

# WROXETER & UPPINGTON PARISH COUNCIL

## Minutes of the Parish Council Meeting on the 11<sup>th</sup> May 2020 at 7:30pm

Due to the COVID-19 lockdown, this meeting was held remotely via Zoom

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**Present:** Councillors Mr B Nelson (Chairman), Mrs V Amos, Mrs J Davies, Mr P Davies, Mr M Millington, Mr K Rowlands and Mr I Sherwood  
**In attendance:** Councillor C Wild (Shropshire Council), Mrs S Morris (Clerk)

### 1. CHAIRMAN'S INTRODUCTION

The Parish Council paid tribute to Mr David Strefford, who had recently passed away. Councillors expressed thanks for his help during his time as a Parish Councillor and for his work in the community including contributions to Under the Wrekin magazine, and work with the Church.

### 2. PUBLIC SESSION

There were no members of the public present.

### 3. ELECTION OF CHAIRMAN

Mr B Nelson was elected as Chairman for 2020/21 (Proposed: Cllr P Davies, Seconded: Cllr V Amos, all in favour)

### 4. ELECTION OF VICE CHAIRMAN

Mrs V Amos was elected as Vice Chairman for 2020/21 (Proposed: Cllr P Davies, Seconded: Mr B Nelson, all in favour)

### 5. TO ACCEPT APOLOGIES FOR ABSENCE

None, all members present.

### 6. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS & DISPENSATION REQUESTS

None.

### 7. MINUTES

It was **RESOLVED** to approve the minutes of the meeting held on 9<sup>th</sup> March 2020. The Chairman would sign the minutes at the next available opportunity.

### 8. MATTERS ARISING FROM THOSE MINUTES

The matters arising from the previous meeting, not discussed elsewhere on the agenda, were discussed:-

#### a) Playground repairs

One post on the baby swing and the platforms previously noted required repair.  
**ACTION:** Cllr Amos to liaise with Chris Lloyd to carry out repair.

#### b) Smart Water signage

Cllr Nelson confirmed that most of the signs had been installed. The sign at the junction of Ironbridge Road and Attingham Gatehouse would be installed shortly, and one further sign was had not yet been allocated a location. Councillors were asked to identify any gaps in the signage, otherwise, Cllr Nelson would identify a suitable location.

#### c) Abandoned vehicle

Cllr Nelson confirmed that the vehicle had now been removed.

#### d) B4380 repairs

It was noted that there may be some delay due to the COVID-19 situation. Some of the deeper holes had been filled and there were markings on the road. Cllr Nelson and Cllr Wild had requested an update from the Highways team, and Cllr Wild agreed to follow this up after the meeting.

**e) Annual Parish Meeting**

The Local Authorities And Police And Crime Panels (Coronavirus) (Flexibility Of Local Authority And Police And Crime Panel Meetings) (England And Wales) Regulations 2020 had allowed for Parish Council meetings to be held remotely. However, Parish meetings were not included within the definition and, as such, there is nothing permitting them to meet remotely. The National Association of Local Councils (NALC) took the view that the current social distancing guidance meant that parish meetings should not take place in person, including the annual meeting of the electors, which in Wroxeter & Uppington would usually take place in May. The Parish Council agreed that the meeting would not take place as usual due to the current social distancing requirements.

**9. SHROPSHIRE COUNCILLOR REPORT**

Cllr Wild's report was received and noted. In addition, Cllr Wild advised Councillors to be vigilant as there had been a number of burglaries in the surrounding areas over the previous weekend. She also asked that Councillors refer on to her any residents who were in need of food or other support so that she could follow this up with the Council and ensure that nobody missed out on the available support.

Cllr Wild had been liaising with Housing Plus regarding the smell from the reed beds which had been reported by residents. Housing Plus insisted that the bed was working effectively, however, a resident was now pursuing further action through Environmental Health.

Councillors queried whether the work to repair Back Lane had progressed. Cllr Wild had been chasing this with Housing Plus, with no positive movement to report.

**10. MEMBERS TO ADOPT THE FOLLOWING**

- a) Standing Orders
- b) Financial Regulations
- c) Assets Register
- d) Risk Assessment.

It was **RESOLVED** to adopt documents a-d as circulated (Proposed: Cllr P Davies, Seconded: Cllr V Amos, all agreed).

**11. MEMBERS TO AGREE DELEGATES TO GROUPS/APPOINTMENT TO OUTSIDE BODIES**

- a) LJC
- b) Staffing
- c) SALC Area Committee

It was **RESOLVED** that a standing delegate would not be appointed, but that for all Shropshire Council and Shropshire Association of Local Council meetings, including LJC and SALC Area Committee, the Clerk would contact all Councillors and attendance would be determined by availability. It was **RESOLVED** to appoint the following Councillors to the Staffing Committee: Cllr B Nelson, Cllr V Amos, Cllr P Davies, with Cllr M Millington as reserve.

*Councillor Wild left the meeting at 8pm.*

**12. PLANNING MATTERS**

None.

**13. 2019/20 AUDIT**

**a) To receive the Internal Auditor's Report**

The Auditor's Report was received. No concerns had been raised nor recommendations made. It was **RESOLVED** to note the Internal Auditor's Report.

**b) To approve 2019/20 end of year accounts**

i) To approve the end of year bank reconciliation and budget report  
It was **RESOLVED** to approve the end of year bank reconciliation and budget report.

ii) To complete and sign the Annual Governance Statement 2019/20  
It was **RESOLVED** to approve the Annual Governance Statement 2019/20.

iii) To approve the Accounting Statements 2019/20  
It was **RESOLVED** to approve and sign the Accounting Statements 2019/20.

The Chairman would sign documents i-iii at the next available opportunity.

iv) To approve the Certificate of Exemption 2019/20  
It was **RESOLVED** to approve and sign the Certificate of Exemption 2019/20 and to publish the required information on the Parish Council website.

v) To agree period for the exercise of public rights  
It was **RESOLVED** that the period for the exercise of public rights would be 1<sup>st</sup> September to 12<sup>th</sup> October, inclusive.

**14. FINANCIAL MATTERS**

**a) To approve payments made between meetings**

It was **RESOLVED** to approve the following payments made between meetings:

Payment	Payee	Description	£ Amount
P21-1920	Shropshire Council	ROSPA inspection fee	£96.00
P1-20/21	S Morris	Salary April	£198.40
P2-20/21	SDH Accounting Services	Audit 2019/20	£125.00

**b) To approve insurance renewal**

Quotations had been provided by Came & Company broker with the recommendation being Pen Underwriting Ltd at a cost of £355.94 for one year or £340.64 for the year as part of a 3-year agreement. It was noted that this was an increase on the previous year and Councillors requested that the Clerk seek further quotations. It was **RESOLVED** to approve the cover on a 3-year agreement as recommended by Came & Company if a cheaper comparable quotation could not be found.

**c) To approve invoices for payment by online banking**

It was **RESOLVED** to approve the following payments:

Payment	Payee	Description	£ Amount
P3-20/21	BESTHOST	Website domain renewal	£13.50
P4-20/21	S Morris	Expenses April/May 2020	£26.00
P5-20/21	Sarah Morris	Salary May	£198.40

**d) To note receipts**

Reference	Source	Description	£ Amount
R1-20/21	Shropshire Council	Precept 2020/21	£4,600.00
R2-20/21	Shropshire Council	Environmental Maintenance Grant	£180.00

**15. CORRESPONDENCE**

**a) Memorial**

An email had been received requesting permission from the Parish Council for a replacement memorial in the Churchyard. The Parish Council raised no objections to the memorial, subject to it being in keeping with the surroundings.

**16. PARISH MATTERS**

Inaccessible rights of way

It was noted that the right of way from Uckington to Uppington, discussed at the previous meeting, was now impassable due to crops being grown in the fields.

**ACTION:** Clerk to follow up with the Estate Manager.

**17. STAFFING MATTERS**

It was **RESOLVED** to approve the request for the Clerk to complete the CiLCA qualification.

**18. TO SET MEETING DATES 2020/21**

It is proposed to continue to hold meetings on the second Monday of alternate months, these dates being:-

Monday 13<sup>th</sup> July 2020

Monday 7<sup>th</sup> September 2020

Monday 9<sup>th</sup> November 2020

Monday 11<sup>th</sup> January 2021

Monday 8<sup>th</sup> March 2021

Monday 10<sup>th</sup> May 2021 (Annual Council and Annual Parish Meetings)

The meeting was declared closed at 8:13pm.

Signed (Chairman):.....

Date:.....