
LITTLE WENLOCK PARISH COUNCIL

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
HELD ON MONDAY 13th MAY, 2013 AT 7.30 p.m.
IN THE VILLAGE HALL, LITTLE WENLOCK.**

05/13/01 Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office.

Cllr. Sheila Hutchison was proposed by Cllr. Alan Lees and seconded by Cllr. Juliet Esp. She was unanimously elected. Cllr. Hutchison had expressed the view that she was willing to stand if nominated. The Clerk stated that she would make the Declaration of Office at the next meeting.

05/13/02 Election of the Vice Chairman:

Cllr. Juliet Esp was proposed by Cllr. Alan Lees and seconded by Cllr. Jayne Davidson. She was unanimously elected. In the absence of the Chairman, Cllr. Sheila Hutchison, Cllr. Juliet Esp took the chair.

05/13/03 Members present and apologies:

Councillors Juliet Esp, Jayne Davidson, Steve Holding and Alan Lees.
The Clerk, John Marcham, was in attendance.
T&W Borough Councillor Jacqui Seymour was present.
Three members of the public were present.

Apologies had been received for Cllr. Sheila Hutchison who had recently been in hospital. Her apologies were accepted.

05/13/04 Review of Registration of Interest Forms by the Parish Councillors:

All Registers of Interest forms remain the same.

05/13/05 Declarations of Interest:

None

05/13/06 To confirm the minutes of the Parish Council meeting held on 8th April and the Parish Open Meeting held on 29th April 2013:

It was **resolved** that both sets of minutes be signed as correct with one minor deletion to the minutes of the Parish Open Meeting Agenda item 4f "on the yellow lines".

05/13/07 Members of the public:

No one wished to speak.

05/13/08 General Power of Competence:

The Parish Council having met the conditions for eligibility as set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 **resolved** to adopt the Power of General Competence.

05/13/09 Appointment of Parish Sub-Committee Members:

Employment sub committee (3 members): Cllrs. Hutchison, Esp and Holding.

05/13/10 Appointment of members onto external Committees and Organisations:

- a. Candles Liaison Committee: all parish councillors
- b. Little Wenlock Village Hall and Playing Field Committee: Cllr. Holding
- c. Wrekin Forest Partnership: Cllrs. Esp, Hutchison and Davidson.
- d. Wrekin Parish Forum: Cllrs. Esp and Hutchison.

- e. Huntington Lane Surface Mine Liaison Committee (2 members): Cllrs Hutchison and Lees.
- f. SALC: Cllr. Davidson
- g. Rights of Way: Cllrs. Hutchison and Davidson.

05/13/11

Allocation of Consultation Responsibilities:

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

05/13/12

Review of Annual Membership Payments and Councillor's Allowances:

- a. SALC: Agreed
- b. CPRE. Agreed
- c. SLCC. Agreed
- 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 previously agreed.
- e. Councillors' subsistence and travel. It was **resolved** that Councillors could claim for travel expenses incurred on official council business.
- f. Chairman's Allowance. It was **resolved** that the Chairman would not claim the allowance.

05/13/13

Donations:

It was **resolved** that the donation of £300 paid to St. Lawrence Church PCC towards the upkeep of the graveyard be made.

It was **resolved**, in the light of the decision made when setting the 2013/14 budget, that no further donations would be made.

It was **resolved** that a possible future fund raising event may take place and donations made to charities may be made.

05/13/14

Matters Arising from the Parish Open Meeting.

- a. Highways: There has been no further information since the meeting. It was resolved that if nothing had been heard about the progress on the matters by the June meeting then LWPC would contact Amanda Roberts and Lee Barnard.
- b. Superfast Broadband: The Clerk reported that a final short stretch of fibre optic cable needed to be installed and that the anticipated date for completion was the end of May.
- c. UK Coal: The Clerk reported that he was meeting with Mike Aston, Planning & Development Manager, Harworth Estates (UK) on the 14th May. Cllr. Lees would also attend.
- d. New Works Bus shelter and plaque. The Clerk reported that Will Onions had agreed to raise the height of the seat and to move it forward. The Clerk reported that a 6" x 4" brass plaque would cost about £45. It was **resolved** to agree the wording and then purchase a plaque.
- e. Editorial integrity of the Community Newsletter. It was **resolved** that the Parish Council and the Editor have sole editorial control of the Community Newsletter and web site.

- f. Dog fouling: An article would be included in the next edition of the Community Newsletter and suitable signs put up.
- g. Litter: An article would be placed in the Community Newsletter. Cllr. Lees raised the question of unpleasant odour from the litter bin next to the bench on Buildwas Lane. It was **resolved** to see if the bin could be moved further away from the seat.

05/13/15 War Memorial.

- a. Estimates for repairs: The Clerk reported that estimates had been received from 2 stone masons. The maximum cost would be £2,500 + VAT. It was **resolved** that this sum would be the basis for the target for fund raising.
- b. Fund Raising: It was **resolved** that the Parish Council would ask the residents of the parish to make donations towards the cost of the repair of the war memorial. Envelopes would be included with the next edition of the Community Newsletter. It was **resolved** that if further fund raising was required then a curry evening be held in the village hall. Should the income from the fund raising exceed the cost of the repairs then the money would be donated to local charities. It was resolved to allow a maximum of 4 to 6 weeks for the donations to come in.
- c. War Memorial Trust: It was **resolved** to approach the trust to see what support they might be able to offer.

05/13/16 Annual Risk Assessment:

A full risk assessment had been carried out by the Clerk and presented to the councillors, including, assets, finance, liability, employer liability, legal liability, councillor's propriety, standing orders and other general issues. It was **resolved** to accept the risk assessment in full.

05/13/17 June Community Newsletter:

The following items would be included in the newsletter; the war memorial fund raising, UK Coal update and community financial bids, a statement of the 2012/13 accounts, superfast broadband update, dog fouling, litter, the Coronation 1953.

05/13/18 Clerk's Report:

- a. The Clerk reported that following consultation with councillors he had signed a Landowner Consent Form in relation to a bid for funding from Veolia by the Village Hall and Playing Field Committee for a "Junior Cycle Path" on the playing field.
- b. The Clerk reported that a grit bin could be placed on the short stretch of pavement on the left as one enters Crofter's View. A further grit bin could be placed on the verge near to Malthouse Farm. However it was felt that any grit bin needed to be placed further down Huntington Lane towards Beech House etc. The Clerk would investigate.
- c. It was **resolved** that the Clerk should find out the cost of insuring the village signs and war memorial before a decision on insuring them is taken.
- d. A letter had been received from George Beer asking if he could do a 3 month community service in the parish as part of his bronze Duke of Edinburgh award. It was **resolved** to invite him to do a regular litter pick in the village which would be organised by Cllr. Jayne Davidson. A suitable risk assessment would have to be carried out and his parent's written consent given.
- e. Training courses: Councillors Jayne Davidson and Juliet Esp would attend the Planning Training for new Councillors and Cllr. Steve Holding the one on Insurance.

- 05/13/19 Planning:**
No planning g applications had been received.
The following planning applications had been granted by T&W Planning Department:
- a. The erection of a single storey side extension to provide a garage at Lothlorien, The Alley.
 - b. Erection of log cabin to accommodate an agricultural worker, land off Coalbrookdale Road.
- It was **resolved** that Cllr. Juliet Esp would attend T&W Plans Board on the 22nd May to present the Parish Council's objections to the change of use at the Old Barn
- 05/13/20 Borough Liaison:**
T&W Borough Councillor Jacqui Seymour outlined the results of the review relating to ward boundaries and changes in the structure.
She stated that the Ward Fund would be available again and that £666 would be available for approved projects, the money to be used by the end of the financial year.
In line with nation wide changes to the NHS, a Health and Well-Being Board had now been established by the Borough Council and she reported that she was the Conservative Group representative on the Board.
- 05/13/21 Individual Councillor Updates and Reports:**
- a. Hunting Lane Surface Mine Liaison. Cllr. Lees gave a full report which is appended to these minutes.
 - b. Local Access Forum: Cllr. Lees gave a full report which is appended to these minutes.
- 05/13/22 Internal Audit Report:**
The report was received by the Council and noted.
- 05/13/23 Annual return to the Audit Commission:**
The Clerk read out section 4 which had been completed by the internal auditor.
- 05/13/24 External Audit:**
Section 2, the "Annual Governance Statement", was completed, **approved** and signed by the Vice Chairman.
- 05/13/25 Finance:**
- a. The Clerk reported that the VAT reclaim for 2012/13 had been paid in full to the value of £3,757.65.
 - b. The UK Coal fund has credited LWPC account with the sum of £6,531.94 for the Superfast Broadband Project.
 - c. It was **resolved** to hold-over the return of the street lighting maintenance contract until the outcome of the community bid for new street lights at New Works as they would not need to be included in the maintenance contract.
 - d. The Clerk reported that he had received 2 letters from Npower relating to 2 of the 3 accounts. The accounts were sent for payment to LWPC on 10th April and the accounts had always been paid at the next LWPC meeting for over 6 years without any problems. Npower sent a balance overdue letter on 26th April and then on 6th May a disconnection notice. The Clerk reported that he had spoken to Npower about the matter and would now write to them to resolve the issue. E.On allows 30 days for payment.
 - e. Barclays Bank "disconnected" the Clerk from his access to the account causing him to spent over 5 hours making telephone calls to get reconnected which did

not take place until late Monday afternoon. The balance in the Community Account is £16,095.28 and in the Base Rate Account £17,064.43.

f. It was **resolved** to make the following payments:

Npower	Energy consumption	£78.81
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Npower	Energy consumption	£98.16
SDH Accounting	Internal audit	£92.00
SALC	Membership Fees	£200.72
J.F. Marcham	salary	£251.96
HMRC	PAYE	£62.98
CPRE	Membership	£29.00

05/13/26 **Date of the next meeting:** Monday 10th June at 7.30 pm in the Village Hall.