED and AGREED that the confidential minute of 7<sup>th</sup> December 2017 was a true and accurate record.**

**7. Matters arising**

To consider any issues arising from the minutes that are not included on the agenda.

There were no matters arising.

**8. To review action points arising from recent council meetings**

Albrighton Parish Council meeting held on 7<sup>th</sup> December, 2017

The action points arising from the Council meeting held on 7<sup>th</sup> December 2017 were received and noted without further comment.

## 9. Committee reports

There were no committee reports made by Councillors.

## 10. Planning

### Planning applications:

Reference: 17/05614/FUL (validated: 11/12/17)

Address: Harriots Hayes, Harriots Hayes Lane, Albrighton, Wolverhampton Shropshire WV8 1RQ

Proposal: Erection of a detached three bay garage/outbuilding/greenhouse following removal of existing farm building

Applicant: Mr Charles Kidson (Harriots Hayes Farm, Harriots Hayes Lane, Albrighton, Wolverhampton, Shropshire WV8 1RQ)

Councillors recommended refusal for planning application 17/05614/FUL on the grounds that it was possible development in the green belt.

Reference: 17/05498/FUL (validated: 15/12/2017)

Address: 13 Charles Avenue, Albrighton, WV7 3LQ

Proposal: Erection of single storey rear extension

Applicant: Mr & Mrs Latham (13 Charles Avenue, Albrighton, Shropshire, WV7 3LQ)

Councillors recommended that planning application 17/05498/FUL should be approved.

Reference: 18/00004/HHE (validated: 02/01/2018)

Address: 7 Grange Park, Albrighton, Wolverhampton, Shropshire, WV7 3EN

Proposal: Erection of a single storey rear flat roof extension to detached dwelling, dimensions 4.5 metres beyond rear wall, 4 metres maximum height and 3 metres high to eaves

Applicant: Mr & Mrs Perks

Councillors recommended that planning application 18/00004/HHE should be approved.

### Grant permission:

#### 11. To consider accounts and payments made to the following in November 2017:

Date	Cheque	To whom payable	Reason	Amount
04.12.17	4437	mh-p internet	Advert place don website	18.00
04.12.17	4438	D Clark	Reimbursement DBS check	76.00
04.12.17	4439	TFM	Litter pickers, refuse sacks	97.08
06.12.17	4440	M Ward	Travel expenses	21.60
07.12.17	4441	M Nicholls	Library window cleaning	50.00
13.12.17	4442	D Clark	Reimbursement Christmas dinner	50.00
	4443		Destroyed	
13.12.17	4444	St Mary's Church	Grant for churchyard	1000.00
14.12.17	4445	Carlini	Christmas dinner charge	702.40

18.12.17	4446	R Rudman	Return of Xmas dinner payment	43.90
18.12.17	4447	Carlini	Xmas meal extras to be recharged	577.23
20.12.17	4448	J Pledger	Travel expenses	23.40
20.12.17	4449	E.On	Street light maintenance contract	569.15
20.12.17	4450	UK Safety Management	PAC testing office and library	281.27

Details of travel expenses were supplied upon request and it was agreed that the £50 payment to D Clark would be discussed in the confidential session later in the agenda.

**Income received:**

Date	Payment type	Payer	Reason	Amount
01.12.17	Bank transfer	Nationwide	Gross interest	11.51
05.12.17	Bank transfer	Shropshire Council	Library subsidy/customer service	1708.33
06.12.17	Cheque	Swimming pool lottery	Winterisation reimbursement	294.96
06.12.17	Cash	Albrighton library	Library weekly cash	48.91
07.12.17	Bank transfer	Albrighton PC	Transfer to current account	10000.00
14.12.17	Cash	Albrighton Flyer	2 weeks Flyer cash	265.00
14.12.17	Cash	Albrighton library	Library weekly cash	48.89
14.12.17	Cheque	Councillor payment	Christmas dinner payment	43.95
20.12.17	Cash	Albrighton Library	Library weekly cash	42.42
21.12.17	Cheque	Melville Club	Flyer lunch payment	66.00
21.12.17	Cash	Albrighton Flyer	Flyer weekly cash	241.00

There were no comments from Councillors on the Council income received.

**12. To further consider the draft budget for 2018/19 and to agree the precept for the coming financial year. Enclosure and report by Cllr. Maguire, Chair of the Finance Committee.**

Cllr. Maguire stated that he had nothing further to add to the discussion which had already taken place in December 2017 and that the draft budget for 2018/19 should be confirmed to include the proposed precept of £109,293, which represented a 2.55% increase on the previous year's precept. This would take account of any inflationary rises and changes to Council tax for residents in the Albrighton area and it was the recommendation of the Finance Committee that this budget should be accepted.

**It was PROPOSED, SECONDED and AGREED that the draft budget for 2018/19 submitted by the Finance Committee to the Council should be approved, to include a precept of £109,293, and Shropshire Council should be duly informed.**

Cllr. Maguire was thanked for all of his work in helping to prepare the budget.

**13. To review the 2017 Christmas lights and discuss alterations and additions for 2018 within the budget for the 2018/19 financial year.**

Cllr. Illes reviewed the arrangements for the 2017 Christmas lights which included some difficulties with fixings at Maywood Fold and fuses blowing on two occasions which caused some of the lights to fail in front of the Red House. The lights did not all come on at the same time as they were linked to different power sources but with an expanded budget next year it might be possible to increase the size of the display and eradicate some of these faults.

Cllr. Illes said that he was now ready to step down and hand over the responsibility for the Christmas display to another Councillor if a volunteer could be identified.

**14. To review the Christmas dinner held at Carlini on 14<sup>th</sup> December and any suggestions for the coming year.**

Cllr. Pledger said that there had been some difficulties for the staff in coping with the numbers and delays in serving meant that some tables were finishing a course before the others had started. Despite these problems Councillors agreed that the evening had been very pleasant and incident free.

**15. To consider the draft proposals for a community transport scheme at Shifnal and the implications for Albrighton, (enclosure).**

The draft proposals for a Community Transport scheme to run in the Shifnal area had been received before Christmas and included the suggestion that the scheme should be managed from Albrighton given the years of experience in running a similar service in the Albrighton area. Members agreed that while the proposals had considerable potential there were many aspects that needed careful attention and the Chairman suggested that the best way forward was for a working party from Albrighton and Donington Councils to engage with Shropshire Council and Shifnal Town Council to examine the details.

**It was PROPOSED, SECONDED and AGREED that initially a working party should be formed to include the Chairman, Vice Chairman and Cllr. Illes to meet Shropshire Council to obtain further details.**

**16. Details regarding the appointment of a Data Protection Officer and Council policy with regard to the new Government regulations which come into force on 25<sup>th</sup> May 2018, (enclosure)**

The Clerk outlined his conversations with the Data Protection Officer at Telford and Wrekin Council and with DM Payroll Service Limited. Cllr. Beechey suggested that Herefordshire might be willing to take on this work and should also be contacted.

**It was PROPOSED, SECONDED and AGREED that reliable quotes should be obtained for Data Protection work on behalf of the Council to include details of insurance liability and brought to the Council for further consideration.**

**17. To consider a request for publicising the existence of the defibrillator at the Red House.**

This agenda item was covered during the public participation session.

**18. To review the situation regarding the appointment of a new Council Clerk and plans for the shortlisting and interview process later in the month.**

The Clerk informed members that to date, four applications had been received from a large number of enquiries which had been a disappointingly small number. However, because of recent interest and telephone conversations he expected to receive more applications before the closing date of 8<sup>th</sup> January.

**It was PROPOSED, SECONDED and AGREED that Cllrs. Woodman, Illes and Beechey would form the interview panel and appoint the next Clerk to Council, subject to full Council approval.**

**19. First discussion on the approbation ceremony scheduled for September 2018 and any immediate tasks that need completing.**

Members noted that Donington with Boscobel Parish Council would be leading the approbation event in 2018 and Albrighton would pay its share of the expenses and contribute as required. Cllr. Straney stated that some of the procedures at the previous approbation had been incorrect or omitted and that extra care needed to be taken to ensure that the ceremony was properly conducted in this important anniversary year. Members agreed that an early meeting was required in order to give sufficient time for the arrangements to be made.

**20. Update on the Parish Flyer service and further discussion on the amended changes to current practice first discussed in November 2017, (enclosure).**

Cllr. Smith went through the revised paper first circulated in November 2017 and drew members attention to the changes that had been made following earlier discussions. Councillors' attention was drawn in particular to items 1 – 8 on page one which needed ratification and discussion followed on the bus pass reduction. Cllr. Medlyn voiced concerns over the 4.30 end to the standard working day and the implications it could have for passengers using the medical centre.

**It was PROPOSED and SECONDED that all eight amendments to current practice detailed on page one of the report produced by Cllr. Smith should be adopted by the Council.**

**An amendment was PROPOSED and SECONDED that proposal two, relating to the period when the bus pass reduction should be abolished, should be reduced from the suggested twelve months to three.**

The amendment was defeated and the original motion was agreed by Council.

**21. To consider the library vacancy on Tuesday afternoons following the request for a reduction in hours on Tuesdays by the Branch Librarian, (enclosure).**

The Clerk outlined the background to the reduction in hours by the branch librarian and suggested that the afternoon could be covered from within the existing staff.

**It was PROPOSED. SECONDED and AGREED that no formal interviews should be held and the afternoon supervision should be managed from within the existing staffing.**

Cllr. Kirkland said that consideration needed to be given to an appropriate leaving gift when the Branch Librarian decided to retire from the post completely.

**22. CONFIDENTIAL ITEM – To consider the details of the Protocol on Councillor/Clerk relations agreed at the Council meeting on 6<sup>th</sup> December.**

See the separate confidential minute.

### 23. Correspondence

#### For action:

- John Bulmer – car parking at Albrighton railway station, (enclosure).

The Chairman informed members that a meeting had already been arranged with the local MP Mark Pritchard but it was difficult to see how anything could be done regarding further parking facilities and compulsory purchase was almost impossible to obtain in the present time. Recent developments had revealed that a new highway proposal was being worked on by Jessups and Severn Trent Water had not given their unqualified support to the housing proposal east of Shaw Lane. Discussion followed on the relationship between the major developers in general and the need for co-operation to ensure the best possible outcome for the community.

- SALC – Buckingham Palace Garden Party invitation. 5<sup>th</sup> June 2018, (enclosure).

Members agreed that Cllr. Harrison and his guest should be nominated for a Buckingham Palace Garden Party invitation in June 2018.

#### For information:

- SALC – information bulletin for December 2017.

Members noted the details of a two year pay award to Council staff on page three of the bulletin along with the other content.

### 24. Date of next meeting:

- Albrighton Parish Council meeting – Thursday 1<sup>st</sup> February 2018 at 7.15 pm in the Council meeting room.

Councillors were asked to provide details to the Clerk of any agenda items for the meeting on 1<sup>st</sup> February, 2018. There being no further business the meeting closed at 9.08 pm.

Signed.....Dated.....  
Chairman