

LILLESHALL PARISH COUNCIL

MINUTES of an Extra-Ordinary Meeting of Lilleshall Parish Council which took place on Thursday 24th September 2020 at 7pm in the Hillside Meeting Room, at Lilleshall Memorial Hall.

Due to the Coronavirus Pandemic, this meeting was taking place under the regulations and members were socially distanced and wore appropriate face coverings.

PRESENT: Councillor R Taylor (Chairman)
Councillor A Baker
Councillor P Millard
Councillor L Parker
Councillor P Challinor

In Attendance Katrina Baker (Acting Clerk)
Connor Furnival

19.168 1. INTRODUCTIONS

The Chairman thanked Members for attending this Extra-Ordinary Meeting and introduced Katrina Baker who has been asked by TWC to assist with ensuring the Parish Council continues and is in a position to complete the End of Year Accounts and continue to represent the community until May 2021.

Due to a range of circumstances, most beyond the control of Lilleshall Parish Council, no Full Council meeting had taken place since March 2020. Due to the lockdown, as a result of coronavirus, no meetings could take place in the Memorial Hall buildings and Members were not in a position to hold a virtual meeting.

This extra-ordinary meeting has been called under the direction of the Monitoring Officer of Telford & Wrekin Council.

As no meeting had taken place, Members had not had an opportunity to attend or to register their apologies, therefore they were not disqualified from holding the positions of Parish Councillors.

Under the Coronavirus Act 2020, there is no requirement to hold an Annual Meeting. Therefore Members have been asked to declare their Acceptance of Office in order that the Council can continue to undertake its statutory obligations and to represent the community under the adopted Standing Orders and Financial Regulations.

Position of Chairman:

It was proposed by Councillor Taylor and seconded by Councillor Parker that Councillor Andrew Baker be elected as Chairman for the remainder of this municipal year.

Position of Vice Chairman:

It was proposed by Councillor Challinor and seconded by Councillor Parker that Councillor Taylor be elected as Vice Chairman for the remainder of this municipal year.

All were in favour and thus it was

RESOLVED that Councillor Baker be Chairman and Councillor Taylor be Vice Chairman, until the Annual Meeting in May 2021.

19.169 2. PUBLIC SESSION

There were no members of the public in attendance.

19.170 3. DECLARATIONS OF ACCEPTANCE OF OFFICE

All members read and signed their Declaration of Acceptance of Office that were witnessed by the Proper Officer of the Council. Copies from Members not in attendance have been received.

The Members had also completed new Disclosure of Pecuniary Interest Forms, which would be forwarded to Telford & Wrekin Council and would appear on the website.

19.171 4. APOLOGIES FOR ABSENCE

Councillor D Shaw	Holiday
Councillor D Cornes	Previous Engagement

It was proposed by Councillor Millard and seconded by Councillor Parker that these apologies be accepted, all were in favour and thus it was

RESOLVED that the apologies, as listed, be accepted.

Councillor A Eade, Ward Member, had also sent his apologies, due to health reasons. Members wished him a speedy recovery.

19.172. 5. DECLARATIONS OF INTEREST

Members declared they had no interests in the items included on this Agenda.

However, it was established within the meeting that Councillor Baker and Councillor Millard have pecuniary interests in the Lilleshall Memorial Hall, as Trustees.

19.173 6. FINANCE AND GOVERNANCE

a) End of Year Accounts and AGAR

An internal audit had been completed in May and a copy of the report had been requested, which would be shared with Members when received. The Internal Auditor had confirmed that the Page 3 of the AGAR had been completed, although a copy will be required to complete the audit requirements.

Members completed the Annual Governance Statement , Section 1 of the AGAR and completed items one to eight. It was proposed by Councillor Baker and Seconded by Councillor Taylor that this be signed by the Chairman on behalf of the Parish Council.

Members then confirmed the details included in the Accounting Statements, Section 2 of the AGAR – the figures had been confirmed by the Internal Auditor. It was proposed by Councillor Baker and seconded by Councillor Taylor that this be signed by the Chairman on behalf of the Parish Council.

Following completion of the Minutes of this meeting, the minute references will be added and the AGAR Pack can be forwarded to Littlejohns with a letter of explanation.

All were in favour and thus it was

RESOLVED that the Annual Governance and Accountability Return for 2019/20 be completed and signed by the Chairman.

b) Payments

There were three payments for consideration.

Councillor Baker and Councillor Millard declared an interest in cheque number 000370

Cheque No	Payee	Reason	Amount
000368	C Lane	Clerk's Salary – August	£701.35
000369	C Lane	Clerk's Salary – September	£701.35
000370	Memorial Hall	Rental – July to December	£2200.00

It was proposed by Councillor Challinor and seconded by Councillor Parker that the payments be agreed and that the cheques be signed by two signatories. All were in favour and thus it was

RESOLVED that the payments, as listed by agreed.

Details of the cheque signatories would be confirmed before the next meeting.

c) Standing Orders and Financial Regulations

It is a requirement that the Standing Orders and Financial Regulations are confirmed annually. This will be added to the November agenda.

19.174 7. PLANNING

There were a number of planning applications, listed on the e-planning portal at TWC and awaiting consideration by the Parish Council.

Application No	Address	Description	Consideration
TWC/2020/0584 and 0585	Old Barn, Church Road, Lilleshall	Wooden arch and pergola and steps	Steps acceptable, but objection to the wooden arch and pergola as they are no in keeping with the development
TWC/2020/0656	Land adj to 1 Humber Lane, Donnington	Variation of condition to allow amendments to deposited plans	No Objections
TWC/2020/0676	Greenfields Farm Shop	Retention of a farm shop, cold store and ancillary buildings	Support
TWC/2020/0698	The Hatchlands, Yew Tree Drive, Lilleshall	Single storey rear extension and associated works	No Objections
TWC/2020/0715	Sunners House, Donnington Drive	Erection of an annex	No Objections
TWC/2020/0762	4 East View, Humber Lane	Detached two storey double garage with office and games room above	No Objections
TWC/2020/0770	2 Home Road, The Humbers	Erection of a two storey side extension, porch and canopy	No Objections

RESOLVED that the comments, as listed above, be uploaded onto the planning portal.

19.175 8. PROJECTS

The following projects will be added to the November agenda for consideration:

- Lilleshall Hill Topograph
- Friends of Lilleshall Hill
- David Adams Walk
- ACV Application

19.176 9. CORRESPONDENCE

a) Resignation

Members received a letter of resignation from the Clerk, due to health issues. This was dated 30th September and the Clerk had not been working as the outstanding holiday entitlements had been taken.

Members would send a thank you letter, with the final pay cheques for August and September, as previously agreed and a P45 would follow.

b) Tennis Court

This would appear on the November agenda for update and confirmation.

19.177 **10. MATTERS FROM TELFORD & WREKIN COUNCIL**

Councillor Eade had not been able to attend the meeting. A request for an update on the 20mph zone initiative will be requested for the next meeting.

19.178 **11. PARISH MATTERS**

a) Street Lighting

Members asked for an update as to when the lights will be finished and recalled that there is an outstanding invoice to be paid on completion.

b) Allotment Invoices

It may be necessary to delay sending out the invoices.

A copy of the current waiting list will be available for the next meeting.

19.179 **12. NEXT MEETING**

2nd November 2020

7pm

Full Council

Hillside, Memorial Hall

Please note that these minutes are DRAFT and will remain so until accepted at the next meeting on 2nd November 2020.

SignedDated