



ALBRIGHTON PARISH COUNCIL

Station Road

Albrighton

Wolverhampton

WV7 3QH

Email: clerk@albrightonparishcouncil.gov.uk

www.albrightonparishcouncil.gov.uk

Minutes of meeting

Minutes of the Albrighton Parish Council meeting held on Thursday 8th November 2018 at 7.15 pm in the Meeting Room, Albrighton Parish Council.

Present

Cllrs. D Beechey, B Hickson, P Illes, P Harrison, M Medlyn, R Smith, P Woodman, S Pledger, R Rudman, M Pate

In attendance:

S Reynolds Clerk to Albrighton Parish Council.

18104. Apologies

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

Mike Pitchford (Holiday), Tom Maguire (Illness), James Pledger (Work commitment), Sandra Kirkland (Work commitment), Alex Straney (Illness)

18105. 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 noted a none pecuniary interest in Item 18115, she declared she would take part in the discussion but not any vote on the item. Cllr Pate also disclosed an interest on Item 18115 as a custodian of the Red House.

18106. 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.

No questions were asked.

18107. Report by the Shropshire Council member, Cllr. M Pate, with regard to items of business likely to affect the community.

Cllr Pate explained that he was trying to set up a round table discussion with Jessops and David Thompson regarding the Shaw Lane development in order that the latest planning application could be discussed to resolve some of the issues involved. Cllr Pate also informed Councillors that Shropshire Council had issued redundancy notices to staff but it was hoped that some of these staff could be redeployed working on the Place Plan and other areas of work.

A discussion followed regarding the new plans for the CIL monies and how this could have a serious impact on town and parish councils. Cllr Beechey explained how vital it was for our Place Plan to be correct as this would form the basis for Shropshire Councils allocation of funding.

18108. Parish Councillors' reports with regard to any items of council business they have recently conducted likely to affect the community.

Cllr Beechey informed Councillors that following up on our last meeting with Shropshire Council and STAR Housing he will continue to pursue the options available on the land at Worthington Drive. Cllr Hickson informed Councillors he had attended his first Albrighton/Shifnal Team meeting which is to enable improvements and issues to be fed back to Shropshire Council. The meetings are fortnightly and current discussion is around the Skate Park and fly tipping. Cllr Hickson asked members to let him know of any environmental issue so he could feed this into future meetings.

18109. Minutes of previous meetings:

To receive the minutes of the meeting held on 4th October 2018 (**enclosure**).

It was then PROPOSED, SECONDED and AGREED unanimously that the minutes of 4th October 2018 were true and accurate records.

18110. Matters arising

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

None.

18111. Committee reports:

None

18112. Planning:

Planning applications:

Reference 18/04908/TPO

Address: The Birches, Cross Road, Albrighton, WV7 3BJ, .

Proposal: Crown reduction of 20% of 1no Beech (See Report) protected by the Shropshire Council (Land at Cross Road, Albrighton) TPO 2010 (Ref: SC/00019/10)

It was PROPOSED, SECONDED and AGREED that council recommend this application for approval.

Planning decisions:

Reference: 18/04320/TPO (validated: 18/09/2018)

Address: Cloverfield, 1A Redford Drive, Albrighton, Wolverhampton, Shropshire, WV7 3DE

Proposal: To carry out works to 2No Lime Trees (see description of works) protected by Shropshire Council (Land to the south of Station Road) TPO 2010

Decision: Grant Permission

Reference: 18/03864/FUL (validated: 20/08/2018)

Address: Hydeaway House, Station Road, Albrighton, Shropshire, WV7 3QG

Proposal: Erection of first floor side extension and alterations

Decision: Grant Permission

Reference: 18/03569/FUL (validated: 14/08/2018)

Address: 12 Bowling Green Lane, Albrighton, WV7 3HL

Proposal: Erection of a single storey rear extension

Decision: Grant Permission

Reference: 18/03852/FUL (validated: 30/08/2018)

Address: 30 Grange Park, Albrighton, Shropshire, WV7 3EN

Proposal: Erection of a single storey front and side extension

Decision: Grant Permission

Reference: 18/04178/FUL (validated: 12/09/2018)

Address: The Old Mill House, 11 Holyhead Road, Albrighton, Wolverhampton, Shropshire, TF11 9JB

Proposal: Erection of single storey ground floor rear extensions; replacement front porch; replacement of existing flat roof over Eastern bloc with new pitched roof; formation of raised rear patio with steps; conversion of existing carport into habitable accommodation and the over-cladding of the building

Decision: Grant Permission

Planning enforcement:

None received to date

18113. Finance & Personnel:

- a. To receive a report by the Chairman to also include receipts and payments up to 30th September, 2018, (enclosed) – Cllr. Maguire.**

In the absence of Cllr Maguire due to illness the Clerk presented the report.

To consider accounts and payments made to the following in October 2018:

Following request at the last parish meeting the Clerk explained that she will now including income and expenditure figures to the point of the agenda as shown below. Councillors agreed this was an improvement.

Date	Cheque	To Whom Payable	Reason	Amount
01.10.18	148	S Reynolds	Shirehall travel Expenses	£33.75
01.10.18	149	S Pledger	Travel expenses - Cosford/Shifnal	£6.75
08.10.18	150	mh-p	website hosting	£108.00

08.10.18	151	B G Ground Maintenance	Patshull Green * 2 mowing	£140.00
08.10.18	152	Keith Gibson	Petrol for Mower	£7.00
08.10.18	153	Midland Computers	Reconfiguring email	£48.00
16.10.18	154	SALC	Training 10.9.18	£25.00
16.10.18	155	Albrighton Parish Council	Petty Cash	£100.00
16.10.18	157	SLCC	Training 21.11.18	£20.00

Income Received:

Date	Payment Type	Payer	Reason	Amount
01.10.18	cash	Albrighton Flyer	Flyer weekly cash	£123.50
01.10.18	cheque	Albrighton Playscheme	Playscheme closing balance	£1,231.38
01.10.18	Cash	Albrighton Library	Library weekly cash	£50.26
08.10.18	Cash	Albrighton Flyer	Flyer weekly cash	£155.00
08.10.18	Cheque	Albrighton Allotment Society	Rental for 2018/19	£250.00
08.10.18	Cheque	Albrighton Historical Society	Hire of library 4th June 2018	£30.00
12.10.18	Cash	Albrighton Library	Library weekly cash	£21.91
16.10.18	Cash	Albrighton Flyer	booking 13.10.18	£55.00
16.10.19	Cash	Albrighton Library	Library weekly cash	£44.24
22.10.18	Cash	Albrighton Flyer	Flyer weekly cash	£129.50
22.10.18	Cash	Albrighton Flyer	Flyer weekly cash	£122.00
23.10.18	Cheque	Western Power Distribution	Wayleave payment	£2.50
23.10.18	Cash	Albrighton Flyer	booking 15.11.18	£70.00
23.10.18	Cash	Albrighton Library	Library weekly cash	£28.39

b. To receive update on report regarding finance systems

The Clerk suggested that this should be moved into confidential session, this was unanimously approved.

c. To consider:

- 1. Communications Policy**
- 2. Treasury Management Policy and Strategy**
- 3. Reserves Policy**
- 4. Publication scheme policy**

The Clerk explained that the Parish Council does not currently have all the policies in place that it should and she is currently writing these and will continue to bring policies forward to full council over the coming months. The above policies had all been based on the NALC model policies and members were asked for their approval for these to be adopted. Discussion followed regarding the reserves policy, together with the financial training and knowledge of Councillors. Cllr Pate stated he felt the Clerk was the RFO and that the Clerk should lead on our financial matters, Cllr Harrison stated that maybe the Clerk could discuss the reserve situation with our new auditors and that the reserves policy should be deferred until an answer had been received. The Clerk was asked to write to our new auditors to seek advice regarding the prudent reserves for our parish council.

It was PROPOSED, SECONDED and AGREED that council recommend policies 1,2,4 be adopted.

18114. To receive update regarding Play Scheme for DBPC.

Councillors were informed that this item had been deferred.

18115. To receive update on Christmas lights (Cllr Medlyn)

Cllr Medlyn explained difficulties this year in arranging for a Christmas tree outside the Red House and asked Councillors to consider purchasing a permanent tree to be planted there next year. Cllr Medlyn informed Councillors of the plans for the Christmas Extravaganza this year and asked Councillors to consider the transfer of the approved Christmas tree funds to the Christmas Extravaganza. Cllr Medlyn outlined the various options for the use of the money and that any new equipment that was purchased would be available for the use of the community in future years. Councillors felt that it would be more appropriate for the Red House to apply for a grant, detailing the items that the money would be used for and this could then be approved. Cllr Medlyn was asked to supply the Clerk with a grant application which would be considered by Council. The Clerk informed Council that the next meeting was after the Christmas event so it was agreed by all the Council that this item could be added to the F&P agenda and considered at the F&P committee on Tuesday 13/11/18 and that the F&P committee have delegated powers to approve monies for this grant if considered appropriate.

It was PROPOSED, SECONDED and AGREED by council that the F&P committee have delegated powers to approve monies for this grant at their meeting.

18116 To receive update from Working Group of the Place Plan

Cllr Beechey informed members that he had met with the members of the Place Plan working group and they had identified two main critical items for the plan:

- Flood prevention alleviation
- Parking for the station

It was agreed to concentrate on those and try and obtain CIL monies from Shropshire Council to support these projects, these will be in addition to those already in place.

It was PROPOSED, SECONDED and AGREED by council that Cllr Beechey would provide the Clerk with the comments to include in the Place Plan together with others which we would like Shropshire Council to take note of, the Clerk would then submit these on behalf of the Council.

18117 To consider report on trees within village green (Cllr Woodman)

The Chairman informed council that he had received complaints regarding the trees on the village green and had asked John Bulmer to examine the trees to ascertain their current state. Mr Bulmer had confirmed that there is not a great deal of work required and that once the trees have been inspected and quotes are received, these will be circulated to all Councillors for approval, it is hoped that this will be in time for the December meeting.

18118 To consider issuing of correspondence to councillors (Cllr S Pledger)

Cllr Pledger asked why correspondence was not being brought to council meetings. The Clerk explained that she was now forwarding correspondence to councillors as it was received rather than waiting for monthly council meeting as this was far timelier for members. Cllr Pledger then queried

why at a previous meeting the Clerk had read out an email received rather than providing each councillor with a copy. The Clerk explained that under GDPR regulations she was not allowed to share personal information without written permission so had complied with regulations and read out the relevant part of the email without any personal details included. Cllr Pledger felt it was unfair for Councillors to be asked to make a decision without seeing the original document but the Clerk explained that she was the Data Controller for Albrighton Parish Council and would be in breach of the Data Protection Act 2018 for supplying the information and Albrighton Parish Council could incur a substantial fine for that breach without that written consent. It was agreed by council that the new system was working well, they felt more informed and that the Clerk needed to comply with GDPR regulations.

18119 To consider the empty land between Worthington Drive and Loak Road (Cllr Beechey)

The item had been considered during the Place Plan meeting especially with regard to the removal of the covenant on the land by Severn Trent Water. Cllr Beechey suggested that this land should be considered for social housing. It was felt this land would be appropriate especially if it could be prioritised for local residents and maybe STAR Housing could be approached if the covenant could be lifted. It was agreed that Cllr Beechey would continue his discussions with Severn Trent on this issue.

18120 Correspondence

For action:

Letter from Samaritans

A discussion followed regarding the terms of the grants policy as this was an application from a national body rather than a village group. The grants policy was discussed it was advised that there was a grant working party and that the old grant policy had been updated in May 2017 by the newly formed grants working party, copy to be circulated in due course.

It was PROPOSED, SECONDED and AGREED by council that this grant be deferred and the grants policy document be followed for information on national bodies.

Letter regarding West Mercia Police Junior Cadet Scheme

Again, it was discussed as to whether this could be considered as it comes from a national body, but it was felt that the grant was requesting money to work only with the three primary schools in Albrighton and that the initiative was very worthwhile. Some Councillors felt that the funding for working with the schools should come from the police budget, but it was stated that this is currently under financial pressure.

It was PROPOSED, SECONDED and AGREED by council (2 abstentions) that a grant of £500 be approved.

18121. Date of next meeting:

- a) Albrighton Parish Council meeting – Thursday 6th December, 2018 at 7.15 pm in The Red House.

Clerk asked that dates for next years meetings be considered so our website can be updated to inform residents. The dates of 10th January, 7th Feb, 7th March, 4th April, 2nd May, 6th June, 4th July, 5th September, 3rd Oct, 7th Nov and 5th Dec were put before members. The Clerk explained that the first Thursday in January would fall within the office closure and asked for this meeting to be changed to the 10th.

It was PROPOSED, SECONDED and AGREED by council that these dates be approved.

Items for the Agenda for the next meeting 6th December:

- To consider the future of the Melville Club (Cllr Medlyn)
- To consider the duty of care to Parish Council employees by Councillors (Cllr Medlyn)
- To receive update regarding Play Scheme for DBPC (deferred item)

The meeting closed at 9.30pm