

Donington with Boscobel Parish Council

Minutes of the meeting of Donington with Boscobel Parish Council held on Tuesday 19th September 2023 at the Methodist Church Hall, Albrighton at 7pm

In attendance: Cllrs David Beechey, Lee Chatburn, Suzy Francis, Dawn Harper, Christine Jones, Robert Parry, Virginia Sankey, David Williams, the Parish Clerk (Vanessa Voysey)

2023.47 Welcome by the Chair

The Chairman, Cllr David Williams, welcomed everyone to the meeting. He offered a particular welcome to Suzy Francis, who had put in a request to be considered for co-option onto the Parish Council.

2023.48 Apologies for absence and reasons:

The Council received and resolved the following apology for absence:

Cllr Phil Ogle – family commitment

2023.49 Casual Vacancy

There is a Casual Vacancy as an election was not called, the Parish Council has been instructed by the Elections office to move to co-option as soon as possible.

Suzy Francis expressed her interest in co-option and gave Councillors present a brief resume.

It was proposed, seconded, and resolved to co-opt Susanne Elizabeth Francis as a member of Donington with Boscobel Parish Council.

Suzanne Elizabeth Francis signed the Declaration of Acceptance of Office.

2023.50 Declarations of Interest: a) Pecuniary b) Personal

Cllr David Beechey declared a personal interest in Agenda item 7 a), request for a grant from the Melville Club, as he is a Trustee of the Melville Club

Cllrs David Beechey and Adrian Robinson declared a personal interest in Agenda item 8 c), CCTV grant request from Albrighton Parish Council, as they are both elected members of Albrighton Parish Council

2023.51 Public Session:

There were no members of the public present, and no questions at this time

2023.52 Minutes:

It was proposed, seconded, and resolved to confirm the minutes of the Council meeting held on Tuesday 18th July 2023 as a true record

2023.53 Matters Arising

a) Melville Club – Bus Service

Consideration was given to awarding a grant to the Melville Club bus service. A presentation had been made by a Trustee of the Melville Club at the July meeting, and grant form received with a formal request. There was a discussion about membership policy, the potential level of use from Parish residents, and how much the service would run as a separate entity from the Melville Club.

It was noted that the bus was owned outright by the Melville Club. Cllr David Williams suggested that the application should be viewed as a business set up, allocating further monies should include a production of accounts so that the Parish Council can properly consider budget costs. Cllr Adrian Robinson advised the Parish Council that Albrighton Parish Council had pledged £2,000 towards set-up costs of the service, and would consider offering another £3,000 in six months' time as long as the service is up and running with Section 19 status as a Community Bus service.

It was proposed, seconded, and resolved to grant £500 towards the Melville Club bus service with no further commitment at this stage.

b) St Cuthbert's Meadow Working Party

Cllr Lee Chatburn provided a details update from the St Cuthbert's Meadow Working Party:

i) St Cuthbert's Bridge

Cllr Chatburn had met with the Shropshire Councillor in charge of bridges across the county. He had updated on the previously obtained quote of £8575, unfortunately this company has gone out of business. A new quote had been obtained for £21,091. Cllr Chatburn said he was not certain if this was VAT inclusive or exclusive, but as point of comparison, he had obtained a quote from another company that was £21,053 excluding VAT. His recommendation was to go through Shropshire Council as this would insure a design-led and insurance backed proposal. It needs to be long-lasting with no comeback to the Council.

Cllr Robert Parry said that repairs had stabilised the bridge, Cllr Chatburn agreed, and both Councillors advised members that there was an option for doing a full repair.

It was agreed that Cllr Chatburn should request an official quotation from the Shropshire Council's Bridge Officer, and also, look at options for a full repair.

ii) Nature Reserve Agreement with Shropshire Council

Cllr Chatburn has looked at the agreement made between the Parish Council and the County Council in 1999. This was made for a 21 year period and so since 2020 has been on a rolling basis. He suggested that the Parish Council consider renegotiating this contract with Shropshire Council.

It was agreed that the agreement be circulated to all Councillors prior to the next meeting.

iii) Display signs for the Nature Reserve

Templates were produced for the Nature Reserve. Councillors present were happy with the wording and design.

The larger signs will be 500cm by 400cm and will be display signs indicating Nature Reserve locations. The smaller signs will be warning based, for example, no swimming.

It was agreed that the Working Party should bring recommendations back to the Council and that all Councillors should have a copy of costings

iv) Maintenance of Nature Reserve

Cllr Chatburn suggested that the Parish Council should restrict its influence on the Nature Reserve to capital expenditure considerations and not discuss maintenance issues. The Nature Reserve Management Committee has been set up for this purpose, and the Parish Council could spend a lot of time discussing maintenance issues.

v) Sluice

Shropshire Council has confirmed that the sluice at the Nature Reserve is listed as an asset on the Council's asset register.

Cllr Chatburn said that the sluice must not be used, ever. The Environment Agency has advised that "opening the sluice would mobilise a significant volume of accreted silt from the pool and would constitute a significant pollution event". This advice was received from Cllr Chatburn in correspondence with Shropshire Council's Country Parks and Heritage Sites Manager.

c) St Cuthbert's Bridge

An update regarding replacement of the bridge was included in the Working Party report above.

2023.54 New Business

a) Website

From 4th October the website provider Hugo Fox will no longer be providing its services for free. Members considered quotes prepared by the Parish Clerk. There was some discussion on whether or not the Council should consider email provision and encrypted emails.

It was proposed, seconded, and resolved to continue with Hugo Fox on the Bronze package at £9.99 a month plus VAT.

b) Grant Request - Shaw Lane

Cllr Robert Parry advised that there would be need to be further discussions before this item could properly be considered. This item was deferred

Cllr Francis left the meeting at 9pm due to a family commitment

c) Grant Request – CCTV

Consideration was given to a grant request received from Albrighton Parish Council about replacing and funding CCTV. The request was for 10% of the overall cost of new CCTV. It was considered by Councillors present that the overall cost represented good value for money, and that provision on CCTV had a positive impact on the Parish and parishioners.

It was proposed, seconded, and resolved to grant £1,500 towards the cost of the new CCTV equipment.

2023.55 Correspondence: For Action

- a) A request for funding for the Scouts will be considered at the next meeting.
- b) A letter addressed to the Chairman from a Holding Trustee of the Albrighton Village Hall Trust includes a formal complaint about the Parish Council's use of CCTV footage.

It was noted by members present that the Parish Council does not have CCTV or access to it.

It was agreed that the Vice-Chairman, Cllr Lee Chatburn, should handle the complaint according to Parish Council procedure on the basis that he is not a named party.

2023.56 Correspondence: For Information

The following correspondence was noted:

- I) Neach Hill Estate: TDR Heritage has written to advise the Parish Council about a project to convert Neach Hill House into a Hotel and Spa Complex with a proposed 'model village'
- II) Shropshire Council: Polling station review

2023.57 Planning

- a) **Applications:** there were no applications to consider sent since the publication of the agenda and the meeting of 19th September
- b) **Permission Granted:** 22/05741/FUL (validated: 23/12/2022)
Wyevale Garden Centres Plc, Nursery Garden Centre, Newport Road, Albrighton, New vehicular access off the A41 to the garden centre and formalisation of existing overflow car park (resubmission).
- c) **Application Withdrawn:** none at this time
- d) **Permission Refusals:** none at this time
- e) **Any other planning matters:** 23/03564/VAR: Variation of Condition No. 2 attached to planning permission 22/03409/FUL dated 06 October 2023. Proposed Barn Conversion SE Of Cosford Grange Farm, Cosford.
<http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RZCCQ6TDJB100>
No Comment

2023.58 Finance

- 1) It was proposed, resolved, and seconded to approve the following payments –

Clerk	Clerk's salary(August)	£650.90	LGA 1972 s 112 (2) LGA 1972 s111
Clerk	Clerk's salary (September)	£611.90	LGA 1972 s 112 (2) LGA 1972 s 111
HMRC	Tax	£36	LGA 1972 s.111
Clerk	Travel Expenses (September)	£13.50	LGA 1972 s.112
PKF Littlejohn	External Auditor's Fee	£252	LGA 1972 s.111
Timpsons (Cllr Jones reimburse)	Set of noticeboard keys	£19.00	LGA 1972 s.111
Balfours	Car Park Rent	£125	RTRA 1984 s.57

- 2) It was agree to note grant payments made following a decision made at the meeting of July 18th 2023: Nature Reserve Management Committee - £3,000
- 3) It was agreed to note the following income received: Dividend – £364.57 to the Public Sector Deposit Fund
- 4) **Bank Reconciliation** – it was proposed, seconded, and resolved to receive and approve the bank reconciliation until the end of July 2023
- 5) **Spend to Date** – it was proposed, seconded, and resolved to receive and approve the spend to date to the end of July 2023
- 6) **External Audit 2023** – it was agreed to note the External Auditor's report and the completion of the Audit for the financial year ending 2023

2023.59 Reports:

- (a) **SALC** (Cllr D. Beechey): nothing to report at this time
- (b) **RAF Cosford** (Sq. Ldr. C. Wilson): none at this time
- (c) **Nature Reserve Report** (E.Byrne): none at this time
- (d) **Clerk's Report:** the proposal regarding God's Croft has been shelved as it is Church land and the Vicar does not wish to pursue it at this time
- (e) **Royal British Legion** (Cllr D. Williams): a new standard will be dedicated on Sunday 15th October, the late Standard Bearer Andrew Jonnah Jones's family wish this to still go ahead.
- (f) **Footpaths** (Cllr V Sankey): a Footpaths Committee meeting will be held on the evening following the Parish Council meeting. Paths are looking good, but a wonky stil on Donington Lane has been reported, and the exit by Boscobel House is still

under discussion.

(g) RAF Cosford Cadets (Cllr R.Parry): the ATC band played at the funeral of the late President of the Squadron.

(h) War Memorial Working Party (Cllr L. Chatburn): tenders are due to be received for work to be carried out in March 2024. Grants from the War Memorial Trust will cover 50% to 75% of the work on the war memorial, this will not include any work on the gates or grounds. The blessing will take place on Armed Forces Day, 29th June 2024.

(i) Any other reports: it was agreed to postpone the Councillors surgery due to take place on 14th October.

2023/60 Training

Training information is available on: www.alcshropshire.co.uk/training

2023.61 Date of the Next Meeting 17.10.23

Items for the agenda to be notified to the clerk by **10.10.23**