

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley  
Parish Council  
Annual Parish Council Meeting**

**Pitchford Village Hall on Tuesday 14th May 2019 at 7.30pm**

## **Minutes**

- 19.5.1** The Chairman welcomed all to the meeting.
- 19.5.2 Present:** Cllr J Long – Chair, Cllr K Faulkner – Vice Chair, Cllr R Morgan, Cllr G Davies, Cllr A Argyropulo, Cllr T Johnson, E Wicks - Clerk.  
**Public:** M  
**Apologies:** Cllr P Harrison, Cllr G Ball, Cllr C Culliss.
- 19.5.3** Cllr Faulkner proposed to elect Cllr J Long as chairman, seconded by Cllr Morgan and agreed by all.
- 19.5.4** Cllr Long signed the Declaration of Acceptance of Office (attached) in the presence of the Clerk to the Council.
- 19.5.5** Cllr Long proposed to elect Cllr Faulkner as Vice Chair, seconded by Cllr Davies and agreed by all.
- 19.5.6** Cllr Faulkner signed the Declaration of Acceptance of Office (attached) in the presence of the Clerk to Council.
- 19.5.7 Minutes of Last Meeting**
- 19.5.7.1 Cllr Johnson requested a correction at item 19.3.3. Line should read ‘..planning decisions for Concord College.’
- 19.5.7.2 All agreed to accept the minutes so amended
- 19.5.8 Staff Appraisals Committee:**
- 19.5.8.1 After having undertaken the Clerk’s Appraisal in April, the Committee made the following recommendations:
- To recognise the additional responsibilities and tasks undertaken by the Clerk, especially in the area of GDPR.
  - To increase the Clerk’s employment hours to 5 per week.
  - To note the Annual Pay increase and changes in National Salary Scale points.
- Cllr Johnson proposed to accept the SAC recommendations, seconded by Cllr Faulkner and agreed by all. **Action: Clerk to update Clerk & RFO Job Description**
- 19.5.8.2 The committee arrangements and terms of reference were reviewed. J Long, G Ball and C Culliss were appointed as members. Agreed by Council.
- 19.5.9 Staffing Appeals Committee.**
- The committee arrangements and terms of reference were reviewed. K Faulkner, R Morgan and A Argyropulo were appointed as members. Agreed by Council.
- 19.5.10 Declarations of Pecuniary Interest.**
- Cllr Morgan declared an interest with any planning items regarding Home Farm Barns.
- 19.5.11 Public Session**
- No points were raised by public attendees.

**Annual Governance and Accountability Return 2018/2019**

- 19.5.12** The Year End Bank Reconciliation was accepted and agreed by all Members present.
- 19.5.13** The Internal Audit Report was received by Council and noted.
- 19.5.14** The Annual Governance Statement was approved and agreed by all Members present.
- 19.5.15** The Accounting Statements were approved and agreed by all Members present.
- 19.5.16** The analysis of variances was received by Council and noted.

## Finance

- 19.5.17** The Council received the list of Accounts for payment totalling £1294.23 (see attached).  
Cllr Argyropulo proposed to pay all accounts listed, seconded by Cllr Morgan and agreed by all.
- 19.5.18** The Bank Reconciliation was accepted by Council and agreed by all members present.
- 19.5.19** The National Pay award for 2018/2019 was accepted by Council and was agreed to be implemented from 1<sup>st</sup> April 2019, by all members present.
- 19.5.20** Cllr Faulkner proposed to pay an amount of £150 towards the Chairman's Expenses.  
Cllr Morgan seconded and all agreed. The additional amount will be included in the next batch of PC payments.
- 19.5.21** Cllr Johnson proposed to agree payment for the Clerk's extra hours worked and leave not taken, seconded by Cllr Argyropulo and agreed by all.

## Subscriptions to Other Bodies

- 19.5.22** Cllr Faulkner proposed to continue the Council's subscription to SALC, seconded by Cllr Morgan and agreed by all.
- 19.5.23** Cllr Argyropulo proposed to pay staff subscription to SLCC (see Clerk's report), seconded by Cllr Johnson and agreed by all.

## PC Working Documents

- 19.5.24** Cllr Davies proposed to adopt the Standing Orders and Financial Regulations, seconded by Cllr Morgan and agreed by all.
- 19.5.25** Cllr Argyropulo proposed to agree the Register of Assets, seconded by Cllr Davies and agreed by all.
- 19.5.26** Cllr Davies proposed to agree Financial Risk Assessment and General Risk Assessment, seconded by Cllr Johnson and agreed by all.
- 19.5.27** Cllr Faulkner proposed to agree Council's policy & procedures, seconded by Cllr Davies and agreed by all.

## Highways Matters:

- 19.5.28** Clerk had no Highways matters to report.
- 19.5.28.1 Cllr Morgan noted that the Acton Burnell direction sign at Weeping Cross was still obscured by the hedge. It was noted that it was also no improvement to making the junction itself more visible at night. **Action: Clerk to report both issues again.**
- 19.5.28.2 Cllr Johnson advised that the access designated 'green lane' from Oakham Farm down to Ascot had been blocked by placement of a huge boulder and strewn rubble. The issue has been reported to Jonathan Ingleby.
- 19.5.28.3 Cllr Long reported that the bridleway that goes out to Frodesley lodge should be reopened within 3 months. A highways engineer will be inspecting the bridleway by Bentley Ford as a large dip has appeared.

## Planning:

- 19.5.29** Update on existing planning applications

Ref: 18/05229/FUL (validated: 20/11/2018)

ADDRESS: Home Farm Barn, Acton Burnell

Proposal: Conversion of Barns to form 9 dwellings

Status: Pending

It was noted that the bridleway diversion was in place.

**PC Comment:** The Council is grateful for the plan changes that have been made, however concerns have been raised regarding the south entrance, questioning the viability of the access to the new development and also its effect on the bridleway.

Ref: 18/05398/FUL (validated: 21/11/2018)

ADDRESS: 11 Frodesley Shrewsbury

Proposal: Erect 2 storey extension and 1<sup>st</sup> floor extension

Status: Pending

Ref: 18/05409/REM (validated: 29/11/2018)

ADDRESS: Swan House, Frodesley

Proposal: Demolish former PH and a dwelling (revised scheme)

**Status: Granted**

Ref: 19/00097/VAR (validated 11/1/19)

Address: Mulberry House, Acton Burnell

Proposal: Variation to Granted Application 14/01477/FUL

**Status: Granted**

Ref: 19/0056/FUL (validated 14/1/19)

Address: West of Acton Burnell

Proposal: Erection of Agricultural Storage Building

**Status: Granted**

Ref: 19/00315/VAR to 16/05448 VAR (validated: 24/1/2019)

ADDRESS: Concord College, Acton Burnell

Proposal: Retention of 3 temp classrooms for additional 3 years

**Status: Granted**

**19.5.30** Clerk had requested but not received any update the following Planning Notices

Ref: 19/06414/ENF (validated: 7/2/2019)

ADDRESS: Frodesley Lodge, SY5 7QH

Issue: Alleged breach...erection of large wooden framed building.

**Status: 7 day letter and Chase up issued.**

Ref: 19/06442/ENF (validated: 21/2/2019)

ADDRESS: Adj. Stoneleigh, Acton Burnell

Issue: Alleged Breach...construction of visibility displays.

**Status: 7 day letter issued**

**Action: Clerk to chase up ENF case updates and report to C.Clr Morris if no joy.**

**19.5.31** No new planning applications have been received

**19.5.32** No planning applications received after 01/05/19

#### **Parish Matters.**

**19.5.33** 'Pitchford Village Hall' Committee Meeting. Need to wait and see the response from Pitchford Hall Trustees, with regard to the lease.

**19.5.34** Cllr Long provided a report of proceedings at the Church Stretton & Surrounding Areas Place Plan Meeting. See attached.

**19.5.35** Village Bus Service: The SC consultation regarding rural bus services has closed, we await the outcome. The 540 Saturday bus has roughly 28 passengers 5 of which get on in our Parish. The weekday bus has even fewer. The contract to provide the service has gone to Lakeside Coaches from 20<sup>th</sup> May 2019, but will be subject to the outcomes of the consultation.

#### **19.5.36 Time, Date & Place of Next Meeting**

7.30pm on Tuesday 9th July 2019 at Pitchford Village Hall

Clerk: *Elizabeth Wicks*

Tel: 07768 437032

Email: [clerk@actonburnellparishcouncil.org.uk](mailto:clerk@actonburnellparishcouncil.org.uk)

Chairman:

9<sup>th</sup> July 2019