

WROXETER & UPPINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting on the 9th May 2022 at 7:36pm Visitor Centre, Wroxeter Vineyard

Present: Councillors Mrs V Amos (Vice Chairman), Mrs J Davies, Mr P Davies, Mr M Millington, Mr K Rowlands

In attendance: Councillor C Wild (Shropshire Council), Mrs S Morris (Clerk)

1. ELECTION OF CHAIRMAN

Councillor B Nelson was elected as Chairman for 2022/23 (Proposed: Cllr P Davies, Seconded: Cllr V Amos, all agreed). It was **RESOLVED** to defer completion of the Declaration of Acceptance of Office to the next meeting.

2. ELECTION OF VICE CHAIRMAN

Councillor V Amos was elected as Vice Chairman for 2022/23 (Proposed: Cllr P Davies, Seconded: Councillor J Davies, all agreed). It was **RESOLVED** to defer completion of the Declaration of Acceptance of Office to the next meeting.

3. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Councillor B Nelson.

4. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS & DISPENSATION REQUESTS

None.

5. PUBLIC SESSION

There were no members of the public present.

6. MINUTES

It was **RESOLVED** to approve the minutes of the meeting held on 14th March 2022.

7. MATTERS ARISING FROM THOSE MINUTES

Bus shelter – Norton south. The Estate Manager for Attingham Park had looked at the bus shelter and deemed it beyond economical repair. He had arranged for the materials to be disposed of and the Chairman had thanked him for support in this. The bus shelter had been removed from the Asset Register.

Road safety. The mirror at Donnington junction had been replaced and the junction signage completed.

8. REPORT FROM SHROPSHIRE COUNCILLOR

Councillor Wild reported on the following:-

- Shropshire Council is now using Fix My Street to log requests for service. This enables pinpointing of the issue on a map and the issue can be tracked via the website. It was **RESOLVED** to log the previously reported issues with missing and damaged road signs on Fix My Street.
- A liaison group will be established for the parishes neighbouring the Buildwas power station development. The first meeting is likely to take place in June and the group will have some funding attached. The Chairman will be invited to attend the meetings and Councillor Wild will feed back to the Parish Council on any matters arising. It is likely that one of the first matters the group will look to address is the safety and speed of the roads around the development, including the B4380.

Councillors highlighted that some potholes at Norton crossroads and on Uffington Road had been filled but there were others on the same stretch of roads that had not been addressed. Councillor Wild advised that the budget had been increased and technicians were now expected to fill in potholes that they see along their route and not just the ones that have been logged on the system.

Councillor Wild left the meeting.

9. POLICY REVIEW

It was **RESOLVED** to adopt the following policies and documents:-

- Standing Orders
- Financial Regulations
- Asset Register
- Risk Register
- Planning Procedure.

10. TO AGREE DELEGATES TO GROUPS/APPOINTMENTS TO OUTSIDE BODIES

It was **RESOLVED** to appoint the following Councillors to the Staffing Committee: Cllr B Nelson, Cllr V Amos, Cllr P Davies, with Cllr M Millington as reserve.

It was **RESOLVED** to continue to invite any member of the Parish Council to attend the SALC Area Committee meetings and other ad hoc meetings as available, rather than appointing a standing member.

11. 2021/22 AUDIT

a) To receive the Internal Auditor's Report

The Auditor's Report was received. There were no recommendations for consideration and the Auditor had found the Council's arrangements and records to be in order. It was **RESOLVED** to note the Internal Auditor's Report.

b) To approve 2021/22 end of year accounts

i) To approve the end of year (Q4) bank reconciliation and budget report

It was **RESOLVED** to approve the end of year bank reconciliation and budget report.

ii) To complete and sign the Annual Governance Statement 2021/22

It was **RESOLVED** to approve the Annual Governance Statement 2021/22.

iii) To approve the Accounting Statements 2021/22

It was **RESOLVED** to approve and sign the Accounting Statements 2021/22.

iv) To approve the Certificate of Exemption 2021/22

It was **RESOLVED** to approve and sign the Certificate of Exemption 2021/22 and to publish the required information on the Parish Council website.

v) To agree period for the exercise of public rights

It was **RESOLVED** that the period for the exercise of public rights would be 13th June to 23rd July 2022, inclusive.

12. FINANCIAL MATTERS

a) To approve payments made between meetings:

It was **RESOLVED** to approve the following payments made between meetings:-

Payment	Payee	Description	£ Amount
P29-2021/22	Shropshire Council	Play area inspection fee 2021	£96.00
P1-2022/22	S Morris	Salary - April	£215.38
P2-2022/23	HMRC	PAYE	£6.40

b) To note insurance renewal

It was **RESOLVED** to approve the insurance renewal with Pen Underwriting and noted that this is the last year of a three-year long-term agreement.

c) To approve invoices for payment by online banking

It was **RESOLVED** to approve the following payments to be made by online banking:-

Payment	Payee	Description	£ Amount
P3-2022/23	SALC	Affiliation fees	£201.44
P4-2022/23	BestHost	Web domain renewal	£15.00
P5-2022/23	Gallagher	Annual insurance premium	£349.36
P6-2022/23	S Morris	Expenses April/May	£28.10
P7-2022/23	S Morris	Salary - May	£215.18
P8-2022/23	SDH Accounting	Internal audit fee	£145.68

d) To note income received

The following income received was noted. Councillors noted the payment of Neighbourhood Fund. The Clerk will circulate the guidance on spending of this funding.

Payment	Payee	Description	£ Amount
R1-2022/23	Shropshire Council	Precept / Neighbourhood Fund	£9366.77
R2-2022/23	Shropshire Council	Environmental Maintenance Grant	£180.00

13. PLANNING MATTERS

a) To respond to planning applications.

i. Ref: 22/01739/FUL Charlton Hill Manor, Wroxeter. Conversion of barns into home office. It was **RESOLVED** to submit a comment of no objection, subject to the conversion being in keeping with the listed building adjacent to the barns, and not being converted into living accommodation.

14. CORRESPONDENCE

None.

15. PARISH MATTERS

Cycling races. Councillors again highlighted the issues within the parish when roads are used for cycling races. Advance notice of the dates of races would be welcomed so that residents can be aware and prepared, however, it is not clear who is arranging the races and how to contact them.

Raby Estate manager. It was noted that Tom Birtles has left the post of Estate Manager.

Public footpaths. Councillor P Davies had reported to the Raby Estate Office a number of public footpaths within the Estate that were not open. These have since been cleared with the exception of one path in Uppington which the tenant farmer regularly blocks by planting to the edge of the field.

Road signs. Clerk to report missing road signs as previously noted along the B4380.

16. TO SET MEETING DATES 2022/23

Meeting dates were set as:-

Monday 11th July 2022. Councillor J and P Davies are unable to attend; Clerk to check Chairman's availability and look at the possibility of deferring the meeting by one week.

Monday 12th September 2022

Monday 14th November 2022

Monday 9th January 2023

Monday 13th March 2023

Monday 8th May 2023 (Annual Council and Annual Parish Meetings)

The meeting was declared closed at 8.25pm.

Signed (Chairman):.....

Date:.....