

ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Tuesday 4th October 2022 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm

092. PRESENT

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

093. IN ATTENDANCE

Mr. D. H. Rawlinson (Responsible Financial Officer - RFO), Cllr. Mr. E. M. Lynch (Shropshire Councillor) and one resident.

094. OPEN FORUM

The Chairman recorded apologies from the Clerk and confirmed that Mr. Rawlinson would clerk the meeting.

Village Planters

Mrs. Margaret Shaw spoke to confirm that she would no longer service the Alveley village planters after the end of this calendar year. She advised that she was giving early notice to enable the Parish Council to make other arrangements. The Chairman thanked Mrs. Shaw for her longstanding service and indicated that this would be an agenda item for the November meeting.

Platinum Jubilee Tree Planting

Cllr. Whale reported that he has managed to reserve 30 mixed saplings via Shropshire Council. He advised that these are 1.5 metres high and have bare roots; they will therefore need to be planted quickly or stored in pots. He pointed out that a lot of work, in terms of finding suitable locations and securing landowners' permission, was involved. It was agreed that the Clerk would contact Lewis Arborcare to confirm whether they are still intending to supply and plant 2 flowering cherry trees for the Closed Churchyard as discussed in the Spring. If they were not Council would consider using 2 of the saplings instead.

Planning Application

Cllr. Taylor reported that he had received written information from the applicant about a current planning application and had sought advice from the Clerk, but had not received a response as yet. It was noted that the relevant application was not in the agenda. Cllr. Taylor was advised to circulate the information to other Councillors.

Noticeboards

Cllr. Whale requested that meeting agendas be posted on the noticeboards. The RFO accepted that this is best practice, but advised that there was a problem of limited space and suggested that a summary agenda should be produced in future.

095. APOLOGIES FOR ABSENCE

It was **resolved** to accept apologies for absence from Cllr. Mr. R. G. Dowson (personal), Cllr. Mr. M. A. Haddon (work) and Cllr. Ms V. N. Voysey (work).

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096. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None.

097. MINUTES OF THE MONTHLY MEETING HELD ON TUESDAY 6TH SEPTEMBER 2022.

The Chairman **proposed** that these minutes be approved as true and accurate records. This was **seconded** by Cllr. Mrs. Brown and **carried** nem con.

The RFO noted that the new Clerk planned to circulate draft minutes to all Councillors after each meeting but not to include them with the agenda papers for the next meeting.

098. TO CONSIDER PARISH MATTERS –

(i) Play Area Inspection

The Chairman reported the outcome of the annual Play Area inspection, which recorded a number of very-low or low risk safety issues. She expressed concern about the appearance of the aerial cable runway and suggested that the manufacturer (HAGS) should be contacted. She also advised that some Play Area equipment was in need of painting or other cosmetic work.

After discussion, the Chairman suggested that there should be an early meeting of the Play Area Committee and that the membership of the Committee should be reviewed.

(ii) Focus Group on Crime Prevention

Cllr Whale reported on a recent meeting involving himself and Cllrs. Dowson, Haddon, Taylor and Ms. Voysey. He indicated that there had been a good discussion, focusing on CCTV and automatic number-plate recognition (ANPR). There was some uncertainty about the link between these discussions and the recent decision to accept a quotation from John Langhorn, the Secretary of Alveley Recreation Association installing CCTV at the Play Area. Minute 083 (ii) of 6th September 2022 refers. After further discussion, it was **agreed** that John Langhorn should be invited to the next meeting of the Parish Council to discuss the project. With reference to ANPR, Cllr. Taylor indicated that he had reviewed systems that have been adopted by certain other Councils. He considered that some of these would be effective in controlling speeding, but was concerned about the cost. The use of signage was also discussed. The Chairman requested that the Focus Group provide a written report for the next Parish Council meeting, and this was **agreed**.

(iii) Cattle on Footpaths

The Chairman reported that a resident has raised concerns about cattle grazing in the vicinity of a local footpath. After checking official guidance the Chairman had advised the resident that this situation was acceptable,

although the landowner could be encouraged to erect temporary fencing in some circumstances.

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

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This item was deferred. Cllr. Mrs. Brown suggested that a review of the Council's Standing Orders was also due; the RFO agreed to look into this.

- (v) Climate Emergency

This item was also deferred. However, Cllr. Mrs. Brown suggested that the issue should be referred to a separate Working Group.

- (vi) Parking Area at Cook's Cross

The Chairman suspended Standing Orders to allow Cllr. Lynch to speak. After lengthy discussion and advice from Cllr. Lynch about a similar situation in Bridgnorth, it was **agreed** that the Parish Council should seek a site meeting with an officer of Shropshire Highways to determine the precise parameters of the project and to clarify how it can be progressed. It was accepted that the funding position is unclear given that the Parish Council does not own the land, but it was suggested that it might be possible to apply for Community Infrastructure Levy (CIL) funding.

099. REPORT FROM SHROPSHIRE COUNCILLOR –

Cllr. Lynch reported two local issues –

- (i) Concerns about speeding at Pool Hall.
- (ii) Concerns about the heating provided by Star Housing in some of their properties.

100. MEMBERSHIP OF COMMITTEES

After discussion, it was agreed in principle that –

- (i) Cllr Haddon could resign from the Staffing Committee and be appointed to the Street-Lighting Committee, along with Cllr. Mrs Potter.
- (ii) Cllr. Mrs. Brown could be appointed to the Play Area Committee.

It was further **agreed** that this action would be confirmed at the next Parish Council meeting.

101. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Applications received – none were recorded.
2. Planning Decisions received from Shropshire Council – none were reported.
3. Other planning matters – it was noted that a confidential planning enforcement enquiry had been received.

102. FINANCIAL REPORT

1. External audit

The RFO reported that the external auditors, PKF Littlejohn, have now issued the external audit certificate for the Council's 2021/22 accounts. The certificate confirms that "the information in Sections 1 and 2 of the AGAR is in accordance with "proper practices" and that there is only one matter which has arisen which is not in accordance with relevant legislation and regulations, namely a small inconsistency in the prior year asset valuation figure, which will not recur.

The RFO confirmed that the Council is now required to publish a "Notice of conclusion of audit" which details the public's right of inspection. This notice, along with Sections 1, 2 and 3 of the AGAR must appear on the Council's website by 30th

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September 2022. The Clerk confirmed that this information has already been displayed.

The Parish Council noted this information and **endorsed** the Notice of conclusion of audit.

2. Banking Arrangements

At the previous meeting, it was **decided** to instruct the RFO to bring a report to the next meeting setting out the detailed implications of switching from HSBC to Unity Trust Bank. Minute 089.4 refers. Having considered the RFO's report, the Parish Council unanimously **adopted** the following resolution, proposed by the Chairman and seconded by the Vice-chairman :

- (i) The Parish Council wish to open a current account with Unity Trust plc and to appoint 'Unity' as our bankers. We agree 'Unity's' terms and conditions.
- (ii) Our key contact will be our Responsible Financial Officer, David Rawlinson. We do not wish our key contact to become an authorised signatory but we do want him to be registered for internet banking. The key contact will need access to view the account and to submit and authorise payments.
- (iii) We wish our current account with HSBC UK to be switched in full to 'Unity'.
- (iv) We wish to nominate four Councillors as cheque signatories - Cllr. Miss Jakeman, Cllr. Mrs. Brown, Cllr. Narburgh and Cllr. Mrs. Potter. We also wish to nominate Cllr. Whale and Cllr. Ms. Voysey as additional users.
- (v) We require two authorised signatures on every cheque and we require all external payments to be authorised by two users, with individual payments over £5,000 to be authorised by three users.
- (vi) We will pay an initial deposit of £500 to open the new account."

3. Vouchers/Invoices for Approval and Cheques for Signature

An updated schedule of vouchers/invoices was considered. The Council **resolved** to approve the schedule and instructed the Vice-chairman and Cllr. Mrs. Potter to initial the vouchers and sign the cheques to be paid.

103. ITEMS FOR FUTURE MEETINGS

CCTV and Crime Prevention Working Group – written report
Review of Standing Orders
Play Area Committee meeting
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
Maintenance of village planters
Tree planting
Volunteering

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104. TO CONFIRM THE DATES OF FUTURE MEETINGS

The next monthly meeting of the Parish Council will be on Tuesday 1st November 2022 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.45pm preceded by an Open Forum.

The meeting closed at 9.00pm

The Chairman thanked everyone for their attendance