

Atcham Parish Council

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Chairman: Colin Wildblood
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Parish Council Meeting
held on Wednesday 8th March 2023 at The Old Malthouse, Atcham

MINUTES

1. Chairman's welcome: The Chairman, Cllr C Wildblood opened the meeting and welcomed all present.
2. Present: Councillor C Wildblood Chairman, Councillor L Dixon, Vice chair, Councillor S Adney, Councillor S Cook and Councillor M Ruston, also present C Higgins, locum clerk to the council, Shropshire Councillor C Wild, PCSOs Birch and Roberts, West Mercia Police, a representative from Brunning and Price and two members of the public.
Apologies were noted from Clerk Lorna Pardoe, and Councillor S Sheddon. Cllr R Trow was absent
3. Declarations of Pecuniary Interest: None were declared.
4. Minutes: It was unanimously resolved to approve the minutes of the meeting held 11th January 2023 and the Chairman signed them as a true record.
5. Public session:
 - a. Police report: PCSOs Roberts and Birch reported on the activities of the police in the parish during February which included late night operations to disrupt a range of rural crimes and speeding operations on the B4380 which had identified 16 offenders in a two-hour period. Both operations will be repeated.
 - b. Residents of Atcham spoke to express concerns about the proposed changes to the license for the Mytton and Mermaid Hotel. A representative of the hotel owners gave assurances that the hotel would close regularly at 11pm when it reopens in May. Residents also expressed concern about visitor parking causing problems in the village. The hotel will benefit from additional parking but the parish council has requested parking restrictions be introduced in the village to discourage visitors from parking on the narrow streets.
6. Clerk's Report: The Locum Clerk presented the written report published with the agenda. It was noted that the planters are ready for delivery by Shropshire Council in March and a volunteer has offered to water and weed them.
7. Shropshire Councillors' Report: Claire Wild commented on the Local Government Boundary Commission Review which will consider proposals from Shropshire Council and residents before making final recommendations for consultation in the summer. She suggested that the parish council meet with Salop Leisure to discuss how pedestrian safety could be improved near the Emstrey Roundabout particularly at night. She reported that Highways are waiting for input from a local landowner before progressing the widening of the layby next to Paradise Meadow and it was suggested a site meeting would be useful.

8. Village Hall Committee Report: The Council received a verbal report from M Ruston indicating that casual bookings had increased during March but regular bookings were unchanged. The Clerk was asked to write to formally to thank the Village Hall Committee for allowing the defibrillator to be connected to the electricity supply.
9. Defibrillator Training: Training for 12 – 15 people will be provided by Shrewsbury Community First Responders in The Old Malthouse during April and the date advertised in the Village Pump.
10. Highways: Cllr Wildblood expressed concern about the amount of debris left by Highways England contractors when repairing the lights at Emstrey Roundabout. A meeting is being arranged with Shropshire Council to discuss the request for parking restrictions in Atcham Village.
11. Noticeboard: The Council accepted the offer by Brunning and Price to design and gift a new community noticeboard. The preferred location is the foot of the old bridge on the southern end but this is subject to approval by English Heritage and the National Trust. An alternative location would be on the boundary of the Mytton and Mermaid Hotel near to the bus shelter.
12. Local Community Policing Charter: The Council confirmed their three highest policing priorities as speeding, anti-social behaviour and rural theft. It was agreed to request updated police contact details for display on the parish noticeboard.
13. Planning:
 - a. The Council noted the following updates on previous applications
 - Reference:22/02487/HHE
Address: Severn View, Emstrey, Atcham, Shrewsbury, SY5 6QS
Proposal: Erection of a single storey, flat roofed, rear extension – Pending consideration
 - Reference:22/02389/FUL
Address: Proposed industrial development land south of Thieves Lane, Shrewsbury
Proposal: Erection of 7 no units within Class E(G) 2/3 and/or B8 including unit 5 as an industrial bakery within Class E(g)(iii), and with ancillary offices and associated development (amended description) – **Permission granted**
 - Reference: 22/03962/ADV
Address: Starbucks Drive Through; Thieves Lane/Emstrey Island, Shrewsbury,
Proposal: Installation of 1no. non-illuminated 8m totem sign – **Appeal Ref 22/03096/REF – Appeal dismissed**
 - b. No new planning applications had been registered for consideration

14. Finance

- a) The Council noted the March payments list presented by the Clerk including the retrospective payments made in February to meet contractual obligations. The Council RESOLVED to approve the following payments totalling £1,225.07 and the Chairman signed the list of approved payments.

Payment ref	Payee	Reason	Amount
BACS / SO	Staff payments (amalgamated)	Feb Salaries	626.20
BACS	HMRC	Deductions	156.40
BACS	EON	Street light maintenance	27.82
BACS	Penguin Electrical Solutions Ltd	Defibrillator installation	270.00
BACS	Locum Clerk	Office expenses	144.65

- b) Council to approve the Bank Reconciliation. The Council approved the bank reconciliation to 8 March 2023 showing a cash book balance of £15,636.64. The Chairman signed the statements and reconciliation.
 - c) Replacement bank mandates were authorised to add Cllrs Dixon and Adney to the bank accounts. Cllrs Cook and Wildblood signed in accordance with the current mandate. Cllr S Adney will take the completed forms to the bank branch as soon as possible.
15. Review of Risk Assessments: The Council reviewed the general and financial risk assessments tabled as appendix D and E respectively. The Council noted the recommendation that the Clerk's laptop be replaced to ensure it continues to receive security updates and to improve efficiency. The need to revalue the bus shelter was noted. The Council noted the recommendation that a non-signatory councillor be appointed as internal checker to review a sample of transactions and report any findings to the Council. The need to remove old the signatories from the bank account and add new ones was identified as an urgent action. The Council noted a recommendation that a general reserve of 6-months planned expenditure should be held and this was added to the control measures.
 16. Internal Audit Terms of Reference: The letter from the internal auditor detailing the scope of checks was reviewed. It was confirmed that the checks were appropriate and in accordance with proper practices although the scope of the audit should be set by the council rather than the auditor.
 17. Review of the Effectiveness of Internal Audit: The Council considered the characteristics of 'effectiveness'. The audit was not found to be particularly detailed or challenging but gave assurances to support the completion of the Annual Governance Statement
 18. Parish Matters: Councillors to report any matters not covered on agenda for discussion only: Councillor C Wildblood queried when the resurfacing work in Atcham village would be completed. The Clerk will follow up with Highways.
 19. Consultations and Correspondence: Pensions Regulator – Re-enrolment and re-declaration required by 27 September 2023. This will be left for the attention of the regular clerk on her return.
 20. Date and time of next meeting: 17th May 2023 – 7pm Annual Parish Meeting;
7:30pm Annual Council Meeting
 21. Exclusion of the Press and Public: It was RESOLVED to exclude the press and public from the meeting to consider the following matters having a commercial confidentiality.
 22. Appointment of Internal Auditor: The Council considered three estimates ranging between £49 - £100 and compared sample audit reports. It was RESOLVED to appoint Richard Groome as the internal auditor for the year ending 31 March 2023
 23. Revaluation of Bus Shelter: The Council considered three quotations for onsite valuations ranging between £200 - £275 against a desktop valuation for £130 (minimum fee). It was resolved to arrange a desktop valuation.

The meeting closed at 9:25pm

