

ALBRIGHTON PARISH COUNCIL MINUTES – 13th MAY 2020

The remote Parish Council meeting which was held through Microsoft Teams on Wednesday 13th May 2020 at 7.15pm.

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| COUNCILLORS IN ATTENDANCE: P Woodman, R Smith, T Maguire, R Rudman, M Pate, M Pitchford, D Beechey, M Medlyn, P Collins, P Illes |
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ALSO, IN ATTENDANCE: Shirley Reynolds Clerk

20/001: Apologies

Cllr A Straney, B Hickson, S Pledger, J Pledger

20/002 To Adopt Virtual Meetings Policy

The Chairman invited comments from Councillors on the Policy which had been circulated, all members agreed that the Policy was comprehensive and covered all the necessary requirements for an 'online' meeting. Councillors were invited to vote on the adoption of the policy using the chat facility within Microsoft Teams, the policy was adopted by all members present.

20/003 Declarations of Interest

None raised

20/004 Public Participation

The Clerk confirmed that no questions had been received.

20/005 Minutes of the previous meeting

The Clerk asked that Cllrs P Illes and P Collins names be added as attendees, the minutes of the Parish Council meeting held on 4th March 2020 were then confirmed to be accurate and were approved.

20/0006 Finance & Personnel

a) The Chairman of Finance & Personnel Committee Cllr Maguire had previously circulated his report together with the end of year accounts produced by the Clerk. He asked members if they had any questions on these.

b) To consider risk assessment

The Clerk had previously circulated the Financial Risk Assessment document, which had been approved by the Auditor and asked council to consider the Risk Assessment for the coming year. The Chairman stated that he had studied the document carefully and he felt that all areas of risk had been considered and proposed that it be approved.

It was proposed and agreed unanimously that the Financial Risk Assessment be approved.

c) To consider income & expenditure in April 2020 details below:

Expenditure

| Date | Cheque | To Whom Payable | Reason | Amount |
|------------|--------|--------------------|-------------------------------------|---------|
| 1/4/20 | 4615 | Viking Direct | Toilet rolls, soap and paper towels | £31.05 |
| 03/04/2020 | DD | GRENKELEASING LIMI | Inv: 1220017528 | £118.80 |

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|------------|------|---------------------------|---|-----------|
| 14/04/2020 | FPO | OLIVIA NEAL | Postage | £5.80 |
| 14/04/2020 | DD | MAINSTREAM DIGITAL | Inv: AA21619389 | £6.04 |
| 14/04/2020 | FPO | Keith Gibson Cars Ltd | Fuel INV IO16201 | £7.00 |
| 14/04/2020 | FPO | Viking | INV 155537 | £47.99 |
| 15/04/2020 | DD | ATOS RE FUELGENIE | Flyer Fuel | £171.51 |
| 14/04/2020 | FPO | OLIVIA NEAL | Postage | £5.80 |
| 17/04/2020 | FPO | WEST MERCIA ENERGY | REFERENCE: S08724 | £333.83 |
| 17/04/2020 | FPO | npower | Electricity 1/1/20-31/3/20 Ash Grove | £1,177.72 |
| 17/04/2020 | DD | BT GROUP PLC | Fraud Protection | £27.86 |
| 20/04/2020 | DD | BT GROUP PLC | Line rental/calls APC & Library | £135.48 |
| 20/04/2020 | FPO | HMRC - | PAYE/NI | £1,073.89 |
| 22/04/2020 | FPO | Shropshire Council | Pension contributions | £1,652.98 |
| 23/04/2020 | BACS | GB COPIER SYSTEMS | Library Printer | £30.00 |
| 23/04/2020 | FPO | Albrighton Parish Council | Salaries | £5171.05 |
| 27/04/2020 | DD | ALD AUTOMOTIVE | Flyer lease | £787.96 |
| 28/04/2020 | DD | VEOLIA ES UK LTD | Duty of care | £4.00 |
| 30/04/2020 | FPO | Midland Computers | Yearly hosting & Maintenance contract charges | £214.32 |
| 30/04/2020 | FPO | SALC | SALC fees due from APC | £1,547.23 |
| 30/04/2020 | FPO | Amazon payments UK | Printer cartridge | £46.48 |
| 30/04/2020 | FPO | E-ON | Repairs to lighting Ashfields | £240.00 |

Income

| Date | Payment Type | Payer | Reason | Amount |
|---------|--------------|---------------------------|--|-------------|
| 1/4/20 | Cash | Albrighton Parish Council | Meeting room Hire 18/3/20 | £10.00 |
| 1/4/20 | Cash | Albrighton Parish Council | Flyer cash 17-20/3/20 | £63.00 |
| 1/4/20 | Cash | Albrighton Parish Council | Library cash 16-20/3/20 | £28.84 |
| 1/4/20 | Cash | Albrighton Parish Council | Investment Account Interest | £13.23 |
| 21/4/20 | BACS | HMRC | Vat reclaim Jan – March 2020 | £950.83 |
| 24/4/20 | BACS | Shropshire Council | Precept and CIL 20/21 | £173,959.43 |
| 30/4/20 | BACS | Shropshire Council | Covid-19 grant claimed for flyer costs | £500.00 |

Cllr Medlyn asked what the Covid-19 grant was for, the Chairman informed her that it was to mitigate the running costs of the Flyer during the lockdown, and that the monies had been allocated

to the correct budget in the accounts. The Clerk asked Councillors if they had any further questions regarding the income and expenditure and if members were happy to approve the expenditure for the month. The payments made during the month of April were approved.

It was proposed and agreed unanimously that the payments made during the month be approved.

20/0007 To consider the Internal Audit Report

The Internal Audit report had been circulated to all councillors for their consideration. The Chairman informed members that he was impressed with the report and that the auditor had been very thorough. Cllr Beechey stated that it was the best Internal Audit report he had ever known the Council to receive and he congratulated the Clerk for her hard work and diligence with the finances. Other Councillors agreed that it was an excellent report and the Clerk was thanked for her hard work.

20/0008 To note Clerks report update

The Clerk had circulated a report of all actions undertaken during the Covid-19 pandemic and the subsequent lockdown and invited questions on the report. The Chairman said that it was a very comprehensive report and felt very informed of all the work the Clerk was undertaking during the present crisis. The Clerk informed Councillors of all key decisions that she had taken under delegated powers. It was agreed by all Councillors present that the Clerk was to be thanked for her work and also for the detailed report outlining all activities and they approved the continuation of her delegated powers. A discussion followed regarding the consideration of planning applications, as this was not an agenda item it was agreed that this would be considered at the next meeting.

20/0009 To receive verbal update on WMT workshop

Cllr R Smith informed members that WMT had been due to hold a Workshop at the end of our Annual Parish Meeting which had unfortunately been cancelled due to the Covid-19 Lockdown. He explained that several parties had been invited to join them in an online 'Zoom' Workshop on that same day and he along with others had attended. He explained that WMT had provided a draft prospectus and a draft analysis of the Survey, based on their Questionnaire, prior to the meeting and had asked attendees to provide comments. It was agreed that the attendees would provide a Report to WMT following the meeting and he had produced a draft report together with comments on what we would like for the station, he had circulated this draft report among the members who attended the meeting for their comments and would be sending the final copy to WMT on Friday.

20/00010 Date of next meeting:

- a) Albrighton Parish Council meeting – Wednesday 3rd June 2020 time to be confirmed (Via Microsoft Teams)20/006

It was proposed by the Chairman that the next meeting which would again be via Microsoft Teams be held at 6pm, Councillors discussed this and then:

It was proposed and agreed unanimously that future meetings be held at 6pm.

There being no further business the Chair closed the meeting at 8.15pm. The next Parish Council meeting would be remote (via Teams) and would be held on Wednesday 3rd June 2020 at 6pm.

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