

**ALVELEY AND ROMSLEY PARISH COUNCIL  
NEAR BRIDGNORTH, SHROPSHIRE**

Chairman Pam Barker

Clerk to the Council:  
David Rawlinson

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43 Church View Gardens  
Kinver  
Stourbridge  
West Midlands  
DY7 6EE

30<sup>th</sup> August 2021

Dear Councillor

You are hereby summoned to attend the next meeting of the Parish Council, which will be a Monthly Meeting' to be held on Tuesday 7<sup>th</sup> September 2021 in the Pavilion, Daddlebrook Road, Alveley, at 7.45pm, preceded by an Open Forum at 7.30pm.

Yours sincerely

*DRawlinson*

David Rawlinson  
Clerk to the Council

**AGENDA**

1. OPEN FORUM
2. TO RECEIVE APOLOGIES FOR ABSENCE – Cllr. Mrs. S. L. Potter (personal)
3. TO RECEIVE DECLARATIONS OF ANY PECUNIARY/PREJUDICIAL INTEREST.
4. TO CONFIRM THE MINUTES OF THE MONTHLY PARISH COUNCIL MEETING HELD ON TUESDAY 6<sup>TH</sup> JULY 2021.
5. VACANCIES FOR PARISH COUNCILLORS – report attached.
6. TO CONSIDER URGENT PARISH MATTERS –
  - (i) Annual Parish meetings – the Alveley Annual Parish meeting will take place on Tuesday 14<sup>th</sup> September 2021 at 7.30 in the Pavilion. Crime detection and prevention will be a focus for discussion and the Bridgnorth Safer Neighbourhoods Team have agreed to attend. After consultation with the Secretary of the Romsley Parish meeting and with Romsley Councillors, it has been decided not to hold an annual parish meeting in 2021. The next Romsley Parish meeting will be in March 2022.
  - (ii) Queen's Platinum Jubilee - In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952. A recent press release from Buckingham Palace is attached. An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for

communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The Clerk has been approached by the Secretary of Alveley Village Hall Committee to enquire what plans the Parish Council has to mark the occasion and how community groups can collaborate in a joint event. The Parish Council is **requested** to agree a response.

- (iii) Climate emergency - Recent weather events across the world, as well as renewed warnings from climate scientists, emphasise the urgency for all individuals and organisations to actively reduce consumption and promote sustainability. It is important for the Parish Council to support local efforts. Because of other 'pressures' the Clerk has not been able to give time to this issue since the last meeting. The Clerk's advice is that the Parish Council should consider setting up a Working Party/Task and Finish Group to address this agenda. Such action would enable enthusiasts within the community to be brought into the discussion and would allow work to be managed through virtual meetings. The Parish Council is **requested** to consider this proposal.

- 7. REPORT FROM SHROPSHIRE COUNCILLOR – Chairman to suspend Standing Orders to allow Cllr. Lynch to speak.
- 8. NEIGHBOURHOOD PLANNING - report attached.
- 9. REVIEW OF PARISH COUNCIL POLICIES –
  - (a) Overview – the approved Action Plan for 2021/22 requires a review of the Parish Council's Equality and Diversity Policy by September 2021 – see item (c) below – and a review of the Council's Health and Safety Policy by December 2021. In addition, there is a requirement in Standing Orders to review other policies at the Annual Meeting of the Parish Council. The Clerk will continue carry out further reviews over the coming months, as far as other commitments allow, and will keep the Parish Council informed of progress.
  - (b) Code of Conduct – the Local Government Association (LGA) introduced a new model Code of Conduct in 2020 following extensive consultation and in January 2021 this was adopted by the National Association of Local Councils (NALC). Shropshire Council has not yet adopted the new Code. The Clerk's advice is that it is important for the Parish Council's approved Code to be closely aligned to Shropshire's Code, and therefore that the Parish Council should defer any changes for the time being. The Parish Council is **requested** to approve this course of action and to review the position in December 2021.
  - (c) Equality and Diversity Policy (revised draft attached) – Members should note that the existing Equality Policy was adopted in 2011. The Parish Council is **requested** to approve the revised draft.
  - (d) Complaints Policy and Procedures – this was last reviewed in 2017 and has been updated to reflect recent guidance from the National Association of Local Councils (NALC), particularly with regard to data privacy. The Parish Council is **requested** to approve the revised draft.

10. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received – to make recommendations to Shropshire Council

21/03347/FUL Erection of a riding arena and retrospective permission for the change of existing buildings to stabling, Kingsnordley Farm, Kingsnordley, WV15 6EU.

21/03706/FUL Erection of two storey rear extension (resubmission), Paper Mill. 121 Alveley, WV15 6HE.

Note This is a resubmission of previous application 21/02443/FUL which has been withdrawn, and proposes a different form of extension/alteration to the existing property. The Parish Council considered the previous application on 22<sup>nd</sup> June 2021 when it was agreed not to oppose the application.

2. Planning Applications received since the Agenda closed  
Council to make recommendations to Shropshire Council

3. Planning Decisions received from Shropshire Council

21/02913/COU, Change of use from business to ancillary residential use, the Granary, Bell Orchard, Alveley, WV15 6NE.

Parish Council recommendation – notified for information only; Decision – grant permission.

21/03064/FUL Alteration of existing first-floor window and additional new first-floor window, 44 Romsley View, Alveley, WV15 6PJ.

Parish Council recommendation – grant permission; Decision – grant permission.

21/03240/FUL published on 19<sup>th</sup> July and comments required by 19<sup>th</sup> August. Erection of single storey extension to existing farmhouse to provide orangery, dog room, lobby, toilet and shower; Little Coton House, Coton, Alveley.

Parish Council recommendation – refuse permission; Decision – refuse permission.

4. Planning Decisions received from Shropshire Council since the Agenda closed  
To note

5. Other planning matters for information only –

11. CHRISTMAS TREE AND DECORATIONS – Clerk to report.

12. FINANCIAL REPORT - attached.

13. ITEMS FOR FUTURE MEETINGS

New Councillor induction (ongoing)

Review Parish Council's Code of Conduct

Climate emergency

Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

Review of the Council's policy for dealing with the press / media

Noticeboards

14. 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 12<sup>th</sup> October 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

To: Cllr. Ms. P. M. Barker, Cllr. Mr. M. A. Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter, Cllr. Mr. J. R. Taylor and Cllr. Ms. V. N. Voysey

Cc. Cllr. Mr. E. L. Lynch, Mr. M. L. Love, Mr. P. W. Whale

ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of a monthly meeting of the Parish Council held on Tuesday 6<sup>th</sup> July 2021 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm

030. PRESENT

Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. C. D. Noble (Vice-chairman), Cllr. Mr. M. A. Haddon, Cllr. Mr. R. J. Narburgh, Cllr. Mrs. S. L. Potter, Cllr. Ms. V. N. Voysey.

031. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk), Cllr. Mr. E. L. Lynch (Shropshire Councillor).

032. OPEN FORUM

The Clerk reported that an application for co-option has been received from Mr. Malcolm Love, and that it would be presented to the next monthly meeting in September.

The Clerk also referred to a letter to all Town and Parish Councils from Cllr. Steve Charmely, Shropshire Council's Cabinet Member for Highways. The letter acknowledged the poor state of roads in the County but voiced determination and some confidence that the situation could be improved. Cllr. Charmley also invited councils to notify him of any stretches of road that are in need of repair. After discussion, it was agreed that the Clerk should submit a letter drawing attention to the very poor state of roads in Tuckhill (including the lane from Six Ashes), Lindridge and Kings Nordley. Cllr. Lynch asked that the letter be forwarded to him in the first instance.

033. APOLOGIES FOR ABSENCE

It **was resolved** to accept apologies for absence from Cllr. Miss I. D. Jakeman (personal) and Cllr. Mr. J. R. Taylor (personal).

034. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

Cllr. Narburgh declared a personal and pecuniary interest in agenda item 9.2 (planning application 21/02865/FUL).

035. MINUTES OF THE SPECIAL PARISH COUNCIL MEETING HELD ON TUESDAY 22<sup>ND</sup> JUNE 2021

It was **resolved** that the minutes of the meeting held on 22<sup>nd</sup> June 2021 were a true and accurate record.

ALVELEY AND ROMSLEY PARISH COUNCIL

036. URGENT PARISH MATTERS

- (i) Police Community Charter Contract – the Clerk reminded councillors that West Mercia Police has invited the Parish Council to enter into a contract based on a pro-forma supplied by the Police. After discussion, a completed contract document was **approved** and is attached to these minutes. Speeding was chosen as one of the top three issues, as discussed at the previous meeting.
- (ii) Graffiti at the Play Area - the Chairman advised that there has been no further instances since this was first reported.
- (iii) Conservation of the Buttercross – Councillors advised that the work to reinforce the base of the Buttercross has been done by a concerned resident, and instructed the Clerk to request Shropshire Council heritage staff to inspect the work.

037. REPORT FROM SHROPSHIRE COUNCILLOR – the Chairman suspended Standing Orders to allow Cllr. Lynch to speak.

Cllr. Lynch updated the meeting on a number of local issues, as follows:

- (a) An 'empty home' case at 16 Cook's Cross;
- (b) Community Fibre Project – limited current progress in Alveley and Coton;
- (c) Highways complaint - flooding of a property in Kings Nordley following recent surface dressing work;
- (d) Speed survey outside Alveley Primary School – carried out along Daddlebrook Road and Bridge Road three weeks previously but results still awaited.
- (e) Replacement sign for Peacock Hill – now in place;
- (f) Site mirror outside the Church – still being pursued;
- (g) Drainage work in relation to Central Garage site – the Developers have cancelled two meetings with the residents of Lime Close;
- (h) Park Run – Shropshire Council has given permission for it to be resumed at the Severn Valley Country Park.

038. REVIEW TERMS OF REFERENCE, MEMBERSHIP AND DELEGATION TO COMMITTEES.

The existing terms of reference, delegations and membership of committees were reviewed. No changes were made to the terms of reference or delegations. After discussion, an updated membership list was **agreed** provisionally and this is attached to these minutes.

ALVELEY AND ROMSLEY PARISH COUNCIL

039. ACTION/FORWARD PLAN 2021/22

The Clerk advised that references in the draft plan to the Parish Council newsletter and to footpaths and rights of way have been removed. Following the distribution problems with the previous newsletter and the reduction in activity as a result of Coronavirus, it was **agreed** not to publish a newsletter in September. It was also **noted** that the Parish Council role in relation to footpaths and pathways is currently dealt with by the Alveley Strollers and Striders Walking Group, and experienced volunteers.

In discussion it was accepted that neighbourhood planning and the climate emergency were the main strategic facing the Parish Council, and that an early meeting of the Street Lighting Committee was required to pick up the work of the previous Vice-chairman.

The Action Plan was **confirmed**.

040. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received –

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

After discussion, it was **agreed** to recommend approval.

2. Planning Applications received since the Agenda closed -

Cllr. Narburgh withdrew from the meeting.

21/02865/FUL Erection of 2 no pole barns, for the purpose of storing animal fodder and bedding and associated agricultural machinery, Finger Farm Cottage, Birdsgreen, Alveley.

It was noted that the documents accompanying the application did not make clear the visual impact of the development on neighbouring properties, although the contours of the ground made it unlikely that this would be significant. After discussion it was **proposed** by the Chairman and seconded by Cllr. Ms. Voysey that, based on the available information, the Parish Council had no objection to this development. This motion was **carried** with four in favour and one abstention.

Cllr. Narburgh returned to the meeting.

21/02914/LBC Change of use from business to ancillary residential use affecting a Grade II listed building, the Granary, Bell Orchard, Alveley.

After a brief discussion it was **agreed** that the Parish Council had no objection to this application.

ALVELEY AND ROMSLEY PARISH COUNCIL

21/03032/FUL Erection of a replacement swimming pool building following demolition of existing building, Hammer Hill House, Romsley Lane, Romsley, WV15 6HW.

The Clerk referred to a Planning Statement by the agents of the applicant which indicated that a pre-application had been made to Shropshire Council, and that the main issue for Shropshire Council is the increase in the size of the property, taking account of previous developments on site, and the site being in the Green Belt. In a lengthy discussion, some councillors expressed the view that the development as a whole is contrary to the National Planning Policy Framework (NPPF), so that this latest application should be opposed. Others were of the view that this application represented a limited and necessary improvement which would not impact on neighbouring properties, and should not therefore be opposed.

After further discussion, the Chairman **proposed** that the Parish Council should **oppose** this application in that it relates to an inappropriate development in the Green Belt contrary to paragraphs 143 to 145 of the NPPF. This was **seconded** by Cllr. Haddon and was **passed** with three votes in favour and three abstentions.

3. Planning Decisions received from Shropshire Council – none received.

4. Planning Decisions from Shropshire Council since the Agenda closed –

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

Parish Council recommendation – refuse; Decision – refuse.

5. Other planning matters for information only – the following was **noted** –

21/03021/DIS Discharge of conditions 5 (glazing details), 6 (roof materials), 8 (trees) and 9 (drainage details) on planning permission 20/01755/FUL, Alveley Cricket Club, Turley Green, Alveley. WV15 6LP

041. ALVELEY RECREATION ASSOCIATION(ARA) – ANNUAL GENERAL MEETING.

The Chairman reported on the meeting that had taken place on Wednesday 30<sup>th</sup> June 2021. The Association has benefitted from COVID grants and is in good shape financially. However, a significant sum will be required to deal with work on the roof of the Pavilion. The Chairman also advised that the ARA has amended its constitution so that, should the Association disband, the Parish Council would be invited to take over the recreation ground.

042. CHRISTMAS TREE AND DECORATIONS

After discussion, it was agreed that the Chairman, Cllr. Narburgh and the Clerk would arrange a Zoom meeting in the near future to discuss issues and options.



ALVELEY AND ROMSLEY PARISH COUNCIL

043. FINANCIAL REPORT

- (1) Bank Reconciliation at 30<sup>th</sup> June 2021  
The Parish Council **noted** the information.

- (2) HSBC Banking Mandate

The Clerk reported that the new Banking Mandate which sets out those individuals who are authorised to sign cheques was ready for formal approval. It continued the Parish Council's previous policy to authorise all Councillors as cheque signatories and to require two signatures on each cheque. The Parish Council **approved** the new Banking Mandate, giving authority to the Chairman and Clerk to sign the relevant forms.

- (3) Vouchers/Invoices for Approval and Cheques for Signature

The Clerk reported that there were four transactions to approve and two cheques to be signed. The schedule was approved and Cllrs. Narburgh and Mrs. Potter were instructed to sign the cheques.

Given the potential gap of two months before the next Parish Council meeting, it was **agreed** to waive Financial Regulation 6.6 to give the Clerk delegated authority to deal with routine payments which have been budgeted for.

044. ITEMS FOR NEXT MEETING

Co-option

Neighbourhood/Parish planning

Review Parish Council's Code of Conduct

Climate emergency

Review of the Council's complaints procedure

Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

Review of the Council's policy for dealing with the press / media

Parish Council noticeboards

045. 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 7<sup>th</sup> September 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

The meeting closed at 21.30

The Chairman thanked everyone for their attendance.

## **VACANCIES FOR PARISH COUNCILLORS**

### **1. Purpose**

- 1.1 To deal with application for co-option to fill two of the three existing vacancies for Parish Councillors.

### **2. Background**

- 2.1 Two applications for co-option have been received from:

Malcolm Love of 10 Holmes Orchard, Alveley, and  
Paul Whale of 7 Holmes Orchard, Alveley

I have sent both applicants information about the work of a Parish Councillor, including the Council's Code of Conduct and the 'Good Councillor's Guide' published by NALC.

- 2.2 Both applicants been invited to attend this meeting, and their application forms are attached. If co-opted at this time, their term of office will end in May 2025.

### **3. Proposed Action**

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

(a) If both applicants are present, the application for Mr. Love will be considered first.

(a) The procedure will be as follows:

- A formal motion to co-opt Mr. Love will be proposed and seconded.
- Mr. Love will be invited to address the meeting.
- Councillors will have the opportunity to question Mr. Love.
- Mr. Love will be requested to leave the meeting to allow his application to be considered.
- A vote will be taken on the motion to co-opt.
- Mr. Love will be asked to return and be informed of the Council's decision,
- If the co-option is approved, the Clerk will arrange for Mr. Love to make a Declaration of Acceptance of Office as soon as possible.

(b) The same procedure will be followed for Mr. Whale.

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

Please complete this form and return it to the Clerk.

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 First name Malcolm Other names Leslie Surname Love
Address of candidate	10, Holmes Orchard, Alveley wv15 6nx
Are you over 18 years of age? If not, please give your date of birth	Yes 31/03/1945
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)	<ol style="list-style-type: none"> <li>1. *I am a registered elector for Alveley and Romsley Parish.</li> <li>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.</li> <li>3. * My main place of business is based in the Parish.</li> <li>4. * I own property within the Parish.</li> </ol>
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.	<p>I have lived in the village for 51 years. Recently I have realised how lucky I have been to have had such a place to call home. From the day my wife and I moved here the people have been friendly, helpful, and overall good neighbours. Frankly I think it's time to put something back.....</p> <p>I was until a few years ago a member of the Recreation Association Committee, holding the position of Treasurer. I have no knowledge of Parish Council Procedures, but I am willing to learn and be taught.</p> <p>In terms of experience my career has been in the main involved with the Publishing Industry, ranging from Midland News Association to National Newspapers ie Mirror Group Newspapers/Express Newspapers/National Magazines I hold an Economics degree and an HND in Marketing. Finally I have been involved with the Shropshire Branch of the Motor Neurone Association, raising monies to support people with this terminal illness, from which my wife suffered, she passed away as a result almost eleven years ago.</p> <p>PS....I have just rejoined the committee of Alveley Recreation Association</p>
Signed  Date	<p>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.</p> <p>.....<i>M. Love</i>.....</p> <p>.....5<sup>th</sup> July 2021.....</p>

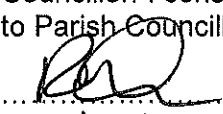
# ALVELEY AND ROMSLEY PARISH COUNCIL

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

Please complete this form and return it to the Clerk.

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 / <del>Mrs</del> / <del>Ms</del> / Other ____ First name PAUL Other names WILLIAM Surname WHALE
Address of candidate	7 HOLMES ORCHARD, ALVELEY WV15 6NX
Are you over 18 years of age? If not, please give your date of birth	Yes / <del>No</del>
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)	<ol style="list-style-type: none"> <li>1. I am a registered elector for Alveley and Romsley Parish.</li> <li>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.</li> <li>3. My main place of business is based in the Parish.</li> <li>4. I own property within the Parish. ✓</li> </ol>
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.	<p>I moved into Alveley 17 months ago, having been a regular visitor for many years.</p> <p>Alveley, in my opinion, is almost perfect. Progress is, and will into the future, continue, and growth is inevitable. I would like to help with decisions, help to maintain the Parishes identity for generations to come.</p>
Signed Date	<p>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.</p> <p> ..... 2/8/21 .....</p>



## ROYAL COMMUNICATIONS

Wednesday 2<sup>nd</sup> June 2021

### The Queen's Platinum Jubilee Central Weekend 2022

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old.

There will be year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities and people come together to celebrate The Queen's historic reign. Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June - one year from today.

An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. Across the four days the celebrations will include public events and community activities, as well as national moments of reflections on The Queen's 70 years of service.

#### **Thursday 2nd June**

***The Queen's Birthday Parade (Trooping the Colour):*** Over 1,400 parading soldiers, 200 horses and 400 musicians will come together in the traditional Parade to mark The Queen's official birthday, usually held on the second Saturday in June.

Beginning at Buckingham Palace, the Parade will move down The Mall to Horse Guard's Parade, joined by Members of the Royal Family on horseback and in carriages. The Parade will close with the traditional RAF fly-past, watched by The Queen and Members of the Royal Family from the Buckingham Palace balcony.

***Platinum Jubilee Beacons:*** The United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark

the Platinum Jubilee. Beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

For the first time, beacons will also be lit in each of the capital cities of the Commonwealth countries to celebrate The Queen's Platinum Jubilee.

### **Friday 3<sup>rd</sup> June**

***Service of Thanksgiving:*** A Service of Thanksgiving for The Queen's reign will be held at St Paul's Cathedral. Further events will be announced in due course.

### **Saturday 4<sup>th</sup> June**

***The Derby at Epsom Downs:*** Her Majesty The Queen, accompanied by Members of the Royal Family, will attend the Derby at Epsom Downs.

***Platinum Party at the Palace:*** The BBC will stage and broadcast a special live concert from Buckingham Palace that will bring together some of the world's biggest entertainment stars to celebrate the most significant and joyous moments from The Queen's seven decade reign. Members of the public will be invited to apply to attend this special event and details of the ballot for UK residents to secure audience tickets will be released in due course.

### **Sunday 5<sup>th</sup> June**

***The Big Jubilee Lunch:*** Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community.

People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event.

***The Platinum Jubilee Pageant:*** A pageant featuring over 5,000 people from across the United Kingdom and the Commonwealth will take place against the backdrop of Buckingham Palace and the surrounding streets. It will combine street arts, theatre, music, circus, carnival and costume and celebrate the service of Her Majesty's reign, as well as honouring the collective service of people and communities across the country.

Further announcements:

Later this month details of a special Jubilee emblem competition, in conjunction with the Victoria and Albert Museum, the Design Museum and the Royal College of Arts, will be released. The winning entry will become the official emblem for the celebrations next year.

More information on the details of the central weekend and other celebratory events across the UK and around the Commonwealth will be made in the months to come.

**PARISH COUNCIL 7<sup>TH</sup> SEPTEMBER 2021**

**Agenda Item 8**

**NEIGHBOURHOOD PLANNING – FEASIBILITY REPORT**

**1. Purposes**

- 1.1 To inform the Parish Council of the purposes, statutory framework, timescales and costs associated with preparing and submitting for approval a Neighbourhood Plan for Alveley and Romsley.
- 1.2 To help the Parish Council to determine whether to embark on neighbourhood planning at this time, or to take further action, or to seek more information, advice and/or training, before making a final decision.
- 1.3 To commission further work as required.

**2. Background/Introduction**

- 2.1 Neighbourhood Planning was introduced in the Localism Act 2011. A Neighbourhood Plan (NDP) is:
  - A document that sets out planning policies for the neighbourhood area – planning policies are used to decide whether to approve planning applications;
  - Written by the local community (usually with the Town or Parish Council in a leading role), rather than the Local Planning Authority;
  - A powerful tool to ensure the community gets the right types of development, in the right place.
- 2.2 Producing an NDP involves a lengthy formal process, governed by the legislation, which includes as a minimum:
  - (a) Establishing a Steering Group with clear terms of reference;
  - (b) A Vision event involving members of the community;
  - (c) Evidence gathering, usually through Working Groups;
  - (d) Consulting with the Community on a draft plan;
  - (e) At least two stages of consultation with the Planning Authority;
  - (f) Approval of the Plan by an independent nationally appointed examiner;
  - (g) A local referendum.

If well managed, the process will take at least a year and a half. Two years is typical to produce an NDP for a relatively small neighbourhood.

- 2.3 It would be essential to procure expert professional support to successfully produce an NDP. The Government has allocated over £29m between 2018 -

ALVELEY AND ROMSLEY PARISH COUNCIL  
REPORT BY CLERK OF COUNCIL

2022 to support the development of NDPs, and a grant of between £10,000 and £18,000 is available for each individual project. In addition, the Council will probably need to identify funding within its budget/precept requirement for one or more years. Technical support is available through dedicated national organisations, especially Locality UK, and it will be essential to access support in kind from the community and the Local Planning Authority.

2.4 There would be significant potential advantages for this area if an NDP was successfully produced, especially:

- For potential developers, the NDP would take precedence over all other policies, and would have to be followed by them and all other stakeholders;
- Developers would be clearly alerted to the needs of the local community so that negotiations with them would be more focused and productive.
- 25% of CIL receipts would go towards local community infrastructure, compared with 15% at the moment;
- It would add essential neighbourhood detail to existing and emerging local plan policy;

In addition, an NDP would help the Parish Council to identify and prioritise its future infrastructure needs and spending. Members should also note that national Government is giving clear messages that NDPs are here to stay.

2.5 NDPs must add value to the Local Plan and National Planning Policy Framework (NPPF), and it is equally important to recognise what cannot be achieved through an NDP, including:

- To prevent allocated development (especially housing) from proceeding;
- To change or override with higher tier policies, including, in our case, the Shropshire Local Plan;
- To deal with anything that is not material to the planning system e.g. highways infrastructure;
- To over-ride the powers of statutory utilities.

### 3. **More Details of the Planning Process**

3.1 The preferred planning process for small neighbourhood would be:

- A vision exercise with the local community;
- Identification of key policy areas;
- Identification of evidence for each policy;
- Data collection;
- Preparation of draft policies
- Discussion/agreement with the planning authority

In following this approach the practical advice is to:



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- Start with your local vision
- Look at the Local Plan – will it deliver that vision?
- If not, what is needed to ADD VALUE to the existing policy context?
- ONLY fill the gaps between the local plan and your vision?
- Choose the 3-5 most important issues and only focus on them?

3.2 Even for a small neighbourhood, the NDP process will require specialist capabilities in the areas of:

- Project management;
- Risk management;
- Delegation and accountability;
- Financial management;
- Communications strategy;
- Volunteer management;
- Information management.

3.3 It will be necessary to establish a Steering Group; this is the project board which must manage the process. The Group should have a mix of councillors and local people, and a mix of skills which can contribute to making the process a success. It is vitally important to agree written Terms of Reference.

3.4 A key element of an NDP is likely to be the extent and range of housing need, and the recent housing needs assessment for Alveley and Romsley will provide a good basis for this aspect of the process.

#### 4. **Conclusions and Recommendations**

4.1 It is clear that preparing an NDP would represent a major commitment for this community over a period of several months. The Clerk's initial advice is that this process can only succeed if an effective communications network can be established and that, in practice, this will require the Parish Council to:

- Embrace social media, probably Facebook;
- Invest in good quality equipment which will establish a capability to hold virtual meetings and conferences (including hybrid).

It would also be highly desirable for the Parish Council to fill the three vacant posts for Councillors before proceeding.

4.2 The Parish Council is **requested** to note the above information and to **agree** the next steps.

# Equality and Diversity Policy (Draft)

## 1. Underlying Principles

Alveley and Romsley Parish Council respects and values differences, and as an employer and provider of services, recognises the importance of setting out a clear commitment to promoting fairness and tackling discrimination. The two main areas of focus are:-

### 1.1 Employment

No Council employee or job applicant will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, gender identity, marital status, sexual orientation, disability, trade union activity, age, religion or belief, pregnancy or maternity, social or economic status, political beliefs, or will be disadvantaged by conditions or requirements which cannot be justified.

### 1.2 Service delivery

The Parish Council will ensure that its services and activities, including those carried out in partnership with other agencies, are available to or impact on all equally and consistently, with no regard to race, colour, nationality, ethnic origin, sex, gender identity, marital status, sexual orientation, disability, age, religion or belief, pregnancy or maternity, social or economic status or political beliefs. The Parish Council will also ensure that no one is disadvantaged by conditions or requirements which cannot be justified.

## 2. Legislative Context

2.1 The Equality Act 2010 was introduced to consolidate and strengthen previous anti-discrimination legislation. It covers the following nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

2.2 The Council recognises that discrimination can occur outside of the strict definitions in the Equality Act. In addition, Section 149 of the Equality Act 2010

(the Public Sector Equality Duty) places a general duty on the Council and others carrying out public functions to have due regard to the need to

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups

### **3. Roles and Responsibilities**

#### **3.1 In procuring or providing services, the Parish Council will seek to put in place -**

- a) Service arrangements that are appropriate, accessible and effective for the whole community.
- b) Clear and accessible information about services in a variety of formats and languages as appropriate.
- c) Monitoring arrangements to ensure that services do not unlawfully discriminate, and to identify where improvements can be made.
- d) Accessible consultation and engagement processes to enable the community to have a say on the way services are planned and delivered.
- e) Measures to ensure that contractors, suppliers, volunteers and partners are aware of the Parish Council's position on equality and diversity and understand their obligation to provide services that are free from discrimination, harassment or victimisation
- f) Contract letting or monitoring processes that are inclusive of equality considerations.
- g) Relevant training and development for councillors and employees.

#### **3.2 As an employer, the Parish Council will -**

- a) Make reasonable adjustments to allow staff to fulfil their potential, where needed, to prevent inequality and promote diversity.
- b) Protect and promote the health, wellbeing and safety of staff, including taking appropriate action to safeguard staff from discrimination from third parties.
- c) Ensure recruitment and selection processes are fair and do not discriminate against anyone.
- d) Enable, encourage and support Councillors and staff to report discrimination or harassment.
- e) Maintains a zero-tolerance approach to discrimination and bullying on the grounds of any of the protected characteristics listed in section 2.1 above.
- f) Make opportunities for training, development available to staff to enhance their skills and effectiveness.

### **4. Governance and Accountability**

#### **4.1 All councillors and staff have a responsibility to abide by this policy.**

- 4.2 Individual councillors have a duty to lead the equality and diversity agenda, both in the Council and across the wider community.
- 4.3 The Staffing Committee is responsible for ongoing oversight of the equality and diversity agenda.
- 4.4 Staff have individual responsibility for promoting and delivering equality at work and in the wider community.

## **5. Grievances and complaints**

- 5.1 The Council takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by councillors, employees, customers, suppliers, visitors, the public and any others which arise from the work of the Parish Council. Such complaints will be thoroughly investigated and appropriate action will be taken in accordance with the Parish Council's Complaints Policy, Approved Code of Conduct or Disciplinary and Grievance Procedure, as appropriate.

## **6. Monitoring and measuring progress**

- 6.1 The Parish Council aspires to the standards set out in the Equality Framework for Local Government, and the Council's current objective is to achieve the 'Developing' Level of that Framework.
- 6.2 This Equality and Diversity Policy is approved and periodically reviewed by the full Parish Council.

This Policy was previously agreed by the Parish Council on 6<sup>th</sup> September 2011.

Revised Policy approved

## COMPLAINTS POLICY AND PROCEDURE

### Introduction

Alveley and Romsley Parish Council seeks to conduct its business in an honest, open and transparent manner. It expects the highest standards from members of the Council and its Clerk. It takes all complaints seriously and will seek to deal with them as quickly and effectively as possible, in a manner that respects the rights of individuals to bring complaints and complies with data privacy requirements.

When a complaint is made against the Parish Council, members of the Council or the Clerk may be referred to. However, all complaints will be treated as complaints against the 'body corporate' of the Council, not as complaints against the individuals referred to.

Complaints in the following areas are not covered by this policy:

- Financial irregularity – the complaint should be referred in writing to the current external auditor (as set out under Section 27 of the Local Audit and Accountability Act 2014, and the Accounts and Audit Regulations 2015). The Clerk will provide the contact details.
- Suspected criminal activity – should be referred to the Police.
- Councillor's conduct – complaints should be referred to the Clerk, and be dealt with according to the Parish Council's approved Code of Conduct under the supervision of Shropshire Council's Monitoring Officer.
- Where a complainant seeks redress for personal injury, damage to property or other financial loss, or where the Council is at risk of being held liable to pay damages or to provide another legal remedy, the matter will be referred in the first instance to the Council's insurers.

### Complaints Policy

1. The procedures for dealing with any complaints that anyone may have about Alveley and Romsley Parish Council's administration, practices and procedures are set out below. Complaints against policy decisions made by the Council can be referred back to the Council [but note Section 7 of the Council's Standing Orders, which prevents decisions from being reversed within six months, except in limited cases].
2. The aim of the Parish Council is that its complaints procedures are:

- well publicised, easily accessible and easy to use;
- helpful and receptive;
- not adversarial;
- fair and objective;
- based on clear procedures and defined responsibilities;
- thorough, rigorous and consistent;
- decisive and capable of putting things right where necessary;
- sensitive to the special needs and circumstances of the complainant;
- fully supported by councillors and officers, and;
- timely.

### Complaints Procedure

3. If a complaint is notified orally to a Councillor or the Clerk to the Council, that individual should seek to deal with the complaint through personal or telephone contact to the entire satisfaction of the complainant. If that fails, the complainant should be requested to make a formal written complaint to the Clerk to the Council and be assured that it will be dealt with promptly after receipt. Any written complaint will be acknowledged within five working days. The complainant will be asked at the outset if he/she wants the complaint to be treated confidentiality. In all circumstances the Parish Council will comply with the Data Protection Act 2018 and the General Data Protection Regulation (the "GDPR").
4. If the complainant prefers not to put the complaint to the Clerk, he or she should be advised to put the complaint to the Chairman of the Council. Complaints about the Clerk's conduct should be referred to the Chairman of the Council. He/she will consult with the Chairman of the Staffing Committee since they may need to be dealt with under the Parish Council's Disciplinary and Grievance Procedure. The complainant will be notified of the relevant contact details.
5. On receipt of a formal written complaint the Chairman of the Council or the Clerk to the Council shall try to resolve the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him/her an opportunity to comment. Efforts should be made to settle the complaint at this stage, but a period of not more than two weeks will be allowed for the complaint to be resolved. If the complaint is dealt with to the apparent satisfaction of

the complainant, a letter will be sent to the complainant confirming the outcome.

6. The Clerk to the Council or the Chairman shall report to the next meeting of the Parish Council that a formal written complaint has been dealt with by direct negotiation with the complainant, as in paragraph 5. However, the identity of the complainant will not be disclosed in open session.
7. The Clerk to the Council or Chairman of the Council shall bring any written complaint that has not been settled to a meeting of the Parish Council at the earliest opportunity. This will be considered in closed session, after the exclusion of the public and press (Public Bodies (Admission to Meetings) Act 1960 s.1.2.).
8. At that meeting the Council will form a Complaints Committee to hear the complaint. The Clerk shall notify the complainant of the date on which the complaint will be considered. The complainant shall be offered an opportunity to explain the complaint orally. [In the case of a complaint against the Clerk to the Council's conduct it will be dealt with by the Staffing Committee in closed session. If a complaint is upheld, the Disciplinary and Grievance Procedure will be triggered].
9. Consideration by either Committee may be deferred until appropriate advice is received.
10. Any decision reached by either Committee shall be reported to the Parish Council in closed session.
11. As soon as possible after the decision has been made, the decision and any consequential action to be taken shall be communicated in writing to the complainant. The letter will contain details of the Council's appeals procedure, if the complainant is unhappy with the Committee's decision.
12. If the complainant decides to appeal against the Complaints Committee's decision the Clerk shall notify the complainant of the date on which the appeal will be considered by the Council; which shall be at the next meeting. The complainant shall be offered an opportunity to attend and present the appeal orally. The public and press will be excluded. Those Councillors who were members of the Complaints Committee will not be involved in hearing the appeal.

13. If the Council is of the opinion that issues of law or practice arise on which advice is necessary the appeal shall be dealt with at the next meeting after the advice has been received.
14. As soon as possible after the decision has been made, the decision and any consequential action to be taken shall be communicated in writing to the appellant. This will be the final decision of the Council on the complaint. Other than in exceptional circumstance, the process from receiving a written complaint to the final decision will be not more than twelve weeks.
15. Habitual or vexatious complaints  
Where the complaints procedure has been exhausted, no further action will be taken and all subsequent attempts to re-open the matter or a similar or closely related matter may be considered as vexatious. Similarly a complainant may make a series of complaints which are the same or similar to matters which have recently gone through the complaints procedure. These are likely to be judged as vexatious.

These matters will be dealt with by the Clerk. If the complaint(s) involve the Clerk, the matter will be dealt with by the Chairman; if he/she is also involved the matter will be dealt with by the Complaints Committee which considered the original complaint

If the Complaints Committee declare the complaint(s) vexatious, the complainant will receive a letter setting out the Council's position. That is it will:

- Only accept written communications addressed to the Clerk and that no other forms of communication such as by telephone, email or personal visits or contacts with Councillors will be accepted.
- All letters will be read in whole or in part by the Clerk and their receipt may be acknowledged, at the discretion of the Clerk.
- This procedure will remain in force for 6 months from the letter from the Complaints Committee.

At the end of the 6 month period the Council will accept communications from the complainant that are in accordance with this policy.

This policy was previously reviewed by the Council on

5<sup>th</sup> July 2016

Policy updated



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**PARISH COUNCIL 7<sup>TH</sup> SEPTEMBER 2021**

**Agenda item 12**

**FINANCIAL REPORT**

**1. Purposes**

To deal with the following matters:

- (a) Bank reconciliation at 31<sup>st</sup> August 2021;
- (b) HSBC Banking;
- (c) Severn Valley Country Park – Funding Agreement 2021/22;
- (d) Footpath improvements and safety issues;
- (e) Electronic communications – including Zoom;
- (f) Vouchers for approval and cheques for signature.

**2. Bank Reconciliation at 31<sup>st</sup> August 2021**

Balances as at 31.08.21 -

<b>Bank</b>	<b>£</b>
Business Money Manager Account	69,111.19
Community Account	28,423.29
CCLA Public Sector Deposit Account	35,000.00
	<u>132,534.48</u>

Less unrepresented cheques -

202283	1,218.00
202289	144.00

131,172.48

<b>Cash Book</b>		<b>£</b>
Opening balances as at	01/04/2021	87,696.19
Add receipts to	31/08/2021	54,869.61
Less payments to	31/08/2021	-11,393.32
		<u>131,172.48</u>

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

**3. HSBC Banking**

3.1 HSBC are introducing new charges for their banking services from 1<sup>st</sup> November 2021. From then, there will be a fee of £8 per month for using the Community Account which will become a Small Business Account. In addition there will be a charge of £1 for every cheque raised and a charge of £15 for every direct payment made by telephone. The Business Money Manager Account will remain unchanged but there will be a small charge of £0.25 for every credit transaction into that account.

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- 3.2 If these new charges had applied in the 2020/21 financial year the total of bank charges to the Parish Council would have been £160. It should be noted that in future there will continue to be no charge for most automated transactions.
- 3.3 The Clerk has undertaken a preliminary survey of other 'High Street' Banks. All of them offer a period of free banking (12 months to 30 months). All but Nat West have a monthly fee after that (£5 to £7.50) but TSB and Co-op Bank waive this if there is a significant credit balance. The fee per cheque is between 50p and 85p. There appears to be a large volume of applications in the system for business bank accounts and Lloyds have temporarily ceased taking further applications. The marketing focus of all the high street Banks is to move business customers to internet banking, and the majority of alternative banks only offer on-line packages.
- 3.4 At the last meeting, a new banking mandate was approved to update the list of authorised cheque signatories on the existing HSBC account (minute 043(2) of 6<sup>th</sup> July 2021 refers). This document was based on telephone guidance provided by HSBC agents and was despatched immediately. However, on 3<sup>rd</sup> August the Clerk received a letter from HSBC indicating that a different form should be used. Because of the events described above, the Clerk has not yet followed this up, so the existing banking mandate remains in place.
- 3.5 The Parish Council is **requested** to authorise the Clerk, in conjunction with two or three councillors, to investigate future options, including internet banking, and to report back to the monthly meeting on 12<sup>th</sup> October with their findings and recommendations.

4. **Severn Valley Country Park – Funding Agreement 2021/22**

- 4.1 The draft funding agreement is attached for approval and signing. Members will note that the Parish Council has already agreed a grant of £2,500 for the current financial year, including a one-year grant of £1,000 to support COVID recovery work.
- 4.2 The Parish Council is **requested** to approve the draft funding agreement and to authorise the Chairman to sign it.

5. **Footpath Improvement and Safety Issues**

- 5.1 Alveley Strollers and Striders are seeking to replace stiles with kissing gates on paths close to Alveley village, in line with Shropshire Council's policy to improve accessibility. They have identified 17 stiles which are in need of replacement, and have secured Shropshire Council financial support for four kissing gates, which will be installed on two footpaths (28/1 and 32/1) with the agreement of landowners during the next few weeks.

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In the meantime, a serious accident has occurred on the A442 when a truck went off the road on the S bend by the Squirrel and collided with a tree. Fortunately there were no pedestrians in the area, otherwise the accident might have resulted in serious injury or fatalities. The Strollers and Striders have decided not to use the narrow pavement in this area, and have advised that a better alternative is to cross the A442 via the central reservation at the end of Daddlebrook Road, go up the side of the garage building site, turn left and follow the footpath across the field to St Peter's Finger on Romsley Lane. However this route involves a number of awkward stiles.

The owner of the field, Mr McLeod, agrees that the main road is too dangerous to walk along, and is happy to have kissing gates installed to open up this footpath across his land. It would require 4 kissing gates at a cost of £360 each. The total cost of these would be £1440, but this would certainly increase the safety of all pedestrians walking from the village towards Coton or Bowhills, both popular and regularly walked routes.

The Strollers and Striders have requested financial support from the Parish Council to install these gates. Members are advised that the approved budget for 2021/22 includes an earmarked reserve of £500 for footpaths, and that £3,437 of Neighbourhood Fund is also available.

The Parish Council is **requested** to consider this application for additional funding.

**6. Electronic Communications (including Zoom)**

- 6.1 Although most of the legal restrictions on activity in England arising from COVID-19 have been lifted, there remains the need for events which require people to congregate to be managed with extreme care. In addition, items elsewhere on this agenda are suggesting that groups such as working parties or task and finish groups should be established to deal with specific issues and priorities. Such groups will not be subject to the legislative requirement for face-to-face public meetings which applies to the Parish Council and its committees.
- 6.2 The Clerk has therefore taken the opportunity to subscribe on behalf of the Parish Council to Zoom Standard Pro Annual at a discounted cost of £89.92 for the year from July 2021 to July 2022. The Clerk advises that his facility will be essential if meaningful progress is to be made on neighbourhood planning and the climate emergency. In addition, it would also be very helpful if additional 'easy to use' equipment could be procured to facilitate hybrid meetings, where some participants are face-to-face and others are on-line. This could be used to enable those Councillors who remain uncomfortable with face-to-face meetings to attend future Parish Council meetings. The Clerk recognises that Councillors Haddon and Taylor have expertise in this area and would wish to consult with them regarding the best way forward.

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- 6.3 The Parish Council is therefore **requested** to authorise the Clerk to identify further equipment as described above, in conjunction with Councillors Haddon and Taylor, and to report back to the next monthly meeting.

7. **Vouchers/Invoices for Approval and Cheques for Signature**

- 7.1 A schedule of vouchers/invoices is attached. Some of these were approved previously and signed outside the meeting.

**Recommendation:**

The Council is **requested** to **approve** the schedule of vouchers and to instruct two Councillors to initial the vouchers and sign the cheques to be paid.



Shropshire's  
**GREAT  
OUTDOORS**

# 2021/22 Funding Agreement

between

Alveley and Romsley Parish Council

and

Shropshire Council

for the Management & Maintenance of  
Severn Valley Country Park

## **PARTIES**

ALVELEY AND ROMSELY PARISH COUNCIL (**Funder**)

SHROPSHIRE COUNCIL of Shirehall, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND (**Recipient**)

## **BACKGROUND**

**(A)** The Funder has agreed to pay the Funding to the Recipient to assist it in the provision of Countryside Management Services at Severn Valley Country Park.

**(B)** This Agreement sets out the terms and conditions on which the Funding is made by the Funder to the Recipient.

## **AGREED TERMS**

### **1. DEFINITIONS**

In this Agreement the following terms shall have the following meanings:

**Agreement:** means this Funding Agreement.

**Commencement Date:** 1<sup>st</sup> April 2021.

**EIR:** means the Environmental Information Regulations 2004 (as amended from time to time)

**FOIA:** means the Freedom of Information Act 2000 and all subsequent regulations made under this or any superseding or amending enactment and regulations; any words and expressions defined in the FOIA shall have the same meaning in this clause.

**Funding:** the sums set out in the Schedule 2 to be paid to the Recipient in accordance with this Agreement.

**Funding Period:** the period for which the Funding is awarded starting on the Commencement Date and ending on 31<sup>st</sup> March 2022

**Parties:** the Funder and the Recipient and 'Party' shall mean either one of them.

**Services:** the provision of the maintenance and services of Severn Valley Country Park site described in Schedule 1.

### **2. USE OF THE FUNDING**

The Recipient shall use the Funding only for the delivery of the Services and in accordance with the terms and conditions set out in this Agreement. The Funding shall not be used for any other purpose without the prior written agreement of the Funder.

### **3. PAYMENT OF THE FUNDING**

#### **3.1**

The Funder shall pay the Funding to the Recipient in one instalment in advance in accordance with Schedule 2

#### **4. FREEDOM OF INFORMATION**

The Parties acknowledge their respective duties under the FOIA and EIR and must give all reasonable assistance to each other where appropriate or necessary to comply with such duties.

#### **5. DATA PROTECTION**

The Recipient shall (and shall procure that any of its staff involved in connection with the activities under the Agreement shall) comply with any notification requirements under the Data Protection Act 1998 (**DPA**) and both Parties will duly observe all their obligations under the DPA, which arise in connection with this Agreement.

#### **6. DURATION**

Except where otherwise specified, the terms of this Funding Agreement shall apply from 1<sup>st</sup> April 2021 until 31<sup>st</sup> March 2022

#### **7. WAIVER**

No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

#### **8. NOTICES**

All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, [e-mailed,] or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered [or if e-mailed] all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

#### **9. DISPUTE RESOLUTION**

If any dispute or difference shall arise between the Parties as to the construction of this Agreement or any matter or thing of whatever nature arising under this Agreement or in connection with it then the same shall be dealt with as follows:

##### **9.1**

In the first instance a special meeting of both the Parties shall be arranged on 14 days written notice to the other Party and the matter shall be discussed and the representatives shall use their reasonable endeavours to resolve the dispute

##### **9.2**

If the dispute cannot be resolved in accordance with the preceding sub-clause then either one of the Parties may serve the Recipient's chief Executive and the Funder or other authorised officer whose details have been notified to the Recipient, with notice of the dispute and those officers shall then appoint their representative to adjudicate and use their reasonable endeavours to resolve the dispute within 21 days of receipt of such notice.

##### **9.3**

If the dispute cannot be resolved in accordance with the preceding sub-clause then it shall be referred to

a single arbitrator to be agreed between the Parties and failing such agreement within 14 days of the request of one Party to the other in writing that the matter be referred to arbitration such reference shall be to a single arbitrator appointed for that purpose on the written request of either Party by the President for the time being of the Law Society of England and Wales and any reference to arbitration under this clause shall be deemed to be a reference to arbitration under this clause shall be deemed to be a reference to arbitration within the meaning of the relevant Arbitration Acts and it is further agreed that if any matter is referred to arbitration then each Party will bear its own costs of such referral.

**10.**

The site manager will be happy to attend a parish council meeting (date to be advised by Alveley and Romsley Parish Council) and provide a report of what the parish council contribution has been spent on.

**11. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.


**12. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

AGREED by the parties through their authorised signatories

For and on behalf of  
SHROPSHIRE COUNCIL

Signature: 

Print Name: Edward Andrews

Job Title: Parks and Countryside Sites Manager (south)

For and on behalf of  
ALVELEY AND ROMSLEY PARISH COUNCIL

Signature:

Print Name:

Job Title:



## **SCHEDULE 1**

### **THE SERVICES**

#### **Agreement Area**

The agreement area means the Severn Valley Country Park referred to as the 'Site'. Boundary map attached in Schedule 3.

#### **Site Management Functions**

The agreement includes the provision/services for the management and maintenance of the Site as set out in the agreed Management Plan.

Generally, this comprises management and improvement of key natural habitats set out below:

- Ancient semi-natural woodland supporting a range of characteristic flora and fauna
- Secondary and plantation woodland
- Amenity grassland
- Riverside and Top Wildflower Meadows
- Wetland areas
- Cultural Features
- The site's intrinsic appeal and value as an amenity area for quiet informal recreation

Whilst the site is managed to enhance biodiversity and heritage value, it also has an intrinsic appeal and value as an amenity area for quiet, informal recreation by the public. Therefore, Shropshire Council, through the Outdoor Partnership Team will provide as a minimum the statutory requirement set out below:

- To undertake regular site checks to comply with H&S legislation
- To undertake/oversee repairs and maintenance of the Site to ensure that the infrastructure is in such a condition as not to cause any risk to the public using the site. Shropshire Council has a common duty of care for the Health & Safety of the public
- To ensure that any designated natural and cultural heritage features are maintained in a favourable condition, specifically where works have been agreed through management grants, for example from Countryside Stewardship and Heritage Lottery
- To oversee external contractors. Shropshire Council has a responsibility to ensure that employees, contractors and volunteers are not exposed to risks to their health and safety
- To maintain any public rights of way crossing the Site
- Shropshire Council, in exercising its functions, will have regard to conserving biodiversity

Additional non-statutory provision/services provided by the Shropshire Council include:

- To develop and implement site management plans
- To maintain and improve site habitats
- To work with local communities and support volunteering activities
- To provide expert habitat advice and guidance
- To develop projects with partners and stakeholders
- To apply for grant aid to support site development

Shropshire Council will continue to provide the full range of site management and maintenance functions, both statutory and non-statutory (above), and will provide experienced and knowledgeable staff to implement the management plan to maintain the key features and effective working relationships with partners, residents and visitors.

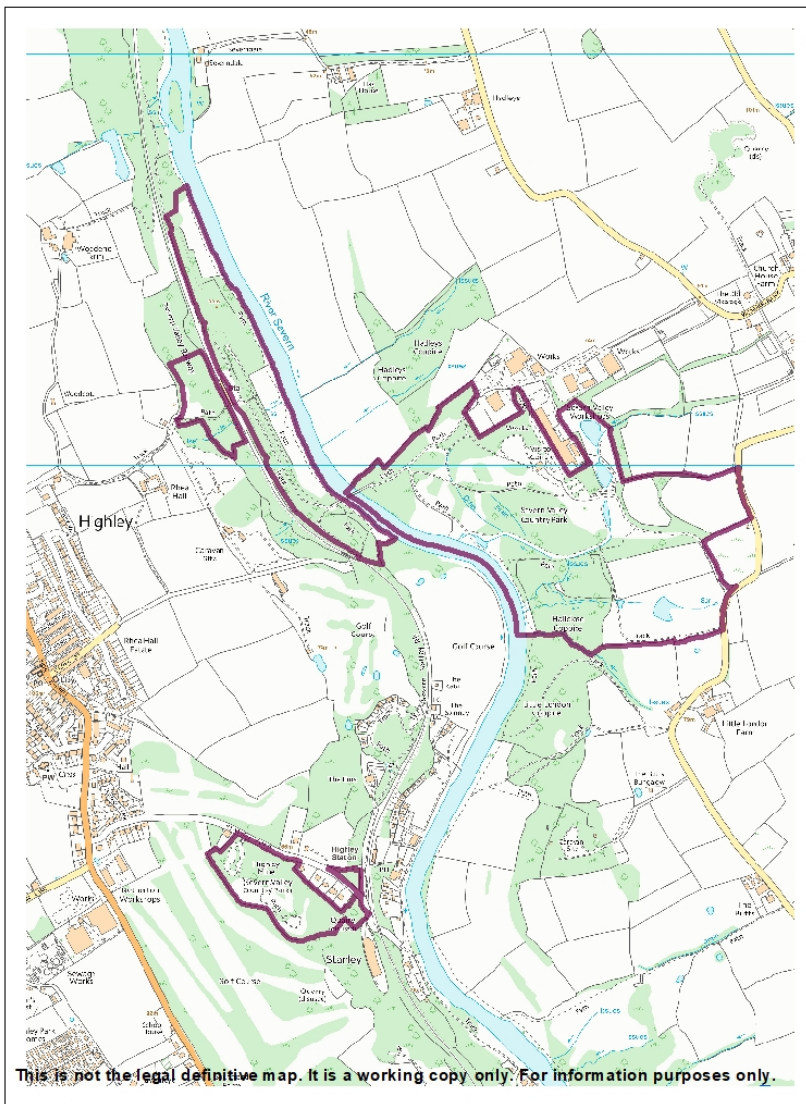
## **SCHEDULE 2**

### **PAYMENT SCHEDULE**

The funding from Alveley and Romsley Parish Council will be ring fenced to support the management and maintenance of Severn Valley Country Park, including staff time.

<b>Amount of Grant Payable</b>	<b>Date of Payment</b>
£2,500	1 <sup>st</sup> September 2021

## **SCHEDULE 3**



ALVELEY AND ROMSLEY PARISH COUNCIL

7TH SEPTEMBER 2021

SCHEDULE OF PAYMENTS AND CHEQUES TO BE APPROVED AND SIGNED

CHEQUE	PAYEE	NET	VAT	TOTAL	ITEM	COUNCIL POWER
<b>ALREADY APPROVED/SIGNED OUTSIDE THE MEETING IN ACCORDANCE WITH MINUTE 043(3) OF 6TH JULY 2021</b>						
202288	Steve Burton Groundcare	950.00		950.00	Grass cutting/Clearing Closed Churchyard	L.G. (Misc.Prov.) Act 1976 s.19
202289	Society of Local Cl. Clerks	144.00		144.00	Annual membership fee 2021/22	L.G.A. 1972 s. 143
CHEQUE	PAYEE	NET	VAT	TOTAL	ITEM	COUNCIL POWER
<b>STILL TO BE APPROVED/SIGNED</b>						
202290	Shropshire Council	2,500.00		2,500.00	Grant for Severn Valley Country Park	L.G.(Misc .Provn.) Act 1976 s19
S.O.	Payroll	645.70		645.70	August payroll	L.G.A. 1972 s. 112
202291	HMRC	171.07		171.07	PAYE and National Insurance	
202292	Ditton Services	1,015.00	203.00	1,218.00	Grass cutting, Alveley Rec Ground Jun/July 21	L.G. (Misc. Prov) Act 1976 s.19
202293	Shrops. Assoc. of Local Councils	285.00		285.00	Planning Training MH/CN/SP Jun 21	L.G.A. 1972 s.111
		150.00		150.00	Neighbourhood Planning Training Jul 21 DR/CN	
202294	DM Payroll Services Ltd.	60.00		60.00	Payroll admin. 2021/22 1st 1/2 year	L.G.A. 1972 s.111
202295	Play Inspection Company	67.50	13.50	81.00	Annual Play Area insp. and stock valuation	L.G. (Misc.Prov.) Act 1976 s.19
	Expenses -					
	Travel	6.57				
	Office expenses	13.02				
	Office equipment	47.21				
	Other	<u>119.92</u>				
202296	Clerk's expenses Jul/Aug 2021	186.72	27.61	214.33	Authorised expenses July/August 2021	L.G. (Finan. Prov) Act 1963 s 5
		<u>6,174.99</u>	<u>244.11</u>	<u>6,419.10</u>		

Signed

*D Rawlinson*

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

Chairman

**Clerk's Expense - July/August 2021**

Date	Item	Travel	Office exp	Office eqp	Other	VAT	Total
06/07/2021	Parish Council meeting	6.57				0.18	6.75
24/07/2021	Printer Cartridges			26.39		5.28	31.67
24/07/2021	Copy Paper			20.82		4.17	24.99
27/07/2021	Zoom Subscription				89.92	17.98	107.90
02/08/2021	Bus shelter cleaning				30.00		30.00
14/08/2021	Stamps		13.02				13.02
Total		6.57	13.02	47.21	119.92	27.61	214.33