

Donington with Boscobel Parish Council

Minutes of the meeting held on Tuesday 18th June 2019

Present: Cllrs D. Beechey, D. Dale, C. Jones, R. Parry, D. Williams, C. Wilson, C. Lane - Clerk.

19.029 Welcome: The Chairman welcomed everyone to the meeting.

19.030 Apologies: Cllrs D. Hickman, H. Kirton, P.G. Thompson, M. White and SC Cllr E. Bird.

The apologies were noted.

19.031 Declarations of Interest: a) Pecuniary b) Personal: None.

19.032 Public Session:

The Meeting is to be adjourned for 15 minutes to allow questions to the Chairman from members of the public.

- Albrighton Parish Council Cllr M. Medlyn gave an update on the upcoming planned summer activities which are jointly run by both Parish Councils and The Red House.
- She was also able to update the Council on recent positive changes to The Melville Club, such as increased attendance and possible maintenance improvements.

19.033 Minutes of the last Meeting:

It was agreed that the minutes of Tuesday 21st May were correct and signed.

19.034 Matters Arising from those minutes:

(a) Car Park on Rectory Road – Council to discuss the current lease.

The Clerk updated on the lapsed lease, with a new one proposed to follow the current terms and conditions with an increase in annual rent to £250.

It was agreed to include this item on the July agenda.

The Council was made aware of some maintenance improvements which were needed at the car park, in particular repair work to the fencing separating the car park to the overflow, and also the need to change the direction the overflow car park gate operates. There were also a number of trees which required attention.

It was agreed that Cllr R. Parry would obtain quotes for the works and bring back to Council. Discussion was had following the recent fly tipping that had occurred in the car park.

It was agreed that the Council should be mindful of this when setting next years budget and include an amount of money to tackle the issue of fly tipping.

(b) Replacement Facility Building - For use at the Nature Reserve. Council to consider funding the request up to £4500.00.

It was agreed that the Council will purchase a container (up to £4500.00) to be used by the management committee for storage of tools, equipment for the bee hives etc.

It was agreed that an application for full planning permission be sought for this and that the cost of this planning application would come out of the £4500.00.

(c) VE DAY 75th Anniversary 8th May 2020 – Council to consider marking this occasion.

Discussion was had over ways to mark this event.

It was agreed to include this item on the July agenda.

(d) Litter Elimination Action Fund (LEAF) – Council to consider supporting this project.

The Council was informed that there was already a local group operating using these funds.

It was agreed to make contact with this group to offer any support or assistance if required.

(c) Local Bus Service – Following slight discussion this item was noted.

19.035 New Business:

Internal Audit 2018/19 – Council to receive the Internal Audit report.

The Council noted that a risk assessment had not been carried out in the 2018/19 financial year.

It was agreed that the risk assessment should be included on the July agenda.

(a) Annual Governance and Accountability Return 2018/19

Section 1 – Annual Governance Statement 2018/19

The Council must decide to answer yes or no for the following statements:

- 1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- 2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- 4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- 7) We took appropriate action on all matters raised in reports from internal and external audit.
- 8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
- 9) (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

It was agreed to respond yes to statements 1 – 4 & 6 – 8. N/A to 9 and comment: Where risks have been identified they have been addressed, however the Council recognises that it has not sat down and discussed any risks to Council business, to statement 5.

(b) Section 2 – Accounting Statements 2018/19

Council to receive and agree accounting statements for 2018/19.

It was agreed to agree the accounting statements for 2018/19.

It was agreed to hold an informal meeting before setting the budget for next year.

It was agreed that Cllr D. Williams would arrange through cllrs the best time and date for this.

19.036 Correspondence: For Action:

(a) Annual General Meeting & SALC's 70th Celebration – Friday 15th November 2019.

It was agreed to include this item on the July agenda.

(b) Albrighton Parish Council – Request for contribution towards the Parish Flyer deficit for 2018/19 of £2,772.00.

It was agreed to grant £2772.00 to APC towards the flyer deficit.

(c) Albrighton Parish Council – Request for contribution towards a summer club run in conjunction with the Red House, up to £448 (28% of APC maximum contribution).

It was agreed to contribute £500.00 directly to the Red House towards the summer activities they will be running this year.

19.037 Correspondence: For Information:

(a) Shropshire Bus Campaign Launch – Saturday 29th June, Theatre Severn, Shrewsbury 14:00 – 17:00. Noted.

19.038 Planning:

(a) Applications: None.

(b) Permission Granted: None.

(c) Permission Refusals: None.

(d) Any other planning matters: Correspondence from resident re objection to Jessops application appeal. Noted.

19.039 Finance:

(a) To approve the following payments - Please see June payments sheet attached.

It was agreed to agree the June payments sheet.

19.040 Reports:

(a) SALC – Now has a 97% uptake, with only around 5 Councils not joined up.

(b) RAF Cosford – The 2019 Airshow was very successful, Cosford are now preparing for the Armed Forces Day parades.

(c) Local Nature Reserve – The flow of water has been tested and is moving very well down both sides of the channels.

(d) Albrighton Village Halls Trust – Item deferred.

(e) Parking issues on the A41 – Item deferred.

(f) Footpaths – Item deferred.

(g) Calendar – Item deferred.

(h) Recruitment – An update was given on the process so far.

Any other reports – None.

19.041 Training: – Please see attached from SALC. Noted.

19.042 Date of the Next Meeting 16.07.19

Items for the agenda to be notified to the clerk by 05.07.19

Chairman.....16.07.19