

# ALVELEY AND ROMSLEY PARISH COUNCIL

## Minutes of the meeting dated 3<sup>rd</sup> January 2023

Present: Councillors I Jakeman, V Voysey, M Haddon, C Taylor, J Taylor, R Narburgh, and R Dowson.

In attendance: Mrs Chloe Martin (clerk).

### 106/22 Chairman's Welcome, Announcements and Open Forum

In the absence of the Chairman the Vice Chairman took the Chair.

### 107/22 Present, apologies or absent.

Apologies have been received from Councillors P Barker, P Whale, C Brown, and S Potter.

### 108/22 Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensations

No interests were noted.

### 109/22 To approve the Minutes of the of the Parish Council Meeting held on the 6<sup>th</sup> December 2022.

Cllr Dowson proposed to accept the minutes subject to the correction of a spelling mistake regarding a Councillors name, the clerk apologised for the mistake. Cllr Jakeman seconded the proposal and the council unanimously accepted the minutes were an accurate record of the meeting held on the 6<sup>th</sup> December 2022.

### 110/22 Parish Matters

#### (i) Refurbishment of parking area at Cooks Cross

The clerk informed the council of the advice that Mr Rawlinson provided in regard to financial obligations towards the upkeep of the area or if damage occurs, this was as follows "Concerns about future responsibility for maintaining the area and liability towards those who use it. These should fall on the owner but if the Council has been financially involved in improving the area, it may have a legal duty to contribute to future maintenance and may be partly liable, for example, if heavy rain floods the area, and that causes damage to nearby properties."

Quotes have been requested from a further 2 companies in addition to the quote that was provided by the shop owner who has been working with the council on the issue, The clerk expressed that she is awaiting response from them.

The issue was discussed including the advice from the RFO and legal authorisation of using the money for the discussed purpose, the clerk informed the council that as long as the council is very clear that they are not responsible for any issues or maintenance and we get 3 formal quotes the project can go ahead.

#### (ii) Standing Orders (Appendix One)

The council discussed the changes to the Standing Orders as detailed in the documented standing orders provided. Cllr V Voysey proposed to accept the changes to standing orders this was seconded by Cllr C Taylor.

#### (iii) Website

The clerk has updated the council on the websites progress and that she has contacted the current provider in order to resolve the issues that are currently being experienced.

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## **111/22 REPORT FROM SHROPSHIRE COUNCILLOR**

Cllr Lynch was not in attendance.

## **112/22 TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS**

a) Planning Applications received since the agenda closed. Council is to make recommendations to Shropshire Council

No planning applications had been received before sending out the agenda.

b) Planning Decisions received from Shropshire Council

The council noted the decision on the application 22/04771/DIS.

c) Planning Decisions received from Shropshire Council since the Agenda closed

### **To note**

i. Other planning matters for information only – to note:

Planning enforcement case.

The planning enforcement case was noted.

## **113/22 Tree Saplings**

The clerk updated the council on the issue relating to the application to reduce the number of trees, the clerk is to find further information to present to the council.

## **114/22 Planter Plaque**

The clerk has yet to receive a response from companies contacted to ask for quotes.

## **115/22 Quiet Lanes Project**

Cllr Haddon gave a brief report to Councillors on the Quiet Lanes initiative.

Cllr Haddon proposed to accept the project following the chairman's guidance and move forward with the project, this was seconded by Cllr Voysey. The vote was carried unanimously.

The clerk is to contact Richard Marshall to invite him to Open Forum at either the February or March meeting to provide further information and to advise Councillors how to proceed.

**Cllr Voysey excused herself from the meeting.**

## **116/22 FINANCIAL REPORTS – attached in appendix One**

(i) Financial Report.

The financial report was reviewed by the council, Cllr J Taylor proposed to accept the financial report and the schedule of payments. This was seconded by Cllr Narburgh and agreed unanimously by the council.

Press and public were excluded from the next discussion as it was a confidential item as it relates to staffing matters.

The Parish Council considered an urgent report which included confidential information on individual members of staff. As no members of the public or press were present, a motion to exclude was not required. After discussion, and following a proposal by the Chairman of the meeting seconded by Councillor J. Taylor, it was agreed:

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- (i) To confirm that staff would continue to be paid NJC rates for car travel on Council business;
- (ii) To accept a request from the Responsible Financial Officer (RFO) for an additional one-off sum of £240 to be paid to reflect the increase in the tax-free home-office expense allowance from April 2020;
- (iii) To pay the Parish Clerk 2/3 of the tax-free home office allowance to reflect her current employment status.

Following this discussion, the meeting was once again open to the press and public.

## **117/22 ITEMS FOR FUTURE MEETINGS**

Clerk to invite Mr Marshall to the meeting.

Clerk to check regulations in regard to expense claims, and inform the council how far back expenses can be claimed for.

Clerk to clarify regarding the issues of the tree related project.

The clerk is to find information regarding Shropshire council training for tree wardens, to find out if the Council needs a designated tree warden.

The relevant sub-committee are to review the CCTV project and bring a report to the next meeting.

## **118/22 To Confirm the date of the next meeting**

The next meeting of the Parish Council will be a finance meeting held on the 17<sup>th</sup> January 2023 and followed by a monthly meeting to be held on Tuesday 7<sup>th</sup> February 2023 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

**Meeting closed at 20.39**