

Atcham Parish Council

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Chairman: Colin Wildblood
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Annual Parish Council Meeting
held on Wednesday 11th May 2022

MINUTES

1. Clerk's welcome. The Locum Clerk introduced herself and invited the Chairman to open the meeting.
2. Election of Chairman. Councillor Wildblood was elected unanimously.
3. The Chairman duly signed his declaration of acceptance of office.
4. Chairman's Welcome. The Chairman welcomed all present and stated that he intended to stand down from the Council by the end of the year but would remain in post until the Clerk returned to work. He thanked the locum clerk for stepping in for the Clerk who was likely to be unavailable for some months due to ill health. He proposed that the Council approve her temporary appointment to the post which was agreed unanimously.
5. Election of Vice Chairman. Councillor L Dixon was elected unanimously
6. Councillor Dixon signed her declaration of acceptance of office.
7. Co-option of Councillor. Martin Ruston was unanimously co-opted to fill the casual vacancy arising following the death of Councillor J Caswell.
8. Councillor Ruston signed his declaration of acceptance of office and received a welcome pack including key policies and guidance.
9. Present Councillor C Wildblood-Chairman, Councillor S Cook, Councillor L Dixon, Councillor M Ruston, also present C Higgins, locum clerk to the council, Shropshire Councillor C Wild and one member of the public.
Absent Councillor S Adney; Councillor S Sheddon and Councillor R Trow
Apologies were received from Councillor S Adney and Councillor R Trow who both had prior commitments. The Council unanimously approved a six month leave of absence for Councillor S Sheddon who is receiving treatment for a health condition.
10. Declarations of Pecuniary Interest. None were declared.
11. Minutes. It was unanimously resolved to approve the minutes of the meeting dated 9th March 2022 and the Chairman signed them as a true record.
12. Clerk to report on matters arising not covered on the agenda. The clerk reported that a resident had raised concerns about parking on Malthouse Lane following redevelopment of the Mytton and Mermaid and requested parking restrictions be introduced. It was agreed to discuss these concerns under the relevant planning item. She also reported a request for the siting of a memorial bench by the river. She was waiting for further details and would bring these to the next meeting.
13. Shropshire Councillors' Report. Claire Wild advised that any highways issues should in future be reported via Fix My Street. She also reported that the local highways technician is leaving the Council and she will inform us of the new technician's name
14. Public session. *Standing Orders were suspended to allow the public to speak.*

A member of the public stated he had no substantive comments to make.

Standing orders were reinstated and the meeting continued.

15. Police Charter Update. The Clerk reported that the minutes of the recent meeting with the Police and Crime Commissioner had been circulated detailing that the priorities identified included anti-social behaviour, county lines and speeding. The Council confirmed these were in line with their priorities.
16. Highways Matters. Councillor Dixon questioned the function of the cameras connected to streetlights around the town. Councillor Wild stated these were recording the volume and movement of vehicles as part of the Movement Strategy by Shropshire Council.
17. Planning Matters.
 - a) The Clerk reported on previous applications as follows:
 - Reference: 22/00036/LBC
Address: Attingham Hall, Attingham Park
Proposal: Installation of a ramp to facilitate inclusive access to mansion tearooms affecting a Grade 1 Listed Building. Permission granted
 - Reference: 22/00017/LBC (validated: 05/01/2022)
Address: Attingham Hall, Attingham Park, Atcham, Shrewsbury, Shropshire
Proposal: Listed Building Consent for the removal of former boiler flue chimney to rear of mansion. Permission granted
 - Reference: 21/06018/LBC (validated: 04/01/2022)
Address: Attingham Hall, Attingham Park, Atcham, Shrewsbury, Shropshire
Proposal: Works to facilitate the re-roofing of the East Colonnade to include re-plastering of the ceiling beneath re-submission of previously approved 15/05592/LBC. Permission granted
 - Reference: 22/00364/FUL
Address: Proposed Residential Barns Conversions East of Atcham Grange
Proposal: Conversion of traditional barns into 5 dwellings, demolition of stables, erection of recycling /refuse store, and re-siting of agricultural building; Pending consideration
 - Reference: 22/00365/LBC
Address: Proposed Residential Barns Conversions East of Atcham Grange
Proposal: Conversion of traditional barns into 5 dwellings, demolition of stables, erection of recycling /refuse store, and re-siting of agricultural building. Pending consideration
 - Reference: 22/01229/AGR
Address: Longner Hall, Preston Shrewsbury
Proposal: Erection of agricultural Storage Building Prior Approval Required and Refused.

b) The Council considered the following planning application

- Reference: 22/01538/LBC
Address: Mytton & Mermaid, Atcham, Shrewsbury
Proposal: Proposed Internal & External alterations.
- Reference: 22/01537/FUL

Address: Mytton & Mermaid Hotel, Atcham, Shrewsbury
 Proposal: Elevational alterations, removal of various elements and demolition of garage block, formation of access steps, installation of 3 car charging points and cycle racks, formation of walled garden and landscaping scheme and fencing, installation of roof mounted solar panels.

The Council noted that two local objections had been registered on the planning portal. They discussed the scheme as a whole and considered it would have a beneficial impact on local employment and protect the building from ongoing decay. The three electric charge points would also be a benefit to the community. They did identify considerable concerns about inconsiderate overflow parking which is likely to be increased due to additional visitor numbers. It was agreed that the Council had no objections to the principle of the proposed developments providing they were sympathetic to the historic building however they did recommend that suitable overflow parking be provided particularly for staff vehicles.

18 Finance

- a) Council to pay the accounts as presented by the clerk. It was agreed to pay the accounts as presented by the clerk. Proposed by Councillor C Wild, seconded by Councillor L Dixon and agreed by all members present.

S/O	Staff	Salary	302.30
Cheque 764	SALC	Affiliation fees	260.65
Cheque 765	DM Payroll Ltd	Payroll service	95.00
Cheque 766	Staff	Expenses	113.76
Cheque 767	J Griffiths	Internal audit	50.00
Cheque 768	Cancelled	xxxxxxx	xxxxx
Cheque 769	HMRC	PAYE	73.00
Cheque 770*	Best Host	Website host	15.00
S/O	Staff	Salary	302.30
Cheque 771	HMRC	PAYE	73.00

*The council noted that Best Host may not accept a cheque in which case the locum clerk was authorised to pay by debit card and reclaim the cost as an expense.

It was noted that an invoice would be presented by the locum clerk for her time and any expenses incurred at the next meeting. It was agreed that should the Clerk be off for an extended period the locum clerk would be added to the payroll.

- b) Council to accept the Year End Accounts as presented by the clerk. It was agreed to accept the Year End Accounts as prepared by the clerk and presented by the locum clerk. The locum clerk drew attention to the expenditure on the Environmental Maintenance Grant and confirmed it was in accordance with the terms of the grant. The accounts were agreed by all members present.

- c) Council to note and receive the internal audit report from the Internal Auditor, (Annual Governance and Accountability Return 2021/22 part 3). The internal auditor's report was read and unanimously accepted by the Council.
- d) Council to agree the Annual Governance Statement (Section 1) 2021/22 (Annual Governance and Accountability Return 2021/22 part 3). The Council considered the statements and confirmed all could be answered yes with the exception of question 9 which was not applicable. The Chairman signed Section 1.
- e) Council to agree the Accounting Statements (Section 2) 2021/22 (Annual Governance and Accountability Return 2021/22 part 3). The Council noted the accounts presented were in agreement with the bank reconciliation and financial reports presented above. The Council unanimously agreed to approve the accounting statement and the Chairman was authorised to sign Section 2.
- f) Insurance. The locum clerk presented a quotation from their insurance broker offering renewal at a cost of £676.30. It was noted that the premium had increased disproportionately from the previous year and the clerk was asked to request a discount. The council resolved unanimously to authorise the clerk to renew the insurance at the best price that could be obtained from their current broker.

19. Parish Matters

- Councillors to report any matters not covered on agenda for discussion only.
- Councillor S Cook asked if the council could provide a defibrillator and install it at the village hall. The Clerk was asked to write to the village hall committee to see if permission would be granted. If agreed, she was asked to investigate any potential grant funding.
- Councillor Dixon gave an update on plans for a Jubilee picnic and requested a grant to purchase bunting. It was not possible to agree the grant as it was not on the agenda.
- Councillor Dixon reported that Salop Leisure had been very supportive and had offered to provide a tree to plant for the Jubilee and a commemorative plaque. It was agreed to add this to the next agenda to consider a suitable planting place.
- Councillor Dixon asked if there could be a discussion about a Facebook page for the Community. This to be on the agenda for July.

20. Date and time of next meeting; it was agreed that this would be held on Wednesday 13th July 2022 starting at 7.30pm.

21. The Chairman thanked all for attending and closed the meeting for the public at 9.00pm