

## **Minutes of the Annual Meeting of Adderley Parish Council held at The Village Hall, Adderley on Wednesday 20<sup>th</sup> May 2015**

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**Chairman:** Cllr M Coulon

**Councillors Present:** Cllr R Tydeman, Cllr C Roche, Cllr A Swindale, Cllr P Nash; Cllr C Cornwall; Cllr S Paterson

**Clerk:** Mrs M Joyce

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### **1 Election of Chairperson**

Cllr Tydeman proposed Cllr Coulon as Chair, seconded by Cllr Cornwall. All agreed.

### **2 Election of Vice Chairperson**

Cllr Coulon proposed Cllr Roche as Vice Chair, seconded by Cllr Paterson. All agreed.

### **3 Election of other representatives**

i Helicopter Liaison Group: Cllr Swindale: All agreed

ii SALC/NSAC: Cllr Roche – All agreed

iii LJC: Cllrs Coulon/Nash – All agreed

iv Place Plan: Cllr Tydeman/Cornwall – All agreed

v Village Hall: Cllr Coulon & Cllr Tydeman & Cllr S Paterson – All agreed

vi Emergency Planning: Cllr Coulon – All agreed

### **4 Welcome/ Present/Apologies and/or Absent**

Cllr Coulon opened the Meeting at 8:15pm. Present as listed above. Cllr P Wynn was also present. Two members of the public were present.

### **5 Declarations of Disclosable Pecuniary Interests**

None.

### **6 Dispensations**

None.

### **7 Approval of the Minutes of the meeting held on 15<sup>th</sup> April 2015**

Councillors considered the Minutes which were proposed as a true and accurate record by Cllr Nash, seconded by Cllr Tydeman and were duly signed by the Chair.

### **8 Matters arising from the minutes not otherwise on the agenda -**

Councillors acknowledged receipt of Mr Cope's letter. Councillors agreed that future complaints about farming activities will be directed to Highways. Failure to clean roads after tractors deposit mud will have to be reported. Clerk to forward the letters to Highways for reference and/or action. Two previous complaints have resulted in no action.

### **9 Unitary Councillor's Report**

Cllrs discussed SC becoming a commissioning council.

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## Minutes of the Annual Meeting of Adderley Parish Council 20/05/15 cont page 2

### 10 Correspondence

General emailed correspondence received from SALC/NALC has been circulated by email.

Letter received from Mr Fishbourne. Historical Churches conservation Trust want to open the second section of the church which would involve taking the screen down and making various other major alterations. Councillors discussed the parish's contribution to the Diocese.

Neighbourhood Plan: Market Drayton Town Council have advised that they are formulating a Neighbourhood Plan. In order to do this they are intending to incorporate areas of Norton, Adderley and Moreton Say in their plan for recreational/commercial reasons. Councillors considered the proposed areas being incorporated. Cllr Tydeman suggested Market Drayton is the main town for the Parishes, therefore the Parishes need an representational input on the Steering Committee and should be consulted throughout the process. Clerk to respond.

### 10 Correspondence

General topic notes and information bulletins from ALC/SALC/NALC circulated by email and hard copy.

### 11 Planning

#### i) Applications:

15/01469/FUL Adderley Parish Council: Adderley Village Hall:

Retrospective erection of detached storage room/toilet block; re-siting of oil tank.

Councillors noted the application.

#### ii) Decisions:

15/01334/HRM Church Farm Land, Adderley, Market Drayton, Shropshire, TF9 3TD

Proposal: Removal of approximately 25m of hedgerow

Decision: Grant Permission

#### iii) Planning Committee survey: Cllr Coulon to complete.

### 12 Finance

Invoice Date	Recipient	Reason	Amount
30/04/14	M Joyce	Clerk's salary April	£210.54
05/05/15	SDH Accounting	Internal Audit	£130.00
30/04/15	NPower	Unmetered supply	£25.57
17/04/15	Aon	Insurance	£580.91
Date	Payment from	Reason	Amount
22/04/15	Shropshire Council	Precept	£11,299.00



## **Minutes of the Annual Meeting of Adderley Parish Council 20/05/15 cont page 3**

### **12 Finance cont**

- i) Internal auditor's report: Councillors confirmed that they had received and read the report and that they were all content with the findings.
- ii) Invoices presented for approval and payment: Cllr Swindale and Cllr Paterson proposed and seconded the salary payment. All agreed. All other invoices proposed and seconded by Cllrs Nash and Swindale. All agreed. Cheques duly signed.
- iii) Approval of year end accounts and annual return submission (including completion of annual governance statement) to external auditors: Proposed by Cllr Coulon, seconded by Cllr Tydeman, all agreed. Clerk and Chair duly signed the form.
- iv) Annual Grants – Consider any applications for funding/annual grants: Cllr Coulon proposed, seconded by Cllr Tydeman to give £1500 to the Church, all agreed.
- v) Insurance Renewal: Cllrs agreed to renew with Aon for one year.
- vi) Proposal to appoint external body to perform payroll/HMRC function: Cllrs discussed the proposal. Cllr Tydeman proposed the motion in the interests of good internal control, Cllr Swindale seconded, all agreed. Clerk to source and instruct.

### **13 Highways & Environmental Health**

- i) Matters causing concern:

Highway crossing/closures – Park Farm: concerns about the highway being obstructed with gates whilst cows crossing; it is understood that new signage has been ordered; Highways are investigating the matter but it has been confirmed that it is an offence under the Highways Act 1980 to obstruct the Highway. Any livestock being crossed should be done with adequate signage and warning to motorists on either approach.

Dangerous fencing reports – The matter has been investigated and dealt with in the appropriate manner.

- ii) Neighbourhood plan: Market Drayton Town Council's proposal to implement a neighbourhood plan incorporating areas of land within Adderley Parish boundary. Dealt with under previous item.

- iii) Trees – Survey of trees around bowling club/village hall car park: Request received to lower hedge by 3-5ft. Cllr Coulon to instruct grounds maintenance contractor to cut hedge to previous level.

- iv) Road safety mitigations for Norton Lane still outstanding.

### **14 Street Lighting/Maintenance &/or Repairs**

- i) Playground fencing quotes – Cllr Cornwall asked for 2 quotes, only one received to date. Councillors considered the options. Cllr Coulon proposed accepting option 2. Cllr Cornwall will continue to seek other quotes. Requests have been received to re-open playground – Cllrs agreed to keep it closed until it has been made safe. Councillors discussed surface repairs or removal and replacement. Pros and cons of the 'wetpour' surface were debated. Councillor Cornwall and the Clerk are to liaise and find quotes for a replacement surface such as turf with matting over all or just key hardwearing areas.

### **15 Housekeeping**

- a) Adoption of: Model Publication Scheme/FOI & ICO Model publication scheme; Standing Orders; Review/Agree Asset Register; Review/Adoption of Press/media Relations Policy; Review/adopt Risk Assessment; Review/adopt Financial Regulations; Review/adopt Shropshire Council Code of Conduct: Cllr Tydeman proposed accepting, seconded by Cllr Cornwall all agreed.

**Minutes of the Annual Meeting of Adderley Parish Council 20/05/15 cont page 4**

**15 Housekeeping cont**

- b) Village Crier submission – Cllr Coulon to submit.

**16 Parish Matters**

An opportunity for councillors to bring to the attention of the council matters of interest or concern.

Thanks for Cllr Nash for work on website. Adopted policies to be included.

Councillors discussed reports/findings of bags of drugs being dropped off in local lay-bys.

The police have been made of the situation.

**17 Agenda Items for Next Meeting to be held on Wednesday 1<sup>st</sup> July 2015**

There being no other business the Chair declared the Meeting closed at 9:40pm.

Approval of the Minutes

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Minutes proposed and accepted as a true record at this meeting dated .....1<sup>st</sup> July 2015

Signed by the Chair .....

