



Minutes of the Annual Meeting of Atcham Parish Council held on Wednesday 14th May 2025 at 8pm in Atcham Memorial Hall

Prior to the meeting, all attending councillors signed their Declarations of Acceptance of Office and were reminded to submit their Register of Pecuniary Interests to Shropshire Council via the online form.

25/033 ELECTION OF CHAIRMAN – Cllr Laura Dixon was elected (Nom: MR, Sec: SC, unanimous).

25/034 ELECTION OF VICE-CHAIR – Cllr Keith Daley was elected (Nom: GJ, Sec: MR, unanimous).

The Chair and Vice Chair signed their Acceptance of Office forms.

25/035 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

Present: Cllrs Laura Dixon (Chairman), Stephen Cook, Keith Daley, Gareth Jones, Martin Ruston.

Apologies: Simon Adney, Rob Trow.

Clerk: Alison Utting.

Also: SC Cllr Susan Coleman, several members of the public.

25/036 DECLARATIONS OF PECUNIARY INTEREST – None.

25/037 MINUTES - It was resolved that the Chairman should sign the minutes of the parish council meeting held on 12th March 2025 as a true and correct record of that meeting.

25/038 ELECTION OF OFFICERS, COMMITTEES AND REPRESENTATIVES

The following were elected *en bloc*:

- 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.

25/039 PROGRESS REPORT

- a) Council noted reports and discussions from preceding Annual Community Meeting.
- b) New email accounts – nearly up and running.
- c) Lloyds bank – messed up the closure of accounts. We need to submit a closure form (LD and SC signed). They are paying us £75 as an apology.
- d) Severn Trent – reply finally received, but their account does not match what residents were told. Clerk to follow up.
- e) Damage to parapet of new bridge – Clerk trying to find out who is responsible for repairs, but getting nowhere. Susan Coleman to assist.
- f) Atcham to Norton crossroads footway – This had been reported as overgrown but it has been inspected and seems to be fine. The only bit that may need attention is along the bridge where the path narrows. Clerk to ask RT to have a look at it.
- g) Notice board issues – Still wobbly, wires beneath still exposed. Clerk to follow up with Brunning & Price.
- h) Bus timetable – Clerk still trying to get the timetable updated as it is completely incorrect. Cllrs suggested also having a timetable put up at the Salop Leisure bus stop. Clerk to enquire.
- i) Sovereign Park – Full information was sent to Shrewsbury Town Council with a request that they take up the residents' case that the developer is failing to get the estate up to the required standard for adoption by SC.
- j) Speed monitoring – The Parish Council has agreed to fund the ATC speed monitoring exercise at a cost of £912.

25/040 PLANNING

- a) Council considered the following **planning application**:
 - 25/01453/FUL** Poppy Cottage, Emstrey
 - Proposal: Installation of solar panels on roof
 - APC decision: Support
- b) There were no new **planning applications** received in advance of this meeting.
- c) There were no new **planning decisions** published in advance of this meeting.
- d) Council considered the **proposal to create woodland** at Uckington and Wheathill, Attingham Park (Tilhill Forestry/NT). No comments had been submitted by residents. Council therefore agreed that they had no objection to the proposal.

25/041 FINANCE

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

Amount	Details	Power to spend
345.82	Clerk's salary (Apr)	LGA 1972 s112
79.80	PAYE (month 1)	LGA 1972 s112
32.98	Website and email fees	LGA 1972 s142
6.00	Banking fee	LGA 1972 s111

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

Amount	Details	Power to spend
364.97	Clerk's salary (May) and expenses	LGA 1972 s112
80.00	PAYE (month 2)	LGA 1972 s112
32.98	Website and email fees	LGA 1972 s142
120.00	Payroll admin 2025-26	Local Government Act 1972 ss 101, 111 & 112
49.00	Internal audit fee	Audit & Accounts Regulation 2015
184.35	SALC affiliation fee 2025-26	LGA 1972 s111
715.13	Insurance 1 June 2025-26	Employers' Liability Act 1969. LGA 1972 s111
6.00	Banking fee	LGA 1972 s111

Council noted that the precept of £6006.00 was received on 25/04/2025.

- b) Council approved the final **accounts** and **bank reconciliation** for 2024-25 as well as for the current year to date.
- c) **Bank signatories**: Cllrs Simon Adney, Stephen Cook and Laura Dixon are registered as signatories with Unity. It was agreed that Cllr Gareth Jones should also become a signatory.
- d) Council accepted the **Environmental Maintenance Grant** report for 2024-25 and resolved to apply for the grant for 2025-26. (Prop: LD, Sec: MR, unanimous).

25/042 LEGAL MATTERS

- a) Council approved the updated **Asset Register**.
- b) Council noted that the 3-year **insurance** agreement with Clear Insurance (previously BHIB) continues (yr 3 of 3). Annual cost = £715.13.
- c) Council reviewed **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, Data Protection Policy. (All policies available to view on APC website).

25/043 AUDIT

Annual Governance and Accountability Return (AGAR) 2024-25:

- a) Council received and noted the Internal Auditor's report. The auditor was satisfied 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 – The period for exercise of public rights was confirmed.

25/044 PARISH MATTERS – Ivy overgrowing phone box. This is being sorted.

25/045 CORRESPONDENCE

- a) Resident – request for letter of support from APC to accompany planning application. We are unable to do this.
- b) Public Health Guidance for Visitor Farm Attractions – forwarded to Home Farm.

25/046 MEETING DATES

The following dates were agreed for the coming year:

2025 – July 9th, September 10th, November 12th.

2026 – January 14th, March 11th, May 13th (annual meeting).

The Chairman declared the meeting closed at 8.55pm.

Signed: _____ Date: _____