

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley

Annual Parish Council Meeting

Pitchford Village Hall. Tuesday 14 May 2024 at 7.30pm

All Councillors are hereby summoned to attend the Annual Parish Council Meeting which will be held at Pitchford Village Hall on Tuesday 14 May 2024 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

24.5.1 Election of Chairman

24.5.2 Declaration of Acceptance of Office by Chairman

24.5.3 Election of Vice-Chairman

24.5.4 Declaration of Acceptance of Office by Vice-Chairman

24.5.5 Chairman's Welcome

24.5.6 Present & Apologies

24.5.7 Declarations of Pecuniary or Personal Interest

24.5.8 Minutes of Last Meeting

24.5.8.1 Confirm minutes of last PC meeting (5 March 2024)

24.5.8.2 Accept minutes of last PC meeting

24.5.9 Staff Appraisals Committee:

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

24.5.10 Staff Grievance Committee

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

24.5.10.2

24.5.11 New Committees and Task and Finish Groups

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

24.5.12 Public Session

24.5.13 Shropshire Councillor's Report

Annual Governance and Accountability Return 2024/25

24.5.14 Receive and accept the year end bank reconciliation

24.5.15 Receive and note the Internal Audit Report

24.5.16 Approve the Annual Governance Statement

24.5.17 Approve the Accounting Statements

24.5.18 Receive and note the analysis of variances

24.5.19 Agree dates for Public Rights and Publication of unaudited AGAR (3 June-12 July 2024)

Finance

- 24.5.20** Consider and approve payments of accounts (list to be circulated)
- 24.5.21** Accept the Bank Reconciliation as presented by the Clerk
- 24.5.22** Agree the Chairman's Expense Allowance
- 24.5.23** Agree to pay Clerk for 42 additional hours worked
- 24.5.24** Authorise regular payments until next APCM in May 2025
 - 24.5.24.1 O2 - Clerk's mobile phone contract – monthly DD (£12.47 pm)
 - 24.5.24.2 Clerk's basic wage and working from home working allowance as stipulated by payroll documents – monthly BACS
 - 24.5.24.3 ICO – data protection registration fee – annual DD (£35 pa)
 - 24.5.24.4 Bank charges – Unity Trust Bank – charge for 2 current accounts (£36 pq)
- 24.5.25** Review expenditure against budget year to date
- 24.5.26** Review and sign CIL neighbourhood fund monitoring form

General Power of Competence

- 24.5.27** Confirm that the Council will continue to exercise general power of competence.

Subscriptions to Other Bodies

- 24.5.28** Review and agree the Council's subscription to SALC
- 24.5.29** Review and agree the Council's subscription to SLCC (£105)

PC Working Documents

- 24.5.30** Review and adopt Standing Orders
- 24.5.31** Review and adopt Financial Regulations
- 24.5.32** Review and agree Register of Assets
- 24.5.33** Review and agree Financial Risk Assessment and General Risk Assessment
- 24.5.34** Review and agree Provisions of Insurance

Clerk's Report on Actions from the meeting on 5 March 2024

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
24.3.11	Clerk to obtain quotes for work required on Pitchford bus shelter	Yes	See 25.4.43
24.3.13	Clerk to chase Dave Gradwell on timeframe for mirror, sign and other agreed works to signage at Frodesley.	Yes	Cllr Harrison chased. Works in provisional works programme for 2024/25. No date yet, awaiting budget confirmation.
24.3.14	Clerk to appoint JACS UK and establish timeframe for works.	Yes	See 24.5.42
	Cllr Harrison to meet with local Cllrs to finalise locations for signs	Yes	
24.3.17	Clerk to submit objection to 23/05549/PMBPA on planning portal.	Yes	SC decided Planning Permission is Required
24.3.18	Clerk to submit comment on planning portal reiterating objection to 23/04725/FUL	Yes	SC has since granted permission to this application
24.3.19	Clerk to obtain quotes for Ruckley noticeboard and report on options	Yes	See 24.5.41
24.3.21	Annual Parish Meeting: Clerk to finalise date, organise and advertise meeting, invite attendees and research potential speakers.	Yes	Meeting is on Thursday 16 May, 7.30pm, Pitchford Village Hall.

IT and Technology

- 24.5.35** Gov.uk domain – Consider Clerk’s briefing on recommendations to switch to gov.uk domain for website and email and decide how to proceed.

Highways Matters

- 24.5.36** Clerk to update Council on any Highways Matters

Right of Way

- 24.5.37** Clerk to update Council on any Right of Way Matters

Planning

- 24.5.38** Council to note new planning applications for which consultation deadline has passed

Ref: 24/00909/VAR (validated: 11/03/24)

Address: Orchard House, Concord College, Acton Burnell, SY5 7PE

Proposal: Variation of Condition No. 2 attached to planning permission 23/03886/FUL dated 03 November 2023

Status: Permission granted

Ref: 24/01267/FUL (validated 9/04/24)

Address: Meadowlands, Frodesley, SY5 7HD

Proposal: Erection of front porch, side and rear extensions

- 24.5.39** Clerk to update on other planning notices or applications

Parish Matters

- 24.5.40 D Day 80 beacon** – receive and approve risk assessment

- 24.5.41 Ruckley noticeboard** – review Clerk’s report on quotes received and decide style of noticeboard and which provider to use.

- 24.5.42 Speed management gateways for villages** – receive and approve revised quote for works and final locations for signs.

- 24.5.43 Pitchford bus shelter** – review quotes received and decide which contractor to appoint and when to undertake work.

- 24.5.44 Frodesley bus shelter replacement** – review and approve method statement and risk assessment for work.

- 24.5.45 Shropshire Council budget cuts** – Cllr Culliss and Clerk to update on information received regarding devolving duties/costs to town and parish councils

Time, Date & Place of Next Meeting

- 24.5.46** Tuesday 9 July 2024, 7.30pm at Pitchford Village Hall

- 24.5.47** Agree provisional dates and location of meetings to May 2025:

Tuesday 10 September 2024 at Pitchford Village Hall

Tuesday 12 November 2024 at Pitchford Village Hall

Tuesday 21 January 2025 at Pitchford Village Hall

Tuesday 11 March 2025 at Pitchford Village Hall

Tuesday 13 May 2025 at Pitchford Village Hall

Signed: _____

Anna Mon

Date: 7 May 2024

Clerk and RFO