

## ADDERLEY PARISH COUNCIL

Minutes of the Adderley Parish Council Parish meeting on 20<sup>th</sup> May 2020 starting at 7.30 pm which was held virtually, using Zoom interactive means, in line with new legislation during the Coronavirus Pandemic.

**Present:** Councillors M Coulon, P Nash, C Cornwall, A Swindale, K Mycock, I Wilson and N Evans also J Evans (Clerk)

**Apologises:** Unitary Councillor P Wynn

1. **Welcome / Present / Apologises** – Councillors present as listed above.
2. **Declarations of Interest** – Cllr Nash declared an interest in item 9a.
3. **Public Session** – Although it had been published that members of the public could attend this virtual meeting there were no members of the public present.
4. **Approval of the Minutes of the Parish Council meetings on 15<sup>th</sup> April 2020** - 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 advised the Council that liaising with the Canal and River Trust regarding the siting of an information board at Adderley Locks was on hold at present.
  - b. Cllr Wilson suggested that he liaise with the Chairman of the Village Hall and the Clerk regarding a meeting to agree the actual siting of the information board in the Village Car park so that this, along with the signs to the church, can be installed as and when possible, all agreed.
  - c. The Clerk advised the Council that HSBC had requested a phone interview to 'update and confirm the business details' but the deadline had been extended to the end of September and the Clerk will liaise with Cllr Nash to undertake this hopefully sometime in August/September.
6. **Report from Unitary Councillor** – Unfortunately Cllr Wynn was unable to attend the meeting.
  7. **Report from Committees by Adderley Parish Council Representatives** – No-one had attended a meeting since the last Parish Council meeting.
  8. **Planning** – The following planning application were discussed and the following *comments* agreed:

**20/01749/FUL** - Change of use from an agricultural building to general storage (B8 use class) - Park Farm, Adderley, Market Drayton, Shropshire, TF9 3TG – *Although the Council supported this planning application they wished to express their reservations about the extra traffic on this road, A529, which has been identified as dangerous and also their concerns about actual point at which the extra traffic will be pulling on/off the A529 as this area has seen accidents over recent years.*

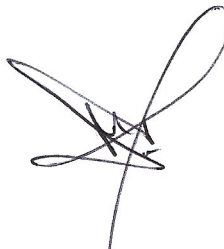
**Determination of Planning**

**20/00981/FUL** - Installation of an underground LPG tank to front - 24 Corbet Drive, Adderley, TF9 3LW - **Permission Granted**

**20/01014/FUL** - Erection of an agricultural building for the storage of straw, hay and agricultural machinery - Barbers Auctions, Market Drayton Livestock Market, Adderley Road, Market Drayton, Shropshire, TF9 3SW - **Permission Granted**

9. **Finance**

- a. **Expenses**



| Payee                        | Details                         | Chq no | Net Amount | Vat Amount | Authority                |
|------------------------------|---------------------------------|--------|------------|------------|--------------------------|
| E-on                         | Electricity for Street Lighting | D/D    | £129.66    | £6.48      | PCA 1957 ss 3 (1)        |
| Came & Co                    | Annual Insurance                | 424    | £391.45    | -          | LGA 1972 s 111           |
| Tony Seabridge               | Grass Cutting                   | 425    | £300.00    | £60.00     | HA 1980 s 96             |
| PN re Really Simple Plug-ins | Annual Licence Fee              | 426    | £10.43     |            | LGA 1972 s 142           |
| Telford & Wrekin Council     | N P Needs Assessment Review     | 428    | £124.00    | £24.80     | Localism Act 2011 ss 1-5 |
| SDH Accounting               | Internal Audit Report           | 427    | £160.00    |            | LGA 1972 s 111           |
| Jane Evans                   | Clerks wages - May 2020         | S/O    | £262.00    | -          | LGA 1972 s 112 (2)       |
| Jane Evans                   | Clerks wages - June 2020        | S/O    | £262.00    | -          | LGA 1972 s 112 (2)       |
|                              | Totals                          |        | £1,639.54  | £91.28     |                          |

It was resolved by the Council that this item be paid.

**b. Bank Reconciliation –**

|                                      |                    |
|--------------------------------------|--------------------|
| Balance brought forward              | £ 2,897.14         |
| Income to date                       | £ 17,471.98        |
| Expenditure to date                  | £ 398.14           |
| <b>Balance to be carried forward</b> | <b>£ 19,970.98</b> |

Bank Balances as at 30<sup>th</sup> April 2020:

|  |                    |
|--|--------------------|
| Current Account                          | £ 3,840.98         |
| Interest Account                         | £ 17,279.69        |
| Adjustment for unpresented cheques       | £ 1,149.60         |
| <b>Total of Reconciled Bank Balances</b> | <b>£ 19,970.98</b> |

- c. **Internal Auditors Report** – Prior to the meeting the Clerk had circulated the report from the Internal Auditor and it was resolved by the Council to accept this report and they thanked the Clerk for her work in this matter. The Clerk will ensure that a copy of this is on the Parish website.
- d. **Annual Governance Statement** – The Clerk read out all parts of the Annual Governance Statement relating to the Year Ending 31st March 2020 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 2020 Statement of Account. The Clerk will ensure that all the correct financial information relating to Year Ending 31st March 2020 is available on the Parish website and the public notices are displayed.
- f. **Certificate of Exemption** – The Clerk explained that as neither the Parish Council's receipts or payments were over £25,000, they could agree that Cllr Coulon and herself sign a Certificate of Exemption to an External Audit, the Council unanimously agreed. Cllr Evans suggested that if the inclusion of the Neighbourhood Plan accounts means that some years Adderley Parish Council has to pay for an External Audit perhaps the other two Councils should contribute to these costs. The Clerk will bring this up and the next Neighbourhood Plan Steering Group meeting.
- g. **Insurance Renewal** – Prior to the meeting the Clerk had circulated the three quotations supplied by Came and Company, the Parish Council's Insurance brokers, and after reviewing this the Council resolved to renew their insurance with Pen, this expenditure had been included above.
- h. **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** – including an Addendum relating to virtual meetings

- 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**
- g. **GDPR Policies: Records Management Policy; Email Policy; Personal Data Management and Audit Policy; Privacy Policy; and Subject Access Policy**

It was unanimously agreed by the Council to 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** – Cllr Cornwall advised the meeting that although the work on the A529 had begun, which involved closing the road from the Gingerbread roundabout to South Lodge, she had not heard of any major issues on the small lanes around Adderley. There was a discussion about the second phase of the work and Cllr Wilson suggested that he contact Shropshire Highways to find out what the schedule and when this work may take place. He will also enquire about the additional funding that Shropshire Council were going to apply for in respect of additional work through Adderley and whether this was still being considered.
12. **Highways & Environmental Health** – Cllr Mycock advised that the pothole on the junction of Corbet Drive and Rectory Lane had been filled.
13. **Street Lighting** – No issues were reported.
14. **Playground Report** – Although the playground is currently locked, under Government's restrictions, the Clerk reported that the annual ROSPA report had been booked in for next month.
15. **Three Parishes Neighbourhood Plan** – Cllr Nash advised the Council that a revised Housing Needs Assessment, a statistical exercise which is taken into consideration alongside the Housing Needs Survey, has been received and circulated to the Steering Group along with comments on the document from Apt, the group's consultants.
16. **Neighbourhood Watch** – Cllr Cornwall advised that there was nothing specific to report although the WhatsApp group is active and very useful to residents in the area.
17. **Future Virtual Meetings** – It was unanimously agreed to continue to use Zoom with either Cllr Wilson or Cllr Coulon facilitating the meetings, with the rest of the Council thanking them for their help with this.
18. **Draft Local Economic Growth Strategy for Market Drayton Consultation** – Prior to the meeting the Clerk has circulated a link to this Shropshire Council consultation and, after discussion, the Council unanimously agreed not to comment on this
19. **Correspondence** – General topic notes and information bulletins from ALC/SALC/NALC/ Shropshire Council are circulated by email to Councillors between meetings and no further correspondence had been received.
20. **Parish Matters** – Cllr Wilson advised the meeting Adderley Bowling Club will shortly be re-opening the green for social bowling under the rules and guidelines received from the Crown Green Bowling Association.
21. **Agenda Items for next meeting to be held on Wednesday 1<sup>st</sup> July 2020**. It was suggested to invite the new High Sheriff of Shropshire to this meeting.

There being no other business the Chairman declared the meeting closed at 8.30 pm

Approval of the Minutes held on 20<sup>th</sup> May 2020

Minutes accepted and approved by Adderley Parish Council at a meeting held on 1<sup>st</sup> July 2020

Signed by the Chairman .....