

# Whixall Parish Council

Chairman: Ian Mercer

Minutes of Parish Council's Monthly Meeting held on Wednesday 18<sup>th</sup> April 2018 at  
Whixall Social Centre starting at 7:30pm

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**Present:**

**Chairman:** I Mercer

**Councillors:** B Harris (Vice Chair), D Edgerton, J Fitton, J Hardiman, M Howard, G Turnbull, A Hague

**Shropshire Councillors:** P Dee

**Clerk:** K Hatton

**Members of the community:** 4

**Representatives of other bodies/ organisations:** 1 (Agent), 1 (Bowling Club)

**41/18 Introduction**

Cllr Mercer declared the meeting open at 7:30pm.

**42/18 Apologies for absence**

C Mellings

**43/18 Public Participation**

P Richards introduced himself and his clients to the council and provided a summary of request and planning history relating to a potential application for local need dwelling.

Cllr Dee requested that she be kept informed.

**44/18 Disclosure of Pecuniary Interests and requests for dispensation**

Members were reminded of their obligation to declare any interests/ gifts/ hospitality. None declared.

**45/18 Minutes of the monthly meeting held on 14<sup>th</sup> March 2018**

It was proposed by Cllr Turnbull that the draft minutes, of the meeting detailed above, were an accurate record. This was seconded by Cllr Hague and agreed by all present.

**46/18 Clerk's Report**

The Clerk provided the following information:

- a) Flooding: Discussion re: current situation. Clerk was instructed to ask if levels had been checked recently.
- b) Parish meeting: Positive response to invitations.
- c) Remembrance Day 2018: Report on meeting with church and school representatives.
- d) GDPR: Clerk attendance at briefing- report on key factors. Further information to be provided at a upcoming workshop re: appointment of DPO and compliance requirements.
- e) Vacancies: No interest received for councillor vacancy. Acknowledgement/ acceptance of Clerk's resignation.

**47/18 Parish Matters**

To consider action relating to:

- a) **Renewal of Bowling Club lease- Update and resolve to submit First Registration application:**  
Conversation with solicitor indicates that bowling club and Parish Council will receive relevant documentation in order to proceed.  
**It was resolved that the Parish Council will submit First Registration application.**
- b) **Purchase of Automated External Defibrillator:** Information was shared following discussions with Community Enablement Officer, further discussion between Clerk and project leader have taken place. A decision will be required at next meeting as to how to proceed. Project leader to be invited to said meeting.

- c) **Election of Parish Councillor Representatives to outside bodies:** Cllr Harris was elected to continue to represent on North Shropshire Area Committee. Cllr Turnbull was elected to represent on URC Graveyard Trust.
- d) **Police and Crime Commissioner Town and Parish Council survey 2018:** Completed. Clerk to submit responses before deadline on 6<sup>th</sup> July 2018.
- e) **To resolve to approve Spring Newsletter as ready for print:** Proposed as ready, seconded and agreed by all. Resolved.
- f) **To resolve to approve risk assessments for volunteers:** Risk assessments had been served with the agenda prior to meeting for consideration. The documents were considered thorough. It was explained that the document would be taken on site with volunteers at each event. The review frequency was set as annual. Proposed, seconded and agreed by all as approved. Resolved.  
Cllr Turnbull informed the council that 2 volunteers were qualified to use pesticides and an annex to the risk assessment would be produced in line with any spraying work.

#### 48/18 Planning

**-All planning applications and decisions can be tracked on line at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)**

Applications received- to consider response

- a) Ref: 18/01219/FUL -Erection of part single and part two storey extension, detached double garage/plant room following demolition of outbuildings and creation of driveway to include change of use of land from agricultural to domestic at 5 Welsh End, Whixall.  
**STANCE: Support**  
**COMMENT: No comment**
- b) Ref: 18/01291/FUL- Erection of single storey side extension at The Bramleys , Post Office Lane, Whixall.  
**STANCE: Support**  
**COMMENT: No comment**
- c) Ref: 18/01564/FUL - Erection of steel framed side extension for agricultural purposes at Rose Farm, Ossage Lane, Whixall.  
**STANCE: Support**  
**COMMENT: No comment**
- d) Planning Notification Only. Reference: 18/01365/DEM – Bungalow, 3 Moss Lane: Prior Notification for the demolition of derelict bungalow and removal of associated dilapidated outbuildings.  
**No comments required.**

To receive planning application decisions:

- e) Reference: 18/00371/FUL -Erection of 2 storey extension at Corner House Farm, Whixall: **Grant Permission.**

#### 49/18 Financial Matters

- a) To receive monthly bank balance record.  
The Clerk advised the council of the council's bank balances. The amounts stated in the Monthly Balance Records for March 2018 were countersigned by Cllr Mercer as accurate with the bank statements.

DATE	ACCOUNT NAME	AMOUNT
27 <sup>th</sup> March 2018	Community Account	£4,789.49
	Business Saver Account	£924.56
<b>TOTAL</b>		<b>£5,714.05</b>

- b) To receive 4<sup>th</sup> quarterly expenditure report: Received and noted.
- c) To resolve to appoint internal auditor. Considered and resolved.
- d) To resolve whether or not to certify as exempt from Limited Assurance Review: The Clerk explained that as per the changes in regulations that as the council has a gross income and expenditure of less than £25k then it can self certify as exempt from external audit review. It does have the option to submit documents for external review but it will be charged at £200 +VAT. In line with the Transparency Code all the documentation will be published on the council's website along with

notification for elector's rights to inspect the accounting records. **The Parish Council resolved to certify as exempt from a limited assurance review and the Chair and the Clerk signed the certificate.**

- e) To resolve to approve outstanding accounts.

Orders for the payment of money (listed on following page). As per the financial report of the Responsible Financial Officer (RFO)/ Clerk were proposed by Cllr Mercer, seconded by Cllr Hague and agreed by all present. **RESOLVED.**

DATE	CHEQUE NO.	DETAILS	AMOUNT	LEGAL POWER TO SPEND
18 <sup>th</sup> 2018	April 101181	SALC- Affiliation fees 2018	£335.80	LGA 1972 s.143
	101182	SALC- GDPR Briefing	£10.00	LGA 1972 s.111
	101183	Grass cutting	£60.00	HA 1980 s.96
	101184	Clerk's pay for March plus additional hours	£348.90	LGA 1972 s.112(2)
<b>TOTAL</b>			<b>£754.70</b>	

LGA= Local Government Act

HA= Highways Act

TA=Transport Act

CA=Commons Act

**Resolved:** The outstanding accounts should be paid and the cheques signed by two authorised councillors.

#### 49/18 Highways

- Referrals to Shropshire Council: Several potholes were noted. Suggested that a link to Shropshire Council's website for reporting issues be put on Parish Council website.
- Scheduled works by Shropshire Council: No scheduled works. Planned road closures to be posted on website.

#### 50/18 Councillors Reports

- Parish Councillors:

No reports.

- Shropshire Councillors: -Cllr Dee reported on LP development/ Wem division report that is going to cabinet and Wem Traffic Consultation. Soultion Hall Open Day. St George's parade and Cllr Bardsley's visit to Whixall School.

#### 51/18 Consider future agenda items

Budget construction and approval, Marlot, Bowling Club, Parish Meeting.

#### 52/18 Exclusion of Public and Press

It was resolved that by the Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in accordance with the provisions of Schedule 12A of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

- Freedom of Information Act.
- To consider application for approval of confirmation of local connection. Approved.

Scheduled date of next meeting: **Wednesday 9<sup>th</sup> May 2018 at 7.30 pm**

The meeting closed at 10:35pm