

Minutes of the Annual Meeting of Atcham Parish Council held on Wednesday 8th May 2024 at 8pm in Atcham Memorial Hall

24/038 ELECTION OF CHAIRMAN – Cllr Laura Dixon was elected (Nom: LD, Sec: KD, unanimous).

Having chaired the first item, Cllr Colin Wildblood tendered his resignation from the Parish Council and left the meeting. The Clerk reminded all councillors that they should ensure their Register of Pecuniary Interests (published by Shropshire Council) is up to date.

24/039 ELECTION OF VICE-CHAIR – Cllr Keith Daley was elected (Nom: KD, Sec: SC, unanimous).

24/040 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

Present: Cllrs Laura Dixon (Chairman), Simon Adney, Stephen Cook, Keith Daley, Martin Ruston, Robert Trow.

Apologies: None.

Clerk: Alison Utting.

Also: SC Cllr Claire Wild, several members of the public.

24/041 DECLARATIONS OF PECUNIARY INTEREST – None.

24/042 MINUTES - It was resolved that the Chairman should sign the minutes of the parish council meeting held on 13th March 2024 as a true and correct record of that meeting.

24/043 ELECTION OF OFFICERS, COMMITTEES AND REPRESENTATIVES

The following were elected:

- a) **Staffing Committee** – Cllrs Stephen Cook, Laura Dixon, Martin Ruston.
- b) **SALC representative** – Cllr Keith Daley.
- c) **Village Hall representative** – Cllr Martin Ruston.

- d) **Internal Checker** (finance) - Cllr Simon Adney.

24/044 **PROGRESS REPORT**

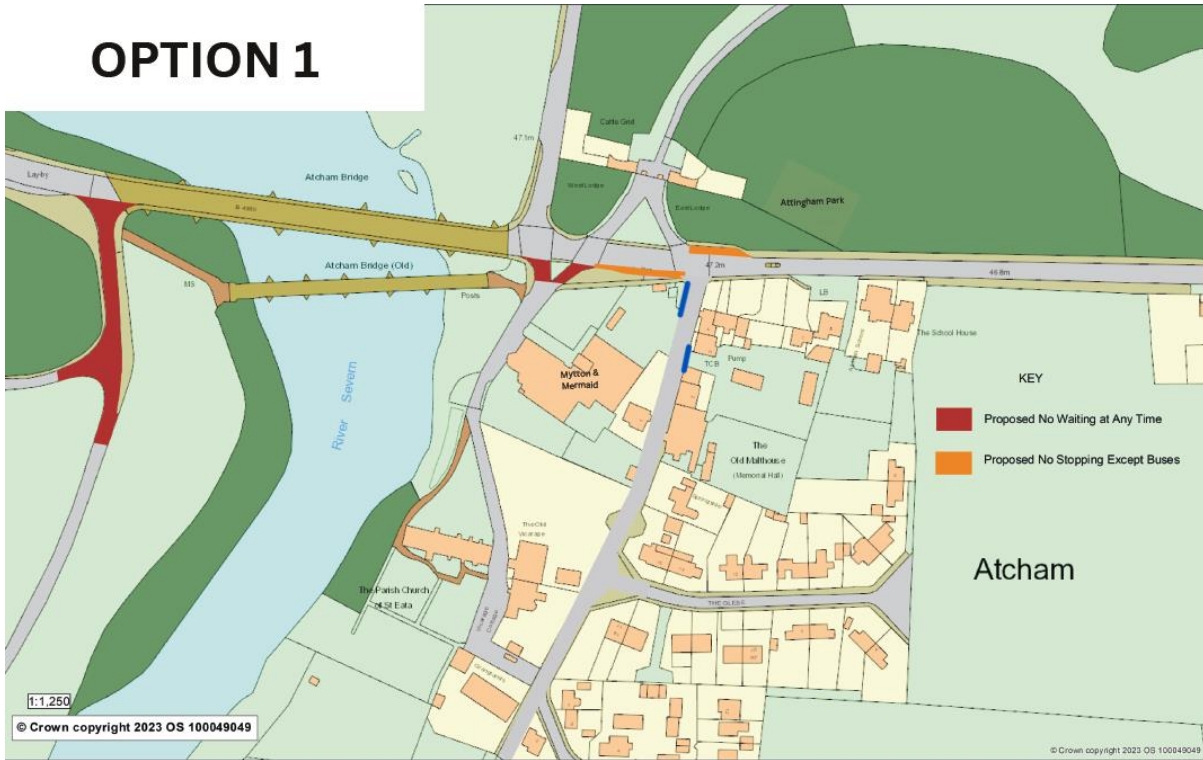
- a) **Mytton & Mermaid proposed extra car park** – The pre-app was submitted on 17th April 2024. No further update available.
- b) **Memorial Hall wifi** – Up and running.
- c) **Replacement benches** - When the Clerk made contact with National Trust Attingham to obtain permission to install the proposed replacement bench at the bus stop, we were offered two brand new wooden benches as a donation from NT. These were put in place very quickly, including ground-anchoring and the transfer of the commemorative plaques on the bus stop bench. (A replica of an historical plaque owned by NT will eventually be put onto the second bench by the main gates). The new benches are of lovely quality and should last a good while. Thanks were expressed to NT Attingham for this generous donation.
- d) **Replacement notice/interpretation board** – Following some confusion caused by the Clerk being replaced mid-project, Cllrs confirmed that they would like to go ahead with the replacement notice board (as agreed 24/026c) to be sited near to the Old Bridge on the pub side of the river.
- e) **Road repairs and white line replacement** – The patching work having been done on the Berwick Wharf road, the resurfacing will be scheduled later in the year when the lines will also be reinstated. Keir have been instructed to reinstate the white lines at the village junctions (no date as yet).

24/045 **PARKING PROPOSALS**

Councillors reviewed the report on the responses to the TRO questionnaire (published separately) and the discussion held at the preceding Annual Community Meeting. The following resolutions were made:

- a) To go ahead with the **Option 1 TRO (Traffic Regulation Order)**, which would implement the parking restrictions shown in red and orange on the plan. (Prop: MR, Sec: SC, *nem.con.*)
- b) To instate '**Keep Clear**' signs with **H-markings** on the road surface in the places shown in blue on the plan. (Prop:SC, Sec: RT, *nem.con.*)

OPTION 1



Proposed Parking Restrictions - Atcham Village

Atcham/TRO/DIG/A
Date: 11/09/2023



24/046 PLANNING

- a) There were no new planning applications received in advance of this meeting.
- b) The following **planning decisions** were published in advance of this meeting:

24/00969/FUL 'Homeview', Thieves Lane SY5 6HX

Proposal: Single storey extension

Decision: Grant Permission

24/00781/FUL 11 The Glebe SY5 6QL

Proposal: Erection of extensions and front porch

Decision: Grant Permission

24/047 FINANCE

- a) Council noted the following **payments** made since the last meeting:

Amount	Details	Power to spend
331.80	Clerk's salary (Apr)	LGA 1972 s112
76.40	PAYE (month 1)	LGA 1972 s112
273.12	Clerk's expenses (questionnaire)	LGA 1972 s112
11.99	Website fee	LGA 1972 s142

Council agreed to make the following **payments**:

Amount	Details	Power to spend
331.80	Clerk's salary (May)	LGA 1972 s112
76.40	PAYE (month 2)	LGA 1972 s112
80.01	Clerk's expenses	LGA 1972 s112
15.00	Domain registration for website	LGA 1972 s142
11.99	Website fee	LGA 1972 s142
49.00	Internal audit fee	Audit & Accounts Regulation 2015

b) Council approved the final **accounts** and **bank reconciliation** for 2023-24.

c) **Bank signatories:** Cllrs Laura Dixon and Stephen Cook are registered as signatories with Lloyds. Clerk to check whether Simon Adney has also been added. Colin Wildblood to be removed.

d) Council accepted the **Environmental Maintenance Grant** report for 2023-24 and resolved to apply for the grant for 2024-25. (Prop: SA, Sec: MR, unanimous).

24/048 **LEGAL MATTERS**

- a) Council approved the **Asset Register** (dated April 2024).
- b) Council noted that the 3-year **insurance** agreement with BHIB continues (yr 2 of 3), although the company is now called Clear.
- c) Council deferred the adoption of its **Data Protection Policy** until the next meeting.
- d) Council reviewed all of its standing **policies and procedures** as follows: Standing Orders; Financial Regulations; Staffing Committee TOR; Complaints Procedure; Co-option Policy; Gifts & Hospitality Policy; Social Media & Digital Communication Policy; Freedom of Information Policy.
It was noted that MR recommends updates to some of the GDPR policies, and that a new model document for the Financial Regulations has just been published by NALC. These updates will be addressed during the coming months.

24/049 **AUDIT**

Annual Governance and Accountability Return (AGAR) 2023-24:

- a) Council received and noted the Internal Auditor's report. The auditor was satisfied that the new clerk has established 'robust and clear systems' and there were no issues raised.
- b) The external audit exemption certification was approved and signed by the Chairman and RFO.
- c) Council completed and approved the Annual Governance Statement (Section 1) and it was signed by the Chairman and RFO.
- d) Council approved the Accounting Statements (Section 2) and it was signed by the Chairman.
- e) Electors' Rights – It was confirmed that the period for exercise of public rights shall be 03/06/2024 until 12/07/2024.

24/050 PARISH MATTERS – The Clerk was asked to contact Salop Leisure to ask about what is happening with the planters and the grass mound (which has been sprayed).

24/051 CORRESPONDENCE

- a) Early Help Update (SC) - lots of really helpful information for families with children.
- b) SC Garden Waste Collection – consultation ends 20th May. Empty Homes consultation. School Libraries consultation ends 7th June.
- c) Cllr Lezley Picton – Leader's Update.
- d) NALC – new model Financial Regulations.
- e) Shrewsbury & Telford Hospital NHS Trust – invitation to monthly online updates.
- f) SC – UK Shared Prosperity Fund small business grants. Applications welcome.
- g) Atcham resident: Can we replace 'Slow Children' signs at entrance to The Glebe? Can we plant fruiting shrubs and trees around the village?
- h) Shropshire Local Plan Examination – consultation on certain documents open until 11th June.
- i) SALC: Chair's network meeting 15th May 6.30pm on Zoom. Shrewsbury & Atcham Area Committee 4th July 6.30pm on Zoom.
- j) Personal Resilience Training 5th June £35 (for clerk). Council agreed that the Clerk can undertake this training.
- k) Reminder about taking Voter ID to elections. Also new rules about handling postal votes.
- l) National Grid – Apply to be included on Priority Service Register.

- m) Resident: St Eata's lane street light (on corner) not working. Reported by CW.
Fixed straight away.
- n) National Garden Scheme – how to take part.

24/052 MEETING DATES

The following dates were agreed for the coming year:

2024 – July 10th, September 11th, November 13th.

2025 – January 8th, March 12th, May 14th (annual meeting).

The Chairman declared the meeting closed at 9.03pm.

Signed: _____ Date: _____

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