

## **LITTLE WENLOCK PARISH COUNCIL**

### **MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14<sup>th</sup> MAY, 2012 AT 7.30 p.m. IN THE VILLAGE HALL, LITTLE WENLOCK.**

- 05/12/01 Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office:**  
Councillor Sheila Hutchison was proposed by Cllr. S. Holding and seconded by Cllr. A. Lees and was duly elected as Chairman and made the statutory Declaration of Acceptance of Office which was duly signed by her and The Clerk.
- 05/12/02 Members present and apologies:**  
Councillors Mrs. S. Hutchison (Chair), Miss J. Esp, Mr. S. Holding and Mr. Alan Lees.  
Mr. J. F. Marcham – Parish Clerk.
- Apologies for absence:**  
Apologies for absence were received from T&W Borough Cllrs. J. Seymour and T. Kiernan.
- Resignation:**  
Councillor Ed Roberts sent a letter of resignation from the Little Wenlock Parish Council.
- It was **resolved** to follow the procedure in relation to replacing Cllr. Ed Roberts.
- Members of the Public:**  
Three members of the public were present.
- 05/12/03 Election of Vice Chairman:**  
Councillor Juliet Esp was proposed by Cllr. A. Lees and seconded by Cllr. S. Holding and duly elected.
- 05/12/04 Review of Registration of Interest Forms by Parish Councillors:**  
No amendments or additions were made.
- 05/12/05 Declaration of Interests:**  
Cllr. S. Holding declared a prejudicial interest in the planning application relation to 39 Coalmoor Lane.
- 05/12/06 Confirmation of minutes:**  
The minutes of the Parish Council Meeting held on 16<sup>th</sup> April 2012 & the minutes of the Parish Open Meeting held on 30<sup>th</sup> April 2012 were confirmed as correct and both signed by the Chairman.
- 05/12/07 Public Session:**
- a. Mr. E. Dixon of 5 Crofters View outlined his concerns about the proposed development at 6 Crofters View where there would be a window in the gable end which would look into their family rooms with the accompanying loss of privacy. He asked the Parish Council to support his objections.
  - b. Linda Buckle complimented the Parish Council on the new locality signs and that they give a "gateway" effect into the communities. Cllr. Lees added that this was one of the objects of the signs combined with new rumble strips.
- 05/12/08 Appointment of Committees and Representatives:**
- a. Candles Liaison Committee: All Parish Councillors.
  - b. Village Hall & Playing Field Committee: Cllr. S. Holding.
  - c. Rights of Way: Cllr. S. Hutchison.
  - d. Wrekin Forest Partnership: Cllrs. S. Hutchison & J. Esp.

- e. Employment Committee (3 members): Cllrs. J. Esp, S. Hutchison and S. Holding.
- f. Parish Forum: Cllrs. S. Hutchison and J. Esp.
- g. Huntington Lane Surface Mine Liaison Committee (2 members): Cllrs. S. Hutchison and A. Lees.

**05/12/09 Allocation of Consultation Responsibilities:**

- a. Health & Social Services: Cllr. J. Esp
- b. Highways and Public Transport: Cllrs. J. Esp & A. Lees.
- c. Snow warden: Cllr. S. Holding
- d. Winter gritting: Cllrs. S. Holding & A. Lees and the Parish Clerk.
- e. Litter picking: Cllr. S. Hutchison.
- f. Street lighting: Cllr. A. Lees
- g. Web site: Cllrs. A. Lees and J. Esp.

**05/12/10 Review of Annual Payments:**

- a. It was **resolved** to make the following annual payments: SALC, CPRE, Village Hall hiring fee and SLCC.
- b. It was **resolved** that the Parish Councillors and Chairman would not claim their annual allowance.
- c. It was **resolved** that Councillors could claim travelling expenses at the same rate as the Parish Clerk when appropriate.

**05/12/11 Donations:**

The Council, in accordance with its powers under Sections 137 & 139 of the Local Government Act 1972, **resolved** to incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:

- a. St. Lawrence Church PCC, Little Wenlock towards the upkeep of the graveyard. £300.
- b. The Samaritans. £80
- c. Midlands Air Ambulance. £100.
- d. Hope House. £80
- e. Severn Hospice. £80

Requests for grants to the following were rejected on the grounds that there was no commensurate benefit to the community:

Telford Orchestra, Marie Curie Cancer Fund, Telford Drive, Wellington Cottage Hospital, Ironbridge Gorge Brass Band Festive, and Hope Africa.

**05/12/12 Matters Arising from the Open Parish Meeting:**

- a. Planting daffodils on Buildwas Lane: It was **resolved** to explore the planting of daffodils between Clee Rise and the junction with Church Lane and also by the bench further down Buildwas Lane. The Clerk was to confirm ownership of the verges and to contact a bulb company. It was resolved to buy a long-handled bulb planter.
- b. Litter picking: It was **resolved** to seek volunteers for "occasional" litter picks.
- c. Best Kept Village: It was **resolved** to explore this further.

**05/12/13 Highways:**

Lee Barnard had updated the Parish Council on the following points:

- a. Pedestrian warning signs had been ordered for the Forest Glen.
- b. Steve Scanlon would explore further the proposed weight limit.
- c. Nick Kitchen would attend to the proposed new Forest Glen junction.

Proposed survey sites were as follows:

- a. Little Worth
- b. Charlotte's Barn
- c. Wellington Road just outside Little Wenlock.
- d. Willowmoor Bank by Willowmoor House.
- e. New Works Lane.

Highway Capital programme:

- a. Coalmoor Road would be surfaced dressed.
- b. Clee Rise and Orchard Close footpaths would be improved.

**05/12/14**

**Affordable Housing:**

It was **resolved** that Cllr. A. Lees would put forward a proposed paragraph combining paragraphs 2 and 3 of the summary.  
It was noted that T&W had not responded to the request for information about the availability of 12 jobs within the parish.

**05/12/15**

**Annual Review of Risk assessment:**

- a. Financial: Continue with quarterly audit of accounts by parish councillors and monthly balance statement in the Clerk's Report.
- b. Physical: Make sure that all risk assessments are carried out on work being done by volunteers and sub contractors. Appoint a Snow Warden and also arrange for road gritting in severe snow/ice conditions. Review placement and number of gritting bins.
- c. Environmental: Continue with council representation on the Veolia Candles site and the UK Coal Huntington lane Surface Mine site. Have council representatives on the Wrekin Forest Partnership. Have at least one councillor responsible for Rights of Way. Review placement and number of litter bins.
- d. Insurance: To be updated and Asset Register to be kept up to date and those assets inspected annually. To seek advice from the insurance when appropriate.

**05/12/16**

**Street Lighting:**

It was **resolved** to accept E-On's annual maintenance contract for the next 12 months.

**05/12/17**

**New Signage:**

The Parish Council had received many compliments about the new signage. It was resolved that a short article be placed in the Community Newsletter. The information board for New Works would be installed once the new bus shelter had been built.  
It was **resolved** to use the artwork as the new parish logo on future printing.

**05/12/18**

**Community Newsletter:**

The Clerk reported that much of the copy has now been provided and that he hoped to have it to the printers by Wednesday for distribution this weekend or early next week.

**05/12/19**

**Clerk's Report:**

- a. Smartwater: A leaflet would be included with the next edition of the Community Newsletter for residents to join the scheme. It was **resolved** that the Parish Council would pay the postage and packing.
- b. NHW internet communication: Details and an application form would be included with the next edition of the Community Newsletter.
- c. Super Fast Broadband: The Clerk was still waiting to hear from Ian Binks regarding what BT could do for the out lying farms and properties.
- d. Bus Shelter at New Works: The Clerk was meeting on Wednesday 16<sup>th</sup> May with the architectural technician to show him the proposed site.
- e. General Power of Competence: The Clerk reported that he had attended the course and included in his report the full details on the subject. It was **resolved** that the Parish

Council would pay the £20 for him to sit the Section 7 CiLCA paper so that he and the Parish Council would be able to use the GPC.

- f. Power of Well-Being: The clerk reported that this could no longer be used.
- g. SLCC Regional Conference: It was **resolved** that the Clerk could attend the conference in Dudley on 13<sup>th</sup> June and the costs would be met.
- h. The Cooperative Ward Fund: It was **resolved** to ask the electorate for any suggestions as to how the £666 could be used.

**05/12/20**

**Planning:**

- a. TWC/2012/0277.  
Replacement of existing metal clad garage roof with concrete tiles  
Lothlorien, The Alley, Little Wenlock, Telford, Shropshire, TF6 5BG.

As the deadline for the council's response to this was prior to the meeting the plans had been circulated to all councillors and there were no objections to the plan.

- b. TWC/2012/0321  
The Old Rectory, Little Wenlock, Shropshire, TF6 5BD  
Erection of a detached Oak framed cart shed.

The Council had no objections to this application.

- c. TWC/2012/0255.  
6 Crofters View: Amended description & amended plans re proposed loft conversion.

The Parish Council had listened to the objections from the residents of 4 & 5 Crofters View and in the light of their submissions, and the reasonableness of their alternative proposal **resolved** to object to the large one metre square window on the gable wall.

- d. TWC/2012/0359  
Minor material amendment application to move position of dwelling; change internal layout and window amendments.

Cllr. S. Holding left the meeting whilst this was discussed.  
It was **resolved** that the Council had no objections to the proposal.  
Cllr. S. Holding returned to the meeting.

**05/12/21**

**Borough Liaison:**

The Clerk reported that the request under the Freedom of Information Act (FOI) regarding funding by T&W for rural broadband had come back with the information not held even though T&W had stated in a press release on 26<sup>th</sup> January 2012 that they would not do anything about rural broadband. It was **resolved** to place an article about this in the Community Newsletter.

**05/12/22**

**Individual Updates:**

The following reports from Councillors on meetings attended and/or current concerns not already covered were received:

- a. Huntington Lane Mine Community Liaison Committee – Funding (Cllr. Lees). His report is appended to the minutes.
- b. Jubilee Celebrations: Cllr. S. Holding reported that all was in hand. It was resolved that Cllr. Lees would photograph the children with their mugs if required.
- c. Swan farm footpath repairs; the following date for work to be done was suggested as 16<sup>th</sup> June.

**05/12/23**

**Young People's participation in the Parish.**

The Shadowing award had been very successful and that it was nice to encourage young people in the community to see how the Parish Council works.

It was **resolved** that an article be placed in the August newsletter to invite another young person to take part in the project and that the Parish council will support young people undertaking the DofE Award.

**05/12/24 To receive the report on the Internal Audit Report (Sections 1 and 4) of the Annual return to the Audit Commission:**

The Clerk reported that the Internal Audit had been carried out by SDH Accounting and Office Services and that a copy of the report had been circulated to all councillors. The overall opinion of the internal auditor was as follows:

"Having completed a comprehensive examination of Council records presented to me, I have completed Section 4 of the annual return positively and can give reasonable assurance that the Council's affairs are properly conducted and free from mis-statement.

The standard of administration and system of internal controls within the Parish Council is considered to be of a high standard. The review of the Council's accounting procedures for the year has been carried out employing a risk based audit approach."

**05/12/25 External Audit.**

The Parish Council **resolved** to approve and sign section 2 "Annual Governance Statement" of the Annual Audit Return and it was duly signed by the Chairman.

**05/12/26 Finance:**

- a. VAT return. The Clerk reported that a VAT refund for 2011/12 had been claimed and a total of £699.44 had been refunded. He further reported that he had sent a claim in for the VAT for the new signs, the VAT being £3,917.37
- b. CiLCA 2012, new Section 7 GPC payable fee of £20 was **approved**.
- c. It was **resolved** to pay the accounts as listed in the Clerk's Report:
 

K. Smith Contracting Services	Grass cutting etc.	£426.60
SDH Accounting & Office Services	Internal Audit	£98.00
Alan Lees	Frames for certificates	£6.36
J.F. Marcham	Salary	£242.33
HMRC	PAYE	£60.58
Signs of the Time	New Signage	£23,504.21
- d. To receive a statement of current financial balances.  
 Balance in Business Account is £26,801.92 with one outstanding cheque for £25.00 which gives a working balance of £26776.92.  
 Balance in Base Rate Reward is £5,795.74, interest of £4.84 having been added.

**05/12/27 Date of the next meeting:**

Monday 11<sup>th</sup> June 2012 at 7.30 pm in the Village Hall.