

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

## Annual Parish Council Meeting Tuesday 10 May 2022 at 7.30pm Pitchford Village Hall

### MINUTES

- 22.5.1 Election of Chairman:** Cllr Harrison was re-elected as Chair, nominated by Cllr Faulkner, seconded by Councillor Culliss and agreed by all.
- 22.5.2 Declaration of Acceptance of Office by Chairman:** Cllr Harrison accepted his election as Chair and signed the Acceptance of Office form.
- 22.5.3 Election of Vice-Chair:** Cllr Culliss was elected as Vice-Chair, nominated by Cllr Johnson, seconded by Cllr Faulkner and agreed by all.
- 22.5.4 Declaration of Acceptance of Office by Vice-Chair:** Cllr Culliss accepted her election as Vice-Chair and signed the Acceptance of Office form.
- 22.5.5** The Chairman welcomed all to the meeting and explained the proceedings.
- 22.5.6 Present:** Cllr P Harrison, Cllr C Culliss, Cllr T Johnson, Cllr A Hotchkiss, Cllr R Morgan, Cllr K Faulkner, County Cllr D Morris, Mrs A Morris – Clerk.  
**Apologies:** Cllr J Long, Cllr G Davies, Cllr G Ball  
**Public attendees:** Mr A Roberts – Pitchford Village Hall.
- 22.5.7 Declarations of Pecuniary Interest:** None
- 22.5.8 Minutes of Last Meeting**
- 22.5.8.1 Members confirmed that the previous minutes were a correct record.
- 22.5.8.2 Cllr Morgan proposed to accept the minutes of 8 March 2022. Cllr Faulkner seconded and all agreed.
- 22.5.9 Staff Appraisals Committee:**
- 22.5.9.21 The delegation arrangements and terms of reference for the committee were reviewed and the following members were appointed: Cllr Harrison - Chair, Cllr Long and Cllr Ball.
- 22.5.10 Staff Grievance Committee**
- 22.5.10.21 The delegation arrangements and terms of reference for the committee were reviewed and the following members were appointed: Cllr Culliss - Chair, Cllr Morgan and Cllr Johnson. Cllr Hotchkiss to act as reserve member if grievance involves any appointed member.
- 22.5.11 Staff Recruitment Committee**
- 22.5.11.1 The Staff Recruitment Committee was formed, terms of reference and delegation arrangements were agreed and the following members appointed: Cllr Harrison – Chair, Cllr Culliss and Cllr Ball. **Action: Committee to ask E Wicks to cover maternity leave**
- 22.5.11.2 The Council agreed that Cllr Harrison would be responsible for signing required paperwork for Clerk's maternity leave, proposed by Cllr Johnson, seconded by Cllr Hotchkiss and agreed by all.
- 22.5.12 New Committees and Task and Finish Groups**
- 22.5.12.1 The Council agreed that no new committees or groups were required.
- 22.5.13 Delegation to Clerk**
- 22.5.13.1 The Council agreed to continue current delegation arrangements for the Clerk. In addition, the Council approved delegating responses to consultations to the Clerk after soliciting responses on Facebook group, where appropriate, and from Councillors, proposed by Cllr Harrison, seconded by Cllr Faulkner and agreed by all. **Action: Delegation to be added to Standing Orders**

Signed:  
Date:

Chairman

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

22.5.13.2 The Council approved delegating responding to basic planning applications to the Clerk following consultation with Cllrs, proposed by Cllr Faulkner, seconded by Cllr Harrison and agreed by all. **Action: Suggested text in Clerk's report to be added to Standing Orders**

**22.5.14 Public Session:** none required

**22.5.15 Shropshire Councillor's Report:**

- Cllr Morris reported that there is a new Highways Technician for the area, Andy Oliver. He will brief him on current parish concerns including water erupting from pavement in Acton Burnell and Stoneleigh Park exit. Cllr Morris has contacted Shropshire Council officers regarding these issues and reports that a mirror has been recommended in the short term at Stoneleigh until the visibility splay is corrected by the proposed development of Albert Davies Yard. **Action: Cllr Morris to update on timeframe for mirror**
- Cllr Morris has spoken to the Planning Enforcement Team regarding Frodesley Lodge and reported that, as it has been ruled unlawful following the unsuccessful Lawful Development Certificate application, it cannot become lawful without an appeal to that decision or a successful planning application.
- Cllr Morris is still awaiting information on speed management options for Parish Councils to invest in. **Action: Cllr Morris to ask Portfolio Holder to free up resource to work on this.** Cllr Culliss emphasised that the process needs to include a Shropshire Council assessment of the area and suggestions for possible solutions, not just a menu of choices for the Parish Council.
- There is a bi-election upcoming in Highley.
- Homes for Ukraine: 434 guests across 156 hosts have been offered homes in Shropshire.

### Annual Governance and Accountability Return 2021/22

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

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

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

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

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

**22.5.21** The dates for Public Rights and Publication of unaudited AGAR were agreed and will be 1 June 2022 – 15 July 2022.

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

### Finance

**22.5.23** The Council received the list of accounts for payment, as outlined below. Cllr Faulkner proposed to pay all accounts listed, seconded by Cllr Hotchkiss and agreed by all.

| Account | Payee                   | Item                     | Amount<br>£ |
|---------|-------------------------|--------------------------|-------------|
| ABFPR&L | Clerk                   | March Pay                | 293.08      |
|         | HSBC                    | Bank charges             | 5.00        |
|         | O2                      | Mobile phone             | 9.73        |
|         | Clerk                   | April Pay                | 638.44      |
|         | SALC                    | Membership fees          | 304.35      |
|         | DM Payroll Services Ltd | Payroll services 2022/23 | 95.00       |
|         | O2                      | Mobile phone             | 10.49       |

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|                 |                 |  |                |
|-----------------|-----------------|--|----------------|
|                 | HSBC            | Bank charges                               | 5.00           |
|                 | Kathy Symonds   | Internal audit                             | 100.00         |
|                 | Clerk           | Microsoft 365 + Ring binders reimbursement | 71.98          |
| Lightsource CBF | HSBC            | Bank charges                               | 5.00           |
|                 | Polly's Parlour | Ice cream deposit for Jubilee Picnic       | 150.00         |
|                 | Karen Fisher    | Printing for Jubilee Picnic                | 61.92          |
|                 | HSBC            | Bank charges                               | 5.00           |
| <b>Total</b>    |                 |  | <b>1754.99</b> |

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

**22.5.25** Cllr Johnson proposed to pay an amount of £150 towards the Chairman's Expenses for 2021/22. Cllr Hotchkiss seconded and all agreed. **Action: Clerk to pay Cllr Harrison £150**

**22.5.26** The following regular payments were agreed by Council and authorised for payment until the next Annual Parish Council Meeting in May 2023:

22.5.26.1 O2 - Clerk's mobile phone contract – monthly DD ca. £10.49

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 £35

**22.5.27** Cllr Harrison proposed to agree payment for the Clerk's extra hours worked (27 hours general, 28 hours CiLCA training), seconded by Cllr Morgan and agreed by all.

**22.5.28** The Council reviewed expenditure against budget year to date.

**22.5.29** The Council agreed the purchase of two tablets for Cllr Davies and Cllr Faulkner which will cause an overspend of approx. £200 on the office and equipment budget line, proposed by Cllr Morgan, seconded by Cllr Hotchkiss and agreed by all.

**22.5.30** The 2021/22 CIL neighbourhood fund monitoring form was reviewed by the Council and signed by the Chair.

### Financial Forward Planning

**22.5.31** The Council reviewed and agreed the Clerk's recommendations for opening an investment savings bond with Cambridge and Counties Bank, proposed by Cllr Hotchkiss, seconded by Cllr Culliss and agreed by all. It was also agreed that, as Vice-Chair, Councillor Culliss would be an additional signatory to the account. Cllr Harrison, Cllr Faulkner and Cllr Culliss signed the relevant paperwork.

**22.5.32** The Council approved earmarking of £50k funds future projects arising from priorities identified by Community plan, as outlined in the Clerk's report, proposed by Cllr Morgan, seconded by Cllr Faulkner and agreed by all.

### General Power of Competence

**22.5.33** The Council remains ineligible to exercise the general power of competence until the Clerk completes her CiLCA training.

### Subscriptions to Other Bodies

**22.5.34** Cllr Harrison proposed the Council continue its subscription to SALC, seconded by Cllr Johnson and agreed by all.

**22.5.35** Cllr Culliss proposed the Council continue its subscription to SLCC, seconded by Cllr Johnson and agreed by all.

Signed:  
Date:

Chairman

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

## PC Working Documents

**22.5.36** The Council reviewed its Standing Orders and agreed to adopt them with the amendments listed below.

22.5.36.1 The Council agreed to update its Standing Orders to include consultation and planning application response delegation to Clerk agreed at 22.5.13.1-2 and Terms of Reference for all committees

**22.5.37** The Council reviewed and adopted its Financial Regulations without change.

**22.5.38** The Council reviewed and agreed the Register of Assets

**22.5.39** The Council reviewed and agreed the Financial Risk Assessment and General Risk Assessment. Councillor Harrison proposed continuing with Zurich Municipal as the Council's insurance provider, seconded by Cllr Morgan and agreed by all.

**22.5.40** The Council reviewed and agreed the Councillor's Code of Conduct without change.

**22.5.41** The Council reviewed and agreed the following policies & procedures without change:

- 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** The Clerk updated the Council that Shropshire Council has become more responsive to highways faults reported via Fix My Street. **Action: Clerk to share link on Facebook group.**

**22.5.43** Overhanging trees to the west of the road by the brook at the Clappers. **Action: Clerk to Circulate Pitchford Hall Estate Woodland Plan to Councillors and to respond with any comments.**

**22.5.44** The Council discussed the issue of bus congestion in Acton Burnell on school day mornings. **Action: Cllr Morris to contact School transport team/bus companies.**

## NALC consultation on smaller authorities' priorities

**22.5.45** The Council decided its priorities for NALC's consultation are short planning application consultation deadlines and the proliferation of policies and procedures.

## Planning

**22.5.46** There were no new applications for the Council to consider.

**22.5.47** The Clerk updated the 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: Permission granted

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)

Signed:  
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Address: Concord College, Acton Burnell Shrewsbury 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

### **22.5.48** The Clerk updated the Council 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: Permission granted

### **22.5.49** The Clerk updated the Council 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. See 22.5.15.

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

Address: Adj. Stoneleigh, Acton Burnell

Issue: Alleged Breach...construction of visibility splays. See 22.5.15.

### **Parish Matters**

**22.5.50** Acton Burnell to Pitchford footpath - Cllr Harrison is still awaiting feedback from Pitchford Hall Estate.

**22.5.51** Speed management gateways for villages – See 22.5.15.

### **Jubilee Celebrations**

#### **22.5.52 Jubilee Beacon**

22.5.52.1 Cllr Faulkner updated the Council on plans for the Beacon lighting.

Signed:  
Date:

Chairman

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22.5.52.2 Cllr Harrison proposed accepting the Jubilee Beacon Risk Assessment, seconded by Cllr Morgan and agreed by all. Cllr Johnson volunteered to be the First Aider for the event.

**22.5.53 Tree Planting** – Nothing new to report.

**22.5.54 Jubilee Picnic**

22.5.54.1 Cllr Johnson provided an update on Jubilee picnic plans, ticket sales and budget.

22.5.54.2 Cllr Culliss proposed accepting the Jubilee picnic risk assessment, seconded by Cllr Harrison and agreed by all.

22.5.54.3 The Council reviewed plans for handling cash from ticket sales, which will be counted and verified by the Clerk and Cllr Johnson and paid into the Lightsource account by the Clerk. Cllr Harrison proposed accepting these arrangements, seconded by Cllr Morgan and agreed by all.

22.5.54.4 The Council reviewed anticipated expenditure for event and approved paying the following invoices ahead of the next Council meeting once the event has occurred:

| Payee                       | Item                           | Amount        | Payment method         |
|-----------------------------|--------------------------------|---------------|------------------------|
| Cllr Tracy Johnson          | Reimbursement for sundry items | £200          | BACS                   |
| The Upbeats                 | Band                           | £240          | BACS                   |
| Glitter Tattoos             | Face painting                  | £70           | BACS                   |
| Spacemobiles/Russell Davies | Portaloos                      | Up to £194.40 | BACS                   |
| Aesops Theatre              | Theatre                        | £570          | Cheque signed by Cllrs |
| Polly's Parlour             | Ice Cream                      | Up to £750    | Cheque signed by Cllrs |

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

**22.5.55** 7.30pm on Tuesday 12 July 2022 at Pitchford Village Hall

22.5.55.1 The Council agreed the following dates meetings to May 2023 to be held at 7.30pm at Pitchford Village Hall:

- 12 July 2022
- 13 September 2022
- 8 November 2022
- 17 January 2023
- 14 March 2023
- 9 May 2023

Signed:  
Date:

Chairman