

# WROXETER & UPPINGTON PARISH COUNCIL

## Minutes of the Parish Council Meeting on the 9<sup>th</sup> November at 7:30pm

Due to the COVID-19 meeting restrictions, this meeting was held remotely via Zoom

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**Present:** Councillors Mr B Nelson (Chairman), Mrs V Amos, Mrs J Davies, Mr P Davies, Mr M Millington, Mr K Rowlands and Mr I Sherwood

**In attendance:** Councillor C Wild (Shropshire Council), Mrs S Morris (Clerk), 1 member of the public

### 1. PUBLIC SESSION

The member of the public present introduced himself as the Labour party candidate for the 2021 elections.

### 2. TO RECEIVE APOLOGIES FOR ABSENCE

None, all present.

### 3. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS & DISPENSATION REQUESTS

None.

### 4. MINUTES

It was **RESOLVED** to approve the minutes of the meeting held on 7<sup>th</sup> September 2020.

### 5. MATTERS ARISING FROM THOSE MINUTES

- a) Repairs to Back Lane / access road to the rear of Brookside. It was confirmed that some filling had taken place to level the surface of the road. Councillors queried whether this was the extent of the planned work. The Clerk would contact Severnside Housing to confirm, and to stress the need for a layer of tarmac to finish the surface if this was not already planned.
- b) Parking on Wrekin Course. Councillor Sherwood had emailed photographs to the Telford & Wrekin officers to show the issues in the parish. No further response had been received and the parking issues continued, particularly at the weekend. The Clerk would contact Telford & Wrekin Council for an update on any action taken.
- c) Mud on road. Councillors reported that there had been some further incidents of mud on the road following farm work, however, these had been fully cleared afterwards.
- d) Feedback from parishes meeting re power station site proposed development. Councillors Nelson and Sherwood had attended site visits with Councillor Wild and Shropshire Council officers to explain the highways issues in the parish which were likely to be impacted by the proposed development.
- e) Swing post repairs. Councillor Amos confirmed that the repairs to the swing post had been made over the weekend.

### 6. REPORT FROM SHROPSHIRE COUNCILLOR

Councillor Wild highlighted that the comments of the Highways team on the power station site planning application had been uploaded to the planning website. The officers accepted that there would be an increase in traffic taking the B4380 as the quickest route. Comments had also been received from the Highways Agency, requesting further information on the M54 Junction 6. Councillors asked whether there had been any discussion of the speed limit along the B4380. Councillor Wild confirmed that this had been

discussed at the site visits along the route and that officers had agreed the speed limit was too high. Various ideas for making the road safer had been discussed.

Councillor Wild asked Councillors to inform herself or the Shropshire Council helpline of any residents who could benefit from food parcel delivery or other support during the current lockdown.

#### **7. ANNUAL PLAY AREA INSPECTION**

The ROSPA inspection report had been received and circulated. Two high risk recommendations had been notified in the summer and had been addressed. The remaining recommendations were low risk. Councillor P Davies had carried out a site visit and reviewed the recommendations. He had identified a small number of actions which would be beneficial in the early spring including cleaning and possible sanding of equipment to reduce slipping and one loose fence post in need of support. Councillor Davies would forward a list of actions to the Clerk.

#### **8. ASSET REVIEW**

Councillors had carried out a condition review of the bus shelters and noticeboards. The detailed feedback was noted on the Asset Review sheet. No remedial work was required at the present time.

#### **9. POLICY REVIEW SCHEDULE AND REVIEW OF CODE OF CONDUCT**

The review of the Code of Conduct had been due in March but was deferred to November. The Policy Review Schedule had been updated to reflect this. It was noted that the Code of Conduct was a template policy provided by SALC and no changes were proposed. It was **RESOLVED** to adopt the Code of Conduct and to approve the amended Policy Review Schedule. (Proposed: PD, Seconded: VA, all in favour).

#### **10. PLANNING MATTERS Planning applications for comments**

- i) Ref: 20/04082/FUL Two storey side extension, 1 Meadow View  
It was **RESOLVED** to submit a comment on the application to state that the Parish Council raised no objections.

#### **11. FINANCIAL MATTERS**

- a) To review initial draft budget and propose amendments for investigation/inclusion in the budget 2021/22  
The Clerk explained that the budget and precept must be set at the January meeting. A proposed budget had been circulated to enable discussion prior to the January meeting. It was noted that some figures in the 2020/21 year end column were incorrect; the Clerk corrected these verbally and would send out an updated document. The Clerk highlighted that a small amount of the Neighbourhood Fund must be spent by the end of March 2022. It had previously been agreed to utilise the Neighbourhood Fund to purchase an additional piece of equipment for the play area, with additional funding from the resident group. Councillor Amos would contact the resident group to seek views on preferred equipment and highlight the proposed timeframe for raising funds.

*Due to technical difficulties, the Clerk left the meeting. No further business was transacted until her return.*

- b) To approve the Neighbourhood Fund Annual Report 2020  
It was **RESOLVED** to approve the Monitoring Report which detailed that the £461.22 Neighbourhood Fund had been retained for use in a future year. As noted above, this had been allocated to purchasing a new item for the play area.
- c) To receive feedback from check of financial transactions and agree any amendments to procedure

It was noted that the Parish Council must ensure appropriate financial controls are in place, as stated in the audit return. When meeting in person, Councillors would check paper documents to ensure that payments shown on bank statements tallied with invoices. The Clerk had set up an alternative checking mechanism whilst working remotely. Two Councillors had carried out remote checks on payments in the year to date. It was noted that this check was in addition to Councillors being provided with electronic copies of all invoices prior to the Parish Council approving payments, and the requirement for two Parish Councillors to authorise any payments made either online or by cheque.

Councillors P Davies and B Nelson confirmed that they had found the process straightforward. It was agreed to continue with this checking mechanism while working remotely.

d) To approve payments made between meetings

It was **RESOLVED** to approve the following payments made between meetings:

Payment	Payee	Description	£ Amount
P18-20/21	HMRC	PAYE Q2	£8.40
P19-20/21	S Morris	Salary – October	£207.59

e) To approve invoices for payment by online banking

It was **RESOLVED** to approve the following payments to be made by online banking:

Payment	Payee	Description	£ Amount
P20-20/21	S Morris	Expenses Oct/Nov	£34.39
P21-20/21	S Morris	Salary – November	£204.39
P22-20/21	SALC	Clerk training	£37.50
P23-20/21	Chris Lloyd	Swing post repairs	£160.00

## 12. CORRESPONDENCE

SALC AGM. The invitation to attend the AGM on 20<sup>th</sup> November was noted.

Footpaths. Councillor J Grainger of Buildwas Parish Council was looking into reopening of old/lost footpaths in the local area and was seeking interested parties from neighbouring parishes to work on this jointly. Councillor P Davies had done some work on this previously and agreed to liaise with Councillor Grainger.

## 13. PARISH MATTERS

a) Changes to post collection arrangements

Councillor Nelson highlighted that there had been changes to the post collection times which meant that the last post was now between 9 and 10 am. It was noted that this was happening across the area and unfortunately no action could be taken.

b) Wroxeter phone box

Councillor Nelson explained that the residents of the property next to the Wroxeter phone box had fenced off the phone box following an agreement with BT to disconnect the box which was within the curtilage of their property.

c) Parking

Councillor Rowlands highlighted a local resident parking issue. It was noted that at this point there was no role for the Parish Council.

**14. DATE OF NEXT MEETING**

The next meeting would take place online on 11<sup>th</sup> January 2020, 7:30pm. The Clerk would check the period that the regulations for remote meetings extended to.

**15. EMPLOYMENT MATTERS**

The Clerk's report was noted and it was **RESOLVED** to note the increase in the Clerk's annual leave entitlement and apply this from 1<sup>st</sup> April 2020, and to award the Clerk an additional increment on the salary scale to take effect from 1<sup>st</sup> December 2020.

The meeting was declared closed at 8:21pm.

Signed (Chairman):.....

Date:.....