

22/23/24

ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Tuesday 6th September 2022 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm

077. PRESENT

Cllr. Ms. P. M. Barker (Chairman), Cllr. Miss I. D. Jakeman (Vice-chairman), Cllr. Mrs. C. M. Brown, Cllr. Mr. R. G. Dowson, Cllr. Mr. M. A. Haddon, Cllr. Mr. M. L. Love, Cllr. Mr. R. J. Narburgh, Cllr. Mrs. S. L. Potter, and Cllr. Mr P. W. Whale.

078. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk), Cllr. E. M. Lynch (Shropshire Councillor) and Ms. C. A. Martin (Clerk designate)

079. OPEN FORUM

The Chairman introduced the new Parish Clerk and Proper Officer (designate), Ms. Chloe Martin.

Cllr. Miss Jakeman expressed concern about the state of a section of pavement at the top of Alveley village near the sandstone cottages. This will be logged on 'Fix My Street' and followed up by Cllr. Lynch.

Romsley Matters

Cllr. Mrs. Potter reported that Severn Valley Alpacas are advertising 'spot camping' at their site. She questioned whether the necessary facilities are in place to support this activity and suggested that an enforcement enquiry might be appropriate. Other Members advised that short-term occasional use does not require planning permission or licensing and Cllr. Lynch undertook to investigate further.

Cllr. Mrs. Potter also advised that Romsley residents would like a stone planter on highways land by the Jubilee bench on Romsley Lane. She noted that Cllr. Lynch would seek permission from Shropshire Highways.

080. APOLOGIES FOR ABSENCE

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

The Clerk reminded members that under section 85 of the Local Government Act 1972, a councillor vacates office if he/she fails to attend a Council or Committee meeting for six consecutive months after their last attendance, unless before the expiry of the six months period the Council approves a reason for their absence.

081. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

Cllr. Ms. Barker – possible prejudicial interest in agenda item 10.1 – 13 Maple Crescent

ALVELEY AND ROMSLEY PARISH COUNCIL

082. MINUTES OF:-

- (i) THE MONTHLY MEETING HELD ON TUESDAY 5TH JULY 2022.
- (ii) THE EXTRAORDINARY MEETING HELD ON TUESDAY 26TH JULY 2022.

The Vice-chairman **proposed** that these minutes be approved as true and accurate records. This was **seconded** by Cllr. Whale and **carried unanimously**.

083. TO CONSIDER URGENT PARISH MATTERS –

- (i) Alveley Medical Practice – Members reviewed the discussion at the previous Parish Council meeting (minute 055). It was recognised that the Parish Council has no formal authority over the GP Practice, and that no action is appropriate at this stage.
- (ii) CCTV for Play Area – the Chairman reported that she has received a quotation of £901 (including VAT) from John Langhorn, the Secretary of Alveley Recreation Association for a suitable CCTV installation. This would comprise two cameras on poles at either end of the tennis court fence. It was noted that separate arrangements would be required for the Village Hall. After discussion, the Vice-chairman proposed that this quotation should be accepted; this was seconded by Cllr. Mrs. Potter and carried nem con.
- (iii) Focus Group on CCTV and Crime Prevention – it was **agreed** that a first meeting of the focus group should be arranged as soon as possible. The Clerk indicated that he has recently been approached by the proprietor of the Londis store about the possible resurfacing the Cook's Cross parking area. It was accepted that this would enhance community safety and would be an appropriate use of part of the Neighbourhood Fund, but it was considered that the Focus Group should focus in the meantime on wider crime prevention initiatives.
- (iv) Meeting of Street Lighting Committee – after discussion, it was **agreed** to convene a meeting on Tuesday 27th September at 7.30pm at the Pavilion, with Thursday 29th as an alternative date.

084. REPORT FROM SHROPSHIRE COUNCILLOR – The Chairman suspended Standing Orders to allow Cllr. Lynch to speak.

Cllr. Lynch apologised for his recent absence. He referred to a number of current local issues which he was dealing with and promised a more detailed report at the next meeting.

085. CHRISTMAS TREE AND LIGHTS

The Clerk advised that, in 2021 the Christmas tree and lights were procured from Lite Ltd at a total cost of £1,560. He noted that the display was well received and the arrangements for installing and removing the decorations were well managed. He also reported that he has contacted Martin Avill, the Sales and Marketing Director of Lite Ltd, who has offered to provide the same display in 2022 at the same total cost.

Members considered the implications of the energy crisis and discussed whether this initiative is appropriate under the current circumstances. The Clerk advised that the combined power of the 1,000 bulbs used in 2021 was only 78 watts. He accepted that it would be important to limit the hours when the lights were on to

ALVELEY AND ROMSLEY PARISH COUNCIL

(say) 15.00 to 01.00. After discussion, Cllr. Narburgh proposed that the Parish Council should provide a Christmas tree with lights in 2022 and should accept the offer of Lite Ltd. to install the display. This was seconded by Cllr. Dowson and carried unanimously.

Cllr. Dowson also agreed to procure a cap for the tree socket and, with assistance from Cllrs. Haddon and Whale, to ensure that the socket is clear of sand and other debris before the beginning of December.

086. WEST MERCIA POLICE – COMMUNITY CHARTER CONTRACT

As requested by the Bridgnorth Safer Neighbourhoods Team (SNT), the Parish Council reviewed its current priorities. These are off-roading (1), speeding (2) and anti-social behaviour (3). After lengthy discussion, it was decided to adjust the priorities to encourage a more visible presence from the Police across the Parish Council area. It was therefore **agreed** to change the priorities to community safety (1), anti-social driving (especially off-roading or irresponsible driving under the influence of drink/drugs) (2) and anti-social behaviour (3) and to inform the SNT of these changes as soon as possible. It was also **agreed** to request a future date for a crime prevention day in Alveley and a 'bike marking' event after Christmas.

087. GRANT APPLICATION – ALVELEY P3 VOLUNTEERS/STROLLERS AND STRIDERS

After discussion of the application, Cllr. Mrs. Potter proposed that a grant of £672 to fund two brushcutters and a hedgetrimmer should be approved. This was seconded by Cllr. Whale and carried unanimously.

088. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Applications received – the following were considered:

22/03467/FUL Erection of single-storey side extension. Internal remodelling, external steps to rear and external material amendments, 7 Birch Grove, Alveley, WV15 6LE.

The Clerk indicated that there has been an objection from one resident of a neighbouring property. After discussion, the Chairman proposed that the Parish Council should make no comment. This was seconded by Cllr. Mrs. Brown and carried nem con.

22/03792/FUL Erection of single storey rear extension with balcony and alterations at first floor and porch, New Barns Farm, Alveley, WV15 6HH.

After a lengthy debate concerning this application, the Chairman proposed that the Parish Council should recommend refusal because the application is for an inappropriate development in the Green Belt. This was seconded by Cllr. Love, and was carried with 4 votes in favour and 4 abstentions.

22/03825/FUL Proposed cavity construction rear extension across the rear of the property, 13 Maple Crescent, Alveley, WV15 6LT.

The Chairman did not speak or vote on this application. After discussion, the Vice-chairman proposed that the Parish Council should raise no objection to this application. This was seconded by Cllr. Dowson and was carried unanimously.

ALVELEY AND ROMSLEY PARISH COUNCIL

2. Planning Decisions received from Shropshire Council – the following were noted:

22/02173/FUL Erection of integral garage to side elevation; extension to rear elevation and balconies to the either side of the property, Thameen, 6 Daddlebrook Road, Alveley, WV15 6NU

Parish Council recommendation: Approve Decision: Grant Permission

22/02801/FUL Erection of rear extension, Applecross Lodge, Alveley, WV15 6NB

Parish Council recommendation: Approve, Decision: Grant Permission.

22/02472/FUL Proposed driveway and parking provision for the static caravan previously approved under planning permission 20/04318/FUL, Royal Oak, Alveley, WV15 6LL

Parish Council recommendation: Refuse, Decision: Refuse Permission.

22/02881/FUL Erection of single-storey side extension with suitable facilities for disabled purposes, Bugs Hollow, 160 Kings Nordley.

Parish Council recommendation: No objection, Decision: Grant Permission.

3. Other planning matters – the following were noted:

1. 22/03568/CPL Application for Lawful Development Certificate for the erection of a single-storey side extension and loft conversion with rear dormer, 2 Daddlebrook Road, Alveley, WV15 6NU.

2. New Tree Preservation Orders SC/00496/22 (Land east of Severn Valley Country Park) and SC/00497/22 (Land at Arnside):

The Clerk was instructed to write to the Shropshire Council Tree Team to register the Council's support for the proposed orders.

089. FINANCIAL REPORT

1. Bank Reconciliation at 27th August 2022.

The reconciliation statement was **noted**.

2. Local Government Pay Claim 2022/23

The Clerk reported that the National Employers have offered the following package to the Trade Unions to take effect from 1st April 2022:

- An increase of £1,925 on all NJC pay points;
- An increase of 4.04% on all allowances;
- An increase of one day to all employees' leave entitlement.

The Clerk advised that this offer has not yet been agreed but considered it highly unlikely that the final award would be less generous than this, and so proposed to make provision for this increase in the Budget Plan for 2022/23. The Parish Council **endorsed** this proposal.

ALVELEY AND ROMSLEY PARISH COUNCIL

3. Budget Monitoring

(a) The Parish Council considered a budget monitoring statement covering the period till 31st July 2022 (one third of the financial year). Members **noted** that overall spending is just over 30% which is in line with expectation, and that the key budget of Staffing is also on target.

(b) Members were requested to consider a number of specific budgetary control issues, especially:

(i) After the appointment of a new Parish Clerk and the approval of temporary arrangements to deal with the handover (minute 074.1 of 26th July 2022 refers), the Clerk has recalculated the Staffing budget. The new estimated budget requirement for 2022/23 is £12,550, an increase of £2,720.

(ii) Recruitment – the appointment of new Parish Clerk has led to additional administrative spending of £1,120.

(iii) Insurance:

	£
Approved budget	1,280
Insurance premium for 22/23	<u>1,562</u>
Additional budget requirement	<u>282</u>

After discussion, the Chairman proposed that the Parish Council **approve** the following budget virements:

- a. £2,720 from the Provision for inflation/contingency to the Staffing budget;
- b. £282 from the Provision for inflation/contingency to the Insurance budget;
- c. £470 from the Platinum Jubilee budget to Environment (noticeboards);
- d. £565 from the Platinum Jubilee budget to Office Expenses (recruitment);
- e. £555 from the budget for Newsletters to Office Expenses (recruitment).

This was seconded by Cllr. Mrs. Brown and was carried unanimously.

4. Banking Arrangements

The Clerk noted that the Parish Council has reviewed its banking arrangements a number of times over the past year or so. He confirmed that existing banking arrangements are with HSBC, but that HSBC introduced new charges for their banking services from 1st November 2021. From then, there has been a monthly fee of £8 and a charge of £1 for every cheque raised. The cost of banking since then has been £132 over 9 months.

Members reviewed a recent approach to Metro Bank and noted that Lloyds Bank are now accepting applications to open new business accounts. The Clerk also advised that the level of service provided by HSBC is unsatisfactory in a number of respects.

During the subsequent discussion, it was noted that the new Parish Clerk already supports two other Parish Councils, both of which procure banking

ALVELEY AND ROMSLEY PARISH COUNCIL

services from Unity Trust Bank, and that there is a high degree of satisfaction with the service provided. It was therefore **decided** to instruct the Clerk to bring a report to the next monthly meeting setting out the detailed implications of switching from HSBC to Unity Trust Bank.

5. Internal Audit 2022/23

Following the retirement of the Council's long-standing Internal Auditor, Mrs. Sue Hackett, the Clerk reported that he had received two formal quotations from qualified auditors as follows:

- IAC Audit and Consultancy Ltd.
- JDH Business Services Ltd.

However, he advised that IAC Audit and Consultancy Ltd. had very recently withdrawn their quotation. Given the urgency, he advised that the quotation from JDH Business Services should be accepted for this year and a resolution to this effect, **proposed** by the Chairman and **seconded** by the Vice-chairman, was **carried unanimously**.

6. External Audit

The Parish Council **resolved** to confirm its intention to remain part of the national arrangements for procuring external audit from April 2027.

7. Vouchers/Invoices for Approval and Cheques for Signature

A schedule of vouchers/invoices was considered. Some of the invoices had already been paid in accordance with minute 064.3 of 5th July 2022. Members also **noted** that authorisation was required for two salary payments to be made by cheque. The Council **resolved** to approve the schedule of vouchers and instructed the Chairman and Cllr. Narburgh to initial the vouchers and sign the cheques still to be paid.

090. ITEMS FOR FUTURE MEETINGS

Dark Lane BOAT

CCTV and Crime Prevention Working Group

Review of Standing Orders

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

091. TO CONFIRM THE DATES OF FUTURE MEETINGS

The next monthly meeting of the Parish Council will be on Tuesday 4th October 2022 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.45pm preceded by an Open Forum.

The meeting closed at 9.10pm

The Chairman thanked everyone for their attendance