

Atcham Parish Council

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Chairman: Colin Wildblood
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Parish Council Meeting
held on Wednesday 9th November 2022 at The Old Malthouse, Atcham

MINUTES

1. Chairman's welcome: The Chairman, Cllr C Wildblood opened the meeting and welcomed all present. He recorded his thanks to Cllr L Dixon for chairing the September meeting during his absence.
2. Present: Councillor C Wildblood Chairman, Councillor R Trow and Councillor M Ruston, also present C Higgins, locum clerk to the council, Shropshire Councillor C Wild, and one member of the public.
Apologies were noted from Councillor L Dixon and Cllr S Adney, (family commitments), Cllr S Cook, and Councillor S Sheddon.
3. Declarations of Pecuniary Interest: None were declared.
4. Minutes: It was unanimously resolved to approve the minutes of the meeting dated 28th September 2022 and the Chairman signed them as a true record.
5. Public session: A member of the public spoke briefly about the draft parliamentary boundary changes, which included the transfer of Atcham parish to the South Shropshire constituency. This was noted by the Council.
6. Clerk's Report: The Locum Clerk updated the written report circulated with the agenda. It was noted that the request for parking restrictions in Atcham village had been forwarded to Shropshire Council's Highways Development Control team for consideration. The Council agreed to accept the free planters for the Cross Houses junction and the Clerk was asked to write to Salop Leisure to request sponsorship of the plants.
7. Shropshire Councillors' Report: Claire Wild reported that the installation of new lamp posts for the bridge were on course for completion in November. The work would take longer than expected as hand digging was required for safety reasons. She reported that traffic monitoring had commenced on the proposed quiet lane which would stay in place for approximately one month.
8. Village Hall Committee Report: The Council received a verbal report from M Ruston and it was agreed that a written report would only be supplied when there was something significant to report. It was agreed that a list of regular classes be posted on the noticeboard to increase awareness and encourage participation by residents.
9. Noticeboards: It was agreed to allow the noticeboard to be 'dressed' for a wedding party in April 23 and that the community be permitted to use one half of the noticeboard for community notices. Councillor Ruston undertook to keep the noticeboard updated with parish council agendas and remove outdated notices as required. The bridge noticeboard was condemned as no longer fit for purpose and it was proposed that it be replaced by a new noticeboard to be located on the other side of the bridge. Costs will be included in the final budget proposals.

10. Archiving of parish records: It was agreed to deposit the recently discovered minutes and records dating between 1896 and 1955 at the Shropshire Archive where they can be stored appropriately and made available for public viewing.
11. Asset Register: The Council approved a revised fixed asset register valued at £23,469. It was agreed to revalue the bus shelter for insurance purposes only. The bench on the approach to Attingham Park previously listed on the asset register was noted as missing. Councillors suggested it was the property of the National Trust who had presumably removed it. If this is correct a note will be added to the asset register.
12. Footpaths: Councillor Ruston reported that a formal response was awaited from the Berwick Estate land agent with respect to the request for a permissive pathway. No response had been received from the National Trust Estates Manager.
13. Atcham Old Bridge: The quotation of £100 from our existing grounds maintenance contractor for spraying and mowing the bridge deck for a one-off tidy up was approved as an extension to the existing contract. The work will be carried out as soon as possible.
14. Highways: The Council approved the actions proposed at the recent meeting with Shropshire Council Highways, as detailed in appendix E, to include repairs to bollards and altering of verge heights by Shropshire Council to discourage inconsiderate parking near Atcham 'beach'. It was agreed to approve the installation of concrete planters on the wide corner and to approach a local business for plant sponsorship. Local volunteers to be recruited to help maintain the planters. It was noted that the traffic lights at Emstrey Island would not be repaired for some time as Highways England are waiting for specialist parts.
15. Planning.
 - a. The Council noted the following updates on previous applications including that work had commenced at the Mytton and Mermaid Hotel following approval of their planning application.
 - Reference: 22/01537/FUL and 22/01538/LBC
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. – Permission granted
 - Reference: 22/02487/HHE
Address: Severn View, Emstrey, Atcham, Shrewsbury, SY5 6QS
Proposal: Erection of a single storey, flat roofed, rear extension – Pending consideration
 - Reference: 22/02389/FUL
Address: Proposed industrial development land south of Thieves Lane, Shrewsbury
Proposal: Erection of 7 no units within Class E(G) 2/3 and or B2/B8 with ancillary offices and associated development - Pending consideration
 - Reference: 22/02803/ADV
Address: Starbucks Drive Through; Thieves Lane/Emstrey Island, Shrewsbury,
Proposal: Installation of 1no. non-illuminated 8m totem sign - Refused
 - Reference: 22/03366/FUL
Address: National Trust Visitor Centre, Attingham Park; Atcham
Proposal: Extension to existing visitor reception building to provide storage, a covered area and tramper storage – Permission granted
 - Reference: 22/03322/FUL and 22/03322/LBC
Address: 7 Atcham, Shrewsbury, Shropshire, SY5 6QE
Proposal: Removal of existing rear lean-to extension and replace with new extension
Applicant: National Trust (Attingham Consultancy Hub, Attingham park, Shrewsbury, SY4 4TP, Shropshire) – Permission granted

- b. The following new planning applications listed on the agenda were noted with no comments.
- Reference 22/04616/FUL
Address: Emstrey Farmhouse, Emstrey, Atcham, Shrewsbury, Shropshire, SY5 6QP
Proposal: Erection of a two-storey self-contained annexe ancillary to main dwelling (revised scheme)
Pending consideration
 - 22/0456/FUL and 22/04357/LBC
Address: Longnor Hall, Uffington
Proposal: Part conversion of existing outbuilding to grooms' accommodation and associated works affecting a Grade II listed building – Pending consideration

16. Finance

- a) Council to approve the November payments list presented by the Clerk. The Council approved the following payments totalling £4,351.00. The Chairman signed the list of approved payments.

Payment ref	Payee	Reason	Amount
BACS / SO	Staff payments (amalgamated)	Sept & Oct Salaries	1208.60
BACS	HMRC	Deductions	146.40
BACS	PKF Littlejohn	Audit fee	240.00
BACS	D C Burn	Grounds maintenance (7 months)	1400.00
BACS	Defib Warehouse	Defibrillator and cabinet (pro-forma invoice)	1356.00

- b) Council to approve the Bank Reconciliation. The Council approved the bank reconciliation to 31 October 2022 showing a cash book balance of £22,416.57 including £2,850.49 CIL Neighbourhood funds. The Chairman signed the statements and reconciliation.
- c) It was noted that the bank had set up full online payment facilities for the Locum Clerk instead of view only control as requested so some online payments had already been paid. It was agreed to correct this error as soon as practicable and restore dual member authorisation.
- d) 2022 – 2023 Budget forecast outturn and provisional budget for 2023 – 2034: The Council reviewed the forecasted expenditure showing a predicted spend of £12,936 against an income of £14,724. An overspend on staff costs was noted due to the employment of a Locum Clerk whilst the regular employee was on long term sick leave. A provisional budget for 2023-2024 was tabled with an expenditure budget of £10,990 which was noted and deferred for consideration at the next meeting when a larger number of members may be present. It was agreed to include budgets for a new noticeboard and bench but to consider allocating CIL funds to avoid an increase in the Precept if possible. The Council is still awaiting notification of any new CIL funding that may be payable in April 2023. A budget for celebration of the Coronation will also be presented for consideration. Members were encouraged to submit any other proposed projects with cost estimates for inclusion in the final budget to the clerk by the end of December.

- e) Defibrillator affordability: The Clerk reported that the cost of purchasing a defibrillator and cabinet exceeded the Community Benefit budget but would not cause the overall budget to be overspent as there had been no applications for community grants in the year. It was agreed to order the defibrillator and cabinet and pay against the pro-forma invoice included on the payments list. The Council noted that a local electrician was familiar with the electrics at the village hall, having carried out much of the recent work for the village hall committee. It was agreed to seek his quotation for the installation work.
- f) It was agreed unanimously to approve the recently published national pay award for Clerks with effect from 1 April 2022 and to include the back pay in the November salaries.

17. Parish Matters

- Councillors to report any matters not covered on agenda for discussion only. Councillor C Wildblood reported that Remembrance Poppies had been put up on the streetlights in Atcham village.

18 Consultations and Correspondence: The Council noted the publication of a draft Tenancy Agreement by Shropshire Council. The Boundary Commission consultation on parliamentary constituencies was also noted. The Clerk reported that a resident had questioned whether SpeedWatch activities could be carried out on a 40mph road. This has been confirmed.

19. Date and time of next meeting: it was agreed that this would be held on Wednesday 11th January 2023 starting at 7.30pm. It was noted that the village hall would be unavailable for the Annual meeting on the second Wednesday in May due to a prior booking but that the first and third Wednesdays had been reserved. Members were asked to check their availability so that the date could be confirmed.

The meeting closed at 8:30pm