

# WROXETER & UPPINGTON PARISH COUNCIL

## MINUTES OF ANNUAL COUNCIL MEETING HELD ON 12<sup>th</sup> MAY 2014 AT 7.30PM AT THE WROXETER HOTEL, WROXETER

**PRESENT:** Chairman – Cllr. B. Nelson (BN), V. Amos (VA), L. Davies (LD) P. Davies (PD), J. Gutteridge (JG), M. Millington (MM), S. Rowlands (SR)

**In attendance:** Cllr. Wild (Shropshire Councillor)

**Clerk:** Mrs R. Turner

### **001/1415 ELECTION OF CHAIRMAN**

It was **RESOLVED** to elect Cllr. Nelson as Chairman (P: LD, S: PD). He duly signed and delivered his declaration of acceptance of office, witnessed by the Clerk.

### **002/1415 ELECTION OF VICE CHAIRMAN**

It was **RESOLVED** to elect Cllr. L. Davies as Vice Chairman (P: BN, S: PD).

### **003/1415 APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept the following apologies for absence:

- Cllr. Eade
- Cllr. Pritchett

### **004/1415 CO-OPTION OF COUNCILLORS**

No applications had been received for the vacant seat. This item will be deferred to the July meeting.

### **005/1415 DISCLOSABLE PECUNIARY INTERESTS**

None.

### **006/1415 REPORTS**

For Cllr. Wild's report please see the Annual Parish Meeting minutes. It was further reported that SAMDEV will shortly be submitted for Examination later this year.

The police had reported that there had been one road traffic incident, one road collision and a burglary of a dwelling.

**007/1415 TO CONFIRM AND ACCEPT THE MINUTES OF THE COUNCIL MEETING ON  
3<sup>RD</sup> MARCH 2014**

It was **RESOLVED** to accept the minutes and they were duly signed by the Chairman.

**008/1415 MATTERS ARISING FROM THE MINUTES**

Reference minute 097/1314, it was reported that the mirror has now been fixed.

**009/1415 ERRORS IN NUMBERING OF PAYMENTS IN MINUTES**

The Council **NOTED** numbering errors of the payments in the minutes.

**010/1415 REVIEW OF POLICIES, DELEGATES & MEMBERSHIP OF BODIES**

**(i) The Council's Standing Orders**

The Clerk had circulated revised standing orders based on the updated NALC model standing orders. It was **RESOLVED** to adopt the standing orders as circulated, with the meeting quorum to be amended to be 4 (P: PD, S: VA).

**(ii) Freedom of Information Publication Scheme**

The Clerk had circulated a FOI Publication Scheme based on the ICO model scheme. It was **RESOLVED** to adopt the scheme (P: VA, S: PD).

**(iii) Delegates to groups**

It was **AGREED** that Cllr. Nelson continue to be the delegate for the LJC, with Cllr. Amos as reserve. It was further **AGREED** that Cllr. Nelson be the delegate to the ICT working group.

**(iv) SALC membership**

It was **AGREED** not to join SALC.

**011/1415 ASSETS REGISTER AND INSURANCE POLICY**

It was **AGREED** to adopt the assets register (P: PD, S: VA). The Clerk was asked to enquire with Charles Armstrong as to what arrangements were agreed for ownership and insurance of the Uppington play area at the time of it being installed.

An insurance quote had been received from Aviva on a 3 year arrangement whereby the cost was £180 in Year 1, rising to £230 in year 2 and £265 in Year 3. This included insurance for the play area for both public liability and replacement value. It was **AGREED** to accept this quote unless the quote awaited from Zurich was cheaper.

**012/1415 MEETING DATES FOR 2014/15 COUNCIL YEAR**

The following meeting dates were **AGREED** for 2014/15, all at The Wroxeter Hotel, starting at 7.30pm:

8<sup>th</sup> July, 8<sup>th</sup> September, 10<sup>th</sup> November, 12<sup>th</sup> January, 9<sup>th</sup> March.

Cllr. Nelson gave his apologies for the July meeting.

#### **013/1415 PLANNING MATTERS**

- (i) 13/04570/FUL -Land East Of Horseshoes Inn, Uckington, Shrewsbury - Erection of affordable dwelling and detached double garage – **permission granted**
- (ii) 14/00454/FUL - Snow Pool Wood, Nr Lower Dryton, Wroxeter, Shrewsbury - Construction of stoned timber loading pad – **permission granted**

#### **014/1415 HIGHWAYS MATTERS**

- (i) It was **AGREED** to raise community-led concerns with Shropshire Council in relation to the following matters:

	Location	Issue
<b>Priority 1</b>	B4380 Donnington junction on to Ironbridge Road	Visibility on the bend in the context of speeding Going right towards Shrewsbury & checking for traffic towards Telford it is not possible to see oncoming traffic. There is no slow sign on the approach bend. There have been a number of collisions or vehicles losing control and leaving carriageway at this junction.
<b>Priority 2</b>	Coalpits crossroads where Dryton road meets B4380	Concern re speeding traffic at junction with restricted vision.
<b>Priority 3</b>	Bends on B5061 between the junctions with B4394 and B4380	Concern regarding number of traffic incidents with collisions, vehicles leaving the road, near misses and the very high speeds of vehicles on this road.
<b>Priority 4</b>	Patch Lane junction with B4380	Risk of hits from the left. Would benefit from a mirror being installed or vision splay in direction of Attingham
<b>Priority 5</b>	Rushton	

#### **(ii) Bus shelter repairs**

It was **AGREED** to apply for a grant of £250 towards the repairs as match funding to the £250 the Council has budgeted. The Clerk is to prepare a risk assessment in advance of the work being carried out.

#### **015/1415 IT MATTERS**

The Council is working with Lorna Perry to develop a replacement for Shropnet.

## 016/1415 RURAL SOUNDING BOARD INVITIATION

It was **AGREED** to nominate Cllr. Amos to be the Council's representative on a Rural Sounding Board being set up by Sparse Rural (Rural Services Network). This would comprise general rural issues and topic groups on fuel poverty, transport and broadband

## 017/1415 FINANCIAL ITEMS

### (i) End of year accounts

The internal auditor has raised concerns regarding the low level of the Council's reserves. It was **RESOLVED** to approve and sign Sections 1 and 2 of the end of annual audit return for the year ended 31<sup>st</sup> March 2014; the Chairman and Clerk duly signed the return (P: LD, S: VA). The end of year bank reconciliation, budget report and variances explanation were also approved and signed, showing an end of year balance of £566.12, payments totalling £5049.22 and receipts totalling £2942.12 during 2013/14.

### (ii) Appointment of internal auditor for 2014/15

It was **RESOLVED** to appoint Sue Hackett (P: PD. S: SR).

### (iii) IT equipment

It was **RESOLVED** to lease the use of Clun Town Council's laptop and printer from May 2014 until end of July 2015 at a cost of £18.44. Should the Council wish to withdraw from the lease early, a refund would be issued. This would be based on the depreciated value of the equipment, calculated based on a 3 year lifespan since purchase in August 2012 and it depreciating on a monthly basis over 36 months.

### (iv) Grant to Uppington PCC

It was **RESOLVED** to award a grant of £150 to Uppington PCC, for churchyard maintenance, using powers under LGA 1972, S. 215 (P: LD, S: PD).

### (v) Council's bank balances

As per bank statements covering the period to 30<sup>th</sup> April 2014, the Council had bank balances of £3100.06 (a/c ref \*\*\*\*4342, sheet 42) and £320.57 (a/c ref 0130, sheet 98), giving total balances of £3420.63.

### (vi) The following payments were approved:

Payee	Item	Ref no	Net	VAT	Gross
R Turner	Expenses – Mar & Apr 2014	373	£13.50	£0.00	£13.50
R. Turner	WFHA	374	£8.75	£0.00	£8.75
Clun PC	Laptop rental	375	£18.44	£0.00	£18.44
Broker Network	Insurance	376	£180.00	£0.00	£180.00
SDH Accounting	Audit	377	£75.00	£0.00	£75.00
Uppington PCC	Grant	378	£150.00	£0.00	£150.00
Wroxeter Hotel	Room hire	379	£8.33	£1.67	£10.00

(vii) The following payments already made were noted:

Payee	Item	Ref no	Net	VAT	Gross
R. Turner	Salary – March 2014	SO	£124.71	N/A	£124.71
R. Turner	Salary – April 2014*	CHAPS*	£145.50	N/A	£145.50

**\*PAID BY CHAPS FREE OF CHARGE DUE TO BANK ERROR IN SETTING UP STANDING ORDER**

(viii) Receipts

- Precept & Council Tax support grant - £3000.00

#### **018/1415 CORRESPONDENCE**

The following correspondence was **NOTED**:

- (i) SAMDEV consultation
- (ii) Shropshire Health & Poverty Report 2012/13 & Local Support & Prevention Fund
- (iii) Rural Hub newsletters

#### **019/1415 PARISH MATTERS**

- (i) The 30mph sign by the Wroxeter Hotel has now been repaired.

**NEXT MEETING – 14<sup>TH</sup> JULY 2014 AT THE WROXETER HOTEL, WROXETER AT 7.30PM**

**SIGNED (CHAIRMAN)**

**DATED**