***Clerk: Mrs Jayne Madeley BA 01746 785175 email:*** [***clerk@littlewenlock-pc.co.uk***](mailto:clerk@littlewenlock-pc.co.uk)***.***

***Website www.littlewenlock-pc.co.uk***

**You are hereby invited to the Meeting of the Parish Council on**

**Monday 14th June 2021** **in the village hall large hall** **at 7.30 pm.**

**Members of the public are welcome to attend the meeting. To find out how please contact the clerk via email.** [**clerk@littlewenlock-pc.co.uk**](mailto:clerk@littlewenlock-pc.co.uk)**.**

Due to covid 19 roadmap rules the number of people who can attend is limited please ensure you book a place. Please wear a mask and use hand sanitiser.

**1. Public Session.**

**2. Record members present.**

**3. Receive apologies and reasons for absence.**

**4. Dispensations and declaration of personal or prejudicial interests.**

**5. Minutes of the meeting held on 4th May 2021**

**6. Borough of Telford and Wrekin Liaison.**

**7. Casual Vacancy. Consider co-opting from interested parties.**

**8. Finance.**

**a. Consider payment of invoices.**

1. SSE street lighting £9.83, £29.64, and £17.22. May. £16.02, £26.59 and £9.76 June.

2. Mrs J E Madeley £578.55 Chq 2170.

3. HMRC £22.40 Chq 2171.

4. Shropshire Council Pension (online payment) £193.69

5. Came & Co £722.51 Chq 2172.

6. SALC £253.22 Chq 2173.

7. Little Wenlock Village Hall £100.00 online payment

8. Vision ICT £210.00. Chq 2174.

9. Mrs R Turner £135.00 internal audit. Chq 2175.

10. Mrs J Madeley Expenses £57.00 Chq 2176.

**b.** Bank Reconciliation. Apr 21

**c.** New Bank Account. Update.

**d.** Closing Barclays Bank account.

**e.** Consider grant to St Lawrence Churchyard and cemetery upkeep.

**f.** Boiler change at Village Hall Grant.

**9. Annual Audit:**

**a.** Consider approving completion of the certificate of exemption of external audit.

b. Approve internal audit.

c. Approve annual governance statement.

d. Approve annual accounts statement.

**10. Agree Shropshire Local Government Pension Scheme paperwork.**

**a**. Contact Form

b. Authorising signatory form

c. Discretions policy.

**11. Parking at the foot of The Wrekin.**

a. Response from Email.

**12. Planning:**

**a. New Applications: a.**

* **TWC/2021/0250** Amendment to plans for Erection of a first-floor roof terrace above existing garage 6 Manor Farm The Alley. Amended plans.
* **TWC/2021/0480** Installation of a 1 ground floor bay window to front elevation (Part-Retrospective) Baytree Church Lane Little Wenlock.

**b. Decisions:**

* **TWC/2020/1071** Erection of 1 detached covered timber clad carport with habitable accommodation above. Home Farm Cottage Malthouse Bank Little Wenlock. **Withdrawn.**
* **TWC/2021/0158** Erection of a side and rear first floor extension and installation of a rear porch. 32 Coalmoor Lane Little Wenlock. **Full Planning Permission.**
* **TWC/2021/0208** Lydebrook Malthouse Bank Little Wenlock Erection of a single storey side extension installation of 1 dormer window and the erection of a detached garage. Amended plans submitted and description amended. **Full Planning Permission.**
* **TWC/2021/0269** Haydock New Works Lane Little Wenlock. Erection of a single storey side and rear extension removal of side dormer window and replace with 3 roof lights and creation of new vehicular access and driveway to side of the property. **Full planning permission.**
* **TWC/2021/0371** 8 Crofters View Little Wenlock. Erection of a garden room.

**Full planning permission.**

* **TWC/2021/0422** Tree works to 1 Beech tree to think crown by 25% branches no greater that 30cm. The Old Hall Church Lane Little Wenlock**.**

**Tree preservation order consent.**

**c.** Any other planning matters:

1. Environment impact assessment requirements for two sites.

**13. Armed Forces Covenant. A. consider signing the covenant.**

**14. Community Safety**

**a. SID.** Arrived.

**15. Littlewenlock.org. the future management of this website site.**

**16. Clerk’s Report.**

**17. Individual Councillors Report and updates:**

**a.** Update from Rights of Way Telford and Wrekin.

**b.** Village Hall and playing fields committee.

**18. Correspondence:**

**a.** Email from resident re litter and stiles.

**b.** Telford and Wrekin Ecology News and update.

**c.** CPRE Annual Report 2021 and AGM 2021.

**d.** Email regarding EIA at Steeraway Farm.

**19. Date of next schedule meeting to be confirmed.**

Next scheduled meeting is 12th July 2021.

**Report**

**9. Internal Audit Report.**

**Recommendations**

1. Put in place contract for grounds maintenance contractor and review it periodically, to include considering the need to seek alternative quotes.
2. Specific numerical details of the budget and precept set should be included within the minutes for clarity and transparency.
3. Review reserves and consider whether to transfer some of the unearmarked reserves into earmarked reserves.
4. Check amount of VAT claimed against cashbook and rectify with HMRC on the next claim if there is a discrepancy.
5. Ensure the full list of required info is published.
6. Ensure notice for exercise of public rights is published online.
7. Consider getting a valuation of the war memorial and insuring it.
8. Check salary and pension payments. *Clerk has been paying herself 4x hours and rate. Instead of working out the weekly rate multiplying by 52 and dividing by 12. A loss of 4 week a year salary.*