

WROCKWARDINE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 9th May 2018 at Wrockwardine Parish Hall at 7.30 p.m.

Present:

Chairman: S. Rawlings.

Cllrs: P. Bevis, Ms. Nadine Evans, I. Farrington, Mrs. Jo Savage and Mrs. Sheila Turner.

Mr. M. Goldstraw – Clerk

Cllr. Jacqui Seymour (Borough Councillor – Wrockwardine Ward)

18/01 Election of Chairman

The Chairman welcomed everyone to the Annual Meeting of the Council and called for nominations to the Chair.

Cllr. Mrs. Jo Savage proposed that Cllr. Ms. Nadine Evans should be elected to serve as Chair for the forthcoming year; seconded by Cllr. Mrs. Sheila Turner. There being no other nominations it was RESOLVED that Cllr. Ms. Nadine Evans be elected to serve as Chair for the forthcoming year.

18/02 Chair to sign Declaration of Acceptance of Office

Cllr. Mrs. Nadine Evans signed her Declaration of Acceptance of Office and this was witnessed by the Clerk.

18/03 Apologies for Absence

Apologies were received and accepted from Cllrs. Mrs Elaine Ballantyne and K. Ballantyne who had informed the Clerk that they had every intention of attending the meeting but would arrive late.

18/04 Election of Vice Chairman

The Chair called for nominations for the office of Vice Chairman.

Cllr. Mrs. Sheila Turner proposed that Cllr. Rawlings be elected to serve in the office of Vice Chairman; seconded by Cllr. P. Bevis, there being no other nominations it was RESOLVED that Cllr. Rawlings be elected to serve in the office of Vice Chairman.

18/05 Declarations of Interest and Dispensation Requests

There were no declarations or dispensation requests.

18/06 Public Session

Cllr. Farrington asked about youth provision in the Parish and a discussion was held.

18/07 Minutes

The Minutes of the Meeting held on 11th April 2018 were confirmed and signed, by the Chair, as a true record.

18/08 Committees/Working Groups

Finance & General Purposes Committee.

It was agreed that the following Members would serve on the F&GP Committee: Chair of Council (Ex Officio), Cllrs. S. Rawlings, Mrs. Jo Savage and Mrs. Sheila Turner. It was agreed that Cllr. Mrs. Ballantyne should be asked if she would be willing to serve on the Committee.

Traffic Management Group

Chair along with Cllrs. Bevis, K. Ballantyne and S. Rawlings.

Recreation Ground Working Group

Chair (Ex Officio) along with Cllrs. S. Rawlings, I. Ferrington, and Mrs Elaine Ballantyne.

Employment Working Group

Chair (Ex Officio) along with Cllrs. S. Rawlings and Mrs. Sheila Turner.

18/09 Meetings of the Council

It was RESOLVED to retain the existing schedule and frequency of meetings.

18/10 To consider payment of Annual Subscriptions which will become due:

a) Insurance renewal

The Clerk informed the Meeting that the Council's present insurers, AON, had decided that they were no longer going to serve the Local Council market and therefore, because the insurance was due for renewal on the 1st June, he had obtained several quotes for the renewal of the policy. Members considered the quotes and it was RESOLVED to enter into a three-year contract with Zurich Municipal at a cost of £1,520.45 per annum. Payment of the fee was authorised and a cheque (300530) issued.

b) Membership of SALC and Local Council Review

c) SLCC.

It was RESOLVED to pay all of the previously mentioned annual subscriptions as they fell due.

18/11 Appointment of representatives to:

a) Wrekin Area Committee (SAPTC) – Chair

b) Admaston House Trust – Chair (Ex Officio) and (if in agreement) Cllr. Mrs. Ballantyne

c) Quarry Liaison Group – Chair, Cllr. Bevis and Cllr. Farrington.

18/12 Standing Orders/Financial Regulations/Financial Reserves Policy

It was RESOLVED to adopt the revised 2018 (NALC) Standing Orders of Council.

Members reviewed the Financial Regulations of Council and were content that no changes were necessary.

The Clerk tabled a Financial Reserves Policy [Annex A]. It was RESOLVED to adopt the Financial Reserves Policy.

18/13 Planning Matters

a) Applications:

The following applications were considered:

- TWC/2018/0386 Silverdale, 49 Station Road, Admaston. Replacement detached double garage with home office above. There were no comments.
- TWC/2018/0377 N/A Land rear of, 32 Bratton Road, Bratton. Variation of condition 19 of outline planning permission TWC/2016/0978 (14 dwellings, access, layout and scale) to allow a revised site layout. There were no comments.
- TWC/2018/0372 Barratts Field, Duncote Mill, Walcot. Erection of grain storage building. There were no comments.
- TWC/2018/0366 Land to the North of, Haygate Road, Wellington. The installation and display of 1 non-illuminated welcome 'V' board, 6 non-illuminated directional boards and 8 non-illuminated flagpoles. There were no comments.
- TWC/2018/0353 29 Woodford Green, Shawbirch. Erection of a single storey rear extension and veranda. There were no comments.
- TWC/2018/0328 Admaston House, Community Centre Trust, Wellington Road, Admaston. Demolition of Coach House and erection of a part single and two storey rear extension. There were no comments.
- TWC/2018/0300 The Clock House, 3 Admaston Spa, Admaston. Erection of an orangery, erection of a 1.1m high fence, changes to the landscaping and conversion of existing coach house into habitable use (Full Planning Application). There were no comments.
- TWC/2018/0301 The Clock House, 3 Admaston Spa, Admaston. Erection of an orangery, erection of a 1.1m high fence, changes to the landscaping and conversion of existing coach house into habitable use (Listed Building Application). There were no comments.
- TWC/2018/0296 Overley Hall School, Overley. Erection and installation of 1 living pod with decked area and associated landscaping to be used in conjunction with main school. There were no comments.

Permissions:

There were no permissions.

18/14 2018 – 2019 Pay Awards

It was RESOLVED to accept the recommendations set down by The National Joint Council for Local Government Services (NJC) for the pay agreements for 2018 – 2019.

- New pay scales for 2018-2019 to be implemented from 1st April 2018 (now to be backdated to 1st April 2018).
- New pay scales for 2019-2020 to be implemented from 1 April 2019 (Further information on 2019-2020 will be issued by NALC later this year)

18/15 Parish Matters

a) Tree at Admaston Green

Following discussion, it was RESOLVED that the Clerk was to obtain competitive quotes for suitable work, as recommended by the Borough Council's Tree Officer, to be carried out on the tree and for the appointed contractor, or the Clerk, to apply to the Borough Council for the appropriate planning permission (the tree is subject to a TPO). It was further RESOLVED to seek competitive quotes for work to be carried out to secure the plinth by way of wooden sleepers.

The Chair stated that, had he been present, she would have asked Cllr. Kiernan to consider donating all or part of his Borough Council Ward funding to assist in the maintenance of the tree and to help to fund the planning application; the Clerk was asked to contact Cllr. Kiernan to make the request on behalf of the Council.

8:25 p.m. The Cllrs Ballantyne joined the meeting.

b) Parish Allotments

The Clerk confirmed that a lease allowing a right to occupy the land had been signed by the Allotments Association and was now held on file and it had been agreed that they would commence payment of the annual peppercorn rent of £1 by way of standing order.

18/16 Accounts for Payment

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

Statements 50 to 57 Unity Trust were tabled along with the reconciliations and were approved.

Members agreed that a note be made on the bank reconciliation that the cost of the two springy animals recently purchased for Wrockwardine Playing Field (£500) be allocated to the Youth Grant.

Internal Audit Report

The Clerk tabled the Internal Audit Report for the year ending 31st March 2018. The report concluded that:

“The standard of administration and system of internal controls relating to the audit

areas examined was considered to be of a high standard. Having completed a comprehensive examination of Council records presented to me I have completed the AGAR's Annual Internal Audit Report positively. The audit work undertaken supports that the Council's financial affairs are properly conducted and accurate."

There were no matters in the report requiring attention or follow up. The Clerk was thanked for his hard work in ensuring a satisfactory audit report.

18/17 Grant Application – Admaston House

The Clerk tabled a grant application for the sum of £10,000 received from the Admaston House Trust. After giving the application some consideration, it was RESOLVED that prior to making a decision, further information was required. The Clerk was asked to request that the Trustees provide information on who uses the facility and where they come from (where do the groups draw their membership from) and provisions in the constitution of the Trust as to the culture and philosophy underpinning the use of the House.

18/18 Traffic Matters Traffic Working Group

Cllr. Bevis, assisted by the Clerk, presented a report of the meeting held by the Traffic Working Group on Thursday 26th April where members of the group had agreed to provide the following "wish list" to Northern Trust (matters in addition to those already agreed):

Raised crossing in Admaston (raise the existing crossing); Alternative build outs Station Road/Shawbirch Road, Admaston, (Lancaster Road model). A minimum of two, one by the railway bridge and one at the other end of the village near the Silkin Way crossing; Rumble strips on entry to Admaston; Extend the 30 m.p.h. limit in Rushmoor to the other side of Lawn Farm (already agreed with T&WC Traffic Management); At the railway bridge between the new development and Admaston (Holland Style) to explore the possibility of a pedestrian pull in/refuge at the side of the road adjacent to Holland Style; Gateway features at the entrances to the various villages/hamlets such as Admaston, Wrockwardine, Allscott etc.

Quiet Lanes

The Chair expressed a wish that this matter not be forgotten and therefore remained on the agenda. Borough Cllr. Miss Seymour gave a summary of the project carried out by Little Wenlock.

Speed Indicator Equipment

It was reported that the project was being held up by the lack of a contractor to fit, erect and store the equipment. Cllr. Bevis informed the meeting that a local resident had expressed an interest in undertaking the work. Cllr. Bevis was asked to let the Clerk know the contact details of the interested party.

18/19 Correspondence

T&WC	Reporting of pot holes. Noted.
SALC	Vacancy on SALC executive. Noted.
T&WC	EqualiTeas Events throughout the Borough to celebrate 100 years since the Representation of the Peoples Act became law. Noted.
HMRC	Issuance of a reference number to use in all future VAT claims. Noted. The Clerk reported that the VAT rebate for the year ending 31 st March 2018 had been received.
50/50 consortium	Launch of a new Telford 50-mile trail to celebrate the 50 th Anniversary of Telford. Noted.
Midlands Air Ambulance	Letter of thanks for the grant (£200 Chairman's Allowance).
Resident Walcott	Request for the refilling of the bark chippings on the Playground; the Clerk informed the meeting that he had asked the grounds maintenance contractor to see to it.
NALC	Update on the new GDPR bill. It was noted that Parliament had consented to Clerks acting as the DPO.

18/20 Chairman's Closing Remarks

Borough Councillor Miss Seymour gave a report and informed the Meeting of her Ward Fund for the year in the sum of £500.

The Chair thanked all for attending the meeting.

18/21 Next Meeting – Next meeting to be Wednesday 13th June 2018 at Admaston House at 7.30 p.m.

There being no further business the meeting closed at 9:05 p.m.

Signed _____
Chair

Date _____

WROCKWARDINE PARISH COUNCIL
PAYMENTS AND RECEIPTS FOR CONSIDERATION COUNCIL MEETING
9th May 2018

PAYMENTS MADE – APRIL

	Amount	Chq. No.	VAT	TOTAL
npower – Street Lighting	1278.98	DD	255.80	1534.78
SALC – Affiliation Fee	1215.22	300512	----	1215.22
Shropshire Pension – Deficit	500.00	300513	----	500.00
}	870.97	300514	----	870.97
Staff Costs	140.52	300515	----	140.52
}	342.84	300516	----	342.84
M.G. – Travel	28.27	300517	0.96	29.23
M.G. – P&PC	6.72	300518	----	6.72
Ditton Services – Gds Maint	<u>983.33</u>	<u>300519</u>	----	<u>983.33</u>
	<u>5366.85</u>		<u>256.76</u>	<u>5623.61</u>

PAYMENTS TO BE MADE – MAY

	Amount	Chq. No.	VAT	TOTAL
}	897.06	300520	----	897.06
Staff Costs	158.66	300521	----	158.66
}	356.52	300522	----	356.52
Ditton Services – Gds Maint	983.33	300523	----	983.33
Westcotec – SID Equipment	3075.00	300524	615.00	3690.00
Broxap Ltd – RoSPA repairs	1610.00	300525	322.00	1932.00
Broxap Ltd – Springy Animals (2)	500.00	300526	100.00	600.00
SDH Accounting – Int Audit	235.00	300527	----	235.00
npower – Street Lighting	243.48	DD	48.70	292.18
M.G. – P&PC	8.21	300528	0.25	8.46
M.G. – Travel	<u>95.34</u>	<u>300529</u>	<u>3.26</u>	<u>98.60</u>
	<u>8162.60</u>		<u>1089.21</u>	<u>9251.81</u>

RECEIPTS

Brought forward	£123,766.35
Precept	£33,198.00
Bank Interest	£0.00
Customs VAT	£3,638.27
Misc.	<u>£0.00</u>
	<u>£160,602.62</u>

Bank Balance Unity Trust	£156,012.34
Less u/p cheques	£1,033.33
Less a/c to be paid	<u>£9,251.81</u>
	<u>£145,727.20</u>

Receipts	£160,602.62
less p'mts	£5,623.61
	<u>£9,251.81</u>
	<u>£145,727.20</u>

WROCKWARDINE PARISH COUNCIL FINANCIAL RESERVES POLICY

PURPOSE

Wrockwardine Parish Council is required to maintain adequate Financial Reserves to meet the needs of the Parish Council. The purpose of this policy is to set out how the Council will determine and review the level of Reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of Reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of Reserves that an authority should hold and it is the responsibility of the Clerk/Responsible Finance Officer to advise the Council about the level of Reserves and to ensure that there are procedures for their establishment and use.

TYPES OF RESERVES

Reserves may be categorised as General or Earmarked. Earmarked Reserves can be held for several reasons and are intended to be restricted for that agreed use. General Reserves are funds that do not have any restrictions as to their use. These Reserves can be used to smooth the impact of uneven cashflows, offset the budget requirement, if necessary, or can be held in case of unexpected events or emergencies.

Earmarked Reserves – Earmarked Reserves will be established on a ‘needs’ basis, in line with anticipated requirements. Any decision to set up a Reserve must be given by the Parish Council. Expenditure from Reserves can only be authorised by the Parish Council.

Reserves will not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the Reserves would be exhausted. To the extent that Reserves are used to meet short term funding gaps, they must be replenished in the following year. However, Earmarked Reserves that have been used to meet a specific liability (or project) would not need to be replenished, having served the purpose for which they were originally established.

General Reserves – the level of General Reserves is a matter of judgment and so this policy does not attempt to prescribe an overall level. However, the current level of General Reserves to be held by the council is targeted to be a minimum of 50% of the annual precept figure.

The primary means of building General Reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish Reserves that have been consumed in the previous year.

The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its Risk Assessment & Management Schedule, which is reviewed annually.

If, in extreme circumstances, General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Earmarked Reserves to provide short-term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance, sufficient to pay three month's salaries to staff, in General Reserves at all times.

Opportunity costs of holding Reserves

In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding Reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy. However, there is an "opportunity cost" of holding funds in Reserves, in that these funds cannot then be spent on anything else. Given the opportunity costs of holding Reserves, it is critical that Reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

Policy in Practice

The Council will hold Reserves for these three main purposes: -

- ❖ A working balance to help cushion the impact of uneven cashflows and avoid unnecessary temporary borrowing – this forms part of the General Reserves
- ❖ A contingency to cushion the impact of unexpected events or emergencies – this also forms part of the General Reserves
- ❖ A means of building up funds (Earmarked Reserves), to meet known or predicted requirements.