

WROXETER & UPPINGTON PARISH COUNCIL

MINUTES OF COUNCIL MEETING HELD ON 11TH NOVEMBER 2013 AT 7.30PM AT THE WROXETER HOTEL, WROXETER

PRESENT: Chairman – Cllr. B. Nelson (BN), V. Amos (VA), P. Davies (PD), C. Eade (CE), J. Guttridge (JG), M. Millington (MM), S. Rowlands (SR)

In attendance: Cllr. Wild (Shropshire Councillor)

Clerk: Mrs R. Turner

064/1314 PUBLIC SESSION

No members of the public were present.

065/1314 APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept the following apologies for absence:

- Cllr. L. Davies
- Cllr. Pritchett

066/1314 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

067/1314 REPORTS FROM SHROPSHIRE COUNCILLOR AND OTHERS

Cllr. Wild apologised that there is still no proposal for future Shropshire Council ICT support for parishes. She hoped that this would be forthcoming shortly.

There were no further updates on the Connecting Shropshire project other than those set out in the public updates issued by the project team.

Details of the local council tax support grant to be passed on to parishes are not known yet but there may be a small reduction from the 2013/14 grant.

The police had reported that there has been 1 burglary of a dwelling, 1 other burglary and 2 road collisions in the parish, during September and October.

068/1314 TO CONFIRM AND ACCEPT THE MINUTES OF THE COUNCIL MEETING ON 16TH SEPTEMBER 2013

It was **NOTED** that there was an error in the minutes of the September meeting. It was **AGREED** that the Clerk would correct the minutes and table them for adoption at the January meeting.

069/1314 MATTERS ARISING FROM THE MINUTES

None.

070/1314 PLANNING MATTERS

- (a) 13/03383/FUL - 1 The Crescent, Rushton, Telford, TF6 5AF - Erection of two-storey side extension – **permission granted**
- (b) 13/03768/FUL - Mount Pleasant, Wroxeter, SY5 6PH – Erection of single storey side extension

Cllr. Nelson left the room for this item as he lives opposite the property concerned. Cllr. P. Davies took the chair whilst he was out of the room.

The Parish Council **RESOLVED** to support the application in principle and to make the following observations (**P: MM, S: VA**):

- 1) The site is elevated so there may be potential for some overlooking of neighbouring properties.
- 2) There is potential for light reflection onto the road/headlights of cars.
- 3) The Parish Council believes that the site is within the area of the Scheduled Ancient Monument and agreed to ask the planning authority if the required information from the applicant in relation to this has been submitted?
- 4) Landscaping/low level fencing around the proposed development would help to overcome the above issues.

071/1314 UPPINGTON PLAYGROUND REPAIRS UPDATE

The ramp on the multi-play area is showing signs of deterioration. Cllr. Pritchett has the skills and insurance to replace the ramp on the multi-play area and has kindly offered to do so. A quote had also been sought from a playground company and it was substantially cheaper for Cllr. Pritchett to do the repairs.

The entrapment risk on the gate has been addressed by fitting spacers.

The benches in the play area need preservative applying in the short to medium term.

072/1314 JUBILEE FUNDS UPDATE

The noticeboard has been ordered and a commemorative jubilee plaque will need to be purchased for it at a cost of circa £20. It was **AGREED** that the Clerk could do this when the board arrived.

Cllr. Nelson reported that £62 worth of the jubilee mugs were free replacements from the supplier due to some being faulty on delivery. He therefore queried if the revenue from sale of these mugs should be included in the calculation of the jubilee grant spend as they had not been purchased with the jubilee grant.

073/1314 BUS SHELTERS

Cllr. Nelson had inspected the Council's 5 bus shelters and prepared a report on their condition. The Council identified the following priorities for repair/maintenance (all also require application of preservative):

- 1) B4380- Wroxeter Roman City – the side of it needs realigning
- 2) B5061 – Norton Crossroads North – needs some of the roof boarding replacing and new roof felting and preservative
- 3) B5061 – Norton Crossroads South – needs some new roof felt
- 4) B5061 – Bluebell Crossroads – needs new roof felt on half of it

It was **AGREED** that volunteers would carry out the most urgent repairs at cost, with the materials being priced in advance. A Risk Assessment would be done prior to the works being carried out.

074/1314 CLERK'S PROBATIONARY PERIOD

The Clerk left the room for the item.

It was **RESOLVED** that the Clerk had passed her probationary period and the Council commended her for her work to date.

075/1314 GRASS CUTTING CONTRACT

The Council's three year grass cutting contract expired at the end of the 2013 grass cutting season. The Clerk had prepared a specification for the new contract and a quote return form. It was **AGREED** to advertise for a 12 month contract in Under the Wrekin, with quotes to be considered in January.

076/1314 LOCAL COUNCILS EXPLAINED AND STANDING ORDERS

It was **AGREED** to purchase this jointly with the other parish councils the Clerk works for, at an estimated cost of £8.33 to £10.00.

077/1314 FINANCIAL ITEMS

(a) Receipt of annual return from external auditor

It was **NOTED** that this had been received with no concerns or comments raised by the external auditor. The notice of conclusion of audit has been displayed for the required period. The Council **RESOLVED** to adopt the finalised annual return for 2012/13 (**P: VA, S: MM**)

(b) Mid-year budget review and draft budget 2014-15

The Clerk had prepared a review of spend against 2013/14 budget and a draft budget for 2014/15.

For 2013/14 to date, there is underspend in some areas, such as insurance but significant overspend overall, mainly due to playground repairs and spending the remaining jubilee grant; neither of these items had been budgeted for.

The Clerk had also prepared a draft budget for 2014/15. As a result of the overspend, it is anticipated that reserves will reduce from £1135.90 (net of R. Pittaway's 2012/13 salary which debited late in 2013/14) to £524.93 by end of 2013/14. Audit guidance is that reserves should be risk assessed and be 3 months of a Council's anticipated expenditure as a minimum, in particular when a Council is responsible for assets, as this parish council is.

The Council discussed the need to replace the computer equipment. The Clerk was proposing purchasing the equipment herself so it could be used for all her clerking work and then claiming a working from home allowance to cover the cost of the equipment and office costs. It was **RESOLVED** that this should be a minimum of £4 per week.

(c) Bank reconciliation & report on the Council's bank balances

As per bank statements covering the period to 30th October 2013, the Council had bank balances of £1990.08 (a/c ref ****4342) and £320.51 (a/c ref 0130), giving total balances of £2310.59. This reconciled to the cashbook, taking account of unrepresented payments of £984.66 and unrepresented receipts of £62.00.

(d) The following payments were approved:

Payee	Item	Ref no	Net	VAT	Gross
R Turner	Expenses – Sep. & Oct. 2013	361	£23.70	£1.80	£25.50
Downes Timber	Noticeboard balance (cheque to be retained until delivery of board)	362	£190.00	£38.00	£228.00
Wroxeter Hotel	Room hire	363	£8.33	£1.67	£10.00
S. L. Bott	Play area grass cutting	364	£596.48	£0.00	£596.48

(e) The following payments already made were noted:

Payee	Item	Ref no	Net	VAT	Gross
R. Turner	Salary – September 2013	SO	£124.68	N/A	£124.68
R. Turner	Salary – October 2013*	SO	£124.68	N/A	£124.68

**Not showing on bank statements yet*

(f) Receipts

Interest totalling £0.02 during September and October 2013 and jubilee mug receipts totalling £62.00 (unrepresented).

078/1314 CORRESPONDENCE

The following correspondence was **NOTED**:

- (a) LJC members fire service meeting 25th November
- (b) Connecting Shropshire broadband project updates
- (c) Shropshire Rural Hub newsletters
- (d) Notification of LJC grant funding available

079/1314 PARISH MATTERS

(a) Update on Parish Matters previously reported

- 1) Severn Trent – the Clerk is pursuing the reports of damage to property due to the water pressure issues earlier this year
- 2) Drainage and flooding issues at Mount Pleasant and outside Glebe Farm – Shropshire Council are going to clear the gullies and they are investigating improving drainage by linking the existing pipe by Glebe Farm into a concrete opening
- 3) Damage to mirror at Charlton Hill, junction with B4380 - now repaired

(b) Any other Parish Matters

- 1) For next agenda – planning scheme for review
- 2) For next agenda – Place Plan review
- 3) Date for March 2014 meeting – It was **AGREED** to change this from 10th March to 3rd March, due to the 10th March also being the date of the LJC meeting

**NEXT MEETING – MONDAY 13TH JANUARY 2014 AT 7.30PM AT THE WROXETER HOTEL,
WROXETER**

SIGNED (CHAIRMAN)

DATED