

## **ADDERLEY PARISH COUNCIL**

Minutes of the Adderley Parish Council Parish meeting on 12<sup>th</sup> May 2021 held at Adderley Village Hall and starting immediately after the Annual meeting of Adderley Parish Council.

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

**Apologises:** Unitary Councillor P Wynn

1. **Welcome / Present / Apologises** – Councillors present as listed above.
2. **Declarations of Interest** – Cllr Swindale expressed an interest in item number 12h.
3. **Public Session** – There were no members of the public present.
4. **Co-option of New Councillors** – Ms Louise Dowley and Mr Paul Shepley had expressed an interest in joining the Council and were both present at the meeting. Cllr Coulon proposed that they be invited to join the Council to fill the two vacant positions, all agreed, the necessary forms were completed and Cllr Coulon welcomed them to Adderley Parish Council.
5. **Approval of the Minutes of the Parish Council meeting on 14<sup>th</sup> April 2021** - 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.
6. **Clerk's update regarding on-going matters:**  
The following updates were advised to the Council:
  - a. The Clerk advised that she had chased the contractor for the moss removal quote but had not yet received this and assumed it would come through with the first grass cutting invoice.
  - b. The Clerk confirmed that the new finger pointing signs for the Shavington junction should be arriving shortly.
  - c. Following the last meeting the Clerk had circulated Mr Wilson's presentation on Climate Change and Cllrs Evans and Nash had liaised to compile a presentation which they shared with the Council. After discussion about global climate change Adderley Parish Council agreed the following Climate Emergency statement. 'Adderley Parish Council recognises that we face a global climate emergency, and that this council will endeavour to do what it can, within the Parish, to mitigate climate change.' The Clerk will liaise with Cllrs Nash and Evans in this respect to possibly compile an action plan.
7. **Report from Unitary Councillor** – Unfortunately Cllr Wynn was unable to join this meeting due to prior Shropshire Council commitments.
8. **Report from Committees by Adderley Parish Council Representatives** – No meetings had been attended since the last Parish Council meeting.
9. **Annual Parish Meeting** – It was agreed that the webinar format had been successful as a means of having a virtual Annual Parish Meeting and that next year, when hopefully all social distancing restrictions had been lifted, this Annual meeting would be publicised well and hopefully more residents would attend. It was also agreed to upload the various presentations from the Annual Parish Meeting to the parish website.
10. **Planning** – The following planning application were discussed and the following **comments** agreed:  
**21/01660/FUL** - Demolition of existing prefabricated dwelling and erection of replacement dwelling - Lower Morrey, Shavington Park, Adderley, Shropshire, SY13 4BH - **Support**  
Determination of Planning  
None received

**11. General Power of Competency** – The Clerk explained the criteria for this and the Council agreed that, following the recent elections, these conditions still applied to Adderley Parish Council.

## 12. Finance

### a. Expenses

Payee	Details	Chq no	Net Amount	Vat Amount	Authority
E-on	Electricity for Street Lighting	D/D	£128.24	£6.41	PCA 1957 ss 3 (1)
SDH Accounting	Internal Audit Report	471	£160.65		LGA 1972 s 111
Jane Evans re Presents	Ex-Councillors thank you cards & presents	472	£31.00		Localism Act 2011 ss 1-5
Jane Evans	Clerk's wages - May 2021	S/O	£330.48		LGA 1972 s 112 (2)
	Total		£650.37	£6.41	

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

### b. Bank Reconciliation – For the Council to receive and accept the Year End Bank Reconciliation:

Balance brought forward	£ 5,123.11
Income to date	£ 17,087.83
Expenditure to date	£ 1,366.69
<b>Balance to be carried forward</b>	<b>£ 20,844.25</b>

Bank Balances as at 30<sup>th</sup> April 2021:

Current Account	£ 1,072.31
Interest Account	£ 19,844.25
Adjustment for unpresented cheques	£ 72.31
<b>Total of Reconciled Bank Balances</b>	<b>£ 20,844.25</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 2021 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 2021 Statement of Account. The Clerk will ensure that all the financial information relating to Year Ending 31st March 2021 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.
- g. **Insurance Renewal** – Prior to the meeting the Clerk had received the three insurance quotations from the current broker, Came and Company, along with an alternative quote from BHIB Insurance Brokers. After reviewing the figures, the Council resolved to change their insurance to BHIB and take out the cheaper three-year policy.
- h. **Annual Grant Requests** – The Council had received a letter for Adderley Church PCC requesting a grant to assist in the maintenance of the church yard. The Clerk explained the conflicting legislation regarding Parish Council granting money to Churches and that the General Power of Competency did not apply to this expenditure. The Council unanimously agreed to grant the church £1,500 as it was felt that the Church was one, of very few, assets in the Village and should be maintained to look its best.

**13. 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**
- 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.

**14. Report from Speed Concerns Committee** – Cllr Wilson lead a discussion regarding the comments from the Annual Parish concerning the traffic calming measures and consequent street lighting. It was agreed that Cllr Wilson should contact Paul Savill from WSP to get more information about possible schedules for this work and then the Council can decide the best way to get a consensus of opinion from the parish residents.

**15. Highways & Environmental Health** – The Council discussed the following issues:

- a. The A529 traffic lights – Cllr Swindale asked if, under the Freedom of Information Act, the Clerk could request the information regarding the costs of these traffic lights from Shropshire Council.
- b. Recent accident on County border – The Clerk was asked to find out from Shropshire Highways what is being done at this accident site regarding the loss of verge and broken county signs.
- c. Canal to Market Drayton– The Council discussed the reply from Canal and River Trust regarding the suggestion of hard coring part of the tow path which is impassable after heavy rain. It was agreed that the Clerk should ask C & R T if the village had a working party to look at this issue could they either coordinate the work required or give their permission to be undertaken without their involvement.
- d. Mirror opposite Station Road – The Clerk will chase this matter again
- e. Pothole at the top of Rectory Lane – The Clerk will report this pothole again.
- f. Dog poo Bin at the top of Green Bank – Cllr Dowley asked if the Council could request a poo bin to be sited at the junction of Green Bank and A529. The Clerk will contact Shropshire Council and report back to the next meeting.

**16. Street Lighting** – Nothing was reported at this time.

**17. Playground Report** – Cllr Shepley agreed to take on the role of checking the playground equipment regularly and advising the Clerk/Council should any repairs be required. The Clerk advised that the ROSPA annual inspection had been booked in for next month.

**18. Three Parishes Neighbourhood Plan** – Cllr Nash advised the Council that the grant application to Locality had now been submitted that should pay for everything up to Regulation 16.

**19. Neighbourhood Watch** – Cllr Evans agreed to take on the role of Neighbourhood Watch co-ordinator and the Clerk would pass on the details of the residents currently in this scheme. Cllr Evans will also liaise with the WhatsApp group and it was hoped to encourage more people to get involved in this initiative.

**20. Correspondence** – General topic notes and information bulletins from ALC/SALC/NALC/ Shropshire Council are circulated by email to Councillors between meetings and no additional correspondence had been received when the agenda was compiled.

**21. Parish Matters** – No further matters were discussed.

**22. Agenda Items for next meeting to be held on Wednesday 23<sup>rd</sup> June 2021.** There were no further items raised at this time.

There being no other business the Chairman declared the meeting closed at 9.00 pm

Approval of the Minutes held on 12<sup>th</sup> May 2021

Minutes accepted and approved by Adderley Parish Council at a meeting held on 23<sup>rd</sup> June 2021

Signed by the Chairman .....

DRAFT