



Lilleshall Parish Council

Clerk to the Council - Catherine Lane
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To all members of Lilleshall Parish Council - Councillors:

I HEREBY GIVE YOU NOTICE that there will be the Annual meeting of Lilleshall Parish Council on Monday 5th June 2017, at Lilleshall Memorial Hall, Lilleshall commencing after the Annual Parish Meeting.

Signed: Clerk to the Council.....Date 26th May 2017

AGENDA

1. Welcome by the Chairman.

2. Apologies for absence and reasons.

The Council is to receive, consider and accept as appropriate, any apologies for absence.

3. Declarations of Interest.

a) Pecuniary b) Personal

4. Public Session.

The Meeting is to be adjourned for 15 minutes to allow questions to the Chair from Members of the Public.

5. Minutes.

To confirm the minutes of the council Meeting held on 8th May 2017.

6. Matters Arising from those Minutes.

(a) Bus shelters maintenance programme – Council to consider quotes for three shelters on the programme. Please see attached.

7. New Business.

(a) Speeding by the School – request from public to address the issues regarding speeding in the village, particularly by the school. Please see attached.

(b) Youth Centre flower troughs – proposed adoption (flowers / upkeep only) by Parish Council for summer and winter flowers, for one year. Please see attached.

(c) Annual Return – Council to consider and approve the following:

Section 1 – Annual Governance Statement 2016/17. To answer yes or no. Please see attached for guidance on what “yes” means.

- 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 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 the 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 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 the 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 financial impact on this smaller authority and, where appropriate have included them in the accounting statements.
- 9) 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.

Section 2 – Accounting Statements for 2016/17 – Council to agree the statements for the year 2016/17. Please see attached.

8. Reports:

- (a) Tennis Courts: update.
- (b) Allotments: update.
- (c) Street Lights: update.
- (d) Bus Shelters: update.
- (e) Newsletter: update.
- (f) Parish Plan: update.
- (g) Other reports:

9. Correspondence: For Action.

(a) Campaign to Protect Rural England - Event on 4th July – reference a meet and greet of like-minded people interested in seeing Telford and Wrekin have its own CPRE district group. Council to consider if anyone would like to attend. Please see attached.

(b) Newport Regeneration Partnership AGM 20th June. Council to decide if a representative from the Council will be attending. Please see corresponding email for more information.

(c) Pride in your Community – TWC to begin work in Lilleshall around 19.06.17. If the Council wishes to put forward more suggestions of areas to look at, these must be received by Friday 9th June. Please see attached for more info.

9.1 Correspondence: For Information Only.

(a) Plant a tree charter legacy tree – Please see SALC bulletin 24th May 2017.

10. Planning:

(a) Applications:

Reference: **TWC/2017/0370**

Address: 35 Limekiln Lane, Lilleshall, Newport, Shropshire, TF10 9EY

Proposal: Erection of a single story rear extension and two story side extension.

Applicant: Mr Martin Millington.

(b) Permission Granted:

Reference: **TWC/2017/0284**

Address: 35 Hill Road, Donington, Telford, Shropshire, TF2 8NA.

Proposal: Erection of a two storey side extension.

Applicant: Cheryl Young.

Granted 25.05.17.

Reference: **TWC/2016/0832**

Address: Cheswell Grange, Cheswell Drive, Cheswell, Newport, Shropshire, TF10 9AE

Proposal: Change of use of part of agricultural land to use for weddings and other social functions/events (under Use Class D2) including the erection of a boat house, marquee and the creation of associated car parking

Applicant: Mr Neil and Mrs Susanna Harley.

Granted 05.05.17.

(c) Permission Refusals: None.

(d) Any other planning matters: None.

11. Finance:

(a) Payments – the Council to approve the following payments:

(a) BT	Invoice (to note)	£73.09
(b) TWS	Invoice (Grounds Maintenance April to note)	£558.19
(c) C. Lane	Salary April	£425.77
(d) C. Lane	Salary May	£425.77
(e) C. Lane	Salary June	£425.77
(f) D. Shaw	Reimbursement (newsletter)	£30.00

(b) Cheques – two Cllrs are required to sign cheques and check against the relating invoices.

12. Training.

Good Councillors Guide new 2017 edition, £3.70 each.

Year End & Preparing for Audit for Town & Parish Councillors, 23rd June, 2pm – 4pm, Shirehall.

Fundamentals for Councillors, 29th June, 5:30pm – 7:30pm, Shirehall.

Introduction to Business Planning – top ten tips, 30th June, time tbc, Shirehall.

Be a Better Councillor, 7th July, 9:30am – 4:00pm, Shirehall.

13. Date of the Next Meeting 03.07.17

Items for the agenda to be notified to the clerk by 23.06.17