

# Atcham Parish Council

Clerk: L Pardoe  
 atchampc@gmail.com  
 01743 718695

Chairman: C Wildblood  
 15 The Glebe  
 Atcham  
 SY4 1DB  
 01743 741611

## Annual Parish Council Meeting Wednesday 9<sup>th</sup> May 2018 MINUTES

1. Chairman's welcome; the chairman welcomed all to the meeting.
2. Present ;Councillor C Wildblood; Councillor C Morris; Councillor S Shedden; Councillor L Plumridge; Councillor J Caswell and Apologies were received from Councillors H Trow & A Home-Roberts
3. Election of Chairman: Councillor C Morris proposed that Councillor Wildblood be Chairman this was seconded by Councillor S Shedden and agreed by all members present.
4. Signing of Declaration of Acceptance of Office; This was signed by the Chairman in the presence of the Council members
5. Election of Vice-Chairman; Councillor S Shedden proposed that Councillor C Morris be Vice-Chairman, this was seconded by Councillor J Caswell and agreed by all members present.
6. Signing of Declaration of Acceptance of Office: This was signed in the presence of the Council members.
7. Declarations of Pecuniary Interest; There were none at this point.
8. Nicola Fisher spoke on Neighbourhood Plans (NP) in depth and answered questions from the floor as she spoke. Much Wenlock NP cost £73,000 to produce. There are 4 NP in Shropshire at the present. There is a life span of 3-5 years for these documents then they have to be re-done.

A NP is a Planning Document which sets out what development the parish wants to have and where it is to be. It is **not** a document to say that the parish does not want any development. It is a very detailed document and requires a lot of commitment in time and requires external professional planners and advisors to be involved in the development of the Plan. It is externally scrutinised before it is adopted and once adopted it **has** to be taken into account by the Principal Authority.

While there is more CIL money (25% instead of 15%) if the Parish Has a Neighbourhood Plan the additional money is expected to be used to implement critical key infrastructure by the parish.

A Community Led Plan is a document which sits alongside the existing planning documents and may be taken into consideration by the local planning authorities. Community Led Plans are initiatives led by local people planning for the future of their village, parish or neighbourhood. They do this by producing a common vision of how their community should look or develop in the future, and working together to achieve this through the statutory planning system and/or other means.

It is not recommended to do a Neighbourhood Plan for Open Countryside status with no plans for development.

She did recommend that Atcham Parish Council look at reviewing their Place Plan priorities and consult with the residents on what they want for their parish and what is important to them.

9. The Parish Council agreed to add to the Place Plan Priorities the following items and consult on them with the residents in the summer.
  - i. Village Hall upgrades to include:

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Signed.....  
 Dated Wednesday July 11<sup>th</sup>2018

- New Kitchen
  - New Floor in main room
  - New Toilets
  - New partition door
  - A PA System for events in the Village Hall
  - Wi-Fi in the Hall to facilitate more events in the Hall
- ii. 2 New Street Lights at The Glebe
  - iii. Land to extend the Churchyard

The Chairman thanks Nicola for attending the meeting and she then left the meeting.

10. Public Session. There were no members of the public present.
11. Confirmation and acceptance of the minutes of the meeting on Wednesday 14<sup>th</sup> March 2018; It was agreed that these were a true and accurate record of the meeting. Proposed by Councillor J Caswell; seconded by Councillor S Shedden and agreed by all members present.
12. Clerk had nothing to report at this point.
13. Shropshire Councillors report. Councillor Wild reported that she was pushing for the resurfacing of Malt House Lane. There had been another accident on the Emstrey Island today.
14. Police Report; circulated to members electronically.
15. Planning Matters;
  - a) Clerk to report on previous applications
    - Reference:17/05812/FUL Awaiting decision
    - Reference:17/06157/FUL Awaiting decision
    - Reference:18/00111/FUL Awaiting decision
  - b) Council to consider any new applications  
Reference: 18/00293/FUL After discussion it was agreed that the Parish Council still do not support this application for the following reasons;  
It is out of keeping with the surrounding properties  
There needs to be a better splay for improved visibility  
The Parish Council need to know the height of the boundary wall as there is no indication on the plans.  
Proposed by Councillor C Wildblood; seconded by Councillor J Caswell and agreed by all members present.

16. Finance

- a) Council to pay the accounts as presented by the clerk: The council agreed to pay the accounts as presented by the clerk.

691	L Pardoe	Expenses	549.22
692	Best Host	website	13.50
693	Hutchinson	Village Maintenance	155.00
694	Came & Co	Insurance	330.00
695	SDH Accounting	Internal Audit	98.00
		total for month	1145.72

- b) Council to accept the Bank Reconciliation as presented by the clerk; It was agreed to accept the Bank reconciliation as presented by the clerk
- c) Council to receive Internal Auditors Report; The Council received the Internal Audit report
- d) Council to agree Insurance cover for the forthcoming year. It was agreed to insure with Inspire as recommended by Came & Co and sign up for a three year fixed price. deal

- e) Council to agree and approve The Annual Governance Statement: This was approved by the Council
  - f) The Parish Council resolved to exempt themselves from a limited liability assurance review as the gross income or expenditure did not exceed £25,000.
  - g) Council to agree and approve the Accounting Statements. This was agreed
  - h) Council to agree to use D M Payroll Services Ltd for PAYE. This was agreed.
  - i) The clerk was instructed to write to the previous clerk and request reimbursement for the office equipment they had paid a contribution to but did not now have use of.
  - j) It was agreed to accept the National pay award and pay the clerk from 1<sup>st</sup> April 2018 the new rates.
- These items were proposed by Councillor S Shedden; seconded by Councillor C Wildblood and agreed by all members present.

- 17. Clerk to update on GDPR .The clerk explained that The Data Protection Officer had done the Data Audit with the previous clerk and that the Council needed to adopt certain documents as proposed by the DPO. The clerk to forward these to members and these would be agreed at the July meeting.
- 18. Council to adopt the Data Protection Impact Assessment document and policies as proposed by the Data Protection Officer during their site visit.(Copies to be circulated electronically to members)
- 19. Severn Trent; the clerk reported that she had been unable to get hold of any one at Severn Trent but would continue to try and get some response from them regarding a site meeting to look at the problems of drainage blockages in the village. Members were concerned that the Mytton & Mermaids waste traps were not working correctly or the waste being disposed of correctly. The clerk to write to them and request sight of their certification and also the contract to deal with the waste from the hotel and request a reply within 14 days. The Parish Council wanted details of their Waste Management Company and suggest that they stop trading if this could not be provided.
- 20. Correspondence; This was noted
- 21. Highways matters;
  - Councillor Wildblood reported that the signage at the Emstrey Island still has not been corrected.
- 22. Parish Matters; There were none to report that had not been covered.
- 23. Date and time of next meeting; it was agreed that this would be held on Wednesday 11<sup>th</sup> July 2018 starting at 7.30 at the Malt House Atcham.
- 24. The Chairman thanked all for attending and closed the meeting at 9.30pm