

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley

## Annual Parish Council Meeting

Pitchford Village Hall. Tuesday 10 May 2022 at 7.30pm

Members of the public and the press are welcome to attend. 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

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## AGENDA

### 22.5.1 Election of Chairman

### 22.5.2 Declaration of Acceptance of Office by Chairman

### 22.5.3 Election of Vice-Chair

### 22.5.4 Declaration of Acceptance of Office by Vice-Chair

### 22.5.5 Chairman's Welcome

### 22.5.6 Present & Apologies

### 22.5.7 Declarations of Pecuniary Interest

### 22.5.8 Minutes of Last Meeting

22.5.8.1 Confirm minutes of last PC meeting

22.5.8.2 Accept minutes of last PC meeting

### 22.5.9 Staff Appraisals Committee:

22.5.9.1 Review delegation arrangements, terms of reference, appointment of members (3). Current members: Cllr Harrison - Chair, Cllr Culliss and Cllr Ball

### 22.5.10 Staff Grievance Committee

22.5.10.1 Review delegation arrangements, terms of reference, appointment of members (3). Current members: Cllr Long - Chair, Cllr Morgan and Cllr Johnson

### 22.5.11 Staff Recruitment Committee

22.5.11.1 Appoint new committee to recruit maternity leave cover for Clerk, decide delegation arrangements and terms of reference

22.5.11.2 Council to review any other required actions as a result of Clerk's pregnancy (see Clerk's report)

### 22.5.12 New Committees and Task and Finish Groups

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

### 22.5.13 Delegation to Clerk

22.5.13.1 Council to review arrangements for delegation to Clerk

22.5.13.2 Council to consider and approve delegating responding to basic planning applications to the Clerk following consultation with Cllrs (see Clerk's report)

### 22.5.14 Public Session

### 22.5.15 Shropshire Councillor's Report

### Annual Governance and Accountability Return 2021/22

22.5.16 Receive and accept the year end bank reconciliation

22.5.17 Receive and note the Internal Audit Report (See Clerk's Report)

22.5.18 Approve the Annual Governance Statement

- 22.5.19 Approve the Accounting Statements
- 22.5.20 Receive and note the analysis of variances
- 22.5.21 Agree dates for Public Rights and Publication of unaudited AGAR (see Clerk's report)
- 22.5.22 Sign the AGAR Certificate of Exemption

#### **Finance**

- 22.5.23 Consider and approve payments of accounts (list to be circulated)
- 22.5.24 Accept the Bank Reconciliation as presented by the Clerk
- 22.5.25 Agree the Chairman's Expenses
- 22.5.26 Authorise regular payments until next APCM May 2023 (see Clerk's report)
  - 22.5.26.1 O2 - Clerk's mobile phone contract – monthly DD
  - 22.5.26.2 Clerk's basic wage and working from home working allowance as stipulated by payroll documents – monthly BACS
  - 22.5.26.3 ICO – data protection registration fee – annual DD
- 22.5.27 Agree payment for the Clerk's extra hours worked and additional CILCA hours
- 22.5.28 Review expenditure against budget year to date
- 22.5.29 Agree in advance expenditure on tablets for Cllrs Faulkner and Davies, which will cause overspend on Office and equipment budget line (See Clerk's report)
- 22.5.30 Review and sign CIL neighbourhood fund monitoring form

#### **Financial Forward Planning**

- 22.5.31 Review and agree Clerk's recommendations for investment account (see Clerk's report) and sign relevant paperwork and cheque in order to open account
- 22.5.32 Approve earmarking of £50k funds future projects arising from priorities identified by Community plan (see Clerk's report)

#### **General Power of Competence**

- 22.5.33 Review eligibility of Council to exercise general power of competence.

#### **Subscriptions to Other Bodies**

- 22.5.34 Review and agree the Council's subscription to SALC
- 22.5.35 Review and agree the Council's subscription to SLCC

#### **PC Working Documents**

- 22.5.36 Review and adopt Standing Orders
  - 22.5.36.1 Standing Orders should be updated to include planning application response delegation to Clerk if agreed at 22.5.13.2 and Terms of Reference for all committees
- 22.5.37 Review and adopt Financial Regulations
- 22.5.38 Review and agree Register of Assets
- 22.5.39 Review and agree Financial Risk Assessment, General Risk Assessment and Provisions of Insurance (see Clerk's report)
- 22.5.40 Review and agree Councillor's Code of Conduct
- 22.5.41 Review and agree Council's policies & procedures for:
  - 22.5.41.1 Employment
  - 22.5.41.2 Press/media
  - 22.5.41.3 Freedom of Information and data protection
  - 22.5.41.4 Complaints
  - 22.5.41.5 Fixed Asset Policy
  - 22.5.41.6 Health and Safety

#### **Highways Matters**

- 22.5.42 Clerk to update Council on any Highways Matters

#### **NALC consultation on smaller authorities' priorities**

**22.5.43 Council to consider response to consultation (see Clerk's report)****Planning****22.5.44 Council to consider new planning applications**

No new applications to consider

**22.5.45 Clerk to update Council on new planning applications for which the consultation deadline has passed**

Ref: 22/01042/FUL and 22/01064/LBC (validated 3/03/22)

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

Proposal: Construction of a twin gabled single storey extension and internal alterations

Status: Pending consideration

Ref: 22/00952/FUL (validated 28/02/22)

Address: Croft Cottage, Pitchford, SY5 7DP

Proposal: Demolition of existing domestic outbuildings and erection of a new garage and personal business office

Status: Permission granted

Ref: 22/00973/VAR (validated 28/02/22)

Address: Concord College, Acton Burnell Shropshire SY5 7PF

Proposal: Variation of Condition No. 1 attached to planning permission 19/04135/VAR dated 12 November 2019 to allow the temporary classroom building to remain for a further period of five years

Status: Permission granted

Ref: 22/00972/LBC (validated 28/02/22)

Address: Bentley Ford Farm, Enchmarsh, SY5 7QH

Proposal: Conversion of traditional agricultural building to form 1no dwelling Conversion of traditional agricultural building to form 1No. dwelling affecting a Grade II Listed Building

Status: Permission granted

**22.5.46 Clerk to update on existing planning applications**

Ref: 21/05903/FUL (validated 17/01/22)

Address: Bentley Ford Farm, Enchmarsh, SY5 7QH

Proposal: Conversion of traditional agricultural building to form 1no dwelling

Status: Permission granted

Ref: 21/04666/VAR (validated 12/10/21)

Address: Site of Swan House, Frodesley

Proposal: Variation of Condition No. 1 attached to planning permission 18/05409/REM dated 16 March 2019 showing amended details of the garage only (not the house)

Status: Permission granted

Ref: 21/04640/FUL (validated 11/10/21)

Address: Evenwood Cottage, Cound Moor, SY5 6BE

Proposal: Erection of new dwelling following demolition of existing dwelling (whilst retaining the existing annex building to the rear)

Status: Permission granted

Ref: 21/03635/VAR (validated 23/07/2021)

Address: Agricultural Buildings Home Farm, Acton Burnell

Proposal: Variation of Condition No. 2 attached to planning permission 18/05229/FUL dated 19 May 2020

Status: Pending consideration

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: Awaiting decision

**22.5.47** Clerk to update on other planning notices

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

Address: Frodesley Lodge, SY5 7QH

Issue: Erection of large wooden framed building in breach of planning regulations

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

Address: Adj. Stoneleigh, Acton Burnell

Issue: Alleged Breach...construction of visibility splays

**Parish Matters**

**22.5.48** Acton Burnell to Pitchford footpath – Cllr Harrison to update

**22.5.49** Speed management gateways for villages – Clerk to update

**Jubilee Celebrations****22.5.50 Jubilee Beacon**

22.5.50.1 Cllrs Faulkner and Long to provide update on plans

22.5.50.2 Council to review and approve Jubilee Beacon Risk Assessment

**22.5.51 Tree Planting** – Cllrs to provide update

**22.5.52 Jubilee Picnic**

22.5.52.1 Cllr Johnson to provide update on plans

22.5.52.2 Council to review and approve Jubilee picnic risk assessment

22.5.52.3 Council to review and approve plans for handling cash from ticket sales

22.5.52.4 Council to review and approve in advance anticipated expenditure for event

(see Clerk's report)

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

**22.5.53** 7.30pm on Tuesday 12 July 2022 at Pitchford Village Hall

22.5.53.1 Agree dates and location of meetings to May 2023 (see Clerk's report)