

ADDERLEY PARISH COUNCIL

Minutes of the Adderley Parish Council meeting held at The Village Hall, Adderley
on Wednesday 22nd May 2019 at 7.30pm

Present: Councillors M Coulon, P Nash, C Cornwall, K Mycock and I Wilson and Mrs J Evans (Clerk)

Apologises: Councillors N Evans and A Swindale and Unitary Councillor P Wynn

1. **Welcome / Present / Apologises** – Councillors present as listed above.
2. **Declarations of Interest** – Cllrs Coulon and Nash declared an interest in the expenditure relating to their reimbursements.
3. **Public Session** – There were no members of the public present.
4. **Approval of the Minutes of the Parish Council meeting on 10th April 2019** - Prior to the meeting the Councillors had received copies of these minutes and it was resolved by the Council that they were a true and accurate record of proceedings.
5. **Clerk's update regarding on-going matters:**

The following updates were advised to the Council:

- a. The Clerk updated the Council regarding the correspondence with Shropshire Highways relating to the new fence at the junction of Rectory Lane and A529. The Council discussed this matter and instructed the Clerk to speak to Shropshire Highways again stressing to them that the fingerpost, that is now partly obscured by the fence, is not only an historic feature of the village but also, from a road user perspective, needs to be clearly visible.
 - b. Shropshire Council have now acknowledged receipt of the visibility mirror application form and have advised the Clerk that they will contact her further in due course, the Clerk will chase again in a couple of weeks.
6. **Report from Unitary Councillor** – Unfortunately Cllr Wynn was unable to attend this meeting.
 7. **Report from Committees by Adderley Parish Council Representatives** – No-one had attended a meeting since the last Parish Council meeting.
 8. **Planning -**
None received

Determination of Planning
None received

9. Finance

a. Expenses

Payee	Details	Chq no	Amount	Authority
N Power	Electricity for Street Lighting	D/D	£35.81	PCA 1957 ss 3 (1)
E-on	Electricity for Street Lighting	D/D	£96.61	PCA 1957 ss 3 (1)
PN re 34SP.com	Website costs	184	£119.40	LGA 1972 s 142
SDH Accounting	Internal Audit	185	£200.00	LGA 1972 s 111
Tony Seabridge	Grass Cutting	186	£360.00	HA 1980 s 96
M C re Aldi Stores	Annual Parish Meeting refreshments	187	£10.10	LGA 1972 s 150 (s)
Jane Evans	Clerk's wages - May	S/O	£254.00	LGA 1972 s 112 (2)
	Total		£1,075.92	

It was resolved by the Council that all items be paid.

b. Bank Reconciliation –

Balance brought forward	£ 2,926.03
Income – as per attached schedule	£ 19,532.81
Expenditure – as per attached schedule	£ 1,755.49
Balance to be carried forward	£ 20,703.35

Bank Balances as at 30th April 2019:

Current Account	£ 1,000.00
Interest Account	£ 20,983.35
Adjustment for unrepresented cheques	£ 1,280.00
Total of Reconciled Bank Balances	£ 20,703.35

- c. **Internal Auditor's Report** – Prior to the meeting the Council had received a copy of the report by the Internal Auditor and it was resolved by the Council to accept this report and the Clerk will ensure that a copy of this is on the Parish website. The Clerk explained to the Council that as the expenditure this year was over £25,000 then the Council had to have an External Audit which she will ensure is carried out.
- d. **Annual Governance Statement** – The Clerk read out all parts of the Annual Governance Statement relating to the Year Ending 31st March 2019 and the Council unanimously reviewed and agreed with this document.
- e. **Year End Statement of Accounts** – Prior to the meeting the Clerk have circulated all financial information to the Council who resolved to approve the Year Ending 31st March 2019 Statement of Account. The Clerk will ensure that all the correct financial information relating to Year Ending 31st March 2019 is available on the Parish website and the public notices are displayed.
- f. **Insurance Renewal** – Came and Company, the Parish Council's Insurance brokers had supplied the Clerk with three quotations for the Council to consider and after reviewing this the Council resolved to renew their insurance with AXA for the same premium as last year and, to ensure continual cover, the cheque was drawn up and signed at this meeting.
- g. **Annual Grant Requests** – The Council had received a letter for Adderley Church PCC and it was unanimously agreed to grant the church £1,500 to assist in the maintenance of the church yard.

10. Policy Documents – Prior to the meeting the Clerk had circulated to the Council copies of all the below policy documents for them to read and review.

- a. **Standing Orders**
- b. **Financial Regulations**
- c. **Risk Assessment Schedule**
- d. **Shropshire Council Code of Conduct**
- e. **Publication Scheme, including ICO Model Publication Scheme**
- f. **Press / Media Policy**

It was unanimously agreed by the Council to re-adopt these policies and procedures and the Clerk will ensure that copies of these are on the Parish website.

11. Report from Speed Concerns Committee – Cllrs Cornwall and Wilson updated the Council regarding their latest meeting with representatives of Shropshire Council and specifically the comments that were subsequently made regarding the Parish Council's speed monitoring device. Cllr Cornwall circulated a draft risk assessment which her husband, who is very experienced in highways management, had compiled relating to the setting up and removing of the speed monitoring device and the Parish Council approved this document. It was also unanimously agreed that Cllr Cornwall will draft a letter to Shropshire Council for the Clerk to send on behalf of the Parish Council to accompany this risk assessment.

12. Highways & Environmental Health – The Clerk circulated outlined ideas and prices for the fingerposts to safely directing pedestrians from the Village Hall car park to the church. Cllr Coulon suggested that the fingerpost on the Village Hall car park could incorporate a contribution box for parking and possibly also a map of the village. Cllr Wilson will mention this at the next Village Hall committee meeting. It was also suggested that instead of fixing

the final fingerpost, at the end of Rectory Lane, in the verge – which Shropshire Highways may object to – it could be fixed to fencing/walling opposite the junction and Cllr Coulon said that he would speak to the land owner about this.

13. **Street Lighting** – There are two reported faults, in Rectory Lane and Corbett Drive, currently being dealt with.
14. **Playground Report** – Cllr Wilson will coordinate the painting of the fence and contact Cllrs shortly and Cllr Cornwall will ensure that the gate is repaired but otherwise she reported that all the play equipment was fine.
15. **Three Parishes Neighbourhood Plan** – Cllr Nash advised the Council that the first draft analysis of public comments was being considered by the steering group and the school's events were happening this week.
16. **Neighbourhood Watch** – The smart water initiative was discussed and it was agreed that an article should be put in the next Parish newsletter to seek views from residents regarding this scheme before proceeding. Cllr Cornwall suggested that the social media group which keeps residents up to date regarding Neighbourhood Watch matters could be promoted again in the next Adderley Voice, all agreed.
17. **Police Town and Parish Council Survey 2019** – This was completed, circulated and agreed at the meeting and the Clerk will submit. It was also suggested that the Clerk give PC Ambrose the dates of the next three Parish Council meetings and invite him to attend.
18. **'Welcome to Adderley' Packs** – There was a discussion about these publications which, it was agreed, go down very well with new residents but are now a bit out of date. Cllr Coulon suggested that the outside of the pack be generic with details and photographs of the village and then a contacts sheet inside, which could be updated more cheaply as and when required, all agreed and Cllr Coulon agreed to take this forward.
19. **Correspondence** – General topic notes and information bulletins from ALC/SALC/NALC/ Shropshire Council are circulated by email to Councillors between meetings and in addition the following was noted:
 - a. Owen Patterson MP – Broadband in the county
 - b. Able Community Care – Details of services and stickers
 - c. North Shropshire Safety Scene – Request for financial help with this event - £50 was agreed by Council
20. **Parish Matters** – Cllr Mycock advised that at a PCC meeting this evening the Lichfield Diocese survey, relating to Adderley church tower installing a mobile phone mast, would be discussed. If the PCC agree then a subgroup will be set up to take this initiative forward and the PCC would be like two members of the Parish Council to be included in this subgroup, Cllr Mycock and Cllr Nash have agreed to undertake this if required, all agreed this was a good idea.
21. **Agenda Items for next meeting to be held on Wednesday 26th June 2019** – Cllr Wilson asked for the grant to Adderley Bowling Club be put on this agenda as they now had the quotations the Parish Council had requested.

There being no other business the Chairman declared the meeting closed at 8.45 pm

Approval of the Minutes held on 22nd May 2019

Minutes accepted and approved by Adderley Parish Council at a meeting held on 26th June 2019

Signed by the Chairman