
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD 28 MAY 2024 EATON CONSTANTINE VILLAGE HALL

Present: Councillors M Thorn (Chair), A Bain, M Budgen, M Corrie, S Dawes, S Jones and Shropshire Councillor C Wild

Clerk: Lisa Harris

In attendance: No members of the public were present

01.24 Election of Chairman

Councillor Jones asked for nominations for Chairman.

It was proposed by Councillor Jones and seconded by Councillor Corrie and

Resolved (without opposition)

that Councillor Thorn be elected as Chairman for the ensuing municipal year.

02.24 Chairman to sign Declaration of Acceptance of Office

Councillor Thorn signed the Declaration of Acceptance of Office, and this was acknowledged by the Clerk.

03.24 Election of Vice-Chairman

It was proposed by Councillor Thorn and seconded by Councillor Dawes and

Resolved (without opposition)

that Councillor Jones be elected as Vice-Chairman for the ensuing municipal year.

04.24 Vice-Chairman to sign Declaration of Acceptance of Office

Councillor Jones signed the Declaration of Acceptance of Office, and this was acknowledged by the Clerk.

05.24 Appointment of representatives to external bodies:

- **SALC Shrewsbury Area Committee**

Councillor Thorn volunteered to be the Parish Council's representative on this committee.

- **Ironbridge Power Station Redevelopment Liaison Group**

Councillor Jones agreed to continue attending this group on behalf of the Parish Council. Councillor Thorn will also attend the next meeting in Buildwas on 12 June.

06.24 Appointment of Clerk/Responsible Financial Officer

It was proposed by Councillor Jones and seconded by Councillor Thorn and **resolved (without opposition)**

that Lisa Harris be appointed as the Clerk and Responsible Financial Officer to Leighton & Eaton Constantine Parish Council.

07.24 Apologies for Absence

None.

08.24 Disclosable Pecuniary Interests

- a) No disclosable pecuniary interests were declared.
- b) There were no applications for a dispensation regarding disclosable pecuniary interests

09.24 Public Participation Session - *a period of 20 minutes will be set aside for the public to speak, with a strict 3-minute limit per speaker. Members of the public may speak on matters appearing on the agenda. However, if a matter does not appear on the agenda, a written request should be submitted to the Clerk no later than 2 working days before the meeting.*

There were no members of the public present.

10.24 To approve the Minutes of the Parish Council Meeting held on 5 March 2024 and of the Extraordinary Parish Council Meeting held on 22 March 2024

The minutes of the previous meetings had been circulated.

It was proposed by Councillor Corrie and seconded by Councillor Jones and **resolved (without opposition)**

that the minutes of the Parish Council Meeting held on 5 March 2024 be accepted as a true record.

It was proposed by Councillor Jones and seconded by Councillor Thorn and **resolved (without opposition)**

that the minutes of the Extraordinary Parish Council Meeting held on 22 March 2024 be accepted as a true record.

The minutes were signed accordingly.

11.24 Clerk's report on matters arising since the Parish Council Meeting on 5 March 2024

- As recommended in the GDPR Review, all old records had been archived and any paperwork, which was not legally required to be retained, had been securely destroyed.
- The Elections team at Shropshire Council had been notified of the resignation of Councillor E Parton. Notice of Casual Vacancy is in effect until 31 May 2024 after which time, if an election is not required, the Parish Council can accept applications for co-option of a councillor.

12.24 To receive reports from Shropshire Councillor

Having presented her Annual Report at the Annual Parish Meeting beforehand,

Councillor Wild had little further to report. However, she gave a brief update on the Ironbridge Power Station planning application. The initial planning application for housing was very poor and was subsequently refused. However, it is likely that now that the application has been improved, permission may be granted in the coming months. A second “outline” planning application has also been submitted.

13.24 To receive report from West Mercia Police’s Safer Neighbourhood Team (if available)

No report was available.

14.24 To receive any relevant updates from parish councillors

- Councillor Jones reported that when construction starts at the former Ironbridge Power Station, there will be a temporary 40mph speed limit all around the Buildwas site - going down towards Ironbridge and up towards Much Wenlock. Wroxeter Parish Council have recently purchased advisory 40mph speed limit signs to put by their VAS.
- Council Thorn reflected that it seems inevitable that more and more maintenance issues, such as repairing/cleaning road signs, will fall to parish councils as Shropshire Council faces ongoing financial challenges. This will influence the budget in due course.

15.24 To consider the results of the Parish Survey

The Councillors noted the results of the Parish Survey and expressed their appreciation to the LEC Parish Survey Team for all their hard work in administering the survey and collating the results. The Councillors agreed to discuss the Parish Survey further at the next meeting of the Parish Council.

ACTION: Clerk to put the Parish Survey on the July agenda.

16.24 To consider D-Day 80 commemoration

An order had been placed with Royal British Legion Industries for 25 D-Day 80 lamp post signs to be sited within the Parish prior to 6 June.

17.24 To appoint insurers for the period 01/06/24 – 31/05/25

The insurance renewal paperwork had been circulated prior to the meeting. As Councillors Thorn, Jones and former Councillor Parton had previously compared the available policies and because the amount being quoted by Gallagher was within budget

It was agreed (without opposition) to appoint Hiscox Insurance Company Ltd (through Gallagher) as insurers for the 12 months commencing 1 June 2024.

18.24 Annual Return for the year ended 31 March 2024

Council to receive, approve and sign (as appropriate) the following:

a) Final bank reconciliation and accounts 2023/24

Council approved the year end bank reconciliation as checked by the Internal Auditor and the Chairman. The final year end detailed accounts were approved.

b) Internal Audit Report 2023/24 (AGAR part 2 page 4)

Council considered the Internal Audit Report and noted that the Council's system of Internal Controls was operating effectively.

c) Certificate of Exemption 2023/24 (AGAR part 2 page 3)

Council confirmed that it meets the criteria for certifying itself as exempt from the full requirements for external audit. The RFO and the Chairman signed the Certificate of Exemption for submission to the external auditor.

d) Annual Governance Statement 2023/24 (AGAR part 2 page 5)

Council considered each internal control statement per The Governance Statement (1-9) and confirmed their agreement that each was met. The Clerk/RFO completed the Annual Governance Statement to this effect and the Chairman and Clerk/RFO signed the statement as approved.

e) Summary accounting statements (AGAR part 2 page 6)

It was **agreed (without opposition)** to confirm the accuracy of the accounting statements. The Chairman signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

19.24

Current financial matters

a) Payments

Payee	Description	Amount
Mrs L Pardoe	Clerk's expenses April/May	£ 92.67
Mrs L Pardoe	Clerk's net salary April/May (inc holiday)	£ 892.63
HMRC	PAYE on Clerk's salary April/May (LP)	£ 223.00
Miss L Harris	Clerk's net salary May	£ 273.05
HMRC	PAYE on Clerk's salary May (LH)	£ 68.20
DM Payroll Services	Payroll administration for 2024/25	£ 120.00
RBLI	D-Day 80 lamp post signs	£ 115.98
Aversus Ltd	GDPR Review	£ 75.00
J Griffiths	Internal audit fee	£ 75.00
Arthur J Gallagher	Annual Insurance Premium	£ 431.52
SALC	Affiliation fees	£ 172.80
	TOTAL	£ 2539.85

It was proposed by Councillor Thorn and seconded by Councillor Jones and **resolved (without opposition)**

that the above accounts be approved for payment.

b) Bank reconciliation to 22 May 2024

The bank was reconciled at £22,176.55, being the online banking balance. The bank reconciliation was agreed and signed accordingly.

20.24

Planning

1. Decisions to note

None

2. Planning applications for consideration

None

21.24 Highway matters

Nothing beyond what had already been mentioned.

22.24 Correspondence

- An email had been received from Oswestry Pride via SALC asking for local councils within Shropshire to consider flying a pride flag during June (Pride Month). The Parish Council considered the request and while it noted the positive impact and intention of such an initiative, unfortunately it is unable to participate due to the absence of any flagpoles within the community.

23.24 Future agenda items

- To consider the Parish Council maintaining the war grave(s) within the Parish

ACTION: Clerk to put on July's agenda

24.24 Date of next meeting

Tuesday 16 July 2024 at 7.30pm at Eaton Constantine Village Hall.

The Chairman thanked everybody for attending and the meeting closed at 9.35pm.

Signed by Chairman:

Date: 16 July 2024