

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

## Annual Parish Council Meeting Tuesday 14 May 2024 at 7.30pm Pitchford Village Hall

### MINUTES

- 24.5.1 Election of Chairman:** Cllr Harrison was re-elected as Chair, nominated by Cllr Long, seconded by Cllr Culliss and agreed by all.
- 24.5.2 Declaration of Acceptance of Office by Chairman:** Cllr Harrison accepted his election as Chair and signed the Acceptance of Office form.
- 24.5.3 Election of Vice-Chair:** Cllr Culliss was re-elected as Vice-Chair, nominated by Cllr Hotchkiss, seconded by Cllr Long and agreed by all.
- 24.5.4 Declaration of Acceptance of Office by Vice-Chair:** Cllr Culliss accepted her election as Vice-Chair and signed the Acceptance of Office form.
- 24.5.5** The Chairman welcomed all to the meeting and explained the proceedings.
- 24.5.6 Present:** Cllr P Harrison, Cllr C Culliss, Cllr T Johnson, Cllr A Hotchkiss, Cllr R Morgan, Cllr K Faulkner, Cllr J Long, Cllr G Davies, County Cllr D Morris, Mrs A Morris – Clerk.  
**Apologies:** Cllr G Ball
- 24.5.7 Declarations of Pecuniary or Personal Interest:** None
- 24.5.8 Minutes of Last Meeting**
- 24.5.8.1 Members confirmed the minutes of the previous meeting were a correct record.
- 24.5.8.2 The minutes for the meeting on 5 March 2024 were accepted.
- 24.5.9 Staff Appraisals Committee:**
- 24.5.9.1 The delegation arrangements and terms of reference were reviewed. The following members were appointed: Cllr Harrison - Chair, Cllr Culliss and Cllr Ball.
- 24.5.10 Staff Grievance Committee**
- 24.5.10.1 The delegation arrangements and terms of reference were reviewed. The following members were appointed: Cllr Long - Chair, Cllr Morgan and Cllr Johnson; Cllr Hotchkiss to act as reserve member if grievance involves any appointed member
- 24.5.11 New Committees and Task and Finish Groups**
- 24.5.11.1 The Council agreed that no new committees or groups were required.
- 24.5.12 Public Session:** None required
- 24.5.13 Shropshire Councillor's Report**
- Cllr Morris reported on the current consultation on proposals to charge for green waste collection and changes to Household Recycling Centres. Consultation ends on 20 May.
  - Local Plan: there is a consultation running on updated papers on the green belt and the sustainability appraisal.
  - A new Public Space Protection Order regarding controlling dogs has been made. Fines may now be issued for not picking up dog poo, having a dog off the lead on a highway and allowing dogs into caged playgrounds.
  - Cllr Morris is in contact with Severn Trent Water regarding capacity issues at the Acton Burnell sewage treatment works.

### Annual Governance and Accountability Return 2024/25

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

Signed:

Chairman  
Date:

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**24.5.15** The Internal Audit Report was received by Council and noted. In addition, the Council reviewed its systems of internal control and appointed Cllr Hotchkiss as the nominated councillor to review bank reconciliations at each meeting for the coming year.

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

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

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

**24.5.19** The dates for Public Rights and Publication of unaudited AGAR were agreed and will be 3 June-12 July 2024. **Action: Clerk to publish dates on noticeboards and website**

### Finance

**24.5.20** The Council received the list of accounts for payment, as outlined below and approved payment of all items.

Account	Payee	Item	Amount £
ABFPR&L	Clerk	March salary	374.46
	Unity Trust Bank	Bank charge	18.00
	O2	Mobile phone	11.89
	DM Payroll	Payroll services	120.00
	Clerk	April Salary	368.22
	O2	Mobile phone	12.47
	Clerk	Microsoft 365	59.99
	Kathy Symonds	Internal Audit	150.00
Lightsource	Unity Trust Bank	Bank Charge	18.00
	Med UK	Defibrillator pads	110.39
	<b>Total</b>		<b>1,243.42</b>

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

**24.5.22** The Council agreed to pay Cllr Harrison expenses of £150 for 2023/24. **Action: Clerk to pay**

**24.5.23** The Council agreed to pay Clerk for 42 additional hours worked.

**24.5.24** The Council authorised the following 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** The Council reviewed expenditure against budget year to date and accepted small forecast overspend on the following budget lines: Audit, Insurance, SALC membership, SLCC subscription.

**24.5.26** The 2023/24 CIL neighbourhood fund monitoring form was reviewed by the Council and signed by the Chair.

### General Power of Competence

**24.5.27** The Council confirmed it will continue to exercise general power of competence.

### Subscriptions to Other Bodies

**24.5.28** The Council reviewed and agreed to renew its subscription to SALC

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Date:

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**24.5.29** The Council reviewed and agreed to renew the Clerk's subscription to SLCC

### PC Working Documents

**24.5.30** The Council reviewed its Standing Orders and adopted them without change

**24.5.31** The Council adopted new Financial Regulations based on the revised NALC model regulations

**24.5.32** The Council reviewed and agreed its Register of Assets

**24.5.33** The Council reviewed and agreed amended Financial Risk Assessment and revised General Risk Assessment

**24.5.34** The Council reviewed its Provisions of Insurance and decided to continue its 5 year Long Term Agreement with Zurich Municipal

### 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 – The Council considered Clerk's briefing on recommendations to switch to gov.uk domain for its website and email and decided not to pursue this during the current financial year. The Council will reconsider this matter when deciding the budget for 2025/26.

### Highways Matters

**24.5.36** Th Clerk updated the Council on new procedure for Clerks to chase unresolved issues on Fix My Street. The Council noted dangerous ditches at edge of road from Cantlop crossroads towards Condovery by Green Farm. **Action: Clerk to report on Fix My Street**

### Right of Way

**24.5.37** The Pitchford-Golding bridleway addition to definitive map has received two objections and may need to go to the Secretary of State for a decision.

### Planning

**24.5.38** The Council noted two new planning applications for which consultation deadline had passed

Signed:

Chairman  
Date:

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

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 3 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** The Council noted that new building work is being undertaken at Oak Barn in Ruckley, for which the Council has not seen any planning applications. **Action: Clerk to contact SC planning to ask what work is and whether it needs planning permission.**

### Parish Matters

**24.5.40 D Day 80 beacon** – The Council received and approved the risk assessment for this event on 6 June 2024.

**24.5.41 Ruckley noticeboard** – The Council reviewed the quotes received and decided to appoint Adrian Evans to provide new oak noticeboard for Ruckley. **Action: Clerk to appoint A Evans**

**24.5.42 Speed management gateways for villages** – The Council did not receive a revised quote for this work in time for the meeting, it is likely to be slightly reduced following site visits by the contractor. Final locations for the gateways were agreed.

**24.5.43 Pitchford bus shelter** – The Council reviewed quotes received for repairs required to the bus shelter. The Council decided to appoint Staves Stonemasonry for this work. **Action: Clerk to appoint Staves and request alternative quote to remove short walls and make good.**

**24.5.44 Frodesley bus shelter replacement** – The Council reviewed and approved the method statement and risk assessment submitted by A Evans.

### 24.5.45 Shropshire Council budget cuts

- Cllr Culliss updated the Council on SALC Shrewsbury Area Meeting discussion of SC budget cuts and potential to devolve costs/services to town/parish Councils. The Council will need to consider what non-statutory services the parish currently receives and for which of these it would be willing to raise the precept in order to support/maintain.
- The Council discussed current consultations proposals for changes to Green Waste collection and Schools Library Service resulting from budget cuts. **Action: Cllr Harrison to chase response from local schools on School Library Service proposals and decide whether and how to respond based on their responses.**

### Time, Date & Place of Next Meeting

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

**24.5.47** The Council agreed the following 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:

Chairman  
Date: