

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Annual Parish Council Meeting

Pitchford Village Hall. Wednesday 3rd May 2023 at 7.30pm

All Councillors are hereby summoned to attend the Annual Parish Council Meeting which will be held at Pitchford Village Hall on Wednesday 3rd May 2023 at 7.30pm.

Members of the Public are welcome and those 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.

Acting Clerk: Paul Harrison

Tel: 07842 324809

Email: clerk@actonburnellparishcouncil.org.uk

AGENDA

23.5.1 Election of Chairman

23.5.2 Declaration of Acceptance of Office by Chairman

23.5.3 Election of Vice-Chairman

23.5.4 Declaration of Acceptance of Office by Vice-Chairman

23.5.5 Chairman's Welcome

23.5.6 Appointment of Locum Clerk for the meeting

23.5.7 Present & Apologies

23.5.8 Declarations of Pecuniary Interest

23.5.9 Minutes of Last Meeting

23.5.9.1 Confirm minutes of last PC meeting (14th March 2023)

23.5.9.2 Accept minutes of last PC meeting

23.5.10 Staff Appraisals Committee:

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

23.5.11 Staff Grievance Committee

23.5.11.1 Review delegation arrangements, terms of reference, appointment of members (3). Current members: Cllr Cullis - Chair, Cllr Morgan and Cllr Johnson; Cllr Hotchkiss to act as reserve member if grievance involves any appointed member

23.5.11.2

23.5.12 Staff Recruitment Committee

23.5.12.1 To be disbanded.

23.5.13 New Committees and Task and Finish Groups

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

23.5.14 Public Session

23.5.15 Shropshire Councillor's Report

Annual Governance and Accountability Return 2022/23

23.5.16 Receive and accept the year end bank reconciliation

23.5.17 Receive and note the Internal Audit Report

23.5.18 Approve the Annual Governance Statement

23.5.19 Approve the Accounting Statements

23.5.20 Receive and note the analysis of variances

23.5.21 Agree dates for Public Rights and Publication of unaudited AGAR

23.5.22 Sign the AGAR Certificate of Exemption

Finance

23.5.23 Consider and approve payments of accounts (list to be circulated)

23.5.24 Accept the Bank Reconciliation as presented by the Clerk

23.5.25 Agree the Chairman's Expense Allowance

23.5.26 Authorise regular payments until next APCM in May 2024

23.5.26.1 O2 - Clerk's mobile phone contract – monthly DD

23.5.26.2 Clerk's basic wage and working from home working allowance as stipulated by payroll documents – monthly BACS

23.5.26.3 ICO – data protection registration fee – annual DD

23.5.27 Review expenditure against budget year to date

23.5.28 Review and sign CIL neighbourhood fund monitoring form

General Power of Competence

23.5.29 Confirm that the Council will continue to exercise general power of competence.

Subscriptions to Other Bodies

23.5.30 Review and agree the Council's subscription to SALC

23.5.31 Review and agree the Council's subscription to SLCC

PC Working Documents

23.5.32 Review Standing Orders and consider proposal to amend these so as to review regulations, policies, procedures and other documents at normal meetings on a two-year rolling programme to commence at the next meeting.

If it is agreed to amend Standing Orders as noted in 23.5.32 above, items 23.5.33 to 23.5.37 will be omitted and considered at future meetings.

23.5.33 Review and adopt Financial Regulations

23.5.34 Review and agree Register of Assets

23.5.35 Review and agree Financial Risk Assessment, General Risk Assessment and Provisions of Insurance

23.5.36 Review and agree Councillor's Code of Conduct

23.5.37 Review and agree Council's policies & procedures for:

23.5.37.1 Employment

23.5.37.2 Press/media

23.5.37.3 Freedom of Information and data protection

23.5.37.4 Complaints

23.5.37.5 Fixed Asset Policy

23.5.37.6 Health and Safety

Clerk's 'Report on Actions from the meeting on March 14th

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
8	Advise SC Tree officers of fallen branches.	Yes	
16	Complete West Mercia Policing Charter Questionnaire	Yes	
17	Request 30mph speed limit in Frodesley and on approaches to the village along with a mirror. Also 30mph roundels in all villages	Yes	

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
17	Village gateways	No	Indicative quotes obtained. See 23.5.43 below
19	Obtain additional quotes for Frodesley bus shelter replacement.	Yes	See 23.5.44 below
20	EV charging point at PVH – alert PVH committee	Yes	Proposal made. Awaiting feedback from SC coordinator.
20	Oaklands Lane – Cllrs to walk route	No	
20	Refurbish Parish Council noticeboards	No	Local handyman approached for quotation.
20	Defibrillator and CPR presentation	No	PVH committee did not wish to combine with pub night. Alternative date to be arranged.

Highways Matters

23.5.38 Clerk to update Council on any Highways Matters

Planning

23.5.39 Council to consider new planning applications

No new applications to consider

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

Reference: 23/01202/FUL (validated: 20/03/2023)

2 The Villas, Frodesley

Erection of single storey rear extension and two storey side extension

Frodesley Cllrs. consulted. No comments put forward.

23.5.41 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: Failure to construct visibility splays.

No changes since last meeting.

Parish Matters

23.5.42 Acton Burnell to Pitchford footpath – Cllr Harrison to update

23.5.43 Speed management gateways for villages – Cllrs Cullis and Harrison Clerk to update

23.5.44 Frodesley bus shelter replacement - Cllrs Cullis and Harrison Clerk to update

Time, Date & Place of Next Meeting

23.5.45 7.30pm on Tuesday 18 July 2023 at Pitchford Village Hall

23.5.46 Agree dates and location of meetings to May 2023:

Tuesday 19 September 2023 at Pitchford Village Hall

Tuesday 14 November 2023 at Pitchford Village Hall

Tuesday 9 January 2024 at Pitchford Village Hall

Tuesday 12 March 2024 at Pitchford Village Hall

Signed: _____

P. Harrison

Date: 25th April 2023

Acting clerk and RFO