

**ALVELEY AND ROMSLEY PARISH COUNCIL  
NEAR BRIDGNORTH, SHROPSHIRE  
Chairman Pam Barker**

**David Rawlinson**

**Tel. 07972040818**

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**43 Church View Gardens**

**Kinver**

**Stourbridge**

**DY7 6EE**

24<sup>th</sup> February 2021

Dear Councillor

You are hereby summoned to attend the next meeting of the Parish Council to be held on Tuesday 2<sup>nd</sup> March 2021 at 7.45pm, preceded by an Open Forum at 7.30pm. This will be a 'Zoom' meeting in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

*DRawlinson*

David Rawlinson

Clerk to the Council

**AGENDA**

1. OPEN FORUM
2. TO RECEIVE APOLOGIES FOR ABSENCE.
3. TO RECEIVE DECLARATIONS OF ANY PECUNIARY/PREJUDICIAL INTEREST.
4. TO CONFIRM THE MINUTES OF THE MONTHLY MEETING HELD ON TUESDAY 9<sup>TH</sup> FEBRUARY 2021.
5. TO CONSIDER PARISH MATTERS [written reports to be provided in advance to the Clerk].
  - (i) Annual Parish Meetings 2021 (briefing note attached).
  - (ii) Meeting dates 2021/22 Municipal Year (draft attached).
  - (iii) Highway maintenance – the Parish Council's role in publicising/vetting future road closures.
6. ANNUAL REVIEW OF RISK ASSESSMENT – upated document attached.
7. ACTION PLAN 2021/22 – see attached draft.
8. GRANT APPLICATION – ALVELEY STROLLERS AND STRIDERS (attached).
9. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS.

1. Planning Applications received from Shropshire Council – to make recommendations or to note.

21/00417/FUL Conversion of former agricultural buildings to dwelling and annex, including access, parking and amenity areas (amendment to planning approval granted under ref. 19/03781/FUL in October 2019), Plot 3, The Hadleys, Alveley.

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

3. Planning Decisions received from Shropshire Council – to note

18/03172/FUL Erection of six affordable dwellings and associated works, land east of Meadowbrook Close, Alveley – application submitted in July 2018.

The application has been before the South Planning Committee on two occasions, 9<sup>th</sup> April 2019 and 28<sup>th</sup> August 2019.

Parish Council recommendation – refuse; Decision – approved.

20/04334/FUL Erection of one residential dwelling for ancillary accommodation (following demolition of garage building), Paper Mill, 121 Alveley, WV15 6HE.

Parish Council recommendation – refuse; Decision – approved.

21/00219/HHE Erection of a single storey rear orangery to detached dwelling, dimensions 5.75 metres beyond rear wall, 4.00 metres maximum height, 2.70 metres high to eaves, High Barns Farm, Six Ashes WV15 6EP.

*(This application sought a legal determination that the proposed works within the domestic curtilage of the above dwelling-house would be classed as 'permitted development' under the Town and Country (General Permitted Development) (England) Order 2015, Schedule 2, Part 1 (Class A.g))*

Parish Council recommendation – none; Decision – refused.

21/00055/TPO To fell stump 1No Alder (T1), and reduce size of lower branch of 1No Ash Tree (T2) protected by the Salop County Council (Alveley) TPO 1973, 42 Bridge Road, Alveley, WV15 6JU.

Parish Council recommendation – none; Decision – approved.

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

5. Other planning matters.

10. POINTLESS PLASTIC CAMPAIGN – information already circulated.

11. REPORT FROM SHROPSHIRE COUNCILLOR  
(Chairman to suspend Standing Orders).

12. TO RECEIVE A FINANCIAL REPORT – attached.

13. ITEMS FOR FUTURE MEETINGS  
Footpaths and Rights of Way Officer  
Combatting rural crime

14. TO CONFIRM THE DATE OF FUTURE MEETING.

The next monthly meeting of Alveley and Romsley Parish Council will be on Tuesday 13<sup>th</sup> April 2021 commencing at 7.45pm preceded by an Open Forum at 7.30pm. It is proposed that his meeting should be a 'Zoom' meeting in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

To: Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. K. R. Stanton (Vice Chairman),  
Cllr. Ms. A. Buffey, Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter, Cllr.  
Mr. B. A. Punchard, Cllr. Mr. J. R. Taylor and Cllr. Mr. F. D. Voysey

Cc. Cllr. Mrs. T. Woodward

20/21/45  
ALVELEY AND ROMSLEY PARISH COUNCIL

Minutes of the monthly meeting of the Parish Council held on Tuesday 9<sup>th</sup> February 2021, including an Open Forum, commencing at 7.30pm. This was a remote meeting using 'Zoom' software in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

106. PRESENT

Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. K. R. Stanton (Vice-chairman), Cllr. Ms. A. Buffey, Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter, Cllr. Mr. B. A. Punchard, Cllr. Mr. J. R. Taylor and Cllr. Mr. F. D. Voysey

107. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk), Cllr. Mrs. T. Woodward (Shropshire Councillor) and two residents.

108. OPEN FORUM

The first speaker emphasised the strength of feeling in the Village concerning local byways and especially the Dark Lane BOAT (byway open to all traffic) and the damage it has suffered. She was concerned that the Parish Council was only seeking seasonal closure, rather than full closure and reclassification as bridleway. She accepted that her preferred approach would be very difficult for technical and legal reasons. However, she claimed that decisive action has been taken in other places. She also pointed out that the emphasis in towns and cities is now on reducing vehicle traffic and protecting pedestrians, and that the Dark Lane BOAT has no economic function, its sole purpose being to promote leisure.

She supported the view of some local residents that motorised users of the BOAT are not local and that their behaviour is sometimes intimidatory. She suggested that it is now impossible for pedestrians to use the BOAT. She reiterated that closure to vehicle traffic was the only satisfactory option. While accepting that this might not happen, she felt that the Parish Council's position should represent the views of local residents more closely than it does at the moment.

The second speaker expressed a similar viewpoint. He indicated that his main concern was safety, and considered that this justified closure of the BOAT to vehicular traffic. He referred to recent discussions with the Police regarding possible illegal activity on the BOAT. This raised the question of how any measures short of closure e.g. Traffic Regulation Orders, signage, could be policed. He referred to recent contact he has had with 'Glass' (Green Lane Association Shropshire) which represents responsible vehicle users. Finally, he emphasised that action needs to be taken involving closure or other decisive measures.

The Chairman thanked the residents for their comments but reminded them that, whilst the Parish Council may support their views, it has no powers in respect of the actions that are being proposed. Another Councillor advised the meeting of the relevant history especially in respect of the Dark Lane BOAT and pointed out that previous attempts to classify the route as a bridleway had been overruled.

109. APOLOGIES FOR ABSENCE

None.

110. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None.

111. MINUTES:

THE MONTHLY MEETING HELD ON TUESDAY 1<sup>ST</sup> DECEMBER 2020.

Agreed unanimously as a true and accurate record.

THE ANNUAL FINANCE MEETING HELD ON TUESDAY 26<sup>TH</sup> JANUARY 2021.

Agreed unanimously as a true and accurate record.

112. TO CONSIDER PARISH MATTERS

(The Chairman suspended Standing Orders to allow Cllr. Mrs. Woodward to speak).

A Councillor raised concerns about the closure of the A442 from Fenn Green to Quatt in the previous week. His first concern was with the arrangements that had been put in place for road closures and diversions. He suggested that these had been confusing. He also suggested that the Parish Council should check any notices of future road closure to ensure that the proposed diversions were appropriate, taking account of all requirements including public transport. He also considered that the Parish Council should do more to publicise future road closures that might affect local residents. The practicalities of this approach were discussed, various ideas were put forward, and it was agreed to consider this further at the next meeting.

The Councillor's second concern was the poor state of the road near to the recommended diversion route, namely the lane from Lane Green through Tuckhill to Six Ashes. He considered that, in places, the road surface was unsafe. Cllr. Mrs. Woodward advised that she had recently visited the area with a highways technician, and had also judged the road surface to be unsafe. She indicated that work to repair potholes and other damage had been carried out over the last two days. She accepted that significant remedial work was required to the highways in this area and confirmed that she was in discussion about this with Shropshire Highways.

Cllr. Mrs. Potter reported that she had received an anonymous letter regarding planning issues and agreed to forward it to the Clerk.

113. BYEWAYS OPEN TO ALL TRAFFIC (BOATs)

(The Chairman suspended Standing Orders to allow Cllr. Mrs. Woodward to speak).

Cllr. Mrs Woodward reminded the meeting that this is a complex issue with a significant history which had led to the current situation. She considered that the Dark Lane BOAT would never be reclassified as a byway, and that permanent Traffic Regulation Orders (TROs) were not feasible in this case because of the possibility of legal challenge. She noted that Shropshire Council officers did considerable work in

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2016 to upgrade the route, and that this expenditure was criticised by some residents. She also reported that Shropshire Council's outdoor recreation officers had walked the site in January 2021 and that, in line with their duty to maintain BOATs, they are now proposing remedial action to restore the Dark Lane BOAT to a fully-functioning route. She anticipated that this work will be carried out in the Spring when ground conditions are better, subject to budget constraints and other priorities.

Cllr. Mrs. Woodward indicated that she favoured a temporary TRO until the remedial works took place, followed by a seasonal TRO, on a provisional basis, to gauge local opinion and monitor its effectiveness. She indicated that this proposal was not supported by Shropshire Council officers. However, she was confident that the remedial work would go ahead and that the Police, who are aware that anti-social behaviour is taking place, will take action if incidents are reported to them. She hoped that this would stabilise the situation and make it possible for sensible users to access the BOAT safely.

In response to a question, Cllr. Mrs. Woodward's view was that signage would not deter the most anti-social activity, but she agreed to explore with Shropshire Council officers how the Parish Council might provide limited financial support for this or other related purposes.

#### 114. SHROPSHIRE LOCAL PLAN REVIEW – REGULATION 19 CONSULTATION

The Chairman of the Planning Committee referred to Section F. of his report. He suggested that the development of up to one hundred park homes at the Butts site reinforced the Parish Council's previous position that the proposal to earmark two sites in the Green Belt for future housing was inappropriate. It was also pointed out that the Housing Needs Survey demonstrated little community support for significant development in the green belt. It was therefore disappointing to the Parish Council that the initial proposal to build 35 dwellings in the Green Belt at the Cleckars has not been removed. He **proposed** that this objection should be restated. After further discussion, it was also **proposed** that the Parish Council should now oppose the proposal to safeguard an area of green belt land north of the Alveley development boundary to meet future development need, and should emphasise the importance of infrastructure improvements to accompany any future housing development and to justify Alveley's proposed status as a community hub. These **proposals** were seconded by the Chairman and carried unanimously. The Clerk was **instructed** to respond to Shropshire Council in these terms.

#### 115. REPORT FROM SHROPSHIRE COUNCILLOR

(The Chairman suspended Standing Orders to allow Cllr. Mrs. Woodward to speak).

Cllr. Mrs. Woodward noted that the waste and recycling rounds in Bridgnorth are about to change, and that about 75% of residents will be affected. She stressed the importance of residents taking note of any prompts or notices they receive about changes in collection dates or other arrangements. She also advised that, in the event of collections being disrupted by bad weather, black bins should be left out.

However, green or recycling waste should be taken back in as it would not be collected until the next scheduled collection date.

Finally, she thanked residents for keeping her informed of local issues and problems at a time when COVID restrictions reduced her ability to 'walk the patch'.

#### 116. PARISH COUNCIL NEWSLETTER

The Clerk reminded the meeting that the original timetable for the newsletter had been disrupted by his illness. He suggested that the newsletter should still go out, subject to any editing that Cllr. Noble felt necessary. However, he recognised that the earliest publication date would now be well into March.

Members then discussed the options. A number of concerns were raised about the forthcoming local elections, which would restrict overtly political activity from the end of March. After careful consideration, it was **agreed** to go ahead with the newsletter, with appropriate editing by Cllr. Noble, subject to the Clerk securing an acceptable delivery date from Royal Mail 'Door to Door' service.

#### 117. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS.

1. Planning Applications received from Shropshire Council – to make recommendations or to note.

21/00214/FUL & 21/00219/HHE Erection of a single storey rear orangery to detached dwelling, dimensions 5.75 metres beyond rear wall, 4.00 metres maximum height, 2.70 metres high to eaves, High Barns Farm, Six Ashes WV15 6EP.

After discussion, Cllr. Taylor advised that, based on his research, the application appeared reasonable. He **proposed** that the application should be supported. This was **seconded** by Cllr. Voysey and **agreed nem con**.

21/00055/TPO To fell stump 1No Alder (T1), and reduce size of lower branch of 1No Ash Tree (T2) protected by the Salop County Council (Alveley) TPO 1973, 42 Bridge Road, Alveley, WV15 6JU.

The application was **noted**.

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

21/00576/TCA Trim by 15% 1 No Yew Tree, prune and reduce overall height of 1 No Greengage Tree by 20% and fell 1 No Leylandi within Alveley Conservation Area, Three Horseshoes Inn, Alveley, WV15 6NB.

It was noted that there was limited documentation accompanying this application but, after brief discussion, Cllr. Voysey **proposed** that the Parish Council should make no objection. This was **seconded** by the Vice-chairman and **approved nem con**.

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21/00417/FUL Conversion of former agricultural buildings to dwelling and annex, including access, parking and amenity areas (amendment to planning approval granted under ref. 19/03781/FUL in October 2019), Plot 3, The Hadleys, Alveley.

After brief discussion, it was noted that the deadline for response was 8<sup>th</sup> March and it was **agreed** to defer further consideration to the next monthly meeting.

3. Planning Decisions received from Shropshire Council – the following were noted:  
20/04318/FUL Application under Section 73a of the Town and Country Planning Act 1990 for the siting of a static caravan, Royal Oak, Alveley, WV15 6LL.  
Parish Council recommendation – approve with condition; Decision – approved with conditions.

20/04571/TPO Works to crown reduce 1 No Ash Tree and wood to be removed back to healthy growth, protected by the Salop County Council (Alveley) TPO 1973, 48 Bridge Road, Alveley, WV15 6JU.

Parish Council recommendation – approve; Decision – approved.

20/05150/FUL Erection of a single storey rear extension, The Granary, High Barns Farm, Six Ashes.

Parish Council recommendation – none; Decision – approved

4. Planning Decisions received from Shropshire Council since the Agenda closed  
None
5. Other planning matters.  
None.

#### 118. POINTLESS PLASTIC CAMPAIGN

Cllr. Ms. Buffey referred to recent discussions she has had with the Chair of Sustainable Bridgnorth, who is an Alveley resident. Sustainable Bridgnorth has done a lot of work to reduce the use of single-use plastics and has achieved 'Plastic Free' status for the Town. There is now a suggestion that Bridgnorth's Plastic Free status could be extended to this Parish Council area or that Alveley and Romsley could become a 'Plastic Free' community in its own right. Cllr. Ms. Buffey then explained the five criteria which must be met, these include as a first step a resolution from the Parish Council supporting the journey to plastic-free status. A Member asked for further information on the practical action that is being taken in Bridgnorth, and expressed concern that some actions, such as refilling water bottles, were at odds with current COVID restrictions. Cllr. Ms. Buffey accepted this point and suggested that the Chair of Sustainable Bridgnorth might attend a future meeting to provide more detailed information. After further discussion, it was **agreed** to consider the proposals further at the next meeting, and Cllr. Ms. Buffey undertook to provide additional information in the meantime.



## 119. FINANCIAL REPORT

The Clerk's report was received and:

### 1. Deposits and bank balances 2020/21 to 1<sup>st</sup> January 2021

The Clerk noted that receipts from bank interest were now at a very low level, but confirmed that this had been allowed for in the budget. The Parish Council **agreed** to note.

### 2. Bank Reconciliation at 31<sup>st</sup> January 2021

The Clerk advised that, as a result of COVID restrictions it had not been possible to achieve some aspects of internal control relating to bank reconciliations and periodic inspection of invoices. The Parish Council **agreed** to note.

### 3. Invoices for Approval and Cheques for Signature

A schedule of invoices/direct payments was appended to the report. The Clerk withdrew the invoice to ALVC Ltd. which had been incorrectly addressed. The Parish Council **agreed** to approve the remainder of the schedule and to authorise the Chairman and Cllr. Narburgh to sign the cheques to be paid.

### 4. Street Lighting

The Clerk reported that he was close to finalising an agreement with Shropshire Council for the supply of street lighting electricity from April 2021, and would report further to the next meeting. The Parish Council **agreed** to note the position.

### 5. Severn Valley Country Park (SVCP)

The Vice-chairman briefed Members on recent flood damage at the Country Park, and **proposed** that the Parish Council should provide £1,000 from the 2020/21 budget to enable SVCP to carry out permanent repairs to the damaged areas. This was seconded by the Chairman. Some members raised concerns about the precedent this would set and suggested that the cost might be shared with Highley Parish Council. After discussion, Cllr. Voysey **proposed an amendment** reducing the Parish Council's contribution to £500. This was seconded by Cllr. Narburgh. Voting on the amendment was tied with four in favour and four against. The Chairman exercised her casting vote against the amendment which was then lost. The substantive proposal to provide £1,000 from the 2020/21 budget to enable SVCP to carry out repairs to flood damage was then **carried** by five votes to two.

## 120. ITEMS FOR FUTURE MEETINGS

Action Plan for 2021/22

Annual Review of Risk Assessment

St. Mary's Church Clock – maintenance

ALVELEY AND ROMSLEY PARISH COUNCIL

Footpaths and Rights of Way Officer  
Grant application – Strollers and Striders  
Combatting rural crime

121. FUTURE MEETING.

It was **confirmed** that the next meeting of Alveley and Romsley Parish Council will be the monthly Parish Council meeting on Tuesday 2<sup>nd</sup> March 2021. This will be a 'Zoom' meeting in accordance with the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

The meeting closed at 21.27.

The Chairman thanked everyone for their attendance.

## ALVELEY AND ROMSLEY PARISH COUNCIL

### PARISH COUNCIL MEETING 2<sup>ND</sup> MARCH 2021 AGENDA ITEM5(i)

#### **PARISH COUNCIL MEETINGS AND PARISH MEETINGS – BRIEFING NOTE**

1. The key regulations regarding Parish Council meetings are currently the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020, as amended by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020 (“the Amendment Regulations”) which came into force on 1 August 2020. These regulations currently apply to meetings held or required to be held before 7<sup>th</sup> May 2021.
2. The key provisions of these Regulations:
  - They permit remote meetings.
  - They remove the requirement for an annual Parish Council meeting and allow for decisions from the previous annual meeting e.g. appointment of Parish Council Chairman, to be carried forward.
  - They allow councils to reschedule or cancel meetings without notice.
  - They remove the requirement for an annual Parish meeting to be held between 1<sup>st</sup> March and 1<sup>st</sup> June.
3. If the Government do not extend these Regulations, the Parish Council will need to return to face-to-face meetings from 7<sup>th</sup> May. It is not yet apparent whether, at that time, COVID-19 restrictions will have been relaxed sufficiently to allow face-to-face meetings, although it is very probable that this will be the situation well before the end of the next municipal year. The Parish Council is **requested** to consider:
  - (a) What would be the appropriate venue for future face-to-face Parish Council meetings.
  - (b) Whether it should in due course move to hybrid meetings, so that Councillors can attend face-to-face or remotely. This would require some investment in new equipment, and further training for the Chairman, Vice-chairman and Clerk.
4. A number of Parish/Town Councils are choosing:
  - To have further remote meetings before 7<sup>th</sup> May to get as much business done as possible.
  - To convene their annual Parish meeting(s) before that date, so that the meeting(s) can be held remotely.

The Parish Council is also **requested** to consider these options.

**DRAFT**  
**ALVELEY AND ROMSLEY PARISH COUNCIL**  
**TIMETABLE OF PARISH COUNCIL MEETINGS**  
(MAY 2021 – MAY 2022)

All Monthly Meetings take place on Tuesday evening, commencing at 7.45pm, preceded by an Open Forum at 7.30pm.

Meetings are held in the Arden Community Centre, Arden Way, Alveley (if required by Coronavirus restrictions, meetings will be held remotely [in whole or in part] using 'Zoom' conferencing software)

2021 May	11 <sup>th</sup>	Annual Meeting of Parish Council
June	8 <sup>th</sup> *	
July	6 <sup>th</sup>	
August		No meeting (unless extra-ordinary)
September	7 <sup>th</sup>	
October	5 <sup>th</sup>	
November	2 <sup>nd</sup>	
December	7 <sup>th</sup>	
2022 January	4 <sup>th</sup>	
January	18 <sup>th</sup>	Annual Finance Meeting – to set Budget and Precept for 2022/23 – no Open Forum .
February	1 <sup>st</sup>	
March	1 <sup>st</sup>	
April	12 <sup>th</sup>	
May	4 <sup>th</sup>	Annual Meeting of Parish Council

\* Meeting deferred for one week because of timing of Bank Holiday

**FURTHER DETAILS, AGENDAS, MINUTES ETC. AVAILABLE FROM THE CLERK**  
**DAVID RAWLINSON**  
**Tel. 07972040818**

**Email: [clerk@alveleyandromsleypc.org.uk](mailto:clerk@alveleyandromsleypc.org.uk)**  
**43 Church View Gardens, Kinver, Stourbridge, DY7 6EE**

**ALVELEY AND ROMSLEY PARISH COUNCIL**

**RISK ASSESSMENT 2021**

This risk assessment statement is to enable the Parish Council to identify and assess the risks it faces and satisfy itself it has taken sufficient steps to comply with them:

<b>Subject</b>	<b>Risk(s) identified</b>	<b>Rating (L/M/H)</b>	<b>Control measures</b>	<b>Status</b>	<b>Date last reviewed</b>
<b>Business continuity</b>	Parish Council not able to function effectively e.g. National or regional restrictions on meetings and other activity No. of councillors falls below quorum	L	Clear understanding of legal background to election of Councillors, and secondment to fill casual vacancies, including appointment by Principal Authority. Capability for remote meetings in place	Existing procedures adequate.	Ongoing
	Clerk unable to discharge duties for extended period	L	Council has in place a procedure for appointing a Locum Clerk	Existing procedures in place	Jan 2014
	Records/documents damaged destroyed or loss/failure of Council laptop	L	Computer records backed up weekly using dedicated back-up drive. Two drives are used, and are interchanged monthly with one then stored in a different location. Access instructions and passwords held separately in sealed envelope. New laptop purchased with Windows 10 operating system. Interchange of drives has been affected by COVID-19 restrictions.	Ongoing	Jan 2020

## AGENDA ITEM 6

Subject	Risk(s) identified	Rating (L/M/H)	Control measures	Status	Date last reviewed
	Council's website or Clerk's email account or electronic records/data corrupted by illegal hacking	M	Access is password protected and passwords are changed periodically	Ongoing	Jan 2019
<b>Financial</b>					
Budget	Inadequate budget setting process	L	Budget process involves thorough review of historic, current and future payments and receipts	Process and procedure in place	Jan 2020
Precept	Inadequate precept set	L	Precept requirement is outcome of secure budget setting process	Based on accurate information on current financial situation and sound forward planning	Jan 2020
	Precept receipt delay	L	Sufficient funds held in reserves	Confirmed at budget/precept setting	Jan 2020
Financial records	Inadequate records	L	Financial Regulations in place and reviewed in April 2020.		Ongoing
	Financial irregularities	L	Quarterly examination of accounts and documents by two Councillors who report back to following meeting	Carried out on 3 monthly cycle, but suspended because of COVID-19 restrictions	Nov 2019

## AGENDA ITEM 6

Subject	Risk(s) identified	Rating (L/M/H)	Control measures	Status	Date last reviewed
Banking	Inadequate checks Bank errors Loss of cheques/cash Unnecessary charges	L	Procedures in place including bank reconciliation to ensure errors etc are avoided or identified and dealt with promptly	Existing controls adequate	Jan 2019
Financial reporting to Council	Information reporting is inadequate	L	Financial report provided monthly to include any major variances, together with quarterly budget monitoring report.	Controls in place	Dec 2019
	Non-compliance	M	Councillors check accounts quarterly	Suspended because of COVID-19 restrictions	Jan 2020
Invoice checking and cheque payments	Invoices incorrect	L	All invoices verified by two Councillors before cheques are signed by them after schedule approved and signed by Chairman at Council meeting	Existing controls adequate. Some checks suspended because of COVID - 19 restrictions	Jan 2020
	Cheques incorrect	L			
Salaries and associated costs	Salary paid incorrectly/hours not worked	L	Clerk/RFO produces monthly timesheet, checked by Chair of Staffing Cttee. Salary calculation outsourced to qualified person	Existing controls adequate	Jan 2021
	Incorrect payments made to HMRC	L	PAYE outsourced to qualified person	Existing controls adequate	Jan 2021
VAT Returns	Failure to submit timely returns	L	Returns are submitted every 6 months in the prescribed manner	Existing controls adequate	October 2020

## AGENDA ITEM 6

Subject	Risk(s) identified	Rating (L/M/H)	Control measures	Status	Date last reviewed
Internal Audit	Failure to satisfy audit requirements	M	Procedures in place to meet audit requirements. Matters raised by auditor addressed	Existing controls addressed	April 2020
	Completion within time limit	L	Deadlines known and process in place to meet them	Existing controls adequate	April 2020
Insurance	Adequacy of cover	L/M	Reviewed annually by the Council, which looks at scope and risks, value of assets etc.	Existing controls adequate	July 2020
	Contracts	L/M	Contractors not adequately insured	All contractors required to have adequate public liability insurance	March 2019
<b>Legal powers</b>	Illegal activity and payments	L	Legal authority for all activities and payments minuted at meetings.	Existing controls adequate	Ongoing
<b>Agendas/Minutes/Notices/Statutory Documents</b>	Accuracy of/conduct of business and legality of proceedings	L	Agendas and minutes are produced in the required manner; agendas signed by the Clerk, minutes by the Chairman. All notices displayed for at least the required period. Meetings chaired by the Chairman (or as provided in law) and conducted within requirements of standing orders and financial regulations. Agendas and minutes posted on the Council's website	Existing controls adequate	March 2018



## AGENDA ITEM 6

Subject	Risk(s) identified	Rating (L/M/H)	Control measures	Status	Date last reviewed
<b>Data Management and Protection</b>	Non-compliance with requirements of GDPR	L	Data Protection Policy in place which complies with all aspects of GDPR Annual data audit undertaken	Partially complete, but annual audit pending	May 2018
	Data breach	L	Procedures in place to manage and report on any data breach	Pending	May 2018
<b>Website accessibility</b>	Website has significant areas of non-compliance	L	Most areas of non-compliance have been dealt with. Accessibility statement is in place	Existing measures adequate	Oct 2020
<b>Policies</b>	Adequacy of existing policies	L	All Councillors issued with sets of policies at induction and receive some training. Policies are reviewed regularly. Clerk identifies new policy requirements. Ongoing monitoring of policy adherence	Existing controls adequate	Policies reviewed according to schedule In Forward Plan
	Requirement for additional policies	M			
	Adherence to policies	L			
<b>Assets</b>					
Register	Inadequacy of register	L	Reviewed annually and assets added/deleted as acquired. Value of assets recorded may be different to insured value	Existing controls adequate	April 2019
Condition of assets	Failure to keep assets in good repair	L	Assets are regularly inspected for defects so that they can be maintained, repaired or replaced as necessary.	Existing controls adequate	Ongoing
Street Lighting	6 year inspection not undertaken. Failure of columns.	L	Inspection carried out in August 2020. Major programme for replacement of concrete columns completed in 2020. New policy on signs on columns adopted.	Existing controls in place but policy on signs still to be enforced.	Nov 2020

## AGENDA ITEM 6

Subject	Risk(s) identified	Rating (L/M/H)	Control measures	Status	Date last reviewed
Closed churchyard	Adequacy of risk assessment	L	Major risk assessment jointly with church delayed because of COVID 19. Tree survey carried out in Nov 2019 and further survey pending	Existing control in place	Jan 2020
Council meeting place	Risk assessment of use of building and evacuation not carried out	M	Meeting place is licensed, supervised and regularly inspected for compliance with health and safety requirements. Suitability of meeting place will be reviewed based on an updated risk assessment prior to resumption of face-to-face meetings.	Existing arrangements to be reviewed	Jun 2019
<b>Health and Safety</b>					
Health and Safety Policy	Not kept under review	L	Clerk keeps policy under review as H & S Officer. Next review in July 2021.	Existing controls adequate	Ongoing
	Not followed	L	Policy followed	Existing controls adequate	Ongoing
	Risk assessments not completed	M	All current contracts include appropriate health and safety provisions	Further review pending	Ongoing
	Employee health and safety not sufficiently managed	M	Lone working protocol in place and annual home office inspection takes place	Existing controls adequate	Dec 2017

Date \_\_\_\_\_

Chairman \_\_\_\_\_

### ALVELEY AND ROMSLEY PARISH COUNCIL DRAFT FORWARD PLAN 2021/22

**The Parish Council will agree an action plan for the next financial year before its annual finance meeting in January, and will use this plan as a basis for budget setting. It will be reviewed in October (half-year) and December (budget planning).**

SUBJECT/ACTIVITY	ACTION(S)	RESPONSIBILITY	TARGET DATE	COMMENTS
Council Policies and Procedures	To update – (1) Health and Safety Policy  (2) Equality and Diversity Policy To review Standing Orders and Financial Regulations in the light of any ongoing legislative requirements arising from COVID-19.	Council  Council  Clerk to advise Council	(1) December 2021 (2) September 2021	Approved December 1996  Approved September 2011  May need to cover virtual meetings/ status of on-line signatures etc.
Neighbourhood planning	(1) Review and update submission to Shropshire Council for Bridgnorth Place Plan (2) Draw up issues and options document with focus on housing, infrastructure and sustainability	Council	(1) June 2021  (2) September 2021	(1) Consult with Shropshire Council Place Plan Officer  (2) Take account of latest iteration of Shropshire Local Plan submission
Environment/Climate Emergency	Research and commission possible local projects to reduce carbon emissions or promote sustainability	Council	December 2021	Initial training and research are required to access this agenda
Rural Crime Prevention	(1) To review the recent nature, extent and impact of crime in the local community. (2) To work with the local community to develop effective schemes to combat crime e.g. neighbourhood watch, smartwater	Council	September 2021	Collaboration and consultation with local residents, the Police and other agencies will be essential

SUBJECT/ACTIVITY	ACTION(S)	RESPONSIBILITY	TARGET DATE	COMMENTS
Parish Council website	Continue to develop website	Clerk in consultation with Council	Ongoing	Develop new section on climate emergency/sustainability
Risk management and insurance	Review Risk Assessment	Council	Mar 2021	Required by Internal Auditor to demonstrate effective internal control
Street lighting	Approve and implement Street Lighting Management Plan	Council	April 2021	
Parish Council newsletter	(1) Publish September newsletter (2) Publish New Year newsletter	Clerk in consultation with Cllr. Noble	(1) Sept. 2021 (2) January 2022	Paper version of newsletter will be circulated using Royal Mail 'Door to Door' service
Training and development	(1) Implement 2021/22 Training and Development Plan	(1) Council	(1) By 31 March 2022	Priority to be given to induction training for new councillors.
Play Area	(1) Take action to deal with repair/maintenance requirements identified by monthly/annual inspections	Clerk in consultation with Play Area Committee Chairman	Ongoing	
Footpaths and rights of way	Recruit a Footpaths and Rights of Way Officer	Council	September 2021	Need not be a Parish Councillor
Closed Churchyard	(1) Establish annual programme of tree inspections and commission required maintenance. (2) Agree phased work programme for other health and safety issues with Parochial Church Council (PCC) (3) Commission urgent work	(1) Council  (2) Clerk in consultation with Chairman and Vice-chairman (3) Council	(1) April 2021  (2) July 2021  (3) September 2021	All work will require approval by the Diocesan Authority
Christmas Decorations	Carry out detailed assessment of costed options for Dec. 2021	Clerk	June 2021	No decorations or tree lights since 2017

ALVELEY AND ROMSLEY PARISH COUNCIL

**GRANT APPLICATION FORM**

(Please write in black as this form has to be copied)

NAME OF INDIVIDUAL/GROUP/ORGANISATION ALVELEY STROLLERS  
AND STRIDERS WALKING GROUP

HEADQUARTERS/MEETING PLACE THREE HORSESHOES CAR PARK  
10.00 AM TUESDAYS POST CODE \_\_\_\_\_

WEBSITE ADDRESS (IF APPLICABLE) \_\_\_\_\_

EMAIL ADDRESS (IF APPLICABLE) \_\_\_\_\_

**DETAILS OF GRANT**

Please explain the purpose of the grant and how it will be spent. If the grant is to be used to fund part or all of a project or programme, please attach the project brief, specification or outline.

SEE PAGE 2A

Total Cost of Project £ 204.16

Your Contribution £ /

Contributions from other sources (please specify)

..... £ /

..... £ /

Amount requested from Parish Council £ 204.16

Name on bank account to which grant should be paid [INVOICES WILL BE PROVIDED TO BE PAID DIRECTLY]

**You must supply** the following with your completed application form:

Applications will only be considered when the information listed at 1 to 4. has been provided.

1. **A copy of any quotes/estimates relating to your application;**
2. **A copy of your constitution or set of rules;**
3. **A copy of your group's last full year's audited accounts;**
4. **A copy of your group's most recent bank statement(s) for all accounts held;**
5. Any additional information you wish to provide.

## Page 2A

The Alveley Strollers and Striders Walking Group has now been in existence for fifteen years and has benefitted hundreds of local people. For the past ten years or so we have operated under the umbrella of Walking for Health, which is a national organisation, and Shropshire's Great Outdoors. Unfortunately the Ramblers' Walking for Health will cease to exist in its current form from 31<sup>st</sup> March 2021, which means that our insurance cover and administrative support will disappear.

The leaders of our group have decided that we should continue to provide the local walks which have proved invaluable for the physical and mental wellbeing of the members of our group. We have sourced a 'Small Charity Connect' insurance policy through Access Insurance Services which will cover the group against public liability and personal injury for £134.16 per annum. Our annual programme of walks has for a number of years been printed by Badger Print, Sutton Maddock, and costs £70 for 250 copies which we distribute around the village and particularly via the Alveley Medical Practice.

I have attached our Health and Safety Policy (we also have a Registration form, Risk Assessment, additional Covid-19 Risk Assessment, Route Specific Assessment form and Walk Leaders' Manual). We feel that our admin and procedures are sufficiently robust to effectively safeguard the wellbeing of all our members. Our twelve walk leaders are registered volunteers, under the Parish Paths Partnerships scheme run by Shropshire Council, dedicated to keeping our footpaths and rights of way passable for all.



Please indicate also:

The expected number of people living in Alveley and Romsley (including Tuckhill & Six Ashes) who will benefit from the grant

(please tick)

Aged Under 18	Less than 10	10 - 50	Over 50
Aged 18-64	Less than 10 <input checked="" type="checkbox"/>	10 - 50	Over 50
Aged 65 or over	Less than 10	10 - 50 <input checked="" type="checkbox"/> (40)	Over 50

If other individuals or groups will benefit from the grant, please give brief details \_\_\_\_\_

SOME WEEKS WE HAVE "GUEST" WALKERS

What is the nature and likely duration of the benefit HEALTH AND WELLBEING  
(PHYSICAL AND MENTAL HEALTH) OF OLDER RESIDENTS

and the date by which the grant will be fully spent \* £134.16 BY 31<sup>ST</sup> MARCH  
£70 BY 30<sup>TH</sup> NOVEMBER

CONTACT PERSON AND PERSON TO RECEIVE GRANT CHEQUE (if different from above)

ANDREW CRABTREE

ADDRESS (if different from above) 12 BRIDGE ROAD, ALVELEY,  
BRIDGNORTH, SHROPSHIRE POST CODE WV15 6JP

TEL. NO. 01746 780478 EMAIL andrewcrabtree@btinternet.com

PLEASE SEND YOUR COMPLETED GRANT APPLICATION TO:

David Rawlinson Clerk to Alveley & Romsley Parish Council, 43 Church View Gardens, Kinver,  
Stourbridge, West Midlands, DY7 6EE Tel. 07972040818

This form may be emailed with an email (or electronic) signature to:

[clerk@alveleyandromsleypc.org.uk](mailto:clerk@alveleyandromsleypc.org.uk)

THE PARISH COUNCIL MEETS MONTHLY SO PLEASE ALLOW AT LEAST 5 WEEKS FOR YOUR APPLICATION TO BE DEALT WITH.

PLEASE READ THE POLICY STATEMENT ON PAGE 1 AND THE TERMS AND CONDITIONS OF GRANT SUPPORT BEFORE COMPLETING YOUR APPLICATION.

ALVELEY AND ROMSLEY PARISH COUNCIL

**TERMS AND CONDITIONS OF GRANT SUPPORT**

1. Grants will not be made to individuals but only to organisations/groups that benefit or support residents of Alveley and Romsley (including Tuckhill and Six Ashes).
2. Grants will not be paid to a named individual, but only by cheque to a named organisation which must hold a bank account in its own name.
3. Groups receiving grants must acknowledge that the grant was given by Alveley and Romsley Parish Council in any publicity or report, including press release, newsletter, annual report or balance sheet.
4. Any group receiving a grant should notify the Clerk to the Parish Council once a grant has been fully spent, or if any grant remains unspent beyond the date specified above \*.
5. Grants may only be used for the purpose for which they were given.
6. Normally the Parish Council will not award a grant for any project that has started or for any equipment already purchased.
7. It is the responsibility of the applicant to ensure that any equipment or activity supported by Parish Council funding complies at all times and in full with current health and safety regulations and is fully insured against accident or injury to users or third parties.
8. If any grant or part of a grant is not spent it must be returned to the Parish Council.
9. The Parish Council reserves the right to inspect receipts or other supporting vouchers for items purchased or work carried out using grant monies.
10. The Parish Council may require a short report of how the grant is supporting or has benefited people who live in Alveley and Romsley. This may be in the form of a presentation at the Open Forum at a Parish Council meeting.
11. The Parish Council reserves the right to require any grant to be repaid in whole or part should the Terms and Conditions of Grant Support not be met.
12. The Parish Council may attach additional terms and conditions to any grant.

**DECLARATION**

I, (name) ANDREW CRABTREE apply for grant support on behalf of

ALVELEY STROLLERS AND STRIDERS WALKING GROUP

and accept the Terms and Conditions set out on Page 2, 3 and 4

Signed Andrew Crabtree Date 17/02/21 Position in Group CO-ORDINATOR

11/2018



# *Alveley Strollers and Striders Walking Group*

## **Health and Safety Policy**

A registration form is completed and signed when walkers join the Alveley Strollers and Striders Walking Group. By signing this form they agree to take responsibility for their own health and safety, and understand that they walk entirely at their own risk.

Alveley Strollers and Striders Walking Group strives to minimise the risks for all its members by the following measures:

- All walks are devised with regard to the safety and wellbeing of the walkers.
- Every walk has both risk based and route based assessments.
- There are weekly walks (normally of two lengths, 90 and 120 minutes) in order to cater for walkers with different levels of fitness and capability.
- Every walk is of a predetermined duration which is made clear before the start of the walk, and walkers names are recorded on a weekly (permanent) register.
- All walks are led by TWO trained leaders, one at the front and one at the back of the group, carrying mobile phones and whistles, and wearing high visibility vests.
- Every walk is pre-walked by the walk leaders.
- If there are stiles, steps or other potential difficulties the walking group is told before the start of the walk.
- During the walk possible hazards are brought to the walkers' attention.
- A system of signals using whistles is used to communicate instantly with the group (eg. to notify of approaching traffic).
- Rest stops are always incorporated, especially during longer or more strenuous walks.
- Walkers are advised to wear clothing appropriate for the weather conditions and footwear appropriate for the ground conditions.
- Walkers are advised to always have drinking water with them in warm or hot weather.
- For health and safety reasons we do not accept dogs or unaccompanied children.
- A basic first-aid kit is carried on every walk and an accident report book is kept.

Appendix 1    Registration Form

Appendix 2    Generic Risk Assessment Form

Appendix 3    Additional (temporary) Covid-19 Risk Assessment Form

Appendix 4    Route-Specific Assessment Form

Appendix 5    Walk Leaders' Manual/Responsibilities

ALVELEY AND ROMSLEY PARISH COUNCIL  
REPORT BY CLERK OF COUNCIL

**PARISH COUNCIL 2<sup>ND</sup> MARCH 2021**  
**FINANCIAL REPORT**

**Agenda item 12**

**1. Purposes**

To deal with the following matters:

- (a) Bank reconciliation at 31st January 2021;
- (b) Street Lighting Electricity;
- (c) Parish Council Newsletter;
- (d) Payroll administration;
- (e) Invoices for approval and cheques for signature.

**2. Bank Reconciliation at 23 February 2021**

Balances as at 23.02.21 -

Bank	£
Business Money Manager Account	44,245.18
Community Account	14,768.89
CCLA Public Sector Deposit Account	<u>35,000.00</u>
	94,014.07

Less unrepresented cheques -	202257	872.00
		<u>93,142.07</u>

Cash Book		£
Opening balances as at	01/04/2020	61,348.70
Add receipts to	23/02/2021	62,583.25
Less payments to	23/02/2021	- 30,789.88
		<u>93,142.07</u>
		93,142.07

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

**3. Street Lighting Electricity**

3.1 Further to minute 119.4 of the last meeting, the Clerk has reached provisional agreement with Shropshire Council for the supply of electricity from 1<sup>st</sup> February 2021. Under this scheme, Shropshire Council opens up its energy rates for Street lighting to all Town and Parish Councils, this is essentially piggy backing on Shropshire Council's preferred rate plus an admin fee. There is no formal documentation for this scheme, but the key provisions are as follows:

- Either party can end the agreement with 3 months written notice to the other party

ALVELEY AND ROMSLEY PARISH COUNCIL  
REPORT BY CLERK OF COUNCIL

- The Parish Council will supply an updated copy of their inventory yearly and when any alteration is made to their existing/or new assets
- Shropshire Council will require 2 months to recalculate the annual fee after any alterations
- Shropshire Council will inform the Parish Council on a yearly basis of the new annual charge once they have received this from their energy provider
- Invoices will be sent on a quarterly basis unless the fee is less than £100 plus vat – where half yearly or an annual invoice will be sent
- The Parish Council agrees to Shropshire Council providing inventory details to the DNO
- The Parish Council must provide evidence if any assets are upgraded/installed/disconnected.

3.2 The Clerk has reached the view that this Scheme offers the Parish Council better value for money in the medium term than the new contract being offered by Southern Electricity which would cost £6,690 per year or £558 per month, excluding VAT. This compares with an average monthly fee of £268 in the current financial year, and a proposed charge of £596.40 (£298.20 per month) excluding VAT by Shropshire Council for February and March 2021. This charge includes the admin fee.

3.3 The process of arranging a suitable contract for street lighting electricity from 1<sup>st</sup> February 2021 has been complicated by the Clerk's sickness absence during December/January. It is also possible that the previous supplier, Southern Electricity, will levy an exit fee, although this would be challenged. In addition, the proposed charge from Shropshire Council for the 2021/22 financial year is not yet known. The Parish Council is therefore **requested** to agree to procure street lighting electricity from Shropshire Council under the above terms, but to review this decision once the charge for 2021/22 is known.

#### 4. **Parish Council Newsletter**

4.1 Further to minute 116 of the previous meeting, the Clerk has now made arrangements for the Parish Council newsletter to be delivered by the Royal Mail 'Door-to-Door' service during the week commencing 8<sup>th</sup> March 2021. The fee is £103.17 plus VAT and is included in the Clerk's expense claim in the attached schedule of invoices. The Parish to Council is **requested** to note the position.

#### 5. **Payroll Administration**

5.1 In November 2020, the Clerk notified the Parish Council that, from 1<sup>st</sup> April 2021, the fee for payroll services from DM Payroll Services (Diane Malley) will increase from £81 to £120 per year. The new fee would equate to £10 per month, and follows a significant period when the fee has remained the same. The Clerk undertook to investigate whether the service can be procured from elsewhere in future at a lower cost, and to report back to the Annual Finance meeting in January 2021.

ALVELEY AND ROMSLEY PARISH COUNCIL  
REPORT BY CLERK OF COUNCIL

- 5.2 Because of the Clerk's subsequent illness, this work has not been carried out. The Parish Council is therefore **requested** to retain DM Payroll Services for the 2021/22 financial year.

6. **Invoices for Approval and Cheques for Signature**

- 6.1 A schedule of invoices/direct payments is attached.

**Recommendations:**

(i) The Council is **requested** to approve the schedule of invoices/direct payments and to authorise two Councillors to sign the cheques to be paid.

(ii) The Council also **requested** to waive Financial Regulation 6.6 in respect of future invoices which relate to the 2020/21 financial year, so that invoices can be approved and cheques signed by two Councillors before the end of the financial year and in advance of the next monthly meeting on 13<sup>th</sup> April 2021.

ALVELEY AND ROMSLEY PARISH COUNCIL

2ND MARCH 2021

SCHEDULE OF PAYMENTS AND CHEQUES TO BE APPROVED AND SIGNED

CHEQUE	PAYEE		NET	VAT	TOTAL	ITEM	COUNCIL POWER
S.O.	Payroll		645.70		645.70	February payroll	L.G.A. 1972 s. 112
	HMRC	259	171.76		171.76	PAYE and National Insurance	
	Shropshire Council	260	596.40	119.28	715.68	Street Lighting elec. February/March 2021	Parish Councils Act 1957 s.3
	ALVC Ltd	261	225.00	45.00	270.00	Modifications to website to meet Accessibility Regulations	Local Audit & Acctbilty. Act 2014, Minute 089 1st Dec. 2020
	Shropshire Council	262	1,000.00		1,000.00	Grant to repair flood damage, SVCP	L.G.(Misc .Provn.) Act 1976 s19
	Alveley Strollers and Striders	Note	204.16		204.16	Grant for printing leaflet/insurance	
	Eon Energy Solutions	263	287.58	57.52	345.10	Street Lighting Replacement	Parish Councils Act 1957 s.3
	Expenses -	£					
	Travel	32.91					
	Office expenses	30.57					
	Office equipment	28.87					
	Other	133.17					
	Clerk	264	225.52	27.24	252.76	Authorised expenses Nov 2020 to Feb 2021	L.G. (Finan. Prov) Act 1963 s 5
			3,356.12	249.04	3,605.16		

Note - Strollers and Striders will provide the invoices for payment

Signed

*D Rawlinson*

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

Chairman

# **Clerk Expense - November 2020 to February 2021**

Date	Item	Travel	Office exp	Office eqp	Other	VAT	Total
03/11/2020	Parish Council meeting	6.57				0.18	6.75
03/12/2020	Noticeboards/cheque signing	8.78				0.22	9.00
17/12/2020	Closed churchyard meeting/Noticeboards	8.78				0.22	9.00
05/01/2021	Bus shelter cleaning				30.00		30.00
20/01/2021	Stamps		9.60				9.60
02/02/2021	Postage for agenda papers		6.12				6.12
07/02/2021	Files/Storage Boxes			28.87		5.77	34.64
10/02/2021	Postage		1.83				1.83
15/02/2021	Stamps		13.02				13.02
18/02/2021	Newsletter Door-to-Door Fee				103.17	20.63	123.80
19/02/2021	Noticeboards	8.78				0.22	9.00
Total		32.91	30.57	28.87	133.17	27.24	252.76