***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 11th October 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)**.**

**1. Election of Chair.**

**2. Public Session.**

**3. Record members present.**

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

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

**6. Minutes of the meeting held on 13th September 2021.**

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

**8. Consider Adoption of new code of conduct. (To fit with Telford and Wrekin).**

**9. Casual Vacancy 1.** Notice of Election. (10 electors asked for an election.)

**10. Finance.**

**a.** Consider transferring funds to Lloyds Bank**.**

**b. Consider payment of invoices.**

1. SSE street lighting October

2. Mrs J E Madeley Sep Salary £578.55. Chq 2219.

3. HMRC PAYE Sep £31.60. Chq 2220 .

4. Shropshire Council Pension (online payment) £193.69

5. Mrs J Madeley Expenses £64.75. Chq 2221.

6. Midland Playscape £94.00. Chq 2222.

**c**. Payment via debit card. £27.98 for domain name renewal for littlewenlock.org.

**d.** Bank Reconciliation. Aug 21 and Sept 21

**e.** New Bank Account. Update.

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

**g.** Contract for grounds maintenance. Quotes.

**h.** Borough Councillor Pride Fund.

**i**. Electricity rates

**j**. Internal Audit recommendations

**k.** War Memorial valuation.

**l.** Consider funding book cupboards.

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

a. Update.

**12. Planning:**

**a. New Applications:**

* **TWC/2021/0902** Wrekin Golf Club Golf Links Lane Wellington Telford. Enlargement of the existing side and rear club house balcony, erection of a new driving range and installation of new metal entrance gates and brick wall.

**b. Decisions:**

* **TWC/2021/0744** Erection of single storey rear extension. (Amended plans received) Witchwell Cottage 15 Witchwell Lane Little Wenlock. **Full Planning Permission.**
* **TWC/2021/0751** Erection of annexe. Site of Stable Cottage Arleston Hill Dawley Road Arleston. **Refusal of full planning permission.**

**c. Planning application comment guidance.**

**d.** **Any other planning matters**:

**13. Community Safety**

**a. SID.** a. update and data.

**b**. **New Works Strimming.**

**c. ROSPA playing field safety report**. Works completed.

**d.** **Traffic calming scheme.**

**e. Defibrillator training event.**

**f. Consider recording monthly checks to BHF The Circuit for the defibrillators.**

**g. Grit bins 2021-22 report.**

**h. Dog Control Public Space Protection Order Consultation.**

**14. Clerk’s Report.**

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

**a. Update from Rights of Way.**

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

**16. Consider adopting an expenses for employee’s policy**

**17. Consider a written planning policy.**

**18. Correspondence:**

**a.** Wrekin Area Committee minutes including information about solar farms.

**b.** Health Improvement support for communities.

**c.** NALC Local Nature Recovery Strategies.

**d.** West Mercia Police and Crime Commissioner new plan to deliver a safer West Mercia consultation.

**e**. Neighbourhood Watch Newsletter.

**f.** The Community Foundation in Shropshire event.

**g.** Armed Forces Covenant. Confirmation.

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

Next scheduled meeting is 15th November 2021.

**20. Confidential matters.**

**Resolution to exclude public and press in accordance with LGA 1972 SS100 and 102 and Public Bodies (Admission to Meetings) Act 1960.**

**Report**

**7. Internal Audit Report.**

**Recommendations still to be resolved.**

1. Put in place contract for grounds maintenance contractor and review it periodically, to include considering the need to seek alternative quotes. **October Agenda**
2. 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.*

**September Agenda.**

**13a. The SID required a further firmware upload.** This time it had to go back to the office of Morelock for connection to the manufacturer. Data will be available showing data downloaded from the device at the meeting once the firmware has been uploaded. Clerk has the app required on her personal phone and has the software required on parish council laptop. Data belonging to the Parish Council should be kept in one place to ensure all requests for information using the freedom of information act does not involve personal devices belonging to others.

**13f. Defibrillators**

The two defibrillators are registered on the British Heart Foundation data base called The Circuit. This gives the emergency services information about the units registered. Currently the system notifies the clerk when there is action needed. As the clerk is responsible for the management of assets this is the right place for the email to land. The email notification arrives quarterly to check the machines are running. This was done before the meeting in September and the data base updated.

Before The Circuit data base was developed a book was started for the old Zoll aed unit. The tradition was to pass it around councillors monthly. This stopped when one former councillor took on the task. This was an excellent system and did prove the unit was working until the replacement. The clerk understood this was for insurance purposes and as well as to ensure the machine was viable for use in an emergency.

Clerk is checking with insurers what they would expect the checking frequency to be and if a paper record is still needed.

**14. Clerk’s Report**

1. Envirogrant applied for a recycling bin.

2. Swanpool path has been added to the work programme for cutting back.

3. Concerns of New Works residents were reported to Police and Telford and Wrekin.

4. Swapped email addresses from former councillors to new one.

5. Trundle grant. Lawley and Overdale Parish Council did not give a grant.

20.

The two acts state that only certain items can be discussed in confidential session. Engagement, terms of service, conduct and dismissal of employees, terms of tenders, and proposals and counter proposals in negotiations for contract. Preparation of cases in legal proceedings and the early stages of any dispute.