

Atcham Parish Council

Locum Clerk: C Higgins
atchampc@gmail.com
07850 226511

Chairman: Colin Wildblood
15 The Glebe
Atcham
SY5 6QL
01743 762374

Annual Parish Council Meeting
held on Wednesday 17th May 2023 at The Old Malthouse, Atcham

MINUTES

1. Election of Chairman: Cllr C Wildblood was proposed by Cllr Dixon seconded by Cllr Cook and having accepted the nomination, elected unanimously. Cllr Wildblood signed the declaration of acceptance of office and took the Chair.
2. Election of Vice Chairman: Cllr L Dixon proposed herself and was seconded by Cllr S Adney. She was unanimously elected. Cllr Dixon signed a declaration of acceptance of office.
3. Present: Councillor C Wildblood, Chairman, Councillor L Dixon, Vice chair, Councillor S Adney, Councillor S Cook and Councillor R Trow. Also present C Higgins, locum clerk to the council, Shropshire Councillor C Wild, and three members of the public.
Apologies were noted from Councillor M Ruston and Councillor S Sheddon.
4. Declarations of Pecuniary Interest: Cllr L Dixon declared she was a member of the Malthouse Merrymakers who had submitted a grant application under item 22 I).
5. Minutes: It was unanimously resolved to approve the minutes of the meeting held 8th March 2023 and the Chairman signed them as a true record.
6. Locum Clerk's Report: The Locum Clerk presented her written report covering the Place Plan Review, request for parking restrictions, Cross Houses Lane, Sovereign Park and defibrillator training which had had to be postponed. The report was noted.
7. Shropshire Councillor's Report: Cllr C Wild reported on the actions of a resident of Sovereign Park to address the failure of the private grounds' maintenance contractor. They have formed a residents' association and are meeting with the management contractor and a local MP to try to address the issues.
8. Public session: A resident introduced himself as the Chair of the newly formed Sovereign Park Residents' Association. He outlined the issues at Sovereign Park and asked the Council to lobby the developer to address the maintenance issues. He also requested support to persuade Shropshire Council to adopt the streets. *Shropshire Councillor C Wild responded that SC Highways had met with the developer in January to set out the requirements for adoption. This will not be resolved until the work is completed in accordance with Section 28 of the Highways Act.* The resident requested financial support to complete the setup of the Residents Association by way of a grant to cover initial admin costs.
9. Matters arising from the Annual Parish Meeting: The Chairman requested a report on the meeting with the Sovereign Park developer be brought to the next meeting of the council. *He then proposed that the Council brings the consideration of grant applications up the agenda. This was agreed unanimously.*

10. Grant applications: (agenda item 22 I) The Council considered the grant application by Sovereign Park Residents Association circulated to members before the meeting. A copy of the recently adopted constitution was requested then it was unanimously RESOLVED to award a grant of £500 to cover printing costs, setup of a website and establishment of regular meetings. The grant to be paid over upon the creation of a bank account for the new organisation.
11. The Council considered a grant application from the Malthouse Merrymakers for a grant to organise community events in the village hall. It was proposed by Cllr Trow, seconded by Cllr Adney and RESOLVED to approve a grant of £342 for the purchase of glasses, an annual bar license, printing and advertising and bunting. The group undertook to arrange events in September and December.
12. Review of Standing Orders: It was resolved to make no changes to Standing Orders at the current time.
13. Review of delegation arrangements to Staff and Committees: It was agreed to defer consideration of the recommendation that a Staffing Committee be set up until the next meeting.
14. Adoption of Co-option Policy: Deferred to next meeting.
15. Review of Financial Regulations: It was RESOLVED to readopt the financial regulations without amendment.
16. Approval of Meeting Dates: It was RESOLVED to approve the following meeting dates; 12th July 2023, 13th September 2023, 15th November 2023; 17th January 2024, 13th March 2024 and 8th May 2024
17. Membership of Shropshire Association of Local Councils: It was unanimously RESOLVED to renew the Council's membership of SALC.
18. Highways Matters: It was noted that Emstrey Roundabout has recently had some improvements, but the Council had not yet received details of the number of accidents occurring as requested of the police the previous year. It was agreed to ask National Highways for this information.
19. The resurfacing of the B3480 is scheduled to start next week requiring a road closure. Local businesses and affected residents have been informed.
20. Parish Matters:
 - a. The Council approved the design of the new noticeboard provided by Brunning and Price and selected the Times font for the lettering. It was noted the discussion about the final position was ongoing with the preferred location being on Shropshire Council land at the end of the old bridge but the alternative option to install on Brunning and Price land nearby was agreed in principle.
 - b. Defibrillator training to be re-arranged for Wednesday 19th July if possible.
 - c. Coronation feature; suggestions included a solar bench, an EV charger or wi-fi for the village hall. Advice to be sought about EV chargers from A Cooper at Shropshire Council. Cost of solar bench to be investigated.
 - d. Planters: A meeting will be arranged with Salop Leisure to agree a supply of plants. The grounds maintenance contractor has agreed to water the planters on his regular visits. It was agreed to request additional planters for the area.
21. Planning:
 - a. The Council noted there were no updates on previous applications.
 - b. The Council considered the following new planning applications:

- i. 23/01377/CPL- **Tower House, Berwick Wharf, Uffington, SY4 4TQ**
Replacement side extension – Noted, no comment.
 - ii. 23/01676/FUL **Attingham Park, Atcham, Shrewsbury, SY5 6QH –**
Renewal of existing parkland railings; Noted, no comment.
- c. Planning Appeals: 22/04616/FUL **Emstrey Farmhouse, Emstrey, Atcham –**
Erection of two-storey self-contained annex ancillary to main dwelling (revised scheme) – Planning Inspector Reference APP/L3245/W/23/3315019 – **appeal against refusal** to be determined on the basis of written representations. No further comments.

22. Finance

- a) The Council noted the receipt of the Precept payment of £13,882 and a CIL Neighbourhood Fund of £1,303.16 in April.
- b) It was RESOLVED to approve the May payments list presented by the Clerk including the staff payments made to meet contractual obligations. The Council further RESOLVED to approve payment to Shropshire Council for street light electricity. The Chairman signed the list of approved payments.

Payment ref	Payee	Reason	Amount £
BACS	D M Payroll	Payroll service fee	120.00
BACS / SO	Staff payments (amalgamated)	March Salaries	626.00
BACS	HMRC	March Deductions	156.60
BACS	Staff payments (amalgamated)	April salaries	626.20
BACS	HMRC	April deductions	156.40
BACS	Staff payments (amalgamated)	May salaries	626.20
BACS	HMRC	May deductions	156.40
BACS	SALC	Affiliation fee	275.90
BACS	R Groome	Internal audit fee	49.00
BACS	Shropshire Council	Street light electricity (annual charge)	143.92

- c) Council to approve the Bank Reconciliation. The Council approved the bank reconciliation to 31 March 2023 showing a cash book balance of £17,728.34.
- d) Internal Audit Report: The Council noted the Annual Internal Auditor's report dated 16th April 2023 confirming that the internal control objectives were being achieved throughout the financial year.
- e) The Council considered and responded 'Yes' to each of the statements listed on the Annual Governance Statement 2022/23, Form 2, Section 1 apart from statement 9, which was 'Not Applicable'. The Chairman and Clerk signed Section 1.
- f) The Council reviewed and APPROVED the Accounting Statement 2022/23, noting the restatement of 2021/22 to correct the mis-allocation of working from home allowance as a staff cost and the correction of the fixed asset value as at 31 March 2022.

- g) The Council confirmed it is claiming exemption from a limited assurance review on the grounds that neither receipts or payments in the year exceeded £25,000.
 - h) The Council noted the outcome of the desktop revaluation of the bus stop reinstatement cost received 17th May 2023. The revised value of £37,087.00 would be recorded against the fixed asset register in the current year and included in the insurance value when renewed in June.
 - i) The Council approved the purchase of a replacement laptop to the value of up to £500 exc. VAT and delegated authority to the Clerk to order a suitable machine.
 - j) Insurance Quotations: The Council considered three quotations and the locum Clerk's recommendation that the cheapest quote be rejected due to a lack of cover for key personnel absence. The quote from BHIB/Aviva offered enhanced cover over that of Gallagher/Hiscox and at a cheaper premium. The Council noted that the quotes did not take account of the recent revaluation of the bus shelter and a revised quote would be required. The Council resolved to delegate authority to the clerk to update the quotes and providing BHIB remained cheaper than Gallager, to renew the insurance with BHIB, taking advantage of the 3-year long term agreement for a further reduction in the premium.
 - k) Environmental Maintenance Grant; The Council resolved to APPROVE the 2022-23 report prepared by the Clerk and submit an application for the 2023-24 grant.
 - l) Grant applications; See minutes 10 and 11 above.
 - m) Street Light Maintenance Contract: The Council RESOLVED to renew the annual street light maintenance contract with the existing provider for a further three years at an annual cost of £86.16 to include two recently installed solar lights. (*Permitted by Financial regulations 11.1 a iv and 11.1 h*)
 - n) The Council RESOLVED to renew the Joint Energy Supply Agreement with Shropshire Council for street lighting electricity at an annual cost of £119.93 & VAT for 12 months.
23. Date and time of next meeting: Wednesday 12th July 2023.
24. Exclusion of the Press and Public: In accordance with the Public Admission to Meetings Act, 1960, it was RESOLVED to exclude the press and the public to consider confidential staff matters.
25. Staff Matters: The Council agreed arrangements for the staged handover of responsibilities to the appointed member of staff.

The meeting closed at 9:20pm