

Donington with Boscobel Parish Council

Minutes of the Annual Meeting of Donington with Boscobel Parish Council held on Tuesday 16th May 2023 at the Methodist Church Hall, Albrighton at 7pm

In attendance: Cllrs David Beechey, Lee Chatburn, Christine Jones, Philip Ogle Robert Parry, Adrian Robinson, Virginia Sankey, David Williams, and the Parish Clerk (Vanessa Voysey)

2023.1 Election of Chairman

- a) It was proposed, seconded and resolved, to nominate David Williams for Chairman of the Council
- b) Cllr David Williams signed the Declaration of Office of Chairman

Cllr David Williams thanked the outgoing Chairman, Christine Jones, for all her hard work during her term of office over the last three years

2023.2 Election of Vice-Chairman

- a) It was proposed, seconded and resolved to nominate Lee Chatburn for Vice-Chairman of the Council

It was proposed, seconded, and resolved to nominate Robert Parry for Vice-Chairman of the Council

There were 4 votes for Robert Parry
There were 4 votes for Lee Chatburn

Being a split vote, the Chairman, Cllr David Williams, had casting vote.

Cllr Williams voted for Cllr Lee Chatburn.

- b) Cllr Lee Chatburn signed the Declaration of Office of Vice-Chairman

2023.3 Welcome by the Chair

Cllr David Williams welcomed everyone to the meeting

2023.4 Apologies for absence and reasons:

The Council receive and noted the following apologies for absence:

Cllr Dawn Harper – family commitment
Shropshire Councillor Ed Bird – alternative commitment

2023.5 Declarations of Interest: a) Pecuniary b) Personal

Personal Interest – Cllr Adrian Robinson leases an allotment from the Allotment Association

Personal interest – Cllr Robert Parry is the Chairman of the Albrighton and Donington Fayre Committee

2023.6 Public Session:

Cllr Phil Ogle asked to raise an issue within the public session, and expressed his concern at the proposal to put horses in the field next to the overflow Church car park, because this might mean needing to use the car park to access the field. It was noted that the car park is leased by the Parish Council through Balfours but that the car park is owned by the diocese. The Chairman requested that the Parish Clerk looked for a copy of the lease for the car park, and that any correspondence to Balfours be copied into the Diocese legal team.

2023.7 Minutes

It was proposed, seconded, and resolved to confirm that the minutes of the Council meeting held on Tuesday 18th April 2023 are a true record.

Minute 22.164 recorded a resolution of Council to accept a quote of £7232 (excluding VAT) for the purchase of a replacement bridge at St Cuthbert's Meadow. Concern was expressed that additional information regarding replacing the bridge had come to light following this resolution of sufficient importance to reconsider this resolution. The Parish Clerk advised that the procedure for doing this is laid out in Standing Orders 7 a) and 9.

See 2023.8 Matters Arising c) for agreed course of action

2023.8 Matters Arising

a) St Cuthbert's Car Park CCTV

Cllr David Williams said that there was nothing to report on the viability of placing CCTV in St Cuthbert's Car Park at this time, noting that it is being looked into.

b) Albrighton St Mary Beer and Music Festival

It was proposed, seconded, and resolved to agree to grant the request of £402 towards equipment.

c) St Cuthbert's Meadow Working Party

In respect of concerns to reconsider the decision to accept a quote to replace the bridge at St Cuthbert's Meadow, it was agreed to set up a Working Group to report back to the Parish Council. This is to include Cllrs Robert Parry, Lee Chatburn, Adrian Robinson, and Christine Jones. *(The working party is to consider and report back to the Parish Council on this and other projects put to them but it does not have any devolved powers to commit finances.)*

2023.9 New Business

a) Standing Orders

A review was made of Standing Orders; it was considered that no substantial changes were required at this time.

It was proposed, seconded, and resolved to approve the Standing Orders

b) Financial Regulations

A review was made of Financial Regulations, it was considered that no substantial changes were required at this time.

It was proposed, seconded, and resolved to approve the Financial Regulations

c) Parish Council representatives

Appointments to Committee Representations were considered with the current listing updated

SALC	David Beechey
Nature Reserve	David Beechey, Chris Jones
Footpaths	Dawn Harper, Virginia Sankey
Albrighton Fayre	Robert Parry
R.A.F Cadets Cosford	Robert Parry, David Williams
Royal British Legion	David Williams
Civic Society	David Beechey
Relief in Need	David Beechey, Robert Parry
AFLAG	Christine Jones, Phil Ogle
Village Halls Trust	Hugh Kirton

d) Chairman's Allowance

The outgoing Chairman, Christine Jones, has requested that her Chairman's Allowance be donated to the Albrighton Food Bank.

All members present were in favour.

e) Albrighton Allotment Holders Association

Consideration was given to the request for a grant of £500 towards the allotment facilities. It was questioned how many people from the Parish used the allotments, Cllr Adrian Robinson said that to his knowledge there were at least three, of which he was one. The Parish Clerk noted that there was a statutory obligation to provide allotments.

It was proposed, seconded, and resolved to award a grant of £500 to the Albrighton Allotment Holders Association towards the allotment facilities. Cllr Adrian Robinson abstained from voting.

f) Expenditure of Earmarked Reserves

Consideration was given to the the expenditure of Earmarked Reserves over the next 5 years, and to the report on 5 year planning for expenditure on Council land as prepared by Cllr Robert Parry.

Cllr Robert Parry noted the size of the reserves held by the Parish Council, and the surplus typically being made each year, concluding that it should consider investing into the Nature Reserve, and that this should be over £10k. Cllr David Williams said that potential for re-drawing of Parish boundaries should be borne in mind, as in this situation the Parish Council might retain the responsibilities of the Nature Reserve but with a smaller population paying towards the precept.

Cllr Robert Parry outlined his proposals for expenditure in the Nature Reserve over a five year period, including a third access point to the meadow from Newport Road opposite Grange Park.

The Chairman, Cllr David Williams, said that the Parish Council cannot impose on the Nature Reserve Management Committee. Any plans should be considered in conjunction with the Management Plan 2022-2027 produced by Shropshire Council's Outdoor Partnership Team. Cllr Parry's suggestions are extras that the Parish Council may wish to do, it was suggested by Cllr Lee Chatburn that this might become part of a collaborative list.

It was suggested that the Working Party (*see 2023.8 Matters Arising c*) should consider 5 year plan proposals alongside discussion on the bridge at St Cuthbert's Meadow.

2023.10 Correspondence: For Action

- a) Shropshire Council has requested comments on its draft revised housing allocations policy and scheme (circulated prior to the meeting)

The Chairman, Cllr David Williams, requested that any comments on this document be sent to the Parish Clerk.

- b) Local Government Boundary Commission has circulated a paper proposing the redrawing of the boundaries of Albrighton Parish Electoral Ward and Donington with Boscobel Electoral Ward.

The Parish Clerk said that she had corresponded with the County Solicitor who had advised that this plan was to re-draw the Shropshire Council wards and that reviews of Parish Councils would take place after this process. This would include the Community Governance Review of Donington and Boscobel, as requested by the Parish Council following the Parish its vote to amalgamate the two parishes of Donington and Boscobel in July 2020.

Cllr David Beechey said that in essence it would mean that the urban part of the Parish Council would move into Albrighton Ward for Shropshire Council elections.

The Chairman, Cllr David Williams, said that he had spoken to Shropshire Councillors Nigel Lumby and Ed Bird about the proposals. His concern was that a Parish review might come on the back of it, he would not be in favour of a potential re-drawing of the parish boundary which would the Nature Reserve and Humphreston Brook outside of the control of anyone who risks being flooded by it.

2023.11 Correspondence: For Information.

It was noted that the Parish Council has been invited to a public exhibition to be held in Brewood Jubilee Hall, 2 Bargate Street, Brewood, ST19 9BB, between 3 pm - 7 pm on Monday the 22nd of May 2023, in respect of the proposal for a Solar PV and Battery Energy Storage Development at Chillington Estate, Port Lane, Brewood, Wolverhampton WV8 1RE.

2023.12 Planning.

a) **Applications:** there were none at this time

a) **Permission Granted**

The following was noted:

23/01148/ADV (validated: 23/03/2023)

Midlands Air Ambulance Charity, Airbase Avenue, Neachley, Shifnal, Shropshire, TF11 8UR
Erect and display 1No externally illuminated building mounted external sign, 1No non illuminated building mounted external sign and 1No externally illuminated brick wall mounted totem sign at site entrance of new air ambulance headquarters and airbase (ref. number 20/04521/FUL)

Decision: Grant Permission

b) **Permission Refusals:** there were none at this time

c) **Any other planning matters:**

The following was noted:

22/05167/CPE: 6 Shackerley Lane, Cosford, Albrighton, Certificate of Existing Lawful Use with non-compliance with condition no.3 attached to PP 75/67/851.

Decision: Certificate - Lawful

Cllr Robert Parry said that he was baffled by the decision to declare an agricultural occupancy restriction use lawful, and that he would like clarification from the planners. None of the buildings are currently under agricultural use.

2023.13. Finance

2023.13.1 It was proposed, seconded, and resolved to approve the following payments:

Clerk	Clerk's salary & expenses (May)	£650.90	LGA 1972 s 112 (2) LGA 1972 s 111
HMRC	Tax	£0	LGA 1972 s.111
Clerk	Travel Expenses (May)	£13.50	LGA 1972 s.112
JDH Business	Internal Auditor's Fee	£258	LGA 1972 s.111
Zurich Municipal	Insurance	£747.16	LGA 1972 s.111
SALC	Fees for 2023-2024	£624.83	LGA 1972 s.111

2023.13.2 To note payment made following a decision made at the meeting of 19th April: there were none at this time

2023.13.3 To note any income received

The following were noted:

Precept - £36,390

Dividends - £310.54 to the Public Sector Deposit Fund

2023.13.4

- a) **Bank Reconciliation** it was proposed, seconded, and resolved to receive and approve the bank reconciliation until the end of April 2023
- b) **Spend to Date** it was proposed, seconded, and resolved to receive and approve the spend to date to the end of April 2023
- c) **Internal Audit** it was proposed, seconded and resolved to receive and accept the Internal Audit for the financial year 2022/23. The Chairman thanked the Parish Clerk for another excellent audit.
- d) **Annual Governance Form** it was proposed, seconded, and resolved to complete and sign the Annual Governance form for the financial year 2022/23
- e) **Annual Return** it was proposed, seconded, and resolved to approve and sign the Annual return for the financial year 2023/23
- f) **Exercise of Public Rights** it was proposed, seconded, and resolved to confirm the Exercise of Public Rights for the financial year 2023/23 as 5th June to 14th July 2023

2023.14 Reports:

The Chairman, Cllr David Williams, requested that in future written reports be filed to the Parish Clerk prior to the meeting so they could be sent out with the agenda. Brief notes were fine, he also requested that the Shropshire Councillor be asked to send in some bullet point notes when he was not able to attend the meeting.

- (a) **SALC** (Cllr D. Beechey): there was none at this time
- (b) **RAF Cosford** (Sq. Ldr. C. Wilson): preparations are underway for the annual reception, Cosford Air Show and the station's 85th Anniversary in July.
- (c) **Nature Reserve Report** (E. Byrne): a written report was filed in advance of the meeting
- (d) **Clerk's Report**: covered elsewhere in the meeting
- (e) **Royal British Legion** (Cllr D. Williams): there was none at this time
- (f) **Footpaths** (Cllr V Sankey): the Committee is looking for a way forwards regarding the kiss gate below Boscobel House by the White Ladies Monument
- (g) **RAF Cosford Cadets** (Cllr R. Parry): an AGM will be held on Friday 19th May and a committee will be elected. The cadets are thriving and have all used the flight simulator.
- (h) **Albrighton Fayre** (Cllr R. Parry): a meeting will be held on Thursday 18th May

The Parish Clerk noted that a member of the Fayre Committee had sent a quote of £280 for the fayre's insurance and had asked if an additional £150 could be used from the budgeted £500 for the Cadets funds in recognition of their work at the event.

Cllr Adrian Robinson proposed that the remaining £220 from the budgeted £500 towards Fayre Insurance be used as a grant to the Cadets. It was agreed in principle to offer £220 to

the Cadets and for this request to be returned to the Parish Council at its June meeting. It was requested that the Parish Clerk sends the Committee a precepted grant form.

(i) War Memorial Working Party (Cllr L Chatburn): Cllr Chatburn said that he had met Jubb-Clews at the Memorial, the works for them to manage has been re-defined.

(j) Any other reports: the Chairman, Cllr David Williams, noted that Cllr Lee Chatburn had been invited by the New House Lane Albrighton Primary School's new Head Teacher to consult with them and other parents about future teaching content.

2023.15. Training

Training information is available on: www.alcshropshire.co.uk/training

2021.1. Date of the Next Meeting 21.6.23

Report a6nd items for the agenda to be notified to the clerk by **12.06.23**