

**ALVELEY AND ROMSLEY PARISH COUNCIL
NEAR BRIDGNORTH, SHROPSHIRE
Chairman Pam Barker**

David Rawlinson

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**43 Church View Gardens
Kinver
Stourbridge
DY7 6EE**

5th October 2020

Dear Councillor

You are hereby summoned to attend the next meeting of the Parish Council to be held on Tuesday 13th October 2020 at 7.45pm, preceded by an Open Forum at 7.30pm. This will be a 'Zoom' meeting in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

Yours sincerely

DRawlinson

David Rawlinson

Clerk to the Council

AGENDA

1. OPEN FORUM
2. TO RECEIVE APOLOGIES FOR ABSENCE.
3. TO RECEIVE DECLARATIONS OF ANY PECUNIARY/PREJUDICIAL INTEREST.
4. TO CONFIRM THE MINUTES OF:
 - (i) THE MONTHLY MEETING HELD ON TUESDAY 8TH SEPTEMBER 2020.
 - (ii) THE SPECIAL MEETING OF THE PLANNING COMMITTEE ON TUESDAY 22ND SEPTEMBER 2020.
5. TO CONSIDER PARISH MATTERS [written reports to be provided in advance to the Clerk].
6. VACANCIES FOR PARISH COUNCILLORS - report attached.
7. PARISH COUNCIL APPOINTMENTS –
 - (a) CHARITABLE TRUSTS –
 - (i) Alveley Charities – Cllr. Stanton represents the Parish Council on this Trust but there is a vacancy for another representative
 - (ii) Whittall Meadows Trust – there is a vacancy following the resignation of Cllr. Jakeman.

- (b) PLANNING COMMITTEE CHAIRMAN – this position is vacant following the resignation of Cllr. Jakeman.
 - (c) PLANNING COMMITTEE MEMBERSHIP – to review.
 - (d) BRIDGNORTH AND SHIFNAL AREA COMMITTEE – there is a need to appoint two new representatives who are 'Zoom capable' following the resignation of Cllr. Mrs. Preece and to replace the Chairman of Council.
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- 8. BRITISH LEGION POPPY APPEAL – to consider a donation to the 2020 Poppy Appeal under Section 137 of the Local Government Act 1972.
 - 9. REMEMBRANCE SERVICE AT ST. MARY'S CHURCH, ALVELEY, SUNDAY 8TH NOVEMBER 2020.
 - 10. PARISH COUNCIL CODE OF CONDUCT – to consider a proposed addition (attached)
 - 11. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS.
 - 1. Planning Applications received from Shropshire Council since the Agenda closed - Council to make recommendations to Shropshire Council.
 - 2. Planning Decisions received from Shropshire Council since the Agenda closed
To note.
 - 3. Other planning matters – To note
 - 12. REPORT FROM SHROPSHIRE COUNCILLOR
(Chairman to suspend Standing Orders)
 - 13. PARISH COUNCIL NEWSLETTER – Cllr. Noble to report.
 - 14. TO RECEIVE A FINANCIAL REPORT – attached.
 - 15. ITEMS FOR FUTURE MEETINGS
 - Footpaths and Rights of Way Officer
 - Rubbish and litter collection
 - Climate emergency
 - Training and Development Plan
 - 16. TO CONFIRM THE DATES OF FUTURE MEETINGS.

The next meeting of Alveley and Romsley Parish Council will be the monthly Parish Council meeting to be held on Tuesday 3rd November 2020 at 7.30pm. The format of this meeting will be confirmed in due course, but it is likely to be a 'Zoom' meeting in accordance with the Local Authorities and Police and Crime Panels

(Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

To: Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. K. R. Stanton, (Vice Chairman),
Cllr. Mrs. J. M. Hall, Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L.
Potter, Cllr. Mr. B. A. Punchard, Cllr. Mr. J. R. Taylor and Cllr. Mr. F. D. Voysey

Cc. Cllr. Mrs. T. Woodward

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Minutes of the monthly meeting of the Parish Council held on Tuesday 8th September 2020, including an Open Forum, commencing at 7.30pm. This was a remote meeting using 'Zoom' software in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

022. PRESENT

Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, and Cllr. Mr. F. D. Voysey.

023. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk), Cllr. Mrs. T. Woodward (Shropshire Councillor) and one resident.

024. OPEN FORUM

Cllr. Voysey reported that he had received a complaint about a vehicle parked on the green next to 2 Chapel Lane, on the basis that the vehicle is an eyesore. The Clerk indicated that he has received a similar complaint. Cllr. Mrs. Woodward undertook to look into the situation further and to contact Shropshire Council, if appropriate.

025. APOLOGIES FOR ABSENCE

It **was resolved** to accept apologies for absence from Cllr. Mrs. J. M. Hall (personal), Cllr. Mrs. S. L. Potter (work), Cllr. Mr. B. A. Punchard (work) and Cllr. Mr. K. R. Stanton (personal).

026. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None

027. MINUTES -

(i) MONTHLY MEETING HELD ON TUESDAY 7TH JULY 2020.

Cllr. Voysey **proposed** that the minutes of the monthly meeting held on 7th July 2020 were a true and accurate record; this was **seconded** by the Chairman and **carried** unanimously.

(ii) EXTRAORDINARY MEETING OF THE PLANNING COMMITTEE ON TUESDAY 11TH AUGUST 2020.

The Chairman **proposed** that the minutes of the extraordinary meeting of the Planning Committee on 11th August were a true and accurate record; this was **seconded** by Cllr. Voysey and **carried** unanimously.

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028. URGENT PARISH MATTERS

None were raised.

029. VACANCIES FOR PARISH COUNCILLORS

The Clerk confirmed that there are now three vacancies on the Parish Council, and that the Council was, at this meeting, in a position to fill two of these by co-option. He also advised that he had received three applications for co-option. One of the applicants, Mr. James Taylor, was present. A second applicant, Mr. B. Richards, had indicated that he cannot communicate on-line or attend a virtual meeting and a third application from Mr. P. R. Fry had only just been received.

One Councillor expressed concern at the recent resignations and was keen to know the circumstances. Other Councillors pointed to pressure of work, other commitments, and recent health problems, in both cases, and paid tribute to the past contributions from Cllr. Miss Jakeman and Cllr. Mrs. Preece.

After further discussion, Cllr. Voysey proposed that Mr. Taylor's application be considered, and this was seconded by the Chairman. The Chairman suspended Standing Orders to allow Mr. Taylor to speak. Mr. Taylor briefly explained his personal and business interests, and made clear his wish to have closer connections with the local communities in Alveley and Romsley. He had researched the Parish Council website and hoped he could contribute in future to the Council's work. In response to a question, Mr. Taylor confirmed his readiness to maintain, where necessary, the confidentiality of Council business.

Mr. Taylor was excluded temporarily from the meeting while Councillors discussed his application. There was consensus that his application should be accepted. Cllr. Voysey then proposed that Mr. Taylor's application be approved. This was seconded by Cllr. Narburgh and carried unanimously.

030. PARISH COUNCIL APPOINTMENTS –

The Parish Council noted the following vacancies:

- (a) CHARITABLE TRUSTS – Parish Council representatives on:
 - (i) Alveley Charities
 - (ii) Whittall Meadows Trust

Councillors accepted the Chairman's proposal that, given the limited attendance at this meeting, consideration of these vacancies should be deferred until the next monthly meeting. The Clerk was requested to ascertain for the next meeting whether a representative who is nominated

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while serving as a Councillor can continue to represent the Parish Council if he/she ceases to be a Councillor.

(b) PLANNING COMMITTEE CHAIRMAN

The Chairman asked for views on whether the membership of the Planning Committee should continue to be the whole Parish Council, or whether a smaller committee would be preferable. There was some support to maintain the status-quo, but also a suggestion that a smaller more focused group of between five and seven was more appropriate. After discussion, the Chairman **proposed** to move to a smaller committee, with a minimum of five and a maximum of seven members. This was seconded by Cllr. Voysey and was **agreed** by 3 votes to 1. It was also **agreed** that this change would not be put into effect until the monthly Parish Council meeting in October, after the election of a Planning Committee Chairman.

(c) BRIDGNORTH AND SHIFNAL AREA COMMITTEE – Parish Council representatives.

Councillors accepted the Chairman's proposal that these vacancies should be deferred until the next monthly meeting. There was a request to clarify the role and format of the Area Committee, which the Clerk endeavoured to do.

031. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS.

1. Planning Applications -

20/03213/FUL Conversion of part of building to 1no. live/work unit, Stables at Applecross House, Alveley, WV15 6NB.

The Clerk referred to two previous applications, which the Parish Council had not opposed subject, in one case, to time constraints. Both applications had been refused by Shropshire Council, on the grounds that the proposed development of residential accommodation on a site in the Green Belt was not justified.

After discussion, the Chairman proposed that the Council should register no objection, subject to the proposed development meeting Shropshire Council's requirements for live/work accommodation. Cllr. Narburgh seconded this motion which was carried unanimously.

20/03340/FUL Change of use of traditional barns to 4 dwellings to include demolition of steel framed buildings, replacement structures and creation of amenity space, construction of garages/stores and installation of private treatment plant, Astley Farm, Alveley, WV15 6ER.

There was discussion about whether the buildings to be demolished were redundant. The Clerk advised that the buildings were redundant but were not

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dilapidated. After discussion, the Chairman proposed that the Parish Council should recommend rejection, as this is an inappropriate development in the Green Belt, which will not promote employment or provide affordable housing. This was seconded by Cllr. Narburgh and was carried with one abstention.

2. Planning Decisions received from Shropshire Council - these were **noted**.

20/02180/FUL & 20/02181/LBC Erection of single-storey side extension, Spring Cottage, 142 Tuckhill, Six Ashes.

Parish Council recommendation – Approve, Decision – Approve.

20/02581/FUL Erection of a single-storey rear extension, 4 Hazelgrove, Alveley, WV15 6JW.

Parish Council recommendation – Approve, Decision – Approve.

3. Planning Applications received from Shropshire Council since the Agenda closed – none received.

4. Planning Decisions received from Shropshire Council since the Agenda closed
20/02199/FUL Agricultural building at Little London Farm, Conversion of existing barn to create a dwelling; erection of an ancillary out-building following part demolition of workshop and agricultural building.

Parish Council recommendation – Approve subject to conditions set out in pre-submission advice from Shropshire Council, Decision – Approve.

5. Other planning matters –

Planning application numbers 18/01358/FUL and 20/02135/DIS, Central Garage Kidderminster Road Alveley WV15 6LL.

The Clerk referred to minute 011.2 of the previous meeting at which a member raised concerns about the progress of this development. The Clerk advised that much of the extensive documentation attached to this application covered the issues of ground contamination, trees and ecology and the Chairman advised that, based on her research, Shropshire Council is monitoring the project effectively on all fronts. The information was **noted**.

032. CONSULTATION ON PLANNING REFORM AND LOCAL PLANS

The Clerk introduced his report and summarised the various consultation processes and timetables that were currently in place. While recognising the need to respond to the consultation on these major issues, he considered that the main message for the Parish Council was the need for a local Neighbourhood Plan to be in place.

Cllr. Voysey pointed out that the most urgent deadline (16th September) related to Shropshire Council's draft housing strategy. He explained his thinking and offered

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to pass his notes to the Clerk. After discussion, this way forward was **agreed** and the Clerk undertook to prepare a draft response as soon as possible.

The subsequent discussion considered the Council's response to the other consultation documents, namely:

- (a) Shropshire Council's Draft Local Plan;
- (b) Government's Consultation document 'Changes to the Current Planning System';
- (c) White Paper 'Planning for the Future'

After careful consideration and debate, it was **agreed** that:

- (i) The Clerk would produce a response to the Local Plan document that focuses on local issues, that reiterates the Parish Council's previous submission, and that highlights the need for infrastructure improvements, especially highways and drainage, to meet existing and future housing needs, and to cope with other major developments in the area, such as the creation of 100 park homes at the Butts caravan site.
- (ii) A special meeting of the Planning Committee would be convened to prepare a Parish Council response to the Government's consultation document and White Paper.

033. POLICE AND CRIME COMMISSIONER'S TOWN AND PARISH COUNCIL SURVEY 2020.

Councillors considered the survey document and, after discussion, the Chairman agreed to submit a response on behalf of the Parish Council.

034. REPORT FROM SHROPSHIRE COUNCILLOR

The Chairman suspended Standing Orders. Cllr. Mrs. Woodward referred to a briefing note which had already been circulated to all Councillors covering two current issues:

- (i) Park homes at the Butts Caravan site;
- (ii) School transport following the start of the new term.

With reference to item (i), she highlighted and clarified major issues in relation to planning permission and highways. The briefing note is attached to the minutes.

035. PARISH COUNCIL NEWSLETTER

Some Councillors suggested that the decision to move to an on-line only newsletter had been mistaken, and should be reviewed. After discussion, it was **agreed** that Cllr. Noble would investigate the possibility and potential cost of employing Royal Mail to delivery the newsletter to every household.

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036. FINANCIAL REPORT

1. Examination of Quarterly Accounts to 31st August 2020 – given that this process has not taken place so far in this financial year because of COVID-19 restrictions, it was **agreed** that the Council would appoint two Councillors to examine the quarterly accounts from April to July 2020 as soon as COVID-19 restrictions permit, and to report back to the Council at the next face-to-face meeting.

2. Deposits/Receipts 2020/21 to 31st August 2020

Shropshire Council Precept Payment	£53,765.00
Neighbourhood Fund (CIL)	£1,201.93
Refund of VAT	£6,666.85
CCLA Public Sector Deposit Fund/HSBC Bank Interest	£85.46
Miscellaneous income (wayleave)	<u>3.45</u>
	<u>£61,722.69</u>

The deposits/receipts were **noted**.

3. Bank Reconciliation at 31st August 2020

Balances as at 31.08.20 -

Bank	£
Business Money Manager Account	33,410.61
Community Account	10,041.47
CCLA Public Sector Deposit Account	<u>65,000.00</u>
	108,452.08

Less unrepresented cheques -	£
202226	1,000.00
	<u>107,452.08</u>

Cash Book		£
Opening balances as at	01/04/2020	61,348.70
Add receipts to	31/08/2020	61,722.69
Less payments to	31/08/2020	<u>-15,619.31</u>
		<u>107,452.08</u>

- 3.1 The Bank reconciliation was **noted**.

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4. External Audit of Accounts 2019/20

4.1 The Clerk advised that, following the Council's approval of a period of 9th July to 19th August 2020 for the exercise of the public's right to inspect the accounts, these dates were publicised on the website and noticeboards. He confirmed that no member of the public had chosen to exercise that right. The AGAR is awaiting approval by the Council's external auditor PKF Littlejohn.

4.2 The Council **noted** this information.

5. Insurance Arrangements

5.1 The Clerk reported that he had challenged the annual insurance premium for 2020/21 of £1,205.70, which is a rise of 12.5%. This reflects the increased physical asset valuation arising from the street lighting replacement programme. However, the Council has a three-year agreement for insurance which should offer stable premiums. The Council's insurers AXA were able to substantiate the increase but, as a gesture of goodwill, the Council's insurance brokers again waived their administration fee of £50.

5.2 The Parish Council **noted** this information.

6. Invoices for Approval and Cheques for Signature

6.1 The Parish Council **agreed** to authorise the Chairman to sign the funding agreement for 2020/21 with Shropshire Council in relation to the Severn Valley Country Park (SVCP) on behalf of the Parish Council.

6.2 The Council **approved** the schedule of invoices/direct payments and instructed the Chairman and Cllr. Narburgh to sign those cheques still to be paid.

7. Budget Monitoring 2020/21

7.1 The Clerk confirmed that there has been significant disruption to normal Parish Council business as a result of COVID-19 restrictions. As a result, spending to 31st August 2020 totals 24.9% after 5 months (42%) of the financial year, despite emergency COVID-19 grant payments of £2,000. He reported on a number of specific issues which the Parish Council **noted**.

037. ITEMS FOR FUTURE MEETINGS

Vacancies for Parish Councillors

Parish Council appointments

Parish Council newsletter

Footpaths and Rights of Way Officer

Rubbish and litter collection

Climate emergency

20/21/17

ALVELEY AND ROMSLEY PARISH COUNCIL

038. FUTURE MEETINGS.

It was **agreed** that the next meeting of Alveley and Romsley Parish Council will be the monthly Parish Council meeting on Tuesday 13th October 2020. The format/venue of this meeting will be determined by the Clerk, in consultation with the Chairman.

The meeting closed at 21.23.

The Chairman thanked everyone for their attendance.

VACANCIES FOR PARISH COUNCILLORS

1. Purpose

- 1.1 To deal with two applications for co-option to fill the two exiting vacancies for Parish Councillors.

2. Background

- 2.1 At the last Parish Council meeting, Cllr. Mr. J. R. Taylor was co-opted to fill one of three vacancies for Parish Councillors.

- 2.2 The Clerk has received confirmation from Shropshire Council Electoral Services that the vacancies caused by the resignations of Cllrs. Miss Jakeman and Mrs. Preece can now be filled by co-option.

- 2.3 The Clerk has received two further applications for co-option. They are from:

Bertram Richards of Townsend Farm Bungalow, Alveley and
Peter Fry of 2 Peacock Hill, Alveley.

Both individuals have been sent information about the work of a Parish Councillor, including the Council's Code of Conduct and the 'Good Councillor's Guide' published by NALC. Both have also been advised that, if co-opted at this time, their term of office will end in May 2021.

- 2.4 Both Mr. Richards and Mr. Fry have been invited to attend this meeting, and their application forms are attached. Mr. Richards is in the process of 'going on-line' and has assured me that he will send me an email to confirm his status by 9th October.

3. Proposed Action

- 3.1 The Parish Council is **recommended** to proceed as follows.

(a) If they are in attendance, the Parish Council will consider Mr. Richard's and Mr. Fry's applications at this meeting.

(b) The procedure will be as follows:

- A formal motion to co-opt Mr. Richards will be proposed and seconded.
- Mr. Richards will be invited to address the meeting.
- Councillors will have the opportunity to question Mr. Richards.
- A vote will be taken on the motion to co-opt.
- If carried, the Clerk will arrange for Mr. Richards to make a Declaration of Acceptance of Office as soon as possible.

(c) The same procedure will then be carried out for Mr. Fry.

ALVELEY AND ROMSLEY PARISH COUNCIL

APPLICATION FOR CO-OPTION TO THE ABOVE COUNCIL TO FILL A CASUAL VACANCY FOR A COUNCILLOR

Please complete this form and return it to the Clerk by Friday 4th September 2020.

Clerk: David Rawlinson Address: 43 Church View Gardens, Kinver, Stourbridge, DY7 6EE

If successful, you will be required to complete an entry in the Parish Council's Register of Members' interests. This public entry will contain your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc .

Full name of candidate	Mr /Mrs / Ms / Other____ First name BERTRAM Other names GEORGE Surname RICHARDS
Address of candidate	TOWNSEND FARM BUNGALOW TOWNSEND FISHERY ALVELEY WV15 6NG
Are you over 18 years of age? If not, please give your date of birth	Yes / No
In order for your eligibility to be confirmed, please tick any of the following that apply to you (it is not necessary for you to tick all these statements; any one will do)	1. I am a registered elector for Alveley and Romsley Parish. ✓ 2. I have lived in the Parish or within 3miles/4.8kms of the Parish boundary (as the crow flies) for at least 12 months. ✓ 3. My main place of business is based in the Parish. ✓ 4. I own property within the Parish. ✓
Please indicate in no more than 200 words why you would like to join the Parish Council. If you are already active in the community, please indicate in what capacity. If you have particular experience and/or expertise that you think will be useful in the role of Parish Councillor, please give details.	I have lived in the Village all my life. I am 70 years old. I was am active member of the local Church Choir, with my father, who also lived in the Village all his life. Born in 1899, he was also on the Parish Council and a member of Committees on the local Charities at the time. I am also Chairman of the Bewdley Institute and have been for 14 years. This is a Club with 2 shops, a cottage and a function room. I do not have a partner, and am not bankrupt or disqualified relating to corrupt or illegal practices.
Signed Date	I wish to be considered for co-option to the Parish Council. I am not aware of any disqualification to my serving as a Councillor. I consent to the above information being disclosed to Parish Councillors and discussed at a public meeting. B.B. Richards 4th Sept. 20

ALVELEY AND ROMSLEY PARISH COUNCIL

APPLICATION FOR CO-OPTION TO THE ABOVE COUNCIL TO FILL A CASUAL VACANCY FOR A COUNCILLOR

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Clerk: David Rawlinson Address: 43 Church View Gardens, Kinver, Stourbridge, DY7 6EE

If successful, you will be required to complete an entry in the Parish Council's Register of Members' interests. This public entry will contain your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc .

Full name of candidate	Mr / Mrs / Ms / Other _____ First name PETER Other names RICHARD Surname FRY
Address of candidate	2, PEACOCK HILL, ALVELEY, WV15 6JX
Are you over 18 years of age? If not, please give your date of birth	Yes / No
In order for your eligibility to be confirmed, please tick any of the following that apply to you (it is not necessary for you to tick all these statements; any one will do)	1. I am a registered elector for Alveley and Romsley Parish. ✓ 2. I have lived in the Parish or within 3miles/4.8kms of the Parish boundary (as the crow flies) for at least 12 months. ✓ 3. My main place of business is based in the Parish. ✓ 4. I own property within the Parish. ✓
Please indicate in no more than 200 words why you would like to join the Parish Council. If you are already active in the community, please indicate in what capacity. If you have particular experience and/or expertise that you think will be useful in the role of Parish Councillor, please give details.	I was involved in community safety and regeneration in Ladywood Ward in B'ham for 20 years. I set up and ran Neighbourhood Watch. I scrutinized Planning applications. I taught in a Ladywood School and served as a governor. I was on the Parochial Church Council. I am a Church Warden at St. Mary's.
I should like to serve the village and give something back to this community which has made us so welcome.	
Signed	Peter Fry
Date	27th August 2020
	I wish to be considered for co-option to the Parish Council. I am not aware of any disqualification to my serving as a Councillor. I consent to the above information being disclosed to Parish Councillors and discussed at a public meeting.

PARISH COUNCIL 13TH OCTOBER 2020

Agenda item 10

PARISH COUNCILLORS' CODE OF CONDUCT

1. **Purpose**

- 1.1 To make an addition to the approved Code of Conduct.

2. **Background**

- 2.1 The Parish Council's Code of Conduct was adopted on 1st October 2019 (minute 085-19/20/30 refers).
- 2.2 In the light of recent discussions regarding planning applications, the Clerk considers that an additional paragraph is required to make clear the Parish Council's expectations in this area.

3. **New Paragraph**

- 3.1 The Parish Council is **requested** to **approve** the addition of the following paragraph to the Council's Code of Conduct:

You must not participate in a discussion or vote on a matter to be considered at a meeting if you or your partner have previously made written or verbal comments in the public domain, such that a member of the public with no previous connection to the issue but with knowledge of the relevant facts could reasonably conclude that your mind is made up to the extent that there is nothing that anyone can say or do to change it. You may speak on the matter in advance of any discussion or vote but only if members of the public are also allowed to speak at the meeting.

- 3.2 Subject to approval, the revised Code of Conduct is attached.

ALVELEY AND ROMSLEY PARISH COUNCIL CODE OF CONDUCT

Introduction

Pursuant to Section 27 of the Localism Act 2011, Alveley and Romsley Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or where they claim to act or give the impression of acting as a representative of the Council. This Code is based on the Shropshire Council Code of Conduct, but has been updated to reflect recent guidance from the National Association of Local Councils and the Committee on Standards in Public Life.

Principles

You are a memberⁱ of Alveley and Romsley Parish Council and hence you should have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member -

- You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.
- You must declare any private interests, both pecuniary and non-pecuniary, including your membership of any Trade Union, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.

- You must not participate in a discussion or vote in a matter to be considered at a meetingⁱⁱⁱ where you have any interest, whether registered or not, “if a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your consideration or decision-making in relation to that matter”.
- **You must not participate in a discussion or vote on a matter to be considered at a meetingⁱⁱⁱ if you or your partnerⁱⁱ have previously made written or verbal comments in the public domain, such that a member of the public with no previous connection to the issue but with knowledge of the relevant facts could reasonably conclude that your mind is made up to the extent that there is nothing that anyone can say or do to change it. You may speak on the matter in advance of any discussion or vote but only if members of the public are also allowed to speak at the meetingⁱⁱⁱ.**
- You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- You must refrain from any action which ‘a reasonable person would regard as bullying or intimidatory’.
- When serving in your public post, you must promote and support high standards of conduct, in line with the seven principles, through leadership and example.

REGISTRATION AND DISCLOSURE OF PECUNIARY INTERESTS

As a Member of Alveley and Romsley Parish Council (“the Council”) you are required to register certain interests (known as “disclosable pecuniary interests”) of your own and of your partnerⁱⁱ. These interests are set out in the table below. In addition, you should register your membership of any Trade Union.

When you are present at a meetingⁱⁱⁱ of the Council and have a disclosable pecuniary interest **(which includes your own interest and that of your partner)** in any matter being considered which is entered in the Council’s register of interests, you do not need to disclose it to the meeting, but you should withdraw from the meeting room when the matter is being discussed and you should not participate, or participate further, in any discussion of, or any vote taken on, the matter at the meeting.

If your disclosable pecuniary interest **(which includes your own interest and that of your partner)** is not entered in the Council’s register of interests, you should disclose its existence and, unless it is a sensitive interest^{iv}, its nature, to the meeting and you should notify the Shropshire Council Monitoring Officer of the interest within 28 days of the meeting. You should withdraw from the meeting room when the matter is being discussed and you should not participate, or participate further, in any discussion of, or any vote taken on, the matter at the meeting.

Where a matter arises at a meeting which relates to an interest of you or your partnerⁱⁱ referred to in the Appendix below, you should not vote on the matter. You may speak on the matter only if members of the public are also allowed to speak at the meeting.

You only have to declare such an interest if it is not already entered in your register of interests, or you have not notified the Monitoring Officer of it, or if you speak on the matter. If your interest is a sensitive interest⁴ not already disclosed to the Monitoring Officer, you should declare the interest but not the nature of the interest.

Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate not otherwise referred to in this Code, you should disclose the nature of the interest and not vote on the matter. You may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a sensitive interest^{iv} you should declare the interest but not the nature of the interest. For the avoidance of doubt an application for planning permission should be regarded as a financial interest.

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by you or your partner
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period ^v in respect of any expenses incurred by you in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you or your partner (or a body in which you or your partner has a beneficial interest ^{vi}) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<i>Subject</i>	<i>Prescribed description</i>
Land	Any beneficial interest in land ^{vii} which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

Corporate tenancies	Any tenancy where (to your knowledge)— (a) the landlord is the Council; and (b) the tenant is a body in which you or your partner has a beneficial interest.
Securities	Any beneficial interest in securities ^{viii} of a body where— (a) that body (to your knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you or your partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Dispensations

On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has a disclosable interest if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix

An interest which relates to or is likely to affect:

- (i) any body of which you are or your partnerⁱⁱ is in a position of general control or management and to which you are or your partnerⁱⁱ is appointed by the Council;
- (ii) any body –
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are or your partnerⁱⁱ is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which you have received by virtue of your office.

ENDNOTES

ⁱ For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

ⁱⁱ Partner includes your spouse, civil partner or person with whom you are living as if they were your spouse or civil partner

ⁱⁱⁱ For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

^{iv} An interest is sensitive if its nature is such that you, and the Monitoring Officer of Shropshire Council, consider that its disclosure could lead to you, or a person connected with you, being subject to violence or intimidation.

^v "relevant period" means the period of 12 months ending with the day on which you give a notification of its existence.

^{vi} "body in which the relevant person has a beneficial interest" means a firm in which you or your partner is a partner or a body corporate of which you or your partner is a director, or in the securities of which you or your partner has a beneficial interest; and "director" includes a member of the committee of management of an industrial and provident society

^{vii} "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

^{viii} "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

PARISH COUNCIL 13TH OCTOBER 2020

Agenda item 14

FINANCIAL REPORT

1. Purposes

To deal with the following matters:

- (a) Bank reconciliation at 31st August 2020;
- (b) Clerk's salary and expenses;
- (c) Invoices for approval;

2. Bank Reconciliation at 30th September 2020

Balances as at 30.09.20 -

Bank	£
Business Money Manager Account	33,411.54
Community Account	7,575.46
CCLA Public Sector Deposit Account	65,000.00
	<u>105,987.00</u>

Less unrepresented cheques -

202226 1,000.00

104,987.00

Cash Book

		£
Opening balances as at	01/04/2020	61,348.70
Add receipts to	30/09/2020	61,731.01
Less payments to	30/09/2020	-18,092.71
		<u>104,987.00</u>

104,987.00

2.1 The Parish Council is requested to **note** this information.

3. Clerk's Salary and Expenses

3.1 The April 2020 pay award for staff covered by the National Joint Council (NJC) for Local Government Services has been finalised. The Clerk's hourly rate has been increased from £11.22 per hour to £11.53 per hour (2.76%) with effect from 1st April 2020. The monthly standing order has been adjusted to reflect the new salary. In addition, arrears of £75.24 are due for the period April to August 2020. A cheque for this amount is included in the payments schedule in Section 4.

ALVELEY AND ROMSLEY PARISH COUNCIL
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- 3.2 The Clerk has not yet submitted an expense claim for 2020/21. The Clerk considered that it would be more difficult for Members to verify claims during lockdown and had intended to submit a claim once face-to-face meetings were reinstated. However, it is possible that this will not happen until the New Year. The longer the period covered by a claim, the more difficult it will be to check its accuracy. Therefore, an expense claim covering the period April to September is included in the payments schedule at Section 4. Expenses incurred until 30th September 2020 total £438.90, including £143.98 (inc VAT) for the annual Zoom subscription, £108 for office rent and £60 for bus shelter cleaning. An analysis of the claim is attached. Members should note that the total of expense claims from April to September 2019 was £578.21.
- 3.3 The Parish Council is requested to **note** this information.

4. **Invoices for Approval and Cheques for Signature**

- 4.1 A schedule of invoices/direct payments is attached.

Recommendation: The Council is **requested** to approve the schedule of invoices/direct payments and to instruct two Councillors to sign the cheques to be paid.

CLERK'S MONTHLY EXPENSES 2020 - 2021

April-September

Date	Item	Travel	Office exp	Office eqp	Other	VAT	Total
07/04/2020	Postage Stamps		12.36				12.36
14/05/2020	Zoom Subscription		119.90			23.98	143.88
28/05/2020	Printer Cartridges		35.82			7.17	42.99
10/06/2020	Bus shelter cleaning				30.00		30.00
02/07/2020	Meeting with Chairman/Noticeboards	8.78				0.22	9.00
07/07/2020	Parish Council meeting	6.57				0.18	6.75
09/07/2029	Noticeboards/Cheque signing	8.78				0.22	9.00
22/07/2020	Balance of July Salary not paid by Standing Order				0.20		0.20
11/08/2020	Planning Committee meeting	6.57				0.18	6.75
12/08/2020	Postage Stamps		12.36				12.36
17/08/2020	Postage		1.83				1.83
25/08/2020	Noticeboards	8.78				0.22	9.00
26/08/2020	Bus shelter cleaning				30.00		30.00
02/09/2020	Postage		3.28				3.28
08/09/2020	Parish Council meeting	6.57				0.18	6.75
22/09/2020	Planning Committee meeting	6.57				0.18	6.75
30/09/2020	Office rent (Apr-Sep 2020)		108.00				108.00
		52.62	293.55	0.00	60.20	32.53	438.90

ALVELEY AND ROMSLEY PARISH COUNCIL

13TH OCTOBER 2020

SCHEDULE OF PAYMENTS AND CHEQUES TO BE APPROVED AND SIGNED

CHEQUE	PAYEE	NET	VAT	TOTAL	ITEM	COUNCIL POWER
S.O.	Payroll	645.70		645.70	September payroll	L.G.A. 1972 s. 112
202239	Pay arrears	75.24		75.24	April 2020 pay award	L.G.A. 1972 s. 112
D.D.	Southern Electricity	273.22	51.74	324.96	Street Lighting electricity August 2020	Parish Councils Act 1957 s.3
202240	HMRC	203.77		203.77	PAYE and National Insurance	
202241	Eon Energy Solutions	1,759.50	351.90	2,111.40	Street Lighting statutory inspection	Parish Councils Act 1957 s.3
202242	Play Inspection Company	65.00	13.00	78.00	Annual Play Area Inspection	L.G. (Misc.Prov.) Act 1976 s.19
202245	Shropshire Assoc. of Local Councils	30.00		30.00	Public engagement training	L.G.A. 1972 s. 111
202246	Ditton Services	1,125.00	225.00	1,350.00	Grass cutting, Alveley Recreation Ground	L.G. (Misc. Prov) Act 1976 s.19
202247	Royal British Legion	200.00		200.00	Poppy appeal donation and wreath	L.G.A. 1972 s. 137
	Expenses -					
	Travel	52.62				
	Office expenses	293.55				
	Bus Shelters	60.00				
	Other	0.20				
202248	Clerk	406.37	32.53	438.90	Authorised expenses Apr - Sep 2020	L.G. (Finan. Prov) Act 1963 s 5
TOTALS		4,783.80	674.17	5,457.97		

Signed

D Rawlinson

D.H. RAWLINSON
Clerk/R.F.O.

Chairman