

WROXETER & UPPINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting on the 10th May 2021 at 7:52pm (at the close of the Annual Parish Meeting) Visitor Centre, Wroxeter Vineyard

Present: Councillor B Nelson (Chairman), Councillor V Amos, Councillor J Davies, Councillor P Davies, Councillor M Millington, Councillor K Rowlands, Councillor I Sherwood

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

On the formation of the new Council following the election, all Councillors signed an Acceptance of Office form, witnessed by the Clerk.

It was **RESOLVED** to swap items two and three on the agenda to allow for co-option of a new Councillor before electing a Vice Chairman.

1. ELECTION OF CHAIRMAN

Mr B Nelson was elected as Chairman for 2021/22 (Proposed: Cllr P Davies, Seconded: Cllr M Millington, all in favour)

2. CO-OPTION TO THE PARISH COUNCIL

It was **RESOLVED** to co-opt Mrs V Amos to the Parish Council (Proposed: Cllr J Davies, Seconded: Cllr P Davies, all in favour) and she duly signed the Acceptance of Office form.

3. ELECTION OF VICE CHAIRMAN

Mrs V Amos was elected as Vice Chairman for 2021/22 (Proposed: Cllr P Davies, Seconded: Cllr I Sherwood, all in favour)

4. TO ACCEPT APOLOGIES FOR ABSENCE

None, all members present.

5. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS & DISPENSATION REQUESTS

None.

6. PUBLIC SESSION

There were no members of the public present.

7. TO APPROVE MINUTES OF MEETING HELD ON 8TH MARCH 2021

It was **RESOLVED** to approve the minutes of the meeting held on 8th March 2021.

8. MATTERS ARISING FROM THOSE MINUTES

The following matters arising from the previous meeting, not discussed elsewhere on the agenda, were discussed:-

a) Noticeboard

Councillor Nelson would liaise with the resident who had volunteered to complete the repair, now that the period for displaying election notices had finished. A temporary noticeboard would be erected for the duration of the repairs.

b) Footpaths

Councillors J and P Davies reported that part of the footpath from Uckington to Uppington had been sprayed, but the tenant farmer had not yet sprayed the path on their land which was making it difficult for walkers to cross the field and would become more so as the crops grew. The Clerk would report this to the Raby Estate again and request action.

9. SHROPSHIRE COUNCILLOR REPORT

Councillor Wild had presented her annual report to the Annual Parish Meeting and had nothing further to report at this time.

Councillor Wild left the meeting.

10. MEMBERS TO ADOPT THE FOLLOWING

- a) **Standing Orders**
- b) **Financial Regulations**
- c) **Asset Register**
- d) **Risk Register**
- e) **Freedom of Information Publication Scheme.**

It was **RESOLVED** to adopt documents a-e.

**11. MEMBERS TO AGREE DELEGATES TO GROUPS/APPOINTMENT TO OUTSIDE BODIES
Staffing Committee and SALC Area Committee**

It was **RESOLVED** that rather than appointing a standing delegate, the Clerk would circulate dates of any SALC Area Committee meetings or other Shropshire Council meetings to all Councillors for an available Councillor to volunteer to attend. 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.

12. 2020/21 AUDIT

a) To receive the Internal Auditor's Report

The Auditor's Report was received. The Auditor had highlighted NALC Legal Topic Note (LTN LO1-18) regarding financial assistance to the Church, which had been circulated to Councillors. The Parish Council took due consideration of the Legal Topic Note and the regulations discussed within it and determined that the annual payment made towards the upkeep of Uppington churchyard was an appropriate use of the Council's budget, spent under S137 of the Local Government Act.

It was **RESOLVED** to note the Internal Auditor's Report.

b) To approve 2020/21 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 2020/21

It was **RESOLVED** to approve the Annual Governance Statement 2020/21.

iii) To approve the Accounting Statements 2020/21

It was **RESOLVED** to approve and sign the Accounting Statements 2020/21.

iv) To approve the Certificate of Exemption 2020/21

It was **RESOLVED** to approve and sign the Certificate of Exemption 2020/21 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 14th June to 23rd July 2021, inclusive.

13. FINANCIAL MATTERS

a) Feedback from Q4 financial transactions check

Councillor P Davies had completed the final check of transactions carried out under remote working arrangements and confirmed that the payments had tallied.

b) To approve payments made between meetings

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

Payment	Payee	Description	£ Amount
P1-2021/22	S Morris	Salary - April	£208.16

c) To approve insurance renewal

The insurance renewal from Pen Underwriting had been circulated prior to the meeting. It was noted that this was the second year of a three year agreement. It was **RESOLVED** to approve the insurance renewal.

d) To approve invoices for payment by online banking

It was **RESOLVED** to approve the following payments:

Payment	Payee	Description	£ Amount
P2-2021/22	Arthur J Gallagher	Annual Insurance Premium	£349.36
P3-2021/22	S Morris	Expenses – April/May 2021	£54.08
P4-2021/22	S Morris	Salary – May 2021	£207.96
P5-2021/22	SDH Accounting	Audit fee	£135.00

e) To note income received

Reference	Source	Description	£ Amount
R1-20/21	Shropshire Council	Precept 2021/22	£4,785.00

14. PLANNING MATTERS

None.

15. CORRESPONDENCE

a) Norton Green

An email had been received from the National Trust Countryside Manager who had been carrying out mowing of Norton Green for a number of years. He proposed to increase the floristic value of this area by managing it as a hay meadow with tightly mown edges to keep it tidy, with perhaps the addition of more plants to increase diversity. He sought the support of the Parish Council in putting this proposal to Shropshire Council. The Parish Council supported the proposal, subject to there being no impact on the visibility splay at the crossroads from the planting.

16. PARISH MATTERS

Pine trees in churchyard. A resident had reported to Councillor Nelson that a large branch had fallen from one of the pine trees in the churchyard, and had fallen across a number of graves. Councillor Nelson had reported this to Shropshire Council and officers had attended to clear up the fallen branch within 24 hours.

Defibrillator. Councillor P Davies noted that a defibrillator had been installed in Uppington. It was noted that this had been funded by the Henry Angell James Memorial Trust, in liaison with residents and the Raby Estate.

Back Lane road surface. The Council was disappointed to note that Severnside Housing had confirmed that they had completed the present repairs, and raised concerns about the longevity of these repairs.

Road speed on B4380. Councillors again raised concerns about speeding vehicles on the B4380, with regular instances having been seen and heard, as well as a vehicle having left the road and landed in a hedge two weeks previously.

Road signs. Councillors highlighted that the road signs that had been reported as missing or damaged at the previous meeting had not yet been replaced.

17. TO SET MEETING DATES 2021/22

It was **RESOLVED** that the Parish Council would continue to meet on the second Monday of alternate months, these dates being:-

Monday 12th July 2021

Monday 13^h September 2021

Monday 8th November 2021

Monday 10th January 2022

Monday 14th March 2022

Monday 9th May 2022 (Annual Council and Annual Parish Meetings)

The meeting was declared closed at 8:20pm.

Signed (Chairman):.....

Date:.....

DRAFT