

Donington with Boscobel Parish Council

Minutes of the the Meeting of Donington with Boscobel Parish Council held on Tuesday 18th May 2021 at 7.00pm at the Red House

*In attendance: Cllrs Christine Jones, David Dale, David Williams, David Beechey, Hugh Kirton, Adrian Robinson, Virginia Sankey, Robert Parry and Phil Ogle.
Parish Clerk Vanessa Voysey, and one member of the public.*

21.1 New Council Formed

Councillors signed the Declaration of Office

21.2 Election of Chairman

- a) Christine Jones was nominated and seconded for the office of Chairman of the Council. There were no other nominations.
It was proposed, seconded and resolved to elect Christine Jones as Chairman of the Council.
- b) Christine Jones signed the Declaration of Acceptance of Office of Chairman

21.3 Election of Vice-Chairman

- a) David Dale was nominated and seconded for the office of Vice-Chairman of the Council. There were no other nominations.
It was proposed, seconded and resolved to elect David Dale as Vice-Chairman of the Council.
- b) Vice-Chairman to sign the Declaration of Acceptance of Office

21.4 Welcome by the Chair

Chairman Christine Jones welcomed everyone to the meeting.

21.5 Apologies for absence and reasons:

Cllr Dawn Harper was unable to attend the meeting due to a family commitment.

This apology was received and accepted.

21.6 Co-option

A vacancy remained in Boscobel ward of the Parish Council as no-one had been nominated as a candidate during the election. A member may be co-opted within 35 days of the election. One party had expressed interest in co-option to the Parish Clerk, Philip Ogle.

It was proposed, seconded and resolved to co-opt Cllr Philip Ogle as ward member for Boscobel.

Cllr Philip Ogle signed the Declaration of Acceptance of Office.

21.7 Declarations of Interest: a) Pecuniary b) Personal

- a) Councillors signed the Declaration of Pecuniary Interests
- b) Members were reminded that they must not participate in any discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate

21.8 Public Session:

The Treasurer of Donington Nature Reserve Committee, Damien Madine, gave an update on his work so far on the finances. He said he had started an Excel spreadsheet that would be a simple one page sheet that would show expenditure and balance positions, and the source of funding of the expenditure. The intention would be to give a quarterly presentation of figures.

Parish Councillors present indicated that they would be happy with quarterly information. Cllr David Williams said that any information on big projects coming up would be helpful, particularly in August and September in preparation for budget. As the Parish Council is using public funds it has to exercise due diligence. Cllr David Beechey said that it would be useful to give the same information to Albrighton Parish Council via its Parish Clerk.

Cllr Parry questioned the £1164 lottery grant money held by the Nature Reserve Management Committee. This money has to be used for the purpose outlined on the original application. Cllr Parry questioned if it would be possible for it to be used towards something that would stand as a dedication to Don Hickman in recognition of his service. Replacing one of the fishing platforms could be one possibility.

21.9 Minutes:

Cllr Parry said that minute 20.153 should include reference to the third element of the pay award. It was agreed that the minute should include 'and after a review of the appropriateness of the payscale'. Subject to this amendment:

It was proposed, seconded and **resolved** to confirm and sign the minutes of the Council meeting held on Tuesday 20th April 2021

21.10 Matters Arising

- a) **Flooding** – Cllr Robert Parry reported on the flooding on Rectory Road, he said it was caused by drains blocked with twigs and debris and that physically removing this was the only way to address the issue. It was suggested that the Nature Reserve Management Committee might be well placed to monitor this and that Shropshire Council would be unlikely to send a team down to do it. It was requested that the Parish Clerk contact the Committee with this suggestion.
- b) **Donington Church Centre Car Park and Rights of Way** – this item was deferred to the confidential session
- c) **Memorial Bench** – it was suggested that the Parish Clerk contact the Chairman of the Albrighton Medical Practice Patients' Group to progress the project to place a bench in the grounds of the medical practice.
- d) **Dog fouling signs** – there was some discussion on the possible options for placing dog fouling signs in the Parish, and on what would be most effective and practical. It

was considered that laminated signs could be easily replaced and a version of the designs could also be placed on social media platforms, but it was also questioned if laminated signs would be robust enough and official-looking enough to give a strong message.

Cllr Sankey raised the issue of dog bins and questioned if the placement on Sydnal Lane was the best for dog walkers. Cllr Williams suggested that it was worth asking Shropshire Council how often it is emptied as it would give an indication of its usefulness.

It was also mentioned that the Environmental team at Shropshire Council had been - active in dealing with fly tipping and that thanks should be passed on via Cllr Ed Bird.

21.11 New Business

- a) **Insurance Renewal** - options for insurance cover was considered as the current cover is due to expire on 1st June. It was proposed, seconded, and **resolved** to accept the three year quote from Zurich.
- b) **Power of General Competence** - it was proposed, seconded and **resolved** to agree and resolve that the Parish Council is an eligible council to exercise the General Power of Competence in accordance with the Localism Act 2011 ss 1-8 as the Parish Clerk holds CiLCA and two-thirds of the Councillors were elected and not co-opted
- c) **Asset Register** – following a review of the Asset Register (previously adopted in May 2020, minute 20.05) it was proposed, seconded, and **resolved** that the beehives should be removed from the register and that the Parish Clerk should proceed to dispose of the mobile phone handset.
It was also agreed that the Asset Register should be reviewed over the course of the year.
Cllr Christine Jones noted that the noticeboard on Station Road required a new lock and it was agreed that this would be looked at over the summer.
- d) **Standing Order** – it was proposed, seconded and **resolved** to review and approve the Standing Orders (previously adopted in June 2020, minute 20.17)
- e) **Financial Regulations** – after a review of the Financial Regulations (previously adopted in May 2020, minute 20.06), it was agreed to defer the item in order to include the recommendations of the Internal Auditor in his annual report.

21.12 Correspondence: For Action

- a) Hope House Children's Hospice has written to the Parish Council requesting consideration for a grant. It was noted that whilst it was a worthwhile charity, the Parish Council did consider the Parish Council's funds should be restricted to parish-related charitable giving. It was also noted that Covid had caused the charity considerable difficulty and a loss of revenue from its retail operation. It was proposed, seconded and **resolved** to grant Hope House Children's Hospice £100.

- b) RAF Cosford Youth Club has sent a request for a grant of £300 towards replacement board games - this was received after the publication of the agenda. The Parish Council agreed that it is minded to agree to this request, but in line with grant policy it would request further financial information. It was requested that the Parish Clerk send a copy.

21.13 Correspondence: For Information

The following were noted:

- a) The Albrighton Station Ramp Team has sent notes from its meeting held online on 29th April 2021
- b) Shropshire Council Street works has notified the Parish Council of a closure to Beamish Lane, Albrighton, on 8th July 2021 for one day for BT to access the overhead network.

21.14 Planning.

- a) **Applications:** there were none at this time
- a) **Permission Granted:** there none at this time
- b) **Permission Refusals:** there none at this time
- c) **Any other planning matters:** it was noted that Planning Enforcement has advised that in the case of 21/07793/ENF, alleged breach of planning on Shackerley Lane, officers consider the work has been carried out in accordance with planning permission and the case is closed.

21.15 Finance.

21.15.1

It was proposed, seconded and **resolved** to approve the following payments:

Clerk	Clerk's salary (May) and backpay (minute 20.153)	£2133.69 <i>Based on gross £585.43 and backpay £2279.17</i>	LGA 1972 s 112 (2)
HMRC	Tax	£730.91	LGA 1972 s.112 (2)
Nature Reserve Management Committee	Donation of Chairman's Allowance	£150	Power of General Competence
D.Williams (Expenses)	Website domain renewal	£143.88	LGA 1972.s111
JDH Business Services	Internal Audit	£201.60	LGA 1972 s.111

21.15.2 Nature Reserve Management Committee Financial Contribution

There was some discussion on the Parish Council's contribution towards the Nature Reserve Management Committee's annual running costs. An amount had been set aside in the budget of £2500.

The Parish Clerk said that Cllr Robert Parry had raised the issue of grass cutting, as the Committee had paid the same contractor to cut the grass as the Parish Council so granting money for this reason only resulted in the Parish Council not being able to claim back the VAT amount on the invoice.

It was agreed to defer this time until the next meeting, giving the Committee Treasurer time to provide more information as discussed earlier in the meeting.

21.15.3 To note any income received

The following were noted:

Precept - £35,000

Interest – £3.54

21.15.4 End of Year Accounts

- a) **Bank Reconciliation** – it was proposed, seconded and **resolved** to receive and approve the bank reconciliation until the end of April 2021
- b) **Spend to Date** – it was proposed, seconded and **resolved** to receive and approve the spend to date to the end of April 2021
- c) **Internal Audit** – it was proposed, seconded and **resolved** to receive and accept the Internal Audit for the financial year 2020/21
- d) **Annual Governance Form** – it was proposed, seconded and **resolved** to complete and sign the Annual Governance form for the financial year 2020/21
- e) **Annual Return** – it was proposed seconded, and **resolved** to approve and sign the Annual return for the financial year 2020/21
- f) **Exercise of Public Rights** – it was proposed, seconded and **resolved** to confirm the Exercise of Public Rights for the financial year 2020/21 with the dates of 14th June to 23rd July

21.16 Reports:

(a) **SALC** Cllr D. Beechey: SALC has been inundated with election related problems. Training courses are being run online and are recommended for new Councillors and as refreshers for returning Councillors.

(b) **RAF Cosford** C. Wilson: nothing to report at this time. Cllr Robert Parry noted that the Cadets had met for the first time since March last year.

(c) **Nature Reserve Report** E.Byrne: report filed in advance of the meeting

(d) Albrighton Village Halls Trust Cllr H. Kirton: the Parish Council has been notified that it needs to vacate its room within the next two weeks. Cllr Williams offered to dismantle the large table and Cllr Parry offered to remove it. The Parish Clerk said the filing cabinets and contents could be relocated to her home office.

(e) AFLAG – Albrighton Flood Action Group: nothing to report at this time

(f) Clerk's Report – work on papers for the audit had resulted in successful completion of the Internal Audit and would now proceed to the External Auditors

21.17 Training

Training information is available on: www.alcshropshire.co.uk/training

21.18 Confidential Session

Exclusion of Public and Press: in accordance with Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters. It is therefore recommended, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded.

21.19 Correspondence correspondence has been received by the Parish Council's appointed solicitors regarding land purchase. It was agreed that the Parish Clerk should respond providing the answers to questions presented to the Parish Council.

21.20 Date of the Next Meeting 22.6.21

Items for the agenda to be notified to the clerk by **12.06.21**