

Chetwynd Parish Council

Chairman Municipal Year 2023/ 24 – Cllr Derrick Clancy

COUNCIL MEETING MINUTES

(draft until signed at a meeting)

Held

MONDAY 14TH AUGUST 2023

in

The Village Hall, Sambrook

Members Present: Chairman Cllr CLANCY,

Cllrs: BUTLER , HUMPHRIES, PHILLIPS, ROBSON, STEFAN, WILKINSON,

In Attendance: Sheila Atkinson - Clerk

and West Mercia PCSO Tindale from Newport Safer Neighbourhood Team (SNT) and PCSO Rich Harrison from the Donnington & Trench Team

22-23/24 APOLOGIES for ABSENCE, were received from Cllr GRIMSTON – unwell

23-23/24 DECLARATIONS OF INTEREST: NONE

Members noted that correspondence has been received from Telford requesting completed Interest forms, list of Cllrs with contact details and any Vacancies in the Parish.

24-23/24 Members **APPROVED** the Minutes of the Meeting(s) held on Monday 15th May 2023 proposed by Cllr Robson and seconded by Cllr Humphries.

25-23/24 Public Session

There were no members of the Public present, however, the meeting was attended by representatives from the local safer neighbourhood team. PCSO Tindale, introduced herself as newly appointed to Newport Team having previously been deployed in Ketley and Oakengates. She has much experience of community engagement, having been in post for a considerable time. Members engaged with both officers in general conversation and discussions regarding various issues effecting the rural community including speeding traffic, dash cams and the Neighbourhood matters web page.

26-23/24 Chairman's Report and Correspondence

Cllr Derrick Clancy, had no matters to bring to the attention of council, other than the ongoing concerns regarding the disruption to residents from the closure of the A41 for highway improvements. He and other Cllrs had been present at a well-attended public meeting held on 1st August.

Cllr Robson tabled for distribution, copies of the newsletter RAF Newsletter, ARIES.

The clerk, read out a list of correspondence received attached at **Appendix 'A'**.

27-23/24 Vacancy and Co-option

Cllr Robson requested that he provide an accolade to Cllr Williams following his resignation. He provided a brief precis of his life as a councillor, stating that Mr Williams had served the parish council for many years, having first been elected back in the 1950's,

expressing that will be a great loss of knowledge and history to the council and his service should be recognised formally.

Cllr Clancy acknowledged the sentiments and stated that Cllr Robson had pre-empted his own, and other long-serving members thoughts, and indeed a token of appreciation had been purchased along with a card to be signed by all current councillors, in readiness to be delivered to Mr Williams to thank him for his service and commitment to Chetwynd Parish Council over many years.

28-23/24 T&W Matters – A41 Road Improvements/Closure

As there was no representation from the Borough Council at the meeting, Cllr Robson requested that he take this opportunity to brief the council regarding the situation, disruption and actions being taken regarding the six week A41 Road Closure, and the outcome of the public meeting.

Cllr Robson provided members with an outline of the situation, starting with the reason for calling a Public Meeting, and the rationale for the parish council not taking the lead. He explained the over-whelming support the meeting had received and the involvement of the Shropshire Star, and BBC Midlands Today.

Members were provided with detailed analysis and the outcomes of meeting with the Local Authority and the contractors Balfour Beatty.

Cllr Robson is an independent member of the Resident Action Group, and one of the 6 persons on the Residents Action Group working group team. The working group will continue to work with the local authority and will be meeting prior to the start of work on phase 2 scheduled for summer 2024.

Members **AGREED** that Cllr Robson be the nominated representative for the parish council on the “Action Group” and that the council write to Telford & Wrekin supporting the Residents Action Groups deductions and expressing a wish to be involved at the early stages of planning for the next phase of highway upgrades and closures scheduled for 2024.

29-23/24 Council Structure and Committees

Members discussed and considered creating standing committee or working groups to focus-on and deal with individual topics.

Members **RESOLVED** to keep the status quo and remain with the current ad-hoc arrangements, of nominating individual Cllrs to their specific interests when topics arise:-

Cllr Stefan – Footpaths/Rights of Way

Cllr Philips – website

However:-

Planning, will have a sub-committee, members being Cllrs Humphries, Clancy, Grimston and Phillips.

The Outside Bodies of which the Parish Council are eligible to have representation, was not discussed.

FINANCE

30-23/24 AGAR

Members acknowledged correspondence and receipt of annual return documents from the External Auditor PKF Littlejohn LLP – notification of exempt status, 2023.

31-23/24 Bank Balance and Cheques for Payment

- a. Members noted the bank statement with a closing balance of £5,652.74 as at 27th July.
- b. Members approved a payment of £50.09 for Clerk's sundry expenses

32-23/24 Grant Request St Michael and All Angels Church, Chetwynd

A request has been received for a financial contribution towards the upkeep of the grounds at St Michael and All Angels Church, Chetwynd. Members unanimously supported this grant application and **RESOLVED** to grant £200.

33-23/24 Banking Arrangements

Members discussed to current signatory arrangements, with specific reference to the clerk being named and included on the bank mandate as a delegated authorised user.

Following some protracted discussion Members **AGREED** that the clerk should investigate the current arrangements and options. However, should not be a signatory.

Clerk's Note: As of 2019 there are 3 authorised signatories on the Bank Mandate:- Clancy Humphries and Robson. 8 signature were removed in November 2019 by a previous clerk.

34-23/24 Local Planning Up-date

Cllr Humphries provided an overview stating that there were no planning applications on-going. However, there were still concerns regarding the size of the Stanford Villa extension, and the lack of response from the LPA. The clerk is required to contact the enforcement team.

35-23/24 Safer Neighbourhood Team Priorities

Members provided PCSO Tindale with the 3 priorities for the local Safer Neighbourhood Team, *Speeding, Anti-Social Behaviour, and Rural Crime*.

Signed.....

Dated.....

Clerk Report/Correspondence

General Information:

- Village Hall meeting room booked for PC meetings up to May 2024 and confirmation received.
- Request has been received for the dates for upcoming Parish Council Meetings as **Supt James DUNN (Telford Divisional Commander)** would like to put them in his diary, with the intent of attending a meeting at some point. **actioned**.
- Police & Crime Commissioner Annual Town & Parish Council Survey. **completed and actioned** <https://survey.alchemer.eu/s3/90569091/Town-and-Parish-Council-Survey-2023>
- Information received from Village Hall co-ordinator with reminder to all hirers and users of the Hall to check the Toilets, Kitchen etc to ensure that everything has been turned off, and a thorough check before locking up and leaving as an incidence has occurred, that a Hot Water Tap had been left on in a Toilet Cubicle causing a problem with the area which was very damp with condensation.
- **Boundary Review**
On Thursday 20 July, the Boundary Review Committee will be asked to consider proposals to commence a Community Governance Review (CGR) across the Borough. The Chair of the Boundary Review Committee, Cllr Helena Morgan, invited Clerk and Chairs to a MS Teams meeting on Monday 17 July at 2pm to learn more about the proposal and, if approved, what the CGR process entails. **Actioned** and slides received further information and a consultation will take place.
- A Telford & Wrekin Bus User Group will take place on 13th September at 7pm at Hollinswood Neighbourhood Centre, with a representative of Arriva will be in attendance.

Correspondence circulated:

- LPA Weekly Planning List(s|) to Chaiman & Deputy Chairman
- Notice of Public Meeting regarding the A41 Road Closure
- Road Closures notifications
- Official Links to TWC PC Councillor on-line Training Sessions x 6+ to Cllrs Humphries and Phillips
- On 1st September the BHIB Councils Insurance name, brand and website and start trading as **Clear Councils** find information about this business integration, and how it may affect the PC, in [factsheet](#).

- With the end of the current **Community Action Team** term approaching (March 2024), Officers from T&W will be contacting Clerks to discuss whether their council would be interested in a partnership arrangement to focus on local priorities around enforcement public realm. T&W are currently finalising the costs and associated packages but are conscious that dates will quickly disappear if they don't get something in the diary soon. If you would **like to meet and discuss further** please do let us have some availability and hopefully we can make the necessary arrangements.

NOTE: Budget would be required – not free!

Supplementary documents circulated to support the agenda:

Minutes of the **Annual Parish Meeting** (public meeting) and Minutes of the Annual Meeting of the Parish Council (election of Chairman) held on 15th May.

Further Information to support agenda items:

Item 8) Council Structure and Committees Proposal

To discuss and consider appointments to committee (s) and outside bodies.

Suggested:-

FINANCE, PLANNING, POLICY & RESOURCE, FOOTPATHS & ENVIRONMENT

What outside bodies??? Wrekin Area Committee of SALC x 2, Village Hall x ? Others ????

Terms of Reference will be required for all standing committees .

Chairman and Deputy Chairman ex-officio members on all committees

Minimum of 3 Cllrs on all committees

Item 9) FINANCE

ii. Consideration of a Grant Request:-

A request has been received for a financial contribution towards the upkeep of the grounds at St Michael and All Angels Church, Chetwynd. The annual cost for the mowing is £800. The PC have historically provided £100 as a regular contribution.
