

Lilleshall Parish Council

**Lilleshall Memorial Hall**

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Minutes of the **Ordinary Council Meeting** of **Lilleshall Parish Council**

held at 7.00pm, Monday 6th June 2016, at Lilleshall Memorial Hall.

PRESENT: Councillors: A Baker, C Baker, K Cherrington, P Millard, D Shaw, B Taylor (Chairman) and J Taylor.

STAFF: C Binnington (Clerk)

There was 1 member of the public present

1. **Welcome**

Councillor B Taylor welcomed all present.

1. **Apologies**

Borough Councillor Andrew Eade asked that his apologies be noted.

1. **Declaration of Interest**

None.

1. **Public Session**

Local resident, Mrs Freda Beech reported that the Save Lilleshall Campaign Group would like to close their bank account and donate any remaining money to the Lilleshall Planning Group to further their aims to prohibit the over development of the Lilleshall area. Mrs Beech requested that the Save Lilleshall Campaign Group would like to purchase an oak tree for planting on the hill.

Councillor A Baker asked that the group reconsider the decision as he has been working with Shropshire Wildlife Trust to remove scrub oak which has got out of control on the hill over the last few years and suggested that the playing fields would be a more suitable location.

Mrs Beech said that she is happy to be advised by Councillor A Baker and will arrange a meeting to discuss the location further.

Councillor B Taylor thanked Mrs Beech on behalf of the Parish Council for the donation to the Planning Group.

1. **Previous Minutes**

Proposed by Councillor C Baker, Seconded by Councillor Shaw

**RESOLVED** that the Committee agreed to accept the minutes of the Parish Council meeting on the 4th April 2016.

1. **Matters arising from previous minutes**

Councillor J Taylor updated that following the meeting on the 4th April 2016 the Enforcement Team are still looking for volunteers to carry out a 4 week trial to tackle issues with dog fouling. So far no volunteers have come forward to assist with the scheme.

1. **Internal Audit**

The Councillors discussed the report from the Internal Auditor for year ending 1st April 2015 – 31st March 2016. The Clerk answered questions raised by Councillor A Baker regarding earmarked reserves and the level of risk to the council.

Councillors J Taylor and D Shaw thanked the Clerk for the work undertaken in preparing the accounts for audit and commented on the positive report received from the Internal Auditor, Katrina Baker.

1. **End of Year Accounts update**

Councillors were given the opportunity to examine the end of year accounts as submitted to the

Internal Auditor and ask the Clerk any questions relating to the acocunts.

Councillor C Baker pointed out that the Parish Council had £3407.61 remaininng in the budget at the

End of the Parish Council’s first year, which was a good result.

1. **Annual Return**

Councillors agreed to sign off the Annual Govenance Statement for 2015/16 (Section 1) as part of the Annual Return for Mazaars, our External Auditors as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **YES** | **NO** |
| **1** | **We have put inn place arrangements for effective financial management during the year, and for the preparation of the accounting statement.** | **√** |  |
| **2** | **We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption nad 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 smaller authority to conduct its business or on its finances.** | **√** |  |
| **4** | **We provided proper opportunity during the year for the exercise of electors rights in accordance with requirements of the Accounts and Audit Regulations.** | **√** |  |
| **5** | **We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover when 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, liabiliites, or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the smaller authority and, where appropriate have included them in the accouting 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.** |  | **N/A** |

Proposed by Councillor J Taylor, Seconded by Councillor Millard

**RESOLVED** that the Committee agreed to accept the completion of the Annual Return for our external auditors Mazaars, as above.

1. **Quotes**

Councillors discussed the maximum amount to be spent on repairs/maintenance contracts without

getting multiple quotes. The Clerk explained that this issue is already dealth with under the Parish

Council’s Financial Regulations and is currently set at £500. Anything over £500 should be subject to

obtaining 3 quotes to establish best value.

Councillor A Baker requested that a schedule of work was required to bring the bus shelters up to

an acceptable standard and that he had previously obtained 3 quotes for the repairs to the tiles in

the bus shelters and felt that it was acceptable to use the same contractor to continue the

programme of maintenance.

Proposed by Councillor Shaw, Seconded by Councillor Millard.

**RESOLVED** that the Committee agreed that the current contractor should be awarded the

maintenance programme for the bus shelters and other minor maintainence work as previously agreed, but the Parish Councils Financial Regulations should be followed for future projects.

1. **Limit to Clerks Authority to spend under delegated powers**

The Councillors discussed a maximum amount the Clerk is authorised to spend under delegated

powers without consulting Full Council. This has been currently set at £200 since June 2015.

The Clerk expressed concerns at raising the level of delegated authority as she was happy with the current £200 limit.

Proposed by Councillor A Baker, Seconded by Councillor Shaw

**RESOLVED** that the Committee amend the limit of the Clerk’s authority to spend under delegated powers to the former level of £500.

The Clerk expressed concerns at raising the level of delegated authority as she was unhappy that a Councillor had asked for work to be carried out painting 2 benches in the village without agreement from the council at a cost of £250 and asked the Councillors for permission for the invoice to be paid. She explained that in future no invoices will be paid unless an order requisition has been obtained from the Clerk first.

Proposed by Councillor Shaw, Seconded by Councillor J Taylor

**RESOLVED** that the Committee agreed to authorise the Clerk to write a cheque fo £250 to pay the outstanding invoice.

1. **Planning Applications**

The Committee discussed the following planning applications:-

TWC/2016/0411

The Old Smith, Brockton Leasows Manor, Wellington Road, Lilleshall, Shropshire  
Application to vary condition 3 of TWC/2015/0971 to allow the use of UPVC window frames and aluminium bi-fold doors (Retrospective).

The Committee objected to the planning application on the grounds that the windows were not in keeping with surrounding properties and were not appropriate for a building of this age.

Proposed by Councillor C Baker, Seconded by Councillor D Shaw.

**RESOLVED** that the Committee instruct the Clerk to enter the Parish Councils objection to the above planning applications on TWC’s online planning portal.

TWC/2016/0474

Parsons Barracks., MOD Donnington, Donnington Drive, The Humbers, Telford TF2 8LS

Extension to car park and assoiated works.

The Committee had no objections to the above planning application.

Proposed by Councillor J Taylor, Seconded by Councillor K Cherrington.

**RESOLVED** that the Committee instruct the Clerk to enter the Parish Councils response of no objection to the above planning applications on TWC’s online planning portal.

1. **Lilleshall Plan Update**

Councillor Shaw updated on progress on the Lilleshall Neighbourhood Development Plan and results of the recent Open Forums, which were well attended. The next step is to develop a formal questionnaire and to include local stakeholders and businesses in the consultations.

The group are working with neighbouring Parish Councils to offer mutual support.

1. **Street Lighting update**

Counillor Shaw reported that he had met with Gary Johnson of EON, who has agreed to carry out an inspection of out lighting stock and report back to the Council at the end of June.

Information is needed on the following :-

* What is needed to bring the lighting up to standard.
* Breakdown of costs for different types of lighting.
* The cost of the different types of columns.

Councillor Shaw explained that the Parish Council have money ringfenced from the 2015/2016 budget as well as the current financial year and now need to have the correct information to move forward with a street lighting upgrade programme. The current agreement with Telford and Wrekin Council is to maintain the lights, but not to upgrade them. The Clerk was tasked to contact Amanda Roberts to find out when the contract ends.

The Chairman thanked Councillor Shaw for all his time and efforts in moving forward with the street lighting upgrade.

1. **Bus Shelters**

Councillors discussed a programme of maintenance for bus shelters in the parish, which included cleaning out the gutters, repair of underboarding, coat of stain on all oak wood facias and seating as well as replacing damaged tiles etc.

Councillor A Baker had obtained quotes from a local contractor for 3 bus shelters to be brought up to standard at a total cost of £2335. The maintenance budget for bus shelters is £1000, therefore money brought forward from the 2015/2016 budget to make up the difference.

Proposed by Councillor J Taylor, Seconded by Councillor C Baker.

**RESOLVED** that the Committee agreed that the current contractor should be awarded the

maintenance programme for the bus shelters and that the quotes for 3 bus shelters obtained by

Councillor A Baker should be accepted to get the maintainence programme up and running using

money carried forward from the last financianl year.

The Clerk to contact the contractor for individual quotes for the remaining bus shelters.

1. **Notice Boards**

The Committee discussed a request from a resident for a new noticeboard at the Youth Centre and to provide a noticeboard at the Humbers. Various options were discussed and the Clerk was tasked with getting a quote for having the Youth Centre noticeboard varnished and made good and to get a quote for a new noticeboard at the Humbers.

1. **Tennis Courts**

Councillor Cherrington updated that she had met with members of Lilleshall Tennis Club who reported issues with trees overhanging the tennis courts. Members had chopped down some of the branches and Concillor Cherrington arranged for Council officers on site to take them away to be shredded. She also spoke to a tree surgeon who would shape trees around the courts in July an carry out minor pruning to limit the height, so that lights around the tennis courts are not obstructed.

Tree surgeon to send quote to Councillor Cherrington and Clerk to send letter to Andrew Craddock to ask permission to carry out work to trees which are on his property

Councillors discussed the Tennis Club’s request for the Parish Council to pay for 2 x Tennis nets.

Proposed by Councillor Shaw, Seconded by Councillor Cherrington

**RESOLVED** that the Committee agreed to recind the grant of £100 awarded to Lilleshall Tennis Club on 7th March 2016 towards new tennis nets and will pay for the nets in full.

1. **Newsletter**

**C**ouncillor Cherrington reported that she has put together a selection of articles for the newsletter, which included a spotlight on the outgoing Chairman and local history information. The articles are currently with Readwell Press and Councillor Cherrington will circulate a draft newsletter to all councillors once she has received it,

1. **Correspondence**

The following item of correspondence were received:

* A letter was received from Telford & Wrekin Council offering to come to the next Lillehsall Parish council meeting to discuss changes to the recycling system and to invite Councillors to visit to the new Veolia site in September.

1. **Date of Next Meeting**

Monday 4th July 2016 at 7pm

Venue: Lilleshall Memorial Hall

1. **Exclusion of Press and Public**

To resolve that under Section 100(A) Local Government Act 1972 , the press and public be

excluded from the remainder of the meeting for the following item of business on the

grounds they involve the likely disclosure of exempt information as defined in the Acts.

1. **Previous minutes**

Proposed by Councillor J Taylor, Seconded by Councillor A Baker

**RESOLVED** that the Committee agreed to accept the confidential minutes of the Extraordianry Parish Council meeting on the 18th April 2016.

1. **Matters arising from previous minutes**

There were no matters arising from the minutes of the 18th April 2016.

1. **Staffing matters**

NALC payrise

The Clerk notified Councillors that the National Association of Local Councils have awarded a 1% payrise to local council officers backdated to 1st April 2016. This will be a rise of 9p per hour on the current pay scale of the Clerk.

Proposed by Councillor J Taylor, Seconded by Councillor Shaw

**RESOLVED** that the Committee agreed to accept the recommendations from NALC for a 1% payrise backdated from 1st April 2016.

Additional hours

Since the Council began in 2015 the Clerk has accrued a large number of additional hours incurred during the setting up of the new council. The Clerk requested that she be allowed to either take the time off during the quieter time in the summer or be paid for 24 hours to bring the hours down to a manageable level.

Proposed by Councillor Shaw, Seconded by Councillor Cherrington

**RESOLVED** that the Committee agreed to pay the Clerk a one off payment for 24 hours with the

proviso that in future the Clerk’s additional hours are capped at no more that 4 hours per month to

be carried forward.

Pension Scheme

The Clerk advised the Council that she had proceeded to Join the Shropshire Council Pension Scheme as agreed at the October 2015 meeting of the Full Council.

Signed By: Date: