

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

## Annual Parish Council Meeting Tuesday 11 May 2021 at 7.30pm Pitchford Village Hall

### MINUTES – DRAFT

- 21.5.1** The Chairman welcomed all to the meeting and explained the proceedings.
- 21.5.2 Present:** Cllr J Long, Cllr P Harrison, Cllr G Ball, Cllr C Culliss, Cllr T Johnson, Cllr A Hotchkiss, Cllr G Davies, Cllr R Morgan, Cllr K Faulkner, County Cllr D Morris, Mrs A Morris – Clerk. There are no apologies as all members attended.  
**Public Attendees:** Mr & Mrs P Hall – Frodesley, Mr M Price – Pitchford Village Hall.
- 21.5.3 Election of Chairman:** Cllr Long nominated Councillor Paul Harrison to be Chairman, seconded by Cllr Morgan and agreed by all.
- 21.5.4 Declaration of Acceptance of Office by Chairman:** Cllr Harrison accepted his election as Chairman and signed the Acceptance of Office form.
- 21.5.5 Election of Vice-Chairman:** Cllr Faulkner nominated Councillor John Long to be Vice-Chairman, seconded by Cllr Ball and agreed by all.
- 21.5.6 Declaration of Acceptance of Office by Vice-Chairman:** Cllr Long accepted his election as Vice-Chairman and signed the Acceptance of Office form.
- 21.5.7 Minutes of Last Meeting:**
- 21.5.7.1 Members confirmed that the previous minutes were a correct record.
- 21.5.7.2 Cllr Faulkner proposed to accept the minutes of 9 March 2021. Cllr Culliss seconded and all agreed.
- 21.5.8 Staff Appraisals Committee:**
- 21.5.8.1 There were no recommendations from this committee to be considered.
- 21.5.8.2 Cllr Harrison - Chair, Cllr Culliss and Cllr Ball were appointed as members of this committee. **Action: Clerk to draft terms of reference to be adopted at next meeting in July.**
- 21.5.9 Staff Grievance Committee**
- 21.5.9.1 Cllr Long - Chair, Cllr Morgan and Cllr Johnson were appointed as members of this committee. **Action: Clerk to draft terms of reference to be adopted at next meeting in July.**
- 21.5.10 Staff Recruitment Committee**
- 21.5.10.1 This committee was disbanded until such time as it is required to be reconstituted.
- 21.5.11 New Committees and Task and Finish Groups**
- 21.5.11.1 The Council did not deem there to be a need for any additional Committees.
- 21.5.11.2 The Council appointed Cllr Harrison and Cllr Culliss to a new Task and Finish Group to draft an Investment Strategy and General Reserves Policy. **Action: Group to report its recommendations at the next meeting in July.**

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Signed:  
Date:

Chairman

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**Action: Clerk to ask SALC for guidance whether Lightsource grant applications can be decided at Parish Council meetings or require a separate meeting.**

**21.5.12 a\*** **Declarations of Pecuniary Interest:** Councillors were reminded that they have 28 days from the date of their election to declare any interests.

**21.5.13 a\* Public Session**

The Chairman brought forward discussions of road signs and speed limits (**agenda item 21.5.42**) and the future of Pitchford Village Hall (**agenda item 21.5.41.1**) to the Public Session.

Mr P Hall from Frodesley raised the issue of the lack of delineation of the village by signs on the approach to the village and an increase in traffic levels and speeding over lockdown. The Council was sympathetic to these issues and will investigate options for further discussion at the next meeting in July. **Action: Cllr D Morris to ask SC to look at Frodesley Crossroads and consider possible location of signs.**

Mr M Price from Pitchford Village Hall outlined the work required to the Village Hall and the estimated costs involved. The Village Hall Committee wishes to apply for a grant from the Lightsource Community Benefit Fund to help fund repairs and improvements.

**Actions: M Price to send Clerk itemised breakdown of estimated costs. Clerk to provide Lightsource Grant application form.**

**21.5.14 a\*** **Shropshire Councillor's Report:** Cllr D Morris gave a breakdown of the Shropshire Council election results from the local elections on 6 May 2021 and said the Conservative administration's 4 year agenda will prioritise roads.

**Annual Governance and Accountability Return 2020/2021**

**21.5.12 \*** The Year End Bank Reconciliation was accepted and agreed by all Members present.

**21.5.13 \*** The Internal Audit Report was received by Council and noted.

**21.5.14 \*** The Annual Governance Statement was approved and agreed by all Members present.

**21.5.15** The Accounting Statements were approved and agreed by all Members present.

**21.5.16** The analysis of variances was received by Council and noted.

**21.5.17** The dates for Public Rights and Publication of unaudited AGAR were agreed and will be 17 June 2021 – 28 July 2021.

**21.5.18** The AGAR Certificate of Exemption was agreed and approved by all Members present.

**Finance**

**21.5.19** The Council received the list of Accounts for payment, as outlined below. Cllr Harrison proposed to pay all accounts listed, seconded by Cllr Ball and agreed by all.

Payee	Item	Amount £
SALC	Training	75.00
SALC	Training	30.00
Clerk	March Pay	293.08
SALC	Training	75.00
O2	Mobile phone	9.60
DM Payroll Service Ltd.	Payroll 2021/22	95.00

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O2	Mobile phone	9.73
Clerk	Microsoft 365 Cloud storage & Stamps	70.19
Zurich Municipal	Insurance	288.77
Clerk	April Pay	293.08
Kathy Symonds	Internal Audit	100.00
<b>Total</b>		<b>1339.45</b>

**21.5.20** The Bank Reconciliation was accepted by Council and agreed by all members present.

**21.5.21** Cllr Morgan proposed to pay an amount of £150 towards the Chairman's Expenses. Cllr Johnson seconded and all agreed. **Action: Clerk to pay Cllr Long £150.**

**21.5.22** The following regular payments were agreed by Council and authorised for payment until the next Annual Parish Council Meeting in May 2022:

21.5.22.1 O2 - Clerk's mobile phone contract – monthly DD ca. £9.73

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 £35

**21.5.23** Cllr Faulkner proposed to agree payment for the Clerk's extra hours worked, seconded by Cllr Harrison and agreed by all.

**21.5.24** The Council reviewed expenditure against budget year to date and all members agreed the predicted overspend on salary and insurance (See Clerk's Report).

**21.5.25** The Council reviewed and signatories signed the new HSBC bank mandate for Acton Burnell PC bank account and Lightsource account change of address and primary user forms.

**21.5.26** The Council discussed possible amendments to the Lightsource grant paperwork and application form. **Action: Cllr Harrison to redraft and present for approval at next PC meeting in July.**

### General Power of Competence

**21.5.27** The Council is currently ineligible due to the requirement to have a CILCA qualified Clerk.

### Subscriptions to Other Bodies

**21.5.28** Cllr Long proposed to continue the Council's subscription to SALC, seconded by Cllr Johnson and agreed by all.

**21.5.29** Cllr Ball proposed to pay staff subscription to SLCC (see Clerk's report), seconded by Cllr Morgan and agreed by all. The Council approved an overspend on the budget for subscriptions as a result.

### PC Working Documents

**21.5.30** Cllr Harrison proposed to adopt the Standing Orders and Financial Regulations, seconded by Cllr Long and agreed by all.

**21.5.31** Cllr Ball proposed to agree the Register of Assets, seconded by Cllr Faulkner and agreed by all.

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**21.5.32** Cllr Morgan proposed to agree Financial Risk Assessment, General Risk Assessment and Covid Risk Assessment, seconded by Cllr Faulkner and agreed by all.

**21.5.33** The Council deferred consideration of the potential new Code of Conduct to the next meeting in July. Therefore, the existing Code of Conduct will remain in place until that meeting. **Action: Clerk to write a briefing note to explain the reason for the suggested change to LGA Code of Conduct.**

**21.5.34** The Council reviewed the following policies & procedures.

21.5.34.1 Employment

21.5.34.2 Press/media – **Action – Clerk to draft a policy for review at next meeting.**

21.5.34.3 Freedom of Information and data protection – The Council deferred consideration of this policy to the next meeting in July. **Action: Clerk to review 'subject request policy'.**

Cllr Harrison proposed to adopt the following policies, seconded by Cllr Faulkner and agreed by all:

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: The Council had a discussion about various highways issues. **Actions:**

- **Clerk to write to SC to raise issue of timings for roadworks signage continuing to cause disruption once works are complete.**
- **Clerk to report blocked gully by College playing fields and potholes in Pitchford.**
- **Clerk to contact Longnor Parish Council re obstructive hedge in Longnor.**
- **Clerk to chase response from SC on flooding in Frodesley.**

### Planning:

**21.5.36** The Council considered the following 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)

Status: **The Council reaffirmed its position to support this application.**

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

Status: **The Council had no comments to give on this application.**

**21.5.37** The Council reviewed the following list of new planning applications where the consultation date had passed and had no comments to give on these.

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

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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** The Clerk updated the Council 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 – this application is expected to be withdrawn**

**21.5.39** The clerk updated the Council on the following 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** Cllr Harrison updated the Council on an appeal inquiry he attended:

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: the Council discussed the following:

21.5.41.1 Future of Pitchford Village Hall – this item was brought forward to the public session, see 21.5.13a above.

21.5.41.2 Acton Burnell to Pitchford footpath

21.5.41.3 Playground. The Council discussed potential locations for a playground in Acton Burnell. **Action: Cllr Harrison and Clerk to research types of playground**

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***and consult with the new playgroup and recommend aspirations for any potential playground to PC.***

21.5.41.4 Allotments

21.5.41.5 PO/Shop

**21.5.42** Road signs and speed limits in Frodesley. This item was brought forward to the public session. See 21.5.13a above. The Council felt that gate signs may be effective but would require further investigation by SC to determine whether there is sufficient space on the highway. **Action: Cllr Culliss to look at options for gate style signs.**

**21.5.43** Community Governance Review. Cllr Long proposed that the Council inform SC that there are no proposed changes to the make-up of the Council or its boundaries at this time. Cllr Harrison seconded and all agreed. **Action: Clerk to contact SC.**

**21.5.44** Children's playgroup: The Council has received a request for funding for a new Acton Burnell Pitchford Playgroup. The Council decided to support this request in principle for an initial period of six months and review after that, on the condition that the group provides evidence that they have sufficient insurance and Council registrations in place. **Action: Clerk to contact group to request further information.**

**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 Dates of meetings to May 2022 (locations TBC):

- 13 July 2021
- 14 September 2021
- 9 November 2021
- 18 January 2022
- 8 March 2022
- 10 May 2022

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