

WROCKWARDINE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 14th June 2017 at Wrockwardine Parish Hall at 7.30 p.m.

Present:

Chairman: S. Rawlings.

Cllrs: Elaine Anderson, K. Ballantyne, P. Bevis, Ms. Nadine Evans, I. Farrington, T. Kiernan, Mrs. Jo Savage and Mrs. S. Turner.

Mr. M. Goldstraw – Clerk

17/21 Chairman's Opening Remarks

The Chairman welcomed everyone to the Meeting of the Council.

17/22 Apologies for Absence

Apologies were received and accepted from Cllr. Mrs Elaine Ballantyne.

Courtesy apologies were received from Borough Councillor Miss Jacqui Seymour.

17/23 Declarations of Interest and Dispensation Requests

There were no declarations or dispensation requests.

17/24 Public Session

No matters were raised.

17/25 Minutes

The Minutes of the Meeting held on 10th May 2017 were confirmed and signed, by the Chairman, as a true record.

17/26 Planning Matters

a) Applications:

The following application was considered:

TWC/2017/0416 Orleton Hall, Haygate Road, Wellington. Listed building application for the rebuilding of stable, replacement of windows and associated internal alterations. There were no comments.

Permissions:

The following permissions were noted:

TWC/2017/0006 Site of 8 & 10 Shawbirch Road, Admaston. Demolition of existing dwelling and outline planning application for up to 2 dwellings and access with all other matters reserved ***
Amended red line and description ***

TWC/2017/0374 Conala, 7 Shawbirch Road, Admaston. Widening of existing vehicular access.

Refusal:

The following refusal was noted:

TWC/2016/1180 Unit 2, Sutton Road, Admaston. Change of use from Post Office (Class A1) to Fish and Chip Shop (Class A5) with installation of 1. Flue.

17/27 Parish Matters

a) Provision of Outdoor Gym at Admaston Green

Cllr. Ms. Nadine Evans tabled to proposals along with alternative quotes, one from Sunshine Gym (£6.5k) and one from Caloo (£7.5k) and proposed that Council should commission Sunshine Gym to provide the equipment.

It was noted that the proposal would require permission from the Borough Council, as landlords, along with planning permission. It was accepted that there would have to be public consultation.

It was agreed that, subject to the proposal being resolved, that Sunshine Gym would be asked to draw up suitable plans and that a site meeting would be held with Derek Owen of T&WC to determine the best site.

Cllr. Ballantyne requested that Council ensures that appropriate safety signage was implemented.

Following discussion, it was proposed by Cllr. Ms Evans that Council should commission Sunshine Gym to provide the equipment per their quote and draw up suitable plans. Seconded by Cllr. Mrs. Turner it was RESOLVED unanimously that Council should commission Sunshine Gym to provide the equipment per their quote and draw up suitable plans.

17/28 Adoption of Complaints Procedure (for publication on the website)

The Clerk tabled a draft of the proposed complaints procedure (Annex A) which was to be published on the website. Following discussion, it was RESOLVED to adopt the procedure and to publish it on the Council's website.

17/29 Accounts for Payment

Receipts & Payments - It was RESOLVED - that these be approved and paid as tabled.

Statements 38 to 44 Unity Trust were tabled along with the reconciliations and were approved.

Internal Audit Report

It was noted that the Internal Auditor's report found that overall the standard of administration and system of internal controls relating to the audit areas examined was considered once again to be of a high standard.

The following comments were noted as requiring follow up or comment:

1) **“Reserves as at 31-3-2017 are £114,794; which is a 2.7% increase on the previous year. It is appreciated that ring-fenced amounts within the reserves are held however at the time of the audit and having examined the Council and F & CP Committee minutes I have been unable to determine what they are.**

The Clerk has been asked for a breakdown of the reserves so that ring fenced funds can be determined. Note these should be included on the Variance Analysis report required by Mazars which is in the process of being compiled.

The control objective has in the main been met.”

The Clerk confirmed that he always prepared a detailed Variance Analysis for the External Auditors and this year would be no exception; full details of the Council’s reserves would be contained in the report.

No further action was deemed to be necessary.

2) Asset and Investments Register

“The Council’s insurance schedule (11/4/16) was compared with the Council’s Fixed Asset Register; explanations were given in respect of play equipment and the Admaston bus shelter, however Contents Insurance (Sum insured £33,000) and Mowers and Machinery (£6,000) itemised on the insurance schedule are not listed on the Fixed Asset Register. The Clerk/Council is requested to explain the need for these items to be insured when responding to the audit; since this has been previously highlighted. “

The Clerk stated that he had, once again, informed the Internal Auditor that the Council’s Insurance policy was a standard policy and that the equipment was automatically included as part of the cover whether required or not. Since the conclusion of the Internal Audit, the insurers had been contacted with a request to remove the cover and had confirmed that “These covers are provided on your policy as standard and cannot be reduce or removed.”. The Clerk informed the Meeting that the Internal Auditor been made aware of the Insurers response.

No further action was deemed to be necessary.

3) Year End Balances

“In order to mitigate the risk of loss of funds should the Bank fail; the Council should consider setting up an alternative bank account given the FSCS limit of £85,000 is exceeded by its current balance.”

It was agreed that the matter should be referred to the F&GP Committee for consideration.

The Clerk was thanked for once again steering Council through a successful Internal Audit.

Annual Audit Report and Governance Statement

The meeting approved the Annual Return along with the Annual Governance Statement.

The Clerk confirmed that the **Notice of appointment of date for the exercise of public rights Accounts for the year ending 31st March 2017** would be placed on all notice boards and published on the Council's website on the day following the Council meeting (15th June 2017) and that the documents for the External Auditor would be posted to them.

17/30 Traffic Matters

Traffic Calming

The Chairman gave a report on the meeting of the Traffic Working Group held on 9th June. Cllr. Ms. Evans gave a report on the views of Rushmoor Lane residents (following a residents meeting). The Clerk confirmed that a traffic liaison meeting with borough Officers had been requested.

Community Speed Watch

The Clerk reported that the Community Speed Watch team were insisting on commissioning their own speed survey and it was this that was causing the delay.

17/31 Correspondence

T&WC Temporary Road Closure Walcot Crossroads. Noted.

T&WC Bus User Group meeting. Noted.

Wrekin Forest Partnership Meeting Thursday 29th June. Noted.

NALC Legal briefing on the reform of the Data Protection Act. Noted.

17/32 Chairman's Closing Remarks

The Chairman thanked all for attending the meeting.

17/33 Next Meeting – Next meeting to be Wednesday 12th July 2017 at Admaston House at 7.30 p.m.

There being no further business the meeting closed at 8.13 p.m.

Signed _____
Chairman

Date _____

WROCKWARDINE PARISH COUNCIL
PAYMENTS AND RECEIPTS FOR CONSIDERATION COUNCIL MEETING
14th June 2017

PAYMENTS MADE – MAY

	Amount	Chq. No.	VAT	TOTAL
CANCELLED CHEQUE	0.00	300400	----	0.00
SALC – Affiliation	62.55	300401	----	62.55
Mark Brazier – Shelter Cleaning	80.00	300402	----	80.00
Aon UK Ltd – Insurance	2665.92	300403	----	2665.92
M. G.– Stationery 50%	4.94	300404	0.99	5.93
}	812.89	300405	----	812.89
Staff Costs	191.40	300406	----	191.40
}	353.08	300407	----	353.08
M.G. – Travel	31.74	300408	1.09	32.83
M.G.– Postage	2.48	300409	0.50	2.98
Ditton Services – Gds Maint	983.33	300410	----	983.33
Npower – Lighting	<u>242.67</u>	DD	48.53	<u>291.20</u>
	<u>5431.00</u>		<u>51.11</u>	<u>5482.11</u>

PAYMENTS TO BE MADE – JUNE

	Amount	Chq. No.	VAT	TOTAL
Ditton Services – Gds Maint	983.33	300412	----	983.33
S.D.H. Accounting – Int Audit	230.00	300413	----	230.00
Eon Energy – Lighting Maint	1113.83	300414	222.77	1336.60
}	812.69	300415	----	812.69
Staff Costs	191.60	300416	----	191.60
}	353.08	300417	----	353.08
M.G. – Travel	53.71	300418	1.83	55.54
M.G.– Office Exp	<u>125.00</u>	300419	----	<u>125.00</u>
	<u>3863.24</u>		<u>224.60</u>	<u>4087.84</u>

RECEIPTS

Brought forward	£114'794.74
Precept	£32'943.50
Bank Interest	£0.00
Customs VAT	£4'866.97
Misc.	<u>£0.00</u>
	<u>£152'605.21</u>

Bank Balance Unity Trust	£142'125.50	Receipts	£152'605.21
Less u/p cheques	£330.00	less p'mts	£10'809.71
Less a/c to be paid	<u>£4'087.84</u>		<u>£4'087.84</u>
	<u>£137'707.66</u>		<u>£137'707.66</u>

Signed
 Responsible Financial Officer

Signed
 Chairman

Annex A

Wrockwardine Parish Council Complaints Procedure Adopted on 14th June 2017

1. Wrockwardine Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 13th June 2012 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Telford & Wrekin Borough Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Telford & Wrekin Borough Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Complaints Committee of the Council [*or whichever committee has this responsibility*] or to the Council (as appropriate).
8. The Clerk or the Complaints Committee of the Council or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Complaints Committee of the Parish Council or to the full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk of Wrockwardine Parish Council

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London Road
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Telford
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Email: clerk@wrockwardine.org.uk

The Chairman of Wrockwardine Parish Council

Address: Cheshire Coppice Farm
Admaston
Telford
TF5 0BS

Telephone: 01952 242155

Email: chairman@wrockwardine.org.uk