

Donington with Boscobel Parish Council

**Minutes of the Meeting held by Donington with Boscobel Parish Council on Tuesday
18th February 2020 at 7.00pm at The Red House Albrighton**

19.129 Welcome by the Chairman

The chair welcomed everyone to the meeting

19.130 Apologies for absence and reasons

Apologies were received from

Cllr White – Health

Cllr Thompson – Family Commitment

The above apologies were accepted by the Council, all in favour

Shropshire Councillor Ed Bird also passed on his apologies prior to the meeting as he had a work commitment.

Cllr Hugh Kirton and Cllr David Beechey were not present (apologies sent after the meeting)

19.131 Declarations of Interest: a) Pecuniary b) Personal

b) Personal

Cllr Christine Jones and Cllr David Dale are Governors at Albrighton School and Nursery

Cllr David Williams is a committee member of the Royal British Legion

19.132 Public Session

A member of the public has contacted the Parish Clerk to ask the Council about Humphreston Hall Barns: has the Parish Council put its name to anything concerning the state of the buildings?

Cllr Williams, in the Chair, replied on behalf of the Council: yes, the Parish Council made a representation to Shropshire Council in February 2019 [minute 18.126]. It has not been successful in making any other representation at this stage.

19.133 Minutes:

The minutes of the Council meeting held on Tuesday 21st January 2020 were accepted as a true record, **all in favour**.

19.134 Matters Arising

a) Shropshire Council Maintenance Bill – £2000 requested for pool maintenance

Shropshire Council has made a request for the annual maintenance of Donington Pool. There was some discussion on the amount of work undertaken by the Countryside Officer at the pool.

It was agreed to contribute £2000 towards the maintenance of the pool, **all in favour**.

b) St Cuthbert's Well

Cllr Hickman said that the project of maintenance of St Cuthbert's Well was the next thing to be done by Ed Andrews, the Countryside Officer (Shropshire Council). In January's meeting quotes for the work were required by the nature reserve's management committee. Work had been carried out in the interim.

The Clerk requested that a written quote be provided for the Parish Council to consider payment of any work undertaken.

c) BT Telephone Box

1) Shackerley Lane

The possibility of putting in a defibrillator was discussed, Cllr Parry questioned if we could get a defibrillator funded.

Cllr Williams estimated that costs would be about £1000 with maintenance costs of approximately £60 every two years for new pads and £300 to £400 every five years for new batteries.

Cllr Dale questioned the siting of the telephone box in view of the potential costs.

2) A41

Cllr Williams also raised the consultation on the telephone box on the A41. This had been sent from Shropshire Council via the Parish Clerk after the publication of the agenda. The opinion of the Parish Council had been requested.

Cllr Williams said that in his view it was the only telephone box in the immediate area and that mobile signals don't always work. Cllr Jones also mentioned mobile phone signals.

It was agreed that the Parish Clerk should respond to the consultation that the Parish Council was against the closure of the telephone box as it is in an accident black spot, it is still in use, and mobile phone signals are not reliable in that area.

19.135 New Business

a) Nature Reserve request for £718 for bird feeds and hide

A request has been made for £718 for bird feeders and hide for the nature reserve, Cllr Hickman explained that this sum included insurance for the boat of £220, a bird hide for

£350 and a bird feeder for £148. A handwritten invoice was provided.

Cllr Williams said that an amount has already been precepted by the Council in the budget.

It was agreed to pay the request, **all in favour**.

b) Financial Management of the Nature Reserve

Cllr Dale discussed his proposal to make changes to amenities funding

- 1) Car Park: the Nature Reserve Management Committee should take over maintenance of the car park so that it can be maintained on a regular basis and the cost of the work needed included in its budget.
- 2) Stream Clearance: the Nature Reserve Management Committee should include in its budget a sum for stream clearance activity and pool depth monitoring. It should ensure that there is no further risk of silting and the need to maintain a pool for its possibility.
- 3) Budgeting: first line responsibility for nature reserve expenditure management should be clarified so that an annual budget is established and included in the DBPC/APC precept and payments made out of that account directly to contractors, etc. Council control would be maintained by quarterly reports from the management committee, plus inclusion in the normal parish council auditing regime.

On the first point, the car park is already under the control of the management committee and budgeted for and this was considered a satisfactory arrangement.

On the second point, Cllr Hickman said that there is a health and safety consideration in getting volunteers involved in this type of work. Cllr Parry agreed and said that the work needs to be done by professional people with the right insurance and the right tools. Cutting willows has been done as agreed by the Parish Council.

On the third point, Cllr Dale said that the ad-hoc approach of work can cause confusion and that the Parish Council needs to budget for the work. Cllr Hickman said that the Secretary and Treasurer of the Management Committee keep a full account of everything spent - Cllr Dale said he was assured on this point.

The discussion concluded with the suggestion that the Parish Council give the Management Committee the remainder of the money budgeted for their works. Anything exceptional outside of this should be presented to the Parish Council for consideration. The Parish Clerk said that the figure of £1585 against the Management Committee in the spend-to-date did not include the cost of the invoice included on this agenda and approved for payment this meeting (£718). Payment for Willow Carr came out of reserves and is separate.

It was **agreed** that the remainder of the money be signed over to the Management Committee at the March Full Council, **all in favour**.

c) Request for contribution towards Swimming Pool Feasibility Study

A request for a contribution of £1008 towards a feasibility study for the primary school swimming pool has been received from Albrighton Parish Council.

Cllr Dale said there wasn't the will to move forward on the options presented in the feasibility study. These options included: covering the pool and making it into a building; a balloon cover; infrastructure changes including heating; upgrading of the plant and infrastructure. The likely changes would be a new boiler and an upgrading of some of the plants.

Cllr Williams said that it was a useful report although in his view some of the points were missing including suggested options that were not put into consideration. A contribution towards the feasibility study was budgeted for in the last budget.

It was **agreed** to contribute £1008 towards the costs of the feasibility study.

d) David Austin Memorial

Cllr Williams pointed out that the memorial in question is not the war memorial, details of which will be forthcoming. Originally, the Parish Council offered to fund up to 50% cost of the cost of a £800 project. Since this time, a proposal for groundwork for three people over two days at the cost of £1200 had been mooted. Cllr Williams said that he questioned this cost and the overall cost of the project.

Cllr Jones said that more than one quote was needed.

It was **agreed** that the Council would be prepared to cover 28% of the cost depending on being provided with a full break down of costs, and three quotes being obtained for the work, **all in favour**.

e) Flagpole

Cllr Williams has attended a meeting representing the Royal British Legion where Albrighton Parish Council and the Red House had raised the idea of putting a permanent flagpole outside the Red House. It had been asked if Donington and Boscobel Parish Council would consider contributing towards the cost of a civic flagpole.

There was some discussion on this matter, including questioning of who would be responsible for insurance and deciding what flags would be allowed to go up.

It was **agreed** to not support this project, **all in favour**.
Cllr Williams abstained from voting.

f) Document Review Timetable

It was agreed to review of policies and procedures

| Document | Created | Last Adopted | Next Review | Frequency |
|--------------------------------------------|----------------|---------------------|--------------------|------------------|
| Standing Orders | January 2017 | January 2019 | May 2020 | Annual |
| Financial Regulations | January 2017 | January 2019 | April 2020 | Annual |
| Assets Register | September 2015 | December 2018 | March 2020 | Annual |
| Risk Assessment Safeguarding Records | September 2015 | July 2017 | June 2020 | Annual |
| Disciplinary Procedure | April 2017 | July 2017 | July 2020 | Triennial |
| Complaints Policy | April 2017 | July 2017 | September 2020 | Triennial |

| | | | | |
|----------------------------------------------|---------------|---------------|---------------|-----------|
| Code of Conduct for members | April 2017 | July 2017 | October 2020 | Triennial |
| Absence Management Policy | April 2017 | July 2017 | November 2020 | Triennial |
| Dignity at Work / Bully & Harrassment Policy | April 2017 | July 2017 | December 2020 | Triennial |
| Councillor Clerk Relations Policy | February 2018 | November 2018 | November 2021 | Triennial |
| Protocol for the Use of Social Media | November 2019 | November 2019 | November 2022 | Triennial |

19.136. Correspondence: For Action.

a) Information Commissioners Office

A request for yearly payment has been received, with the option of direct debit at a reduced fee. It was **agreed** to set up a direct debit.

b) VE Day Memorial bench

It was reported that a formal reply of acceptance could be expected from the Doctor's Surgery as regards the placement of a VE Day memorial bench outside of the surgery. Cllr Williams said it would therefore be appropriate to go ahead and look at designs.

Cllr Wilson requested that VJ day be included given its strong connection to Cosford and as VJ veterans do sometimes feel overlooked.

Information on possible costs had been obtained, the Parish Clerk said that a special commission would cost more and it was up to the Council as a body to decide if it was willing to pay extra for a commissioned bench. There was a general that the Council would be willing to fund this extra cost and to acknowledge connection of VJ Day connection to the local area. The Parish Clerk said she would get more information.

19.137. Correspondence: For Information.

- a) Car Park Lease** – a renewed car park lease has been received
- b) BT Phone Box** – a completion notice has been sent to the Parish Council
- c) Severn Trent Water** – Patshull Lane, Boningagle, 24 hour closure from 27th to 28th April (boundary box install and tap main)

The above were noted

19.138 Planning.

(a) Applications:

20/00503/FUL (validated: 07/02/2020)
Address: 26 Woodland Close, Albrighton, WV7 3PR
Proposal: Erection of single storey extensions

No comment

(b) Permission Granted:

19/02683/FUL (validated: 23/01/2020)

School House , Rectory Road, Albrighton, Shropshire, WV7 3EP

Part demolition of previous extension and garage/outbuilding and erection of extension and replacement garage/store/pony stable with solar plans. (Amended drawings received)

Decision: Grant Permission

19/05211/FUL (validated: 23/12/2019)

Land Adj. Church Hall, Rectory Road, Albrighton, Wolverhampton, Shropshire, WV7 3EP

Installation of container for use of the Nature Reserve and Donington Pool, for the storage of equipment and tools

Decision: Grant Permission

The above were noted

(c) Permission Refusals: none at this time

(d) Any other planning matters: none at this time

19.139. Finance

a) To approve payments

| | | | | |
|----------------|---------------------------------|---------|----------------------------------------------------------------------------------|--------------------------------------|
| David Beechey | Travel Expenses | £18.00 | | LGA 1972 s 112 (2) |
| Vanessa Voysey | Clerk's salary & expenses (Nov) | £451.26 | Inc. £16 home £15.79 travel £9.30 postage £24 parish mag £386.17 net | LGA 1972 s 112 (2) LGA 1972 s 111 |
| HMRC | Tax | £63.20 | | LGA 1972 s.111 |
| ICO | Fees | £35 | Direct Debit | LGA 1972 s.112 (2) |
| David Dale | Depth Gauge | £212.50 | | PHA 1936 s.260(1) |

Cllr David Beechey requested reimbursement of travel expenses incurred when representing the Council at the Shropshire Association of Local Councils meetings.

Cllr David Dale requested reimbursement for the cost of a depth gauge of £158.85, the full cost of reimbursement was £212.50 including battery, switch and a plastic box. Invoices were provided.

b) Bank Reconciliation – To receive and agree the bank reconciliation

c) Spend to date - To receive and agree the spend against the budget.

The above were received and **agreed**

d) Budget 2020/21

Budget allocations for the year 2020/21

It was suggested that this needed some detailed consideration and it was requested that the Parish Clerk send a draft version by email for final discussion and approval at the March meeting.

19.140 Reports:

- (a) RAF Cosford (Cllr. C. Wilson).
- (c) Local Nature Reserve (Cllr D. Hickman).
- (d) AFLAG – Albrighton Flood Action Group (Cllr D. Hickman)
- (e) Clerk's Update

Any other reports: Cllr Ed Bird had emailed a report in advance of the meeting

19.141 Training

Training information is available on

www.alcshropshire.co.uk/training

19.142. Date of the Next Meeting 17.03.20

Items for the agenda to be notified to the clerk by **7.03.20**