

# Wem Rural Parish Council

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## Minutes of the Annual Meeting of the Parish Council held on Tuesday 7 May 2019, in the Roden Suite, Edinburgh House, Wem starting at 7pm

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### Formal Meeting

#### Present:

Councillors: Liz Vernon (Chair), Peter Marsh, Jon Murgatroyd, Peter Slack, Len Staines, Stella Whyte and Tim Wilton-Morgan.

Clerk: Carole Warner

Shropshire Councillors: Chris Mellings

#### 57/19 To elect the Chair of the Council.

Cllr Vernon was unanimously elected as Chair.

#### 58/19 Declaration of Acceptance of Office by Chair

Cllr Vernon signed the Declaration of Acceptance of Office.

#### 59/19 To elect the Vice Chair of the Council.

Cllr Wilton-Morgan was unanimously elected as Vice Chair.

The Chair thanked Cllr Slack for his support during her first year as Chair.

#### 60/19 Public Participation Period:

None.

#### 61/19 Apologies for absence:

Cllrs Peter Broomhall and Ruth Williams (accepted)

Shropshire Councillor Pauline Dee

#### 62/19 Minutes

The minutes of the Meeting held on 2 April 2019 were approved and signed.

#### 63/19 Disclosable Pecuniary Interests:

- a. Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.
- b. *To consider any requests for Dispensation*  
None
- c. *Members were reminded that they are required to declare any acceptance of gifts and hospitality.*

#### 64/19 Personnel Committee:

- a. *Review Terms of Reference*  
The Terms of Reference were reviewed and adopted.
- b. *Receive nominations to the Committee*  
Cllrs Murgatroyd, Slack, Vernon and Wilton-Morgan were appointed to the Committee.

Clerk: Carole Warner, Orchard Cottage, Rowe Lane, Welshampton, Ellesmere, SY12 0QB

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- c. *Appoint Chair of Committee***  
Cllr Vernon was appointed Chair of the Committee.

**65/19 Communication/Consultation:**

- a. *Appoint Communication Team***  
Cllrs Vernon, Staines, Whyte, Wilton-Morgan and the Clerk were appointed to the Team.
- b. *Social Media***  
It was resolved to continue the Parish Council Facebook page.
- c. *Appoint moderator for Social Media communications***  
The Clerk and Cllr Whyte were appointed moderators.

**66/19 Policy Review**

- a. *Standing Orders***  
It was resolved to re-adopt the Standing Orders.
- b. *Financial Regulations***  
It was resolved to re-adopt the Financial Regulations.
- c. *Procedures for Dispensation in relation to Disclosable Pecuniary Interests***  
It was resolved to re-adopt the Procedures for Dispensation.
- d. *Scheme of Delegation***  
It was resolved to re-adopt the Scheme of Delegation.
- e. *Health & Safety Policy***  
It was resolved to re-adopt the Health & Safety Policy.

**67/19 To appoint officers and representatives to the following outside bodies:**

- a. *Shropshire Association of Local Councils***  
It was resolved to appoint Cllr Wilton-Morgan with Cllr Vernon as substitute.
- b. *Local Joint Committee or equivalent***  
It was resolved to appoint Cllr Staines with Cllr Vernon as substitute.
- c. *Emergency Planning Officer / Snow Warden***  
It was resolved to appoint Cllr Slack.
- d. *Helicopter Noise Liaison Group***  
It was resolved to appoint Cllr Williams.
- e. *Wem Economic Forum***  
It was resolved to appoint Cllrs Broomhall, Wilton-Morgan and the Clerk.
- f. *Newtown Community and Recreation Association***  
It was resolved to review this appointment in two months' time.
- g. *Round Meadow Resident's Group***  
It was resolved to appoint Cllr Staines.

**68/19 Planning**

- a. *Decisions Received - noted***
  - i.** 19/00851/FUL The Gables, 16A Aston Village, Aston, SY4 5JH  
Erection of two-storey extension to include Juliet balcony to replace existing single storey extension  
Decision: Grant Permission
  - ii.** 19/01023/FUL Field Cottage, 4 Coton, SY13 3LQ  
Erection of two storey and single storey rear extensions  
Decision: Grant Permission

- iii. 19/00810/FUL Springfields, Barkers Green, Wem, SY4 5JW  
Erection of single storey rear extension  
Decision: Grant Permission

**b. Applications Received**

- i. 19/01382/FUL The Chapel, Pool Head, SY4 5UH  
Erection of a single storey extension with glazed link extension; re-sited vehicular access.

**It was resolved to support the application. The Council noted the Conservation Officer's comments and respected his/her opinion. However, the Council believed applications of this nature can be very subjective. The Council recalled application 12/01699/FUL at Horton and previous ones for that site. Although that property was unoccupied and derelict, the final approved design was to make it a property fit for today.**

**The Council agreed The Chapel was of importance both as a heritage building and for its contribution to the rural character of the locality. The Council considered the proposal would ensure the dwelling would be more flexible for modern day living. Overall the Council, with its local knowledge, considered that the proposal was acceptable and would not be detrimental to the character, appearance or setting of the hamlet.**

- ii. 19/01434/FUL Kiln View, 10 Quina Brook, Wem, SY4 5RJ  
Erection of two storey and part single storey side extension and single storey rear extension

**It was resolved to support the application.**

- iii. 19/01720/FUL Land Adjoining, The Croft, 2 Abbeygreen, SY13 2PT  
Change of use of land from agricultural to tourism use; for the siting of up to 2no. geodomes for holiday accommodation and the including access and parking  
**It was resolved to support the application.**

**69/19 Parish Councillor Vacancies**

**a. Update**

The Clerk advised the deadline for the electorate to call an election for the vacancies in Edstaston and Newtown Wards was 13 May 2019.

**b. Roden Ward**

- i. **To confirm co-option procedures**
- ii. **To consider co-option of Parish Councillor**

The Clerk advised no applications had been received for the vacancy. The vacancy would be re-advertised.

**70/19 Parish Clerk's Report:**

**a. Tilley Conservation Area Proposal**

The Clerk advised that Shropshire Council officers had confirmed the Parish Council had received all comments from residents. It was noted this did not include responses from the Character Assessment exercise. The Clerk advised Shropshire Council had approved the Conservation Area and the formal process of designation was now being progressed by Shropshire Council.

**b. Welcome to Wem**

**The draft prepared by Cllr Whyte based on the introduction to the Community Plan 2014 was approved. Final proof reading was to take place.**

**c. Wem 10km run**

The route within the Parish was noted. The Council wished the organisers a successful event.

**d. Complaints – annual report**

The Clerk confirmed no complaints had been received during the municipal year.

**e. H&S – annual report**

The Clerk confirmed no issues had been raised had been received during the municipal year.

**71/19 Financial Matters:**

**a. Balances for information**

*Noted. It was resolved to approve the Clerk's review of reserves.*

**b. Outstanding accounts**

The following accounts were approved:

C Warner	1,274.00
Kensington House Tax Solutions	87.00
SALC	620.06
C&S PA	8.00

**c. 2018/19 Year End Accounts**

The Accounts were approved

**d. Internal Audit Report**

The Internal Audit report was received and noted. No issues had been reported by the Auditor.

**e. Effectiveness of Internal Control**

The Checklist was completed with no areas of development identified.

**f. Statement of Internal Control**

The prepared Statement was approved.

**g. Annual Governance and Accountability Return 2018/19 Part 3**

**i. to consider the Annual Governance Statement (Section 1), complete and sign**

The responses to the Annual Governance Statement were considered, agreed, completed and signed.

**ii. to consider Accounting Statements 2018/19 (Section 2) and sign**

The Accounting Statements 2017/18 were approved and signed.

**h. Renewal of Insurance Policy**

It was resolved to renew with Inspire/AXA

**72/19 Parish Council's Action Plan**

**a. Business Plan update**

It was resolved to adopt the updated Business Plan following amendments to the Budget section.

**b. Action Plan 2019/20**

It was resolved to adopt the updated Action Plan.

**c. Community Plan re-fresh**

The Clerk advised Shropshire RCC was analysing the responses.

**d. Northwood Enhancements**

It was reported that Cllrs Whyte, Williams and the Clerk had met with Northwood residents and quotes for the white village gates, notice board and planters had been discussed. The residents had offered to fund raise to purchase the planters. Councillors discussed the merits of the white village gates as a traffic calming measure.

**It was resolved to progress the installation of the white village gates and planters with Shropshire Council. Subject to Shropshire Council approval of the installation, the quote from JACS(UK) Ltd dated 16 April 2019 for £3,838 (excl VAT) was approved.**

The estimate for the notice board from RC Wakefield Ltd dated 15 March 2019 for £400 was accepted.

**e. We Don't Buy Crime/Smartwater initiative**

The merits of the scheme were discussed. It was noted that possibly the biggest benefit of the scheme was the signage around settlements which deterred criminal activity. Some clarification on actual costs was requested.

**It was resolved that the principle of the scheme was supported and an application to the PCC for West Mercia should be made. The Clerk would circulate the maximum costs to the Council within 7 days.**

**73/19 Wem Economic Forum**

The Clerk updated Councillors on the Emergency Plan Working Party activities. It was hoped to arrange a press launch of the Plan early June.

**74/19 Councillor Reports:**

**a. Parish Councillors**

None

**b. Shropshire Councillors:**

Cllr Mellings had submitted a written report.

**75/19 Parish Matters**

No matters were raised.

**76/19 Highways**

It was reported that Palms Hill had been damaged and large potholes had appeared in Edstaston at the Griffiths factory turning.

**77/19 Date of future meeting and to consider agenda items:**

4 June 2019. Future agenda item: Shropshire Wildlife Trust's conservation works at Whixall Moss.

The Chair, Cllr Vernon, declared the meeting closed at 8.20pm

Signed.....

Date.....