

ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of a monthly meeting of the Parish Council held on Tuesday 2nd November 2021 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm

076. PRESENT

Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. M. A. Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. M. L. Love, Cllr. Mr. R. J. Narburgh, Cllr. Mrs. S. L. Potter, Cllr. Mr. J. R. Taylor and Cllr. Ms. V. N. Voysey.

077. IN ATTENDANCE

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

078. OPEN FORUM

Parish Noticeboards – the Clerk advised that the Severn Valley Country Park (SVCP) volunteers have inspected four of the noticeboards. Their estimate of the cost of routine maintenance was reasonable based on previous experience. He hoped to be able to finalise arrangements in the near future, so that the work could proceed.

Green Lanes – Cllr. Haddon referred to recent complaints on Facebook, which had previously been reported by Cllr. Whale, regarding damage on Dark Lane and other BOATs caused by off-road vehicles. It was **agreed** that this would be an agenda item for the next monthly meeting.

079. APOLOGIES FOR ABSENCE

It was **resolved** to accept apologies for absence from Cllr. Mr. C. D. Noble (personal) and Cllr. Mr. P. W. Whale (personal).

080. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None.

081. MINUTES OF THE MONTHLY PARISH COUNCIL MEETING HELD ON TUESDAY 12TH OCTOBER 2021

It was **resolved** that the minutes of the meeting held on 12th October 2021 were a true and accurate record.

082. URGENT PARISH MATTERS

- (i) Beauty Bank – The Clerk confirmed that he has raised a planning enforcement query with Shropshire Council regarding equestrian activities at Beauty Bank, near the junction with Lindridge Lane.
- (ii) Bowling Green, Squirrel Public House, Alveley - the Parish Council noted that Shropshire Council has removed the Bowling Green from the Register of

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Assets of Community Value as it is five years since the initial application. The Secretary of the Bowling Club has advised the Clerk that the Club is in the process of re-applying and that the support of the Parish Council would be welcomed. It was unanimously **agreed** to support the re-application by the Bowling Club for the inclusion of the bowling green in the local Register of Assets of Community Value.

- (iii) Queen's Platinum Jubilee – the Clerk confirmed that he has already contacted the Village Hall, the Recreation Association, St. Mary's Church, the Primary School and Severn Valley Country Park regarding a joint approach to planning suitable celebrations, especially during the long Bank Holiday weekend (2nd – 5th June 2022). After discussion, the Clerk was **authorised** to create a Task and Finish for this purpose and Councillors Love and Ms. Voysey were nominated to join that Group
- (iv) Street Lighting Committee meeting – the Clerk confirmed that he had not yet set a date because of uncertainties concerning COVID-19 infection rates.

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

Cllr. Lynch reported the following matters –

- (i) Shropshire Council's new Portfolio Holder for Physical Infrastructure (including Highways) will be visiting the Parish Council areas in his Division on Friday 12th November, and would like to meet with Alveley and Romsley Parish Council representatives between 14.00 and 14.40 on that date. The Chairman undertook to agree the detailed arrangements with Cllr. Lynch.
- (ii) Following a recent incident at the Alveley Industrial Estate, all drain covers have been replaced.
- (iii) Reports of poor maintenance at the top of Honeybourne Road and equestrian activities at Beauty Bank have been logged with Shropshire Council.
- (iv) Shropshire Council is considering a request by the Strollers and Striders for more kissing gates in addition to the six that have already been agreed (four of which will be paid for by the Parish Council).
- (v) Shropshire Council's Community Tree Scheme is still open and offers bunches of twenty saplings, which must be planted where they can be seen by the public.

084. PARISH COUNCIL'S CODE OF CONDUCT – The Parish Council noted that the Local Government Association's (LGA's) Model Councillor Code has now been adopted by Shropshire Council without amendment, with effect from 1st December

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2021, and that the Monitoring Officer has formally recommended that all of the Town and Parish Councils in Shropshire also adopt the LGA model code.

After discussion, the Parish Council **agreed** unanimously to adopt the LGA's Model Code in full and to replace the Parish Council's existing Code of Conduct from 1st December 2021. The Parish Council also **resolved** to instruct the Clerk to arrange formal training for all Members in the new Code as soon as possible.

085. POLICE COMMUNITY CHARTER CONTRACT - the Charter contract which was agreed by the Parish Council in July was reviewed with a view to updating the Council's priorities. In the light of discussions during Open Forum, the Parish Council **agreed** to identify 'off-roading' as the top community issue , with speeding, especially at the top of Alveley Village) and anti-social behaviour (fly tipping and littering) as the other current issues. It was also **agreed** to reduce the contact frequency of meetings from 4 monthly to quarterly.

086. PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received – none.
2. Planning Applications received since the Agenda closed – none.
3. Planning Decisions received from Shropshire Council – the following were **noted**:

21/01716/FUL Application under Section 73A of the Town and Country Planning Act 1990 for the temporary siting of one residential caravan as a rural workers dwelling and associated works (retrospective), Severn Valley Alpacas Ltd, Valley View, Romsley, Alveley, Bridgnorth, Shropshire, WV15 6HW
Parish Council recommendation: Refuse permission, Decision: Grant Permission.

21/04228/FUL Erection of a dual pitched roof over existing garage and insertion of bay window to front in association with conversion to living accommodation, Jesston , The Woodlands, Alveley, WV15 6LQ
Parish Council recommendation: Grant permission, Decision: Grant Permission.

21/03706/FUL Erection of two storey rear extension (resubmission), Paper Mill, 121 Alveley, Bridgnorth, Shropshire, WV15 6HE
Parish Council recommendation: Grant permission, Decision: Grant Permission.

4. Planning Decisions received from Shropshire Council since the Agenda closed – the following was **noted**:

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21/03655/LBC Work to Grade II listed building comprising of external repairs to include new roof, windows render and repointing, and internal works to include removal of walls and replacement beams, Shropshire Farm, Dye Lane, Fenn Green, WV15 6HY.

Parish Council recommendation: Grant permission, Decision: Grant Permission.

5. Other planning matters for information only – the Clerk advised that a resident has reported that the Cricket Club has advertised in St. Mary's Parish magazine that the Club facilities are being improved and that this will allow the premises to be used for weddings and other outside events. It was noted that this would contravene Condition 3 of the previous planning approval (20/01755/FUL).

087. SOCIAL MEDIA

- (i) Members were briefed by the Clerk and Cllr. Haddon on developments since the previous meeting. In particular, they noted that Facebook now includes a Parish Council page, but the page contains very little information and has no links as yet to other Facebook pages.
- (ii) There continued to be a debate between those in favour of engaging with Facebook and those who oppose this as a way forward. The latter felt strongly that the Council should, as a next step, approve a formal policy document which limits and controls all aspects of the Council's potential involvement with Facebook or any other social media platforms. After discussion, it was **agreed** by a majority that limited engagement with Facebook would continue. It was also resolved that:
 - (a) The existing social media policy would be reviewed and an updates draft Social Media policy document would be presented for consideration at the next meeting of the Parish Council;
 - (b) Prior to the next meeting, any posts on the Parish Council's Facebook page would be approved in advance by the Chairman.

088. FINANCIAL REPORT

1. Deposits/receipts to 1st April to 31st October 2021 - the Clerk confirmed that the VAT refund for the first half of the financial year has been received. The information was **noted**.
2. Examination of Accounts to September 2021 - the Parish Council received a verbal report from Cllr. Miss Jakeman and Cllr. Mrs. Potter who had examined the accounts from April to September 2021 as part of the Council's internal control procedures. They confirmed that all the accounts they had inspected were in order, were recorded accurately in the Cash Book, and that they had no other matters to report. The Council **agreed** to note their report.

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3. Bank Reconciliation at 26th October 2021 - the Parish Council **agreed** to note this information.
4. Banking Arrangements
 - 4.1 The Clerk confirmed that Barclays and Lloyds Banks are still not accepting applications to 'switch' accounts. He advised that he has met with representatives of Metro Bank at their Merry Hill branch. They have confirmed that:
 - The Parish Council is eligible for a Community Current Account;
 - There is no monthly fee for this account;
 - There is no transactional charge for up to 200 transactions per month;
 - Telephone banking is available;
 - As part of the application/switch process, the Key Officials (Chairman/Clerk) and authorised cheque signatories will need to attend the Merry Hill branch with proof of identity.
 - There must be a signed minute to confirm that the Parish Council wishes to open an account with Metro Bank.
 - 4.2 After discussion, the Parish Council **approved** the Clerk's recommendation to open a Community Current Account with Metro Bank to replace its Business Bank Account with HSBC. It was also **resolved**:
 - (i) To appoint the Parish Clerk/Responsible Financial Officer (Mr. D. Rawlinson) and the Parish Council Chairman (Councillor Ms. P. M. Barker) as the Key Officials.
 - (ii) To authorise the Parish Clerk to operate the bank account and to require that all cheques are signed by two mandated Councillors.
5. Internal Audit 2021/22 Financial Year - the Clerk reported that he has received an email from Mrs. Hackett of SDH Accountancy & Audit Services regarding internal audit for 2021/22. This confirms that Mrs. Hackett is available to carry out this work, but plans to continue auditing remotely, as this caused no difficulties during the last financial year. Mrs Hackett has quoted £270 for the work (her bill for 2020/21 was £261). The Parish Council **agreed** to appoint SDH Accounting as the Council's internal auditor for the 2021/22 financial year.
6. Vouchers/Invoices for Approval and Cheques for Signature - the Parish Council **approved** the updated schedule of vouchers and instructed the Chairman and Cllr. Mrs. Potter to initial the vouchers and sign the cheques to be paid.

089. ITEMS FOR FUTURE MEETINGS

New Councillor induction

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Boundary Review

Green lanes (BOATs)

Social media policy

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

090. 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 7th December 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

The meeting closed at 20.45

The Chairman thanked everyone for their attendance.