

ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of a Special Meeting of the Parish Council held on Tuesday 22nd June 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30pm

019. PRESENT

Cllr. Ms. P. M. Barker, Cllr. Mr. M Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter.

020. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk)

021. APOLOGIES FOR ABSENCE

It **was resolved** to accept apologies for absence from Cllr. Mr. R. J. Narburgh (personal) and Cllr. Ms. V. N. Voysey (work).

022. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None.

023. MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 18TH MAY 2021

It was **resolved** that the minutes of the Annual Meeting held on 18th May 2021 were a true and accurate record.

024. URGENT PARISH MATTERS

A number of issues were raised as follows and it was **agreed** to discuss them at the next monthly meeting on 6th July 2021:

- Speeding on the A442;
- Graffiti at the Play Area;
- Conservation issues at the Buttercross;
- Police Community Charter Contract.

025. ANNUAL ACCOUNTS 2021/21 –

- (a) Internal Audit Report – the Clerk referred to the report which had been circulated. He noted that the overall judgement was wholly positive and was reflected in the Internal Audit section of the Annual Governance Return (AGAR). The detailed findings provided independent evidence to support the statements in Section 1 of the AGAR, and Section J. of the report validated the figures provided by the Clerk in Section 2 of the AGAR.

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The Clerk noted that, because of COVID restrictions, it had not been possible to meet some of the specific requirements of Financial Regulations in respect of Councillors verifying and initialling bank statements and invoices.

It was **agreed** to receive the internal audit report and to authorise the Clerk to write to Mrs. Hackett to thank her for her continued support.

(b) Governance and Accountability Return 2020/21 -

1. Section 1 – Annual Governance Statement 2020//21

Each section of the Statement was considered and an affirmative response was **agreed**, after which it was **resolved** to **approve** the Statement for signature by the Chairman and Clerk.

2. Section 2 – Accounting Statements 2020/21

The specific entries were considered in the light of the advice of the Internal Auditor and previous information provided by the Clerk, and it was **resolved** to approve the Statements for signature by the Chairman.

3. It was further **resolved** to approve the statement setting out the Dates of the Period for the Exercise of Public Rights.

026. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received –

21/02314/FUL Erection of a replacement building, Spring Cottage, 69 Alveley, Bridgnorth, WV15 6HG.

Members were concerned at the lack of detailed information provided to support this application. They noted that:

- This site is in the Green Belt;
- The property has been empty for over two decades;
- It is near to the western boundary of the Alveley Conservation Area;
- Work has already been done at the property, including the removal of a hedge and stonework;
- The new property will not be affordable nor an agricultural worker's dwelling;
- The footprint of the new building is much larger than the existing footprint. The new building will therefore not be sympathetic to the size, mass and character of the existing building (contrary to Section 145(d) of the National Planning Policy Framework;
- Based on the proposed elevations, the visual impact of the new building will be significantly different from the existing building, and will not

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respect the character of the local area, making it an inappropriate development in the Green Belt.

After a lengthy discussion the Parish Council **agreed** to oppose this application but also **agreed** to reconsider in the event of further relevant information being provided.

21/02443/FUL Erection of two storey side extension, Paper Mill, 121 Alveley, Bridgnorth, WV15 6HE.

In view of Shropshire Council's previous decisions on planning applications at this site, it was **agreed** not to oppose this application.

21/02549/FUL Erection of a single storey porch extension and new roof to front, 3 Whittal Close, Alveley, WV15 6PF.

It was **agreed** to defer consideration of this application until the next meeting.

2. Planning Applications received since the Agenda closed - none

3. Planning Decisions received from Shropshire Council - noted

21/01692/BDD Application for prior approval under Part 1, Class AD of the Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended) for the erection of one additional storey, High Leasowes, Romsley Lane, Romsley, Bridgnorth.

Parish Council recommendation – refuse; Decision – approved

4. Planning Decisions received from Shropshire Council since the Agenda closed – none.

5. Other planning matters for information only

The Clerk reported that the owners of Severn Valley Alpacas have lodged an appeal against Enforcement Notice 19/06791/ENF. Written representations have been invited but these must be submitted by 1st July 2021. The Clerk advised against further Parish Council representations at this stage, because of the tight timescale and the need for any submission to be technically accurate, and not open to legal challenge. After discussion, it was **agreed** that the Parish Council should **note** the position.

027. FINANCIAL REPORT

1. Bank Reconciliation at 31st May 2021 - the Parish Council **noted** the statement, and **instructed** the Vice-chairman and Cllr. Haddon to verify the detailed entries against the relevant bank statements and cash book entries.

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2. HSBC Bank Mandate – the Clerk advised that, with a new Parish Council in place, it is necessary to update the Banking Mandate which sets out those individuals who are authorised to sign cheques. The Parish Council's previous policy has been to authorise all Councillors as cheque signatories and to require two signatures on each cheque. The Clerk hopes to be able to complete the new mandate for approval by the Parish Council at the monthly meeting on 6th July 2021. The Parish Council **confirmed** its policy on cheque signatories and **agreed** to approve a new Banking Mandate at the next meeting.
3. Parish Council's Insurance Arrangements – the report provided information to satisfy Sections 5.k.xiv of Standing Orders, so that the Parish Council could **confirm** that it has suitable arrangements for insurance cover in respect of all insurable risks.
4. Recent Insurance Claim - The Parish Council **agreed** to meet the VAT element of legal costs resulting from a recent insurance claim; these can then be reclaimed.
5. Street Lighting - the Clerk advised that Shropshire Council has belatedly confirmed the annual charge in 2021/22 for street lighting electricity. This is £280 per month and would represent a saving of nearly £200 on the 2020/21 outturn and nearly £600 on the 2021/22 approved budget. The Parish Council **noted** this information.
6. Vouchers/Invoices for Approval and Cheques for Signature - a schedule of vouchers/invoices was attached to the report. The Parish Council **approved** the schedule and **instructed** Cllrs. Miss Jakeman and Mrs. Potter to initial the vouchers and sign the cheques to be paid.

028. ITEMS FOR NEXT MEETING

New Councillor induction (ongoing)

Review terms of reference, membership and delegation to Committees.

Christmas tree and decorations.

Review of inventory of land and assets including office equipment and confirmation of arrangements of insurance cover in respect of all insurable risks.

029. TO CONFIRM THE DATE OF THE NEXT MEETING

The next meeting of the Parish Council will be a monthly meeting to be held on Tuesday 6th July 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

The meeting closed at 20.30

The Chairman thanked everyone for their attendance.