

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley

Annual Parish Council Meeting

Pitchford Village Hall. Tuesday 11 May 2021 at 7.30pm

Members of the public and the press are welcome to attend. However, please contact the Clerk in advance of the meeting if you wish to attend, in order to allow us to manage numbers and arrival times under COVID social distancing restrictions.

Members of the Public who wish to speak on a specific matter are advised to contact their local Councillor or the Clerk, in writing, prior to the meeting. This will enable adequate provision to be made in the meeting agenda.

Clerk: Anna Morris

Tel: 07842 324809

Email: clerk@actonburnellparishcouncil.org.uk

AGENDA

Prior to commencement of the meeting, all Councillors must return their acceptance of office forms, signatures must be witnessed by the Clerk.

21.5.1 Chairman's Welcome

21.5.2 Present & Apologies

21.5.3 Election of Chairman

21.5.4 Declaration of Acceptance of Office by Chairman

21.5.5 Election of Vice-Chair

21.5.6 Declaration of Acceptance of Office by Vice-Chair

21.5.7 Minutes of Last Meeting

21.5.7.1 Confirm minutes of last PC meeting

21.5.7.2 Accept minutes of last PC meeting

21.5.8 Staff Appraisals Committee:

21.5.8.1 Consideration of any recommendations made by the Committee

21.5.8.2 Review delegation arrangements, terms of reference, appointment of members (3). Current members: Cllr Long - Chair, Cllr Cullis and Cllr Ball.

21.5.9 Staff Grievance Committee

21.5.9.1 Review delegation arrangements, terms of reference, appointment of members (3). Current members: Cllr Harrison - Chair, Cllr Morgan and Cllr Argyropulo.

21.5.10 Staff Recruitment Committee

21.5.10.1 To be disbanded

21.5.11 New Committees and Task and Finish Groups

21.5.11.1 Consider requirement for any new committees or task and finish groups and decide delegation arrangements, terms of reference and members

21.5.11.1.1 New Task and Finish Group to draft Investment Strategy, General Reserves Policy & look at earmarking funds (see Clerk's report)

21.5.12 Declarations of Pecuniary Interest

21.5.13 Public Session

21.5.14 Shropshire Councillor's Report

Annual Governance and Accountability Return 2020/2021

- 21.5.12 Receive and accept the year end bank reconciliation
- 21.5.13 Receive and note the Internal Audit Report (See Clerk's Report)
- 21.5.14 Approve the Annual Governance Statement
- 21.5.15 Approve the Accounting Statements
- 21.5.16 Receive and note the analysis of variances
- 21.5.17 Agree dates for Public Rights and Publication of unaudited AGAR
- 21.5.18 Sign the AGAR Certificate of Exemption

Finance

- 21.5.19 Consider and approve payments of accounts (list to be circulated)
- 21.5.20 Accept the Bank Reconciliation as presented by the Clerk
- 21.5.21 Agree the Chairman's Expenses
- 21.5.22 Authorise regular payments until next APCM May 2022 (see Clerk's report)
 - 21.5.22.1 O2 - Clerk's mobile phone contract – monthly DD
 - 21.5.22.2 Clerk's basic wage and working from home working allowance as stipulated by payroll documents – monthly BACS
 - 21.5.22.3 ICO – data protection registration fee – annual DD
- 21.5.23 Agree payment for the Clerk's extra hours worked
- 21.5.24 Review expenditure against budget year to date and approve predicted overspend on salary and insurance
- 21.5.25 Review and sign new HSBC mandate for Acton Burnell PC bank account and Lightsource account change of address and primary user forms.
- 21.5.26 Review Lightsource grant paperwork

General Power of Competence

- 21.5.27 Review arrangements for possibility of Council becoming eligible to exercise general power of competence in the future. (See Clerk's report).

Subscriptions to Other Bodies

- 21.5.28 Review and agree the Council's subscription to SALC
- 21.5.29 Consider staff subscription to SLCC (see Clerk's report).

PC Working Documents

- 21.5.30 Review and adopt Standing Orders and Financial Regulations.
- 21.5.31 Review and agree Register of Assets
- 21.5.32 Review and agree Financial Risk Assessment, General Risk Assessment, Covid Meeting Risk Assessment and Provisions of Insurance (see Clerk's report)
- 21.5.33 Review and agree Councillor's Code of Conduct (see Clerk's report)
- 21.5.34 Review and agree Council's policies & procedures for:
 - 21.5.34.1 Employment
 - 21.5.34.2 Press/media
 - 21.5.34.3 Freedom of Information and data protection
 - 21.5.34.4 Complaints
 - 21.5.34.5 Fixed Asset Policy
 - 21.5.34.6 Health and Safety

Highways Matters:

- 21.5.35 Report on Highways Matters

Planning:

- 21.5.36 Council to consider new planning applications

Ref: 21/01638/OUT (validated 31/03/2021)

Address: Proposed Residential Dvpt Land to the East of Stoneleigh Close, Acton Burnell

Proposal: Outline application for a residential development to include means of access (resubmission)

Ref: 21/01474/FUL (validated 22/03/2021)

Address: 2 The Paddocks, Pitchford, SY5 7DW

Proposal: Erection of a single storey extension to front and two storey extension to rear

21.5.37 New planning applications - consultation date passed

Ref: 21/01360/FUL (validated 16/03/2021)

Address: Acton Pigott Farm, Acton Pigott, SY5 7PH

Proposal: Erection of a grain store following demolition of existing building

Ref: 21/01157/FUL and 21/01158/LBC (validated 8/03/2021)

Address: The Old School House, Acton Burnell, SY5 7PQ

Proposal: Erection of single storey rear extension affecting a Grade II Listed Building

Ref: 21/00873/FUL (validated 19/02/2021)

Address: Hunters Moon, Acton Burnell, SY5 7PA

Proposal: Erection of a rear two storey extension

21.5.38 Clerk to update on existing planning applications

Ref: 21/00645/FUL (validated: 17/02/2021)

Address: 1 Frodesley Court, Frodesley, SY5 7QH

Proposal: Erection of an oak framed and timber clad home office and store, following the removal of an existing domestic timber shed

Status: **Permission granted**

Ref: 20/05151/FUL (dated: 16/12/20)

Address: Cottage Farm House, Frodesley, SY5 7HD

Proposal: Erection of 2 storey extension

Status: **Permission granted**

Ref: 20/04114/VAR (validated 15/09/20)

Home Farm Barns, Acton Burnell

Status: **Permission granted**

Ref: 20/01936/FUL (validated: 21/05/2020)

Address: Residential Dev. Site, Stoneleigh Close, Acton Burnell,

Proposal: Erection of 2No dwellings (re-submission)

Status: **Refused**

Ref: 19/03636/FUL (Amended application submitted: 6/2/20)

Address: Broadlands, Concord College, Acton Burnell.

Proposal: Erection of 3 extensions, relocate gas tanks and provide oil tanks

Status: Pending

21.5.39 Clerk to update on other planning notices

Ref: 20/07437/ENF (dated 16/9/20) attached to planning permission 18/05229/FUL

Home Farm Barns, Acton Burnell 15/09/20

Status: **Resolved** 28/09/20 – Owner submitted variation app 20/04114/VAR (see above)

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

Address: Frodesley Lodge, SY5 7QH

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

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

Address: Adj. Stoneleigh, Acton Burnell

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

21.5.40 Councillor Harrison to update on appeal inquiry

Ref: 20/02807/ENF (dated 2/09/2020)

Address: Land Adjacent To Frodesley Lane, Frodesley, SY5 7QQ

Issue: Appeal against without planning permission, the change of use of the Land from a permitted agricultural use to a mixed use of agriculture and the storage of vehicles and vehicle body parts not associated with agriculture

Parish Matters

21.5.41 Community Led Plan

- 21.5.41.1 Future of Pitchford Village Hall
- 21.5.41.2 Acton Burnell to Pitchford footpath
- 21.5.41.3 Playground
- 21.5.41.4 Allotments
- 21.5.41.5 PO/Shop

21.5.42 Road signs and speed limits in Frodesley

21.5.43 Community Governance Review - decide whether and how to respond to SC on possibility of future changes to PC boundaries and makeup.

21.5.44 Children's playgroup

21.5.45 Time, Date & Place of Next Meeting

7.30pm on Tuesday 13 July 2021 at Pitchford Village Hall (location TBC)

- 21.5.45.1 Agree dates and location of meetings to May 2022