

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

**Minutes of the Annual Parish Council Meeting  
7.45pm Wednesday 3<sup>rd</sup> May 2023  
at Pitchford Village Hall**

**Present:** Cllr. Paul Harrison (Chairman, RFO and acting clerk), Cllr. Carmen Culliss, Cllr. Graham Davies, Cllr. Keith Faulkner, Cllr. Alan Hotchkiss, Cllr. Robert Morgan, Cllr. John Long, Cllr Gareth Ball, Cllr Tracy Johnson

**Also Present:** G Power (Locum Clerk for the Parish Meeting), Shropshire Councillor Dan Morris

**23.5.1 Election of Chairman**

Cllr Harrison stated that he was willing to stand again. There were no other nominees for the position of Chairman.

Proposed by: Cllr Faulkner, Seconded by Cllr Gareth Ball.

**RESOLVED: That Cllr Paul Harrison be elected Chairman.**

**23.5.2 Declaration of Acceptance of Office by Chairman**

**RESOLVED: That Cllr Harrison would sign the Declaration of Acceptance of Office of Chairman at a later date (prior to the next meeting of the Parish Council).**

**23.5.3 Election of Vice-Chairman**

A discussion took place, Cllr Cullis stated that she was willing to stand again as Vice Chairman. There were no other nominees.

**RESOLVED: That Cllr Carmen Cullis be elected Vice Chairman.**

**23.5.4 Declaration of Acceptance of Office by Vice-Chairman**

**RESOLVED: That Cllr Cullis would sign the Declaration of Acceptance of Office at a later date (prior to the next meeting of the Parish Council).**

**23.5.5 Chairman's Welcome**

The Chairman welcomed all to the meeting.

**23.5.6 Appointment of Locum Clerk for the meeting**

The Chairman introduced Gail Power (SALC Officer) to the meeting and discussion took place to consider appointing Gail Power as Locum Clerk for the Meeting, for the purpose of taking the minutes and giving advice, if requested.

**RESOLVED: That Gail Power be appointed Locum Clerk for the Meeting, for the purpose taking the minutes (recording the decisions) and giving advice if requested.**

**23.5.7 Apologies**

None received.

**23.5.8 Declarations of Pecuniary Interest**

None (Pecuniary or Bias) declared.

**23.5.9 Minutes of Last Meeting**

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

[clerk@actonburnellparishcouncil.org.uk](mailto:clerk@actonburnellparishcouncil.org.uk)

07842 324809

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

**RESOLVED: That the minutes be confirmed as a true record of the meeting.**

**23.5.9.2** Accept minutes of last PC meeting

**RESOLVED: That the minutes be approved.**

### **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.

**RESOLVED: Approved, to remain unchanged.**

### **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.

**RESOLVED: Approved, to remain unchanged.**

### **23.5.12 Staff Recruitment Committee**

**23.5.12.1** To be disbanded.

**RESOLVED: That the Staff Recruitment Committee be disbanded and that a Staff Recruitment Committee would be set up as required.**

### **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.

A discussion took place on setting up a Working Group for replacement of the bus shelter in Frodesley and Gateway signs for all 4 villages. There was some concern as to ownership of the verges where the village gates would need to be sited, and the permission that would need to be given. Shropshire Councillor Dan Morris stated that he would investigate this and report back to the Parish Council.

**RESOLVED: That a Working Group would be set up for the Bus Shelter in Frodesley and Gateway signs for all 4 villages, members of the Working Group to be: Cllr Carmen Cullis, Cllr Harrison, Cllr Robert Morgan and Cllr Alan Hotchkiss.**

### **23.5.14 Public Session**

No public present.

### **23.5.15 Shropshire Councillor's Report**

Cllr Morris informed the meeting that the Boundary Commission Draft Recommendations had been published yesterday in which there were draft recommendation changes for Burnell.

For further details please see Shropshire Council website where there is also a link to the government website consultation page: [Have your say on a new political map for Shropshire Council - Shropshire Council Newsroom](#)

### **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

[clerk@actonburnellparishcouncil.org.uk](mailto:clerk@actonburnellparishcouncil.org.uk)

07842 324809

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

### **23.5.20 Receive and note the analysis of variances**

**RESOLVED:** That all of the above AGAR documents, 23.5.16, 23.5.17, 23.5.18 and 23.5.19 be approved.

### **23.5.21 Agree dates for Public Rights and Publication of unaudited AGAR**

**RESOLVED:** 12<sup>th</sup> June to 21<sup>st</sup> July.

### **23.5.22 Sign the AGAR Certificate of Exemption**

**RESOLVED:** APPROVED AND CERTIFICATE OF EXEMPTION SIGNED BY THE CHAIRMAN.

### **Finance**

#### **23.5.23 Consider and approve payments of accounts.**

A list had been previously circulated (Appendix (i)).

**RESOLVED: Approved.**

#### **23.5.24 Accept the Bank Reconciliation as presented by the Clerk Appendix (i) previously circulated shows payments and reconciliation.**

**RESOLVED: Approved.**

#### **23.5.25 Agree the Chairman's Expense Allowance**

A discussion took place, the meeting considered the amount to be paid to the Chairman for Expenses for this year.

**RESOLVED: That the Chairman be paid £300 expenses for this year.**

#### **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**

**RESOLVED: That all of the above regular payments, 23.5.26.1, 23.5.26.2 and 23.5.26.3, be authorised until next Annual Parish Council Meeting in May 2014.**

#### **23.5.27 Review expenditure against budget year to date**

**RESOLVED: Budget approved.**

#### **23.5.28 Review and sign CIL neighbourhood fund monitoring form**

A discussion took place.

**RESOLVED: That item be deferred to consider pending projects.**

### **General Power of Competence**

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

**RESOLVED: That the Parish Council meet the criteria to use the General Power of Competence.**

### **Subscriptions to Other Bodies**

#### **23.5.30 Review and agree the Council's subscription to SALC**

**RESOLVED: APPROVED to renew subscription to SALC.**

#### **23.5.31 Review and agree the Council's subscription to SLCC**

**RESOLVED: APPROVED to renew subscription to SLCC.**

#### **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**

[clerk@actonburnellparishcouncil.org.uk](mailto:clerk@actonburnellparishcouncil.org.uk)

07842 324809

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

**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.

A discussion took place.

**RESOLVED: That Standing Orders be amended, to review regulations, policies, procedures and other documents at normal meetings, on a rolling programme, dates to considered at the next parish council meeting.**

**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

3.5.37.2 Press/media

3.5.37.3 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

**RESOLVED: That all of the above regulations and policies be approved.**

Clerk's 'Report on Actions from the meeting on March 14<sup>th</sup>

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

[clerk@actonburnellparishcouncil.org.uk](mailto:clerk@actonburnellparishcouncil.org.uk)

07842 324809

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

A discussion took place, members were concerned about the poor state of the roads beyond Ruckley, where there were large potholes, and the verge was crumbling. Members considered that this matter needed pursuing with Shropshire Council.

**RESOLVED: That the Locum Clerk would forward contact details of Shropshire Council Highways Manager to the Chairman.**

### 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 reported that he had not received any update from Pitchford Estate, Cllr Harrison to pursue. There had also been no progress with the Acton Burnell end of the route.

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

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

A Working Group has been set up for the above two items, Agenda item **23.5.13.1** refers.

### 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 **RESOLVED: Dates Approved.**

---

The Chairman closed the meeting at 9.30pm

Signed: -----

Date:

-----

Chairman

[clerk@actonburnellparishcouncil.org.uk](mailto:clerk@actonburnellparishcouncil.org.uk)

07842 324809

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

### Appendix (i)

### Year end Bank Reconciliation

ABFPR&L PC						Lightsource				
MONTH	EXPENDITURE	INCOME	BALANCES			MONTH	EXPENDITURE	INCOME	BALANCE	
			TOTAL	GENERAL FUND	CIL					
	£	£	£	£	£		£	£	£	
31-Mar-22			B/F £27,129.10	£9,022.22	£18,106.88	31-Mar-22			B/F 49,726.80	
<b>2022</b>						<b>2022</b>				
April	-£1,239.99	£8,110.83	£33,999.94	£13,487.92	£20,512.02	April	-216.92	1.93	49,511.81	
May	-£851.58	£116.35	£33,264.71	£12,752.69	£20,512.02	May	-439.40	13,361.77	62,434.18	
June	-£1,381.39	£0.80	£31,884.12	£11,372.10	£20,512.02	June	-1,519.86	1,066.55	61,980.87	
July	-£1,210.91	£0.79	£30,674.00	£10,161.98	£20,512.02	July	-289.85	1.52	61,692.54	
August	-£325.81	£3.32	£30,351.51	£9,839.49	£20,512.02	August	-6,001.40	5.92	55,697.06	
September	-£357.38	£4.86	£29,998.99	£9,486.97	£20,512.02	September	-505.00	9.50	55,201.56	
October	-£429.69	£6.61	£29,575.91	£9,063.89	£20,512.02	October	-43.40	16.45	55,174.61	
November	-£1,385.21	£10.24	£28,200.94	£7,688.92	£20,512.02	November	-5.80	19.34	55,188.15	
December	-£685.69	£13.36	£27,528.61	£7,016.59	£20,512.02	December	-51,005.00	2.01	4,185.16	
							(51,000 transferred to ABFPR&L for C&C Bond - £1000 to be returned)			
							5.00 bank fee			
<b>2023</b>						<b>2023</b>				
January	-£529.18	£17.66	£27,017.09	£6,505.07	£20,512.02	January	-5.40	2.91	4,182.67	
February	-£210.29	£21.67	£26,828.47	£6,316.45	£20,512.02	February	-5.00	3.55	4,181.22	
March	-£125.00	£21.42	£26,724.89	£6,212.87	£20,512.02	March	-5.00	3.46	4,179.68	
Totals	-£8,732.12	£8,327.91	£26,724.89			Totals	-60,042.03	14,494.91		
<b>Reconciliations</b>										
Bank balance as at 31 March 2023:						Bank balance as at 31st March 2023:				
Current account 10100714		£3,501.18				Current account 42260026		89.15		
BMM account 82259869		£24,343.71				BMM account 72260034		4,090.53		
Less Chq 100425 not yet drawn		-£120.00						4,179.68		
Less transfer due to Lightsource										
£27,724.89										

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

### Analysis of Variances

ABFPR&L PC				Lightsource		
Expenditure	Budget 2022/2023	Actual to end March 2023	NOTES and EXPLANATION OF VARIANCES	Expenditure	Budget 2022/2023	Actual to end March 2023
<b>General Administration</b>				<b>Community</b>		
Clerk Salary / NI/PAYE/ Home Working Allowance	£4,297.78	£6,134.02	Actual includes additional hours for CiLCA training. Budgeted overall total £6252.29	Community Benefit Funding		£2,728.52
Contingency	£50.00			Administration		
Travel expenses		£46.80	Locum Clerk travel expenses	Bank charges		£66.26
Postage		£51.80	Cambridge and Counties account set up	LGA 1972 s137		
Stationery/IT Equipment	£200.00	£263.56	Two new tablets purchased	Grants		
				Defibrillator expenses		£5,029.00
Bank charges	£60.00	£62.80		Net expenditure	£0.00	£7,823.78
Audit	£100.00	£100.00		VAT		£1,185.54
GDPR - Data Protection	£35.00	£35.00		Gross expenditure		£9,009.32
Payroll services	£95.00	£95.00		Internal Transfers		£0.00
PC Support	£50.00	£0.00	Included in Website/email total below: £38.99			£9,009.32
Insurance	£350.00	£289.81				
Mobile phone		£104.25		<b>Income</b>		
SALC Subscription	£405.00	£304.35	Budget combined SALC and SLCC annual fees			
SLCC Subscription		£98.00		Lightsource funding		£13,359.99
Communication				Bank interest		£69.92
Website/email	£228.00	£228.99		Ticket income		£1,065.00
Meeting room hire costs	£90.00	£120.00		VAT refunds		
Training				Total income	£0.00	£14,494.91
Clerk	£1,954.51	£0.00	Additional training costs paid in salary			
Councillor	£200.00	£140.35		Internal Transfers		£0.00
Democracy				TOTAL		£14,494.91
Elections	£100.00	£400.00	Fee for May 21 election underestimated			
Chair's Allowance	£150.00	£150.00				
Neighbourhood fund (CiL)						
Net expenditure	£8,365.29	£8,624.73				
VAT	0	£107.39				
Gross expenditure	£8,365.29	£8,732.12				
<b>Income</b>						
Precept	£5,705.00	£5,705.00				
Bank interest	£2.88	£102.24				
Other	£0.00					
Neighbourhood Fund	£0.00	£2,405.14	Unexpected receipt			
VAT refunds	£60.00	£115.53				
Total income	£5,767.88	£8,327.91				

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

Payments for authorisation

ABPFR&L General Account

Invoice	Payment	Reference	Supplier	PAYM'T	Details	Amount
Date	Date			DETAIL		£
March						
11/03/2023	11/03/2023	67	HSBC	DD	Bank charge	5.00
April						
02/04/2023	20/04/2023	1	DM Payroll Servs.	BACS	Payroll	120.00
17/04/2023		2	Zurich	DD	Insurance	296.98
20/04/2023	04/05/2023	3	O2	DD	Mobile phone	11.89
20/04/2023	20/04/2023	4	Microsoft	BACS	Office 365 subscription	59.99
24/04/2023		5	SALC	BACS	Subscription	328.63
08/04/2023	08/04/2023	6	HSBC	DD	Bank charge	5.00
11/03/2023	03/04/2023	7	O2	DD	Mobile phone	10.49
May						
29/04/2023		8	Kathy Symonds	BACS	Internal audit	130.00

Lightsource

Payment	Reference	Supplier	PAYM'T	Details	Amount
Date			DETAIL		£
2023					
March					
06/03/2023	LS26	HSBC	DD	Bank charge	5.00
April					
03/04/2023	LS1	HSBC	DD	Bank charge	5.00



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

### Bank Reconciliation

ABFPR&L PC							Lightsource				
BALANCES											
MONTH	EXPENDITURE		INCOME	TOTAL	GENERAL FUND	CIL	MONTH	EXPENDITURE	INCOME	BALANCE	
	£		£	£	£	£		£	£	£	
01-Apr-23				B/F £26,724.89	£6,212.87	£20,512.02	01-Apr-23			B/F £4,179.68	
2023							2023				
April	£832.98		£6,526.88	£32,418.79	£11,906.77	£20,512.02	April	£5.00	£16,212.90	£20,397.58	
May				£32,418.79	£11,906.77	£20,512.02	May			£20,397.58	
June				£32,418.79	£11,906.77	£20,512.02	June			£20,397.58	
July				£32,418.79	£11,906.77	£20,512.02	July			£20,397.58	
August				£32,418.79	£11,906.77	£20,512.02	August			£20,397.58	
September				£32,418.79	£11,906.77	£20,512.02	September			£20,397.58	
October				£32,418.79	£11,906.77	£20,512.02	October			£20,397.58	
November				£32,418.79	£11,906.77	£20,512.02	November			£20,397.58	
December				£32,418.79	£11,906.77	£20,512.02	December			£20,397.58	
2024							2024				
January				£32,418.79	£11,906.77	£20,512.02	January			£20,397.58	
February				£32,418.79	£11,906.77	£20,512.02	February			£20,397.58	
March				£32,418.79	£11,906.77	£20,512.02	March			£20,397.58	
Totals	£832.98		£6,526.88	£32,418.79			Totals	5.00	16,212.90		
<b>Reconciliations</b>											
Bank balance as at 30 April 2023:							Bank balance as at 30 April 2023:				
Current account 10100714		£8,745.69					Current account 42260026		£15,292.52		
BMM account 82259869		£24,370.59					BMM account 72260034		£5,095.06		
Less Zurich Insurance		-£296.98							£20,387.58		
Less SALC sub		-£328.63									
Less MS 365 sub		-£59.99									
Less O2 invoice		-£11.89									
	£32,418.79										