

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

## Parish Council Meeting Tuesday 12 July 2022 at 7.30pm Pitchford Village Hall

### MINUTES

- 22.7.1** The Chairman welcomed all to the meeting and explained the proceedings.
- 22.7.2 Present:** Cllr P Harrison – Chair, Cllr G Ball, Cllr J Long, Cllr C Culliss, Cllr G Davies, Cllr T Johnson, Cllr A Hotchkiss, Cllr K Faulkner, Cllr R Morgan, Mrs A Morris – Clerk  
**Public Attendees:** Mr C Phillips – MedUK Ltd., Mr R Northall – Frodesley resident  
**Apologies:** County Cllr D Morris
- 22.7.3 Declarations of Interest**
- 22.7.3.1 Cllr Long declared an interest in the Lodge Hill Volunteer Group
- 22.7.4 Public Session**
- Mr R Northall of Swan House, Frodesley, raised his concerns that an unnamed member of the Council had canvassed against his variation planning application Ref: 21/04666/VAR. Cllr Harrison assured Mr Northall that the Parish Council had considered its response to this application dispassionately and explained that the Council would need to receive a written complaint in order to investigate the matter any further. Mr Northall did not express an intention to submit a formal complaint.
  - Mr C Phillips from MedUK Ltd. gave the Council a report on the Council's defibrillators. He recommended the replacement of the devices and cabinets at Frodesley, Pitchford and Ruckley and the cabinet at Acton Burnell with models recommended by the British Heart Foundation. Cllr Harrison proposed implementing Mr Phillips's recommendations, seconded by Cllr Ball and agreed by all. The Council agreed that this and the recent battery replacement for the Frodesley defibrillator would be funded from the Lightsource Community Benefit Fund.
- 22.7.5 Confirmation and Acceptance of the Minutes of the Previous Meeting**
- 22.7.5.1 The minutes of the previous meeting in May 2022 were accepted as a correct record following a correction to the date from 'March' to 'May' and an amendment to the Councillors who proposed and seconded item 22.5.23 to Cllrs Faulkner and Hotchkiss.
- 22.7.6 Police Report** – no report had been received.
- 22.7.7 Shropshire Councillor's Report:** Cllr Morris sent his apologies for the meeting but had sent a report in his absence. He is still regularly chasing staff to survey sites for traffic calming and other road safety measures, eg. a mirror for Frodesley.
- 22.7.8 Finance:**
- 22.7.8.1 The Council received the list of accounts for payment, as outlined below. Cllr Johnson proposed to pay all accounts listed, seconded by Cllr Faulkner and agreed by all.

Account	Payee	Item	Amount £
ABFPR&L	Clerk	May Pay	298.28
	Zurich Municipal	Insurance	289.81
	Paul Harrison	Chair's Allowance	150.00

Signed:  
Date:

Chairman

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	SLCC	Annual Membership	98.00
	O2	Mobile phone	10.49
	HSBC	Bank charges	5.00
	Clerk	June Pay	906.67
	HMRC	NI contributions	23.43
	ICO	Data protection certificate	35.00
	Shropshire Council	Elections	400.00
	O2	Mobile phone	10.49
	HSBC	Bank charges	5.80
	Clerk	Noticeboard key, ink, tablets reimbursement	240.10
	Web Orchard	Web hosting and support	228.00
Lightsource	Space Mobiles	Jubilee picnic portaloos	194.40
	Stuart Jones - The Upbeats	Jubilee picnic band	240.00
	HSBC	Bank charges	5.00
	Tracy Johnson	Jubilee picnic gifts and decorations reimbursement	137.36
	Aesop's Touring Theatre Company	Jubilee Picnic theatre	570.00
	Liza Glitter Tattoos	Jubilee picnic Glitter Tattoos	70.00
	Polly's Parlour	Jubilee picnic ice creams	300.00
	Polly's Parlour	Jubilee picnic ice creams	437.50
	HSBC	Bank charges	10.06
	Clerk	Jubilee picnic sweets	5.00
	<b>Total</b>		<b>4,670.39</b>

- 22.7.8.2 Cllr Morgan proposed to accept the Bank Reconciliation, seconded by Cllr Culliss and agreed by all.
- 22.7.8.3 Cllr Long proposed to agree payment for the Clerk's extra hours worked (38 hours CiLCA training), seconded by Cllr Ball and agreed by all.
- 22.7.8.4 The Council reviewed expenditure against budget year to date. Cllr Ball proposed to approve the predicted overspend on office supplies, seconded by Cllr Morgan and agreed by all. It was decided that further tests should be made to resolve Cllr. Johnson's email issue before committing any funds to fixing issue.
- 22.7.8.5 Savings Bond – the Clerk updated the Council that this had not yet been opened due to a cheque being refused (bank to be queried as signatures were in line with the mandate for the Lightsource account). There will also be a need to amend the bank mandate for the main Council account (see below)
- 22.7.8.6 The Council reviewed its Bank Mandate and decided to sign new mandate with 1 signature limit of £500 and no limit with 2 signatures (following formal Council approval of each sum). The Council decided to retain existing Councillor account signatories (Cllrs Harrison, Long and Faulkner).
- 22.7.8.7 The Council received the final report and accounts from Pitchford Playgroup which has ceased running.

Signed:  
Date:

Chairman

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### 22.7.9 Defibrillators

22.7.9.1 See 22.7.4 Public Session

### 22.7.10 PC Working Documents

22.7.10.1 Councillor Long proposed adopting the revised version of the Standing Orders, updated in line with changes to NALC model document, seconded by Cllr Hotchkiss and agreed by all.

### 22.7.11 Staff Recruitment Committee

22.7.11.1 Cllr Harrison reported that cover for the Clerk's maternity leave has not yet been appointed. The Staff Recruitment Committee will meet on Tuesday 19 July at 7pm to review options and decide how to proceed.

### 22.7.12 Planning:

#### 22.7.12.1 New planning applications:

None received since last meeting.

#### 22.7.12.2 The Clerk updated the Council on existing applications

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

#### 22.7.12.3 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

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

Address: Adj. Stoneleigh, Acton Burnell

Issue: Alleged Breach...construction of visibility splays

Ref: 22/08883/ENF (validated 27/06/2022)

Address: The Swan House, Frodesley, SY5 7HA

Issue: Alleged breach... possible erection of a 10 ft wall/fence

### 22.7.13 Highways Matters:

22.7.13.1 The Council is still awaiting Shropshire Council's guidance on speed management options. **Action: Clerk to chase up whether mirror for Frodesley crossroads could be considered before receiving this guidance.**

22.7.13.2 Cllr Harrison has reported damage to the grit bin and an oil spill in Acton Burnell. Cllr Long has reported fly tipping on the Cound to Cressage road.

### 22.7.14 Environmental Issues

22.7.14.1 **Bridleways and Paths** – nothing to report

22.7.14.2 Cllr Harrison proposed extending Parish Council insurance to cover Lodge Hill volunteer group, seconded by Cllr Johnson and agreed by all. Cllr Long to be contact on group. **Action: Clerk and Cllr Long to complete risk assessment for group's activities.**

### 22.7.15 Parish Matters

22.7.15.1 Playground: Concord College is still awaiting update from solicitors.

22.7.15.2 Acton Burnell – Pitchford Footpath: Cllr Harrison to walk potential route with J Nason.

22.7.15.3 Additional matters:

Signed:  
Date:

Chairman

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- Cllr Hotchkiss raised the issue of the overgrown vegetation at Acton Burnell Church, which is normally cleared by volunteers.
- Cllr Long raised the issue of the state of Cantlop Garage. **Action: Clerk to contact Berrington PC Clerk to check they are aware of issue.**
- There was a brief discussion of Mr Northall's comments during the public session. Without a detailed formal complaint the Council is unable to formally respond.

### **22.7.16 Platinum Jubilee**

22.7.16.1 There have been no additional sites identified for tree planting.

22.7.16.2 Sunday Family Picnic

22.7.16.2.1 The Council received the final financial report from the Jubilee picnic. Final costs were £1,101.18 from a possible grant of £1,500. Cllr Harrison thanked everyone involved with the organisation of the event.

22.7.16.2.2 There was no discussion of Cllr Johnson's plaque idea.

### **22.7.17 Time, Date and Location of Next Meeting**

22.7.17.1 7.30pm, Tuesday 13 September 2022, Pitchford Village Hall.

Signed:  
Date:

Chairman