

Whixall Parish Council

Chairman: Ian Mercer

Minutes of Parish Council's Monthly Meeting held on 10 July 2019 at
Whixall Social Centre starting at 7:30pm

Present:

Councillors: I Mercer (Chair); R Harris; A Hague; A Rawlinson; J Spenser; G Turnbull;
A Rawlinson;

Shropshire Councillors: P Dee; C Mellings

Clerk: A Roberts

Members of the community: One

Representatives of other bodies/ organisations: Steve Grogan (Chair: Whixall Social Centre Committee)

68/19 Apologies for Absence

D Farrington; D Edgerton; M Howard; PCSO Graeme Baines

69/19 Public Participation

None

70/19 Disclosure of Pecuniary Interests

Members were reminded of their obligation to declare any interests/ gifts/ hospitality:
None declared

71/19 West Mercia Police Report

Received following the meeting – circulated to Members.

72/19 Minutes of the Monthly Meeting of the Parish Council: Wednesday 12 June 2019

It was proposed by Cllr Spenser that the draft minutes, of the meeting detailed above, were an accurate record. This was seconded by Cllr Hague and agreed by all. The minutes were signed by Cllr Mercer.

73/19 Whixall Social Centre

Cllr Turnbull, who is also on the Social Centre Committee, introduced this item and asked Steve Grogan(SG) to expand on the relationship between the Parish Council and the Social Centre. SG explained that the relationship is a good one, the Social Centre is well run and from the perspective of the Social Centre Committee there is no need to change the current situation. Cllr Turnbull explained that the Social Centre Trustees do not have a legal entity and cannot hold the deeds to the property but, to date this has not caused any problems.

Members questioned the responsibility of the Trustees for managing risks and SG clarified that trustees are aware of the risks and governance is in place along with insurance cover.

Following a short discussion on the current situation regarding land ownership and maintenance responsibilities. It was accepted by all that in the past the Social Centre Committee and the Parish Council had been one and the same and responsibilities had been agreed verbally but not documented. Cllr Harris suggested that the time is now right for areas of responsibility to be put in writing to give both parties a clear understanding of the situation.

SG agreed that the Social Centre Committee will start the process by sharing the information they hold. The Parish Council will provide their information by response. This may lead to further work, particularly in relation to registering land. Members will be kept informed as the dialogue between the two organisation continues.

74/19 Planning

a) Applications Considered

Reference	Detail	Response
19/02806/PMBPA	Barn West of Mossley Well Farm Application for prior approval under Part 3, Class Q of the Town & Country Planning (General Permitted Development) (England) Order 2015 for the change of use from agricultural to residential use	Support No comment

b) Planning Application Decisions Received

Reference	Detail	Address	Decision
19/01671/VAR	Variation of Condition no 2 (approved plans) attached to planning permission reference 16/03799/FUL to allow for different design and position of approved extension	2 Garners Lane SY13 2NF	Grant permission

c)

75/19 Clerk's Report

Correspondence

- a) Penny O'Hagan, Wem Town Council: The Town Council was successful in their bid for litter picking equipment (30 pickers and 20 hoops) and Whixall PC is able to borrow it if required.
- b) Paul Gresty, Wem Tennis Club: Club has 'ambitious' plans to improve its facilities and is seeking financial help from the Parish Council.
- c) Corrie Davies (Shropshire Council): Responded to a request for details of the process for implementing changes to the draft information that the Parish Council has supplied in relation to the Wem Place Plan Priorities. It is hoped that the latest version will be circulated for amendments to be checked but this has yet to be confirmed.
- d) Steve Brown, Shropshire Council: Responded to a request for details of highway work programmes for Whixall. Steve provided a copy of the Members Highways briefing that had been provided by Chris Mellings in June and has already been circulated to Parish Councillors.
- e) Pete Richards (Planning Consultant) copied the Clerk in on an email giving information about a Planning Application being submitted on behalf of Natural England. As this is not on the current agenda it will have to be discussed at a future date and may require a Parish Council meeting solely for the purpose of discussing planning applications in August.

Actions Since the Last Meeting

- a) The AGAR notices have been posted and the information is available on the website as well as in a hard copy format for any parishioner who wishes to view it. The public access period ends on 26 July 2019.
- b) The Clerk has carried out research into how other Parish Councils manage their agendas to ensure that decisions do not have to be put off until a later date. In future all agenda items will have one of the following actions against them:
 - Agree
 - Approve
 - Consider
 - Declare
 - Note
 - Receive
 - Resolve
 - Review

Decisions are indicated when the agenda item is to be 'agreed' or 'resolved'

- c) The Clerk has spoken to Barclays to establish how the reserve funding can be moved into the Business Premium (savings) account. This can be done by writing a cheque made payable to the Council and then paying it into the savings account. This action will be brought to the September meeting for agreement.
Following discussion the Clerk will explore options for online banking, potentially with a different bank.

76/19 **Financial Matters**

- a) To receive monthly bank balance record.
The Clerk advised the council of the council's bank balances:

DATE	ACCOUNT NAME	AMOUNT
28 June 2019	Community Account	£9087.28
	Business Saver Account	£926.86
TOTAL		£10,550.03

Members were advised that the bank reconciliation did not balance on this occasion because the June direct debit payment for pension contributions was taken before Members had given authorisation. To prevent a recurrence the Clerk will include the following month's pension contribution on the list of payments for authorisation each month.

- b) Outstanding Invoices and Payments.
Orders for the payment of outstanding invoices (under "Power to Spend" LGA1972 s.112(2) and 124(1)). As per the financial report of the Responsible Financial Officer (RFO)/ Clerk; proposed by Cllr Hague, seconded by Cllr Rawlinson and agreed by all present.
Resolved: The outstanding accounts should be paid and the cheques signed by two authorised councillors.
- c) Members received the financial report for Quarter 1 2018-19.
Income: £8300.46 Expenditure: £3906.66
- d) The Clerk informed Members that the increase in working hours agreed in June 2019 will cost an additional £145.44 per year of which £7.68 is an increase in employers' annual pension contributions.

77/19 **Place Plans**

Following discussion, Members agreed the Place Plan Priorities for Whixall. These are outlined in a separate document to be circulated and displayed on the Website with the minutes of this meeting. The Clerk will advise Shropshire Council of the changes made.

The Clerk will contact Dave Gradwell from Shropshire Council to a future meeting to answer questions about traffic management issues within the Parish including speed concerns and signing.

78/19 **Shropshire Council Polling Station Review**

Following discussion members concluded that the Social Centre was ideally suited to be a polling station and that the school could provide a suitable alternative, if required. The Clerk will complete and return the consultation response, Members agreed the Place Plan Priorities for Whixall. These are outlined in a separate document to be circulated and displayed on the Website with the minutes of this meeting.

79/19 **Highways**

No specific issues have been raised with Shropshire Council.

80/19 **Parish Matters**

Asset Management

- a) The Marlot (verbal report from Cllr Turnbull):
Cllr Turnbull reported that he and Martin Spenser had recently spent approximately 30 voluntary hours on management of the Marlot.

The picnic bench is now in situ in the main meadow. The bracken patch in the second meadow has been cut back in order to flatten the area and encourage wildflowers. It is hoped that Natural England will lend their trailer so that the debris can be removed. The pathway to the table and around the water has been cleared. It is still hoped that Natural England will organise a volunteer day, possibly later in the year.

Work to be carried out shortly includes assessing trees with a view to removing or lopping those in need of maintenance.

The grazing contract will need to be renewed in early Autumn.

Cllr Harris suggested that the Parish Council should address the issue of long-term management of the Marlot as, at present, this is heavily reliant on two volunteers and may not be sustainable should those volunteers choose not to continue.

Cllr Turnbull suggested that Members would benefit from a site visit to help them understand the work that has been carried out to date and the scale of ongoing management requirements. The visit has been scheduled for Wednesday 14 August at 6pm.

b) Moss Cottages Field (verbal report from Cllr Turnbull)

Cllr Turnbull and Martin Spenser have cut back the overhanging vegetation at the rear of the field and the Clerk will check that the whole field will be mowed in future.

The Clerk provided members with a list of individual assets associated with the field along estimated replacement costs, where available. Member discussed the requirement for an earmarked reserve and for carrying out regular checks on the assets.

Proposed: Cllr Mercer, Seconded: Cllr Spenser, agreed by all

Resolved: Having identified the issues relating to managing this asset the Council will build an earmarked reserve into next year's budget. In addition, Members will carry out an annual visit to the site. This will include a review of whether the goal posts should be removed.

81/19 Councillors Reports

Reports were received from the following:

a) Parish Councillors

Cllr Turnbull reported that PCSO Graeme Baines had visited a number of locations around the Parish on Sunday 7 July. The response was good in most areas and a visit will be arranged for September. He also reported that Neighbourhood Watch is being promoted with the aim of blanket coverage across the Parish.

b) Shropshire Councillors:

Cllr Mellings:

A written report was provided to members prior to the meeting.

Scheduled date of next meeting: **11 September 2019 at 7.30 pm**

The meeting closed at 9.26pm