

LITTLE WENLOCK PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 12th MAY, 2014 AT 7.30 p.m. IN THE VILLAGE HALL, LITTLE WENLOCK.

1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office.

Cllr. Jayne Davidson was proposed by Cllr. Sheila Hutchison and seconded by Cllr. Juliet Esp. She was unanimously elected. Cllr. Jayne Davidson made the Declaration of Acceptance of Office and duly signed the document which was countersigned by the Clerk

Cllr. Sheila Hutchison, the retiring Chairman, thanked everyone for their support during her period as Chairman.

2. Members present and apologies for absence:

Councillors Jayne Davidson, Juliet Esp, Alan Lees, Steve Holding and Sheila Hutchison.

In attendance:

Mr. John F. Marcham – Clerk & RFO to Little Wenlock Parish Council.

T&W Borough Councillor Jacqui Seymour (from agenda item 21)

Members of the public:

1 member of the public.

The Press.

Apologies:

T&W Borough Councillor Terry Kiernan.

3. Election of Vice Chairman.

Cllr. Juliet Esp was proposed by Cllr. Jayne Davidson and seconded by Cllr. Sheila Hutchison. She was unanimously elected.

4. Review of Registration of Interest Forms by Parish Councillors.

All Councillors stated that there were no changes to be made to their interest forms.

5. Declarations of interest.

Cllr. Steve Holding declared an interest in a company quotation for work on the Swan Farm Pool footpath.

6. To confirm the minutes of the Parish Council Meeting held on the 14th April 2014 and the Parish Open Meeting held on 28th April 2014.

The minutes of both meeting were **approved** as a correct record of the meeting and signed by the Chairman.

7. Members of the public are invited to address the Parish council on items listed on the agenda.

No member of the public addressed the council.

8. Appointment of Parish Sub-committee Members:

- a. Employment Sub-committee (3 members). It was **resolved** that the Chairman, Cllr. Jayne Davidson and Cllrs. Juliet Esp and Steve Holding would serve on the sub-committee and that the committee would meet in the late autumn to appraise the Clerk and review his salary.

9. Appointment of members onto external Committees and Organisations:

It was **resolved** that the councillors named would serve on the following committees and organisations;

- a. Candles Liaison Committee: All Parish Councillors.
- b. Little Wenlock Village Hall and Playing Field Committee: Cllr. Steve Holding.
- c. Wrekin Forest Partnership: Cllrs. Juliet Esp & Sheila Hutchison.
- d. Wrekin Parish Forum: Cllrs. Jayne Davidson & Juliet Esp.
- e. Huntington Lane Surface Mine Liaison Committee (2 members): Cllrs Sheila Hutchison & Alan Lees

- f. SALC: Cllrs. Alan Lees and Steve Holding.
- g. Local Access Forum: Cllrs. Jayne Davidson, Alan Lees and Steve Holding.
- h. All Friends Around The Wrekin: Cllr. Juliet Esp is on their email list.

10. Allocation of Consultation Responsibilities:

It was **resolved** that the councillors named would take on responsibility for the following:

- a. Health and Social Services: Cllr. Juliet Esp
- b. Highways and Public Transport: Cllr. Jayne Davidson, Juliet Esp & Alan Lees
- c. Snow Warden: Cllr. Steve Holding
- d. Winter Gritting (Snow Warden, Parish Clerk & Cllr. Alan Lees).
- e. Litter Picking: Cllrs. Jayne Davidson & Sheila Hutchison.
- f. Street Lighting: Cllr. Alan Lees
- g. Web Site: Cllr. Alan Lees
- h. Police: Cllr. Jayne Davidson.

11. Review of Annual Membership Payments and Councillor's Allowances:

- a. SALC. It was **resolved** that this should be paid.
- b. CPRE. It was **resolved** that this should be paid.
- c. SLCC. It was **resolved** that this should be paid.
- d. Councillors' Allowance. It was **resolved** that Councillors would not claim any allowances. It was **resolved** that Councillors could claim for items of expenditure made on behalf of the council on the production of a receipt and having been previously agreed.
- e. Councillors' subsistence and travel. It was **resolved** that Councillors could claim for expenses incurred on official council business
- f. Chairman's Allowance. It was **resolved** that the Chairman would not claim the allowance.

12. Donations:

It was **resolved** that grants be made to the following:

- a. St. Lawrence Church PCC, Little Wenlock, towards the upkeep of the graveyard.
- b. The Samaritans.
- c. All Hands Around The Wrekin

13. Matters Arising from the Parish Open Meeting.

- a. Highways: Quiet Lanes, it was resolved that Cllrs. Jayne Davidson, Juliet Esp and Alan Lees meet with Lee Barnard and Nick Kitchen to discuss proposals.
- b. Buildwas Lane: The Clerk reported that he had contact Lee Barnard regarding the status of the road and repairs to it.
- c. Litter & Fly tipping: This was not getting any better. Evidence from fly tipped rubbish had been supplied to T&W and Cllr. Alan Lees would like to know what action was taken regarding the people who deposited the rubbish. The Clerk was asked to inform Jim Roberts about the cooking oil containers dumped on his land.
- d. Dog pooh: Signs have put out around the community and there are free pooh bags available for dog owners to use. A further article would appear in the next community newsletter.

14. Up date on the War Memorial.

The Clerk informed the council that he had contacted the stone masons and advised them that he needs at least two weeks notice of the commencement of work.

15. Annual review of Risk Assessment:

- a. Assets.
- b. Finance.
- c. Liability.
- d. Employer Liability.

- e. Legal Liability.
- f. Councillors Propriety.
- g. Other (Standing Orders and files etc.)

A full risk assessment had been carried out by the Clerk under the above headings and presented to the councillors. It was **resolved** to accept the risk assessment in full.

It was **resolved** that a survey of the bus shelter structure in Little Wenlock should be carried out and the area around it regularly tidied up. It was **resolved** to contact Larry Jones for a quotation to inspect the benches on The Bench Walk and quote for any necessary repairs. It was **resolved** to add street lights to the list of insured assets if they were not already included.

16. Items of the June Community Newsletter:

- a. Accounts for 2013/14.
- b. Report on the Parish Open Meeting and matters arising.
- c. Swan Farm update
- d. New Works lights update.
- e. Report on Benchwalks Charity Walk.

It was **resolved** to add an article about dog poo and the availability of free poo bags. As there were not sufficient articles for a complete newsletter in May it was **resolved** not to publish one until July/August.

17. Lighting at New Works update.

Cllr. Alan Lees reported that the situation was the same as at the last PC meeting in that he was waiting for E.On and Western Power Distribution to get together which they should do within the next 3 weeks. The new lights should be ready for next winter! The wish of the New Works community is that the lights should be on all night.

18. Swan Farm Pool footpaths etc.

Cllr. Alan Lees reported that the specification had been determined and submitted to three contractors for quotations. Cllr. Alan Lees stated that he had some queries regarding the specification which needed to be resolved.

As time was of the essence it was **resolved** to delegate the responsibility to a sub-committee to consider the quotations and make decision on which contractor should be given the contract. It was **resolved** that the sub committee reports back to the whole PC at the June meeting.

It was **resolved** that sub committee should consist of Cllrs. Jayne Davidson, Alan Lees and Sheila Hutchison.

19. Clerk's Report:

- a. The Clerk updated the PC on the latest submission to The Information Commissioners Office (ICO). The ICO did not agree with the decision taken by T&W Borough Council in applying section 14 (vexatious) exemption to their request for information. T&W Borough Council has now revoked the section 14 exemption but had replaced it with a section 40 (personal information) and had listed 6 reasons why they had done this. The Clerk was still in discussion with the ICO as to how the Council could move forward on the matter.
- b. The Clerk had contacted the Clerk at Newport regarding a traffic warden and had been told that the matter was now closed.
- c. The Clerk updated the council with regards to information he had found relating to the Jacob's Report on Quiet Lanes. It had been the main agenda item at a Wrekin Forest Partnership meeting in May 2010. Regrettably the report had only been circulated to the WFP. Councillors felt that as the proposals in the report were mainly centred in the parish it would have been a courtesy for the Parish Council to have been supplied by T&W with a copy when it was published, not 4 years later.
- d. The Clerk reported that the street lighting maintenance contract had been signed by all parties.
- e. The Clerk reported that he had received a free sample power cut pack from Western Power Distribution and would include an item on it in the next newsletter.
- f. The Clerk reported that he had again had problems with Npower over alleged unpaid bills and had spoken to Heather Bills, Npower Collection Specialist, who had told him to ignore all future threatening letters from Npower as they were sent out automatically!
- g. The Clerk had designed a Parish Council "Grant Request Application Form" so as to deal formally with organisations requesting a grant form from the council.

20. Planning:

One planning application had been received on the day of the meeting, 12th May, and as a response was required by the 2nd June, before the next PC meeting, it was **resolved** to respond to the application:

Ref: TWC/2014/0380: Erection of a first floor side extension at Church Lodge, Church Lane, Little Wenlock, TF6 5BD.

The Clerk brought to the attention of the council a previous application made by the owners of the property in August 2012 and a subsequent amended plan in September 2012 following objections made by a neighbour and the Parish Council. The new application was a "modified" version of the original 2012 application and the Parish Council considered the reasons why it had objected to the application in August 2012, minute 8/12/21.

After a discussion it was **resolved** to object to the application on two of the grounds stated in its response to the application in August 2012:

- a. That the scale of the extension is too big for the size of the plot.
- b. That the size would not be in keeping with the surrounding properties.

21. Borough Liaison.

- a. T&W Borough Councillor Jacqui Seymour outline some aspects of "Shaping Places" and stated that a technical document had been published to show the methodology of how the sites for future development had been selected.
- b. T&W Borough Councillor Jacqui Seymour outlined the process for bidding for funding from the "Pride in Your Community" fund. She pointed out that the money had to be used for capital expenditure (such as a Quiet Lanes Project), and bids could be submitted from May to September.

22. Individual Councillor updates:

- a. All Friends Around the Wrekin: no report.
- b. Shaping Places: The Power Point presentation given at the meeting was placed in the circulation pack.

23. Internal Audit Report.

The report was received by the Council and noted.

24. Annual Return to the Audit Commission

To receive the Internal Audit Sections 1 and 4 of the Annual Return to the Audit Commission:

The Clerk read out section 4 which had been completed and signed by the internal auditor. There were no issues to report.

25. External Audit:

To approve and sign section 2 "Annual Governance Statement":

Section 2, the "Annual Governance Statement", was completed item by item, **approved** and signed by the Chairman, Cllr. Jayne Davidson, and countersigned by the Clerk and dated.

26. Financial Regulations:

To agree to adopt the NALC recommended Financial Regulations with appropriate amendments as suggested by the Clerk.

It was **resolved** that the amendments suggested by the Clerk be accepted. It was **resolved** that the Clerk would present the amended "Financial Regulations" at the June meeting for formal adoption and for a copy to be signed and dated by the Chairman & Clerk.

27. Finance:

- a. To receive a statement of current financial balances:
Community Fund Account balance on 5th May is £36,611.56. One cheque for £20 to SALC not cleared. Working balance is £36,591.56.
Base Rate Account balance on 5th May is £17,149.95 having been credited with £7.05 interest.

b. To pay accounts as listed in the Clerk's Report:

Little Wenlock Village Hall	Lettings	£143.00
E.On 108949	Light repair	£49.31
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E.On 108947	Light repair	£90.14
Npower H1410001 (LGUN6QRQ)	Power	£78.81
Npower H1410002 (LGUN6QRR)	Power	£32.89
Npower H1410003 (LGUH6QH2)	Power	£98.54
J.F. Marcham	Clerk's Salary	£262.78
HMRC	PAYE	£65.69
SDA Accounting & Office Services 139	Internal Audit	£98.00
SALC 7136	Affiliation Fee	£211.08
L. W. Parochial Church Council	Towards upkeep	£300.00
Hands Around the Wrekin	Charity Event	£100.00
Samaritans of Telford	Support to charity	£50.00

28. Date of the next meeting:Monday 9th June at 7.30 pm in the Village Hall