

Minutes of the Monthly Meeting of the Parish Council held on Tuesday 2nd of May 2023 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm

Present: Cllr P Whale, Cllr J Taylor, Cllr C Brown, Cllr C Taylor, and Cllr R Narburgh.

In Attendance: C Martin (Parish Clerk).

Cllr Brown was nominated to chair this meeting.

13/23 TO ELECT THE CHAIRMAN OF THE COUNCIL.

Cllr Whale proposed Cllr Jakeman to be the chairman of the council, this was seconded by Cllr Narburgh and agreed unanimously.

14/23 TO RECEIVE THE CHAIRMAN'S DECLARATION OF OFFICE.

The chairman will sign the relevant paperwork at the next meeting.

15/23 TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL.

Cllr Brown proposed for Cllr Whale to be the vice-chairman of the council, this was seconded by Cllr Narburgh and agreed unanimously by the council.

16/23 OPEN FORUM.

Two members of the public were present from the WI.

Proposed by Cllr C Taylor and seconded by Cllr Whale to move the agenda item up.

29/23 b. The clerk summarised the form, Cllr Brown proposed to grant the proposed sum to the WI this was seconded by Cllr Whale and agreed unanimously by the council.

17/23 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies have been received from Cllr Potter, Cllr Dawson, Cllr Jakeman and Cllr Voysey.

The clerk informed the council that she had received a resignation from Cllr P Barker. Cllr Barkers resignation was noted by the council. The council discussed the advertisement for both vacancies that are currently available in the council, it was suggested that the advertisements for co-option should be made together if the vacancy for Cllr Barker was unfulfilled. Cllr Brown proposed that the clerk should investigate if the vacancies would need to be advertised together or if they must be done separately, this was seconded by Cllr Taylor and agreed unanimously by the council.

18/23 TO RECEIVE DECLARATIONS OF ANY PECUNIARY/PREJUDICIAL INTEREST.

Cllr Brown declared a pecuniary interest she will receive a reimbursement for supplies from the annual meeting in the schedule of payments.

19/23 TO FIX THE AMOUNT OF THE CHAIRMAN'S ALLOWANCE.

Cllr Brown proposed that this item is to be deferred to the next meeting as the chairperson should be allowed to input their needs, this was seconded by Cllr Whale and agreed unanimously by the council.

20/23 TO CONFIRM THE MINUTES OF THE MEETING HELD ON TUESDAY 4TH APRIL 2023

Cllr Whale proposed to accept the minutes as a true record of the meeting, this was seconded by Cllr C Taylor and agreed unanimously by the council.

21/23 TO CONFIRM THAT THE PARISH COUNCIL IS ELIGIBLE TO EXERCISE THE GENERAL POWER OF COMPETENCE.

The clerk updated the council on this issue and they noted that the council still has general power of competence as this is done during the election year, so the council will keep the power of competence at the time being.

22/23 TO REVIEW TERMS OF REFERENCE, MEMBERSHIP AND DELEGATION TO COMMITTEES.

Cllr Brown proposed that they be differed to the next meeting when there are more people present, this was seconded by Cllr Taylor and agreed unanimously by the council.

23/23 TO CONSIDER URGENT PARISH MATTERS

(i) Councillor vacancies and co-option requirements.

Cllr Haddons vacancy was not filled and the council is to put a vacancy for co-option on the councils facebook site and the council website.

Colin Taylor proposed to look into protocol for the co-option the vacancy, this was seconded by Cllr Brown and agreed unanimously by the council.

(ii) Budget for village planters

Cllr Whale updated his research into costs and his planned meeting with Margret Shaw to discuss what is required for the village planters. Cllr Whale will report back to the council with a proposed budget and further information including ways of watering the planters remotely.

24/23 CORONATION AFTERNOON TEA

Cllr Brown updated the council on the progress of the Coronation afternoon tea. Cllr Brown proposed that the council accept the afternoon tea plan and budget, this was seconded by Cllr Taylor and agreed unanimously by the council.

25/23 GREEN GRANT

Cllr Brown summarised the plan for the green grant that was proposed in the financial meeting. Cllr Brown informed the council that she will provide supporting documentation to the council so they can formally review and accept it in the next meeting.

26/23 ROMSLEY PARISH MEETING

Cllr Narburgh proposed that the meeting date be set to Monday 15th of May, this was seconded by Cllr Brown and agreed unanimously by the council. The clerk was asked to contact Margret Shaw to book the venue.

27/23 TO AGREE THE DATES FOR FUTURE COUNCIL MEETINGS (JUNE 2023 – MAY 2024)

Meeting dates are proposed to be as follows;

- Tuesday the 6th of June 2023
- Tuesday the 4th of July 2023
- Tuesday the 5th of September 2023
- Tuesday the 3rd of October 2023
- Tuesday the 7th of November 2023
- Tuesday the 5th of December 2023

- Tuesday the 9th of January 2024
- Tuesday the 6th of February 2024
- Tuesday the 5th of March 2024
- Tuesday the 2nd of April 2024
- Tuesday the 7th of May 2024

Cllr Brown proposed to accept the proposed meeting dates, this was seconded by Cllr Narburgh and agreed unanimously by the council.

28/23 TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received – none at this stage.
2. Planning Applications received since the Agenda closed - Council to make recommendations to Shropshire Council.
3. Planning Decisions received from Shropshire Council – none at this stage.
4. Planning Decisions received from Shropshire Council since the Agenda closed -to note.
5. Other planning matters for information only.

Clerk updated the council that she reported the issue that was requested by the Roundhouse at the previous meeting.

29/23 FINANCIAL REPORT – to follow.

a. Financial report (Appendix Two)

The council reviewed the financial report, the council noted the payments that have been made into the account. The council noted the bank reconciliation that has been prepared by the RFO. Cllr Brown proposed to accept the schedule of payments, this was seconded by Cllr Narburgh. Cllrs Narburgh and Cllr Taylor approved the invoices and bank reconciliation which was initialled by them in the presence of the clerk and the council.

The council has gone into confidential session members of the public were excluded from the following discussion.

30/23 Staffing

- a. Resignation of the clerk – the council noted the resignation.
- b. Clerk Vacancy – Cllr Brown proposed that the staffing committee is asked to convene as a matter of urgency and the recommendations will be brought to the council. This was seconded by Cllr Narburgh and agreed unanimously by the council.

Confidential session was ended.

30/23 ITEMS FOR FUTURE MEETINGS

- Annual Governance and Accountability Return 2022/23 – June meeting
- Review of inventory of land and assets including office equipment and confirmation of arrangements of insurance cover in respect of all insurable risks – June meeting;
- 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 standing orders and financial regulations;
- Neighbourhood Planning.

- Climate Emergency
- Review of Parish Council's Health and Safety Policy.
- Green grant documentations.
- Grant application for Alveley Receptions
- Place plan and neighbourhood planning.
- **Differed items to be put into future meetings including; Chairmans allowance, to review terms of reference, membership and delegation to committees and budget for planters.**
- Cooks Cross to be on the agenda for the next meeting.
- Policies outstanding that need to be reviewed.
- TPO's.

31/23 TO CONFIRM THE DATE OF THE NEXT MEETING

The council noted the date of the next meeting to be 6th June 2023 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm preceded by an Open Forum.

Actions

Check protocol for advertising co-option and the two vacancies.

Check with Margret if the venue is available for the 15th of May.

Meeting closed at 20.41