

Hadley and Leegomery Parish Council

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Castle Farm Community Centre, High Street, Hadley, Telford TF1 5NL

To all members of the Council

11th May 2011

Dear Sir/Madam

The annual meeting of the Hadley and Leegomery Parish Council will be held on TUESDAY, 17TH MAY, 2011 commencing at 7.00 P.M., at CASTLE FARM COMMUNITY CENTRE, HIGH STREET, HADLEY, TELFORD. All members are summoned to attend for the transaction of the following business.

Yours faithfully

Clerk of the Council

Notes:

- 1. All Councillors must make, and deliver to the Council before or at the first meeting of the Council after their election, a declaration of acceptance of office and undertaking to observe the Council's Code of Conduct (section 83(4), Local Government Act 1972).**
- 2. The public session which is normally held at the beginning of meetings of the full council will take place following the completion of the items that are required to be dealt with at the Annual Meeting of the Council, that is at item 12 in the agenda.**

A G E N D A

(Under section 15 of the Local Government Act 1972, the retiring chairman continues in office until a successor becomes entitled to act as chairman, that is, until agenda item 1 has been dealt with)

1. CHAIRMAN OF THE COUNCIL

- (a) To **elect** a Chairman of the Council.
- (b) The Chairman to make a declaration of acceptance of the office of Chairman.

2. VICE-CHAIRMAN OF THE COUNCIL

To **elect** a Vice-Chairman of the Council

3. DELIVERY OF DECLARATIONS OF ACCEPTANCE OF OFFICE BY COUNCILLORS

All Councillors present should have made and delivered to the Council their declarations of acceptance of office prior to the start of this meeting. However, section 83(4) of the Local Government Act 1972 provides that these can be delivered before or at a later meeting if agreed by the Council. If therefore any Councillor not present has not yet delivered their declaration the Council will need to consider and decide when this should be done by.

Clerk: Colin Potts

Chairman: Councillor Mrs Pat Smart

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTERESTS

6. APPOINTMENT OF COMMITTEES AND ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

The Hadley and Leegomery Residents Association group will propose an amendment to the committee structure to include a Parish Events Committee to deal with all matters relating to the Council's events.

Committee Terms of Reference

It is good practice for committees to have clear terms of reference which include the extent of any delegated powers. It is therefore suggested that each Committee is asked to put forward draft Terms of Reference for approval by the Council, except in the case of the Appeals Committee and the Emergency Committee which otherwise are unlikely to meet in the near future, where the Clerk will draft terms of reference for the Council to consider for approval.

Non-Councillor members of committees

Section 102(3) of the Local Government Act 1972 enables a council to co-opt on to its committees or sub-committees persons who are not councillors, which is usually on account of their special interest or expertise in a committee's work and responsibilities. Committees or sub-committees that regulate and control the council's finances cannot include non-councillors. Non-councillors voting rights are limited by statute and are confined to the following specified statutory functions:

- The management of land owned or occupied by the council
- The functions of a council as a harbour authority
- Any function relating to the promotion of tourism (**section 144, LGA 1972**)
- Any function relating to the management of a festival or entertainment (**section 145, LGA 1972**)

Finance and General Purposes Committee

(a) To **appoint** eleven members to serve on the Committee, or such other number as the council may decide.

(b) To **elect** a Chairman of the Committee

(c) To **elect** a Vice-Chairman of the Committee

(d) To **confirm** delegated powers. It is recommended that the existing powers be confirmed as follows: delegated powers to respond to planning applications on behalf of the Council; to approve payments previously authorised; to authorise individual items of expenditure up to £2500.00 within its own budget, including the awarding of grants.

Parish Events Committee

(a) To **appoint** four members to serve on the Committee, or such other number as the council may decide.

(b) If desired, to appoint non-councillors to serve on the Committee (see above regarding voting rights of non-councillors).

(c) To **elect** a Chairman of the Committee

(d) To **confirm** delegated powers. It is recommended that the Committee is granted delegated powers to arrange events that have been previously confirmed by the Council, including expenditure within the agreed budget provisions for the respective events.

Personnel Committee

(a) To **appoint** five members to serve on the Committee, or such other number as the Council may decide.

(b) To **elect** a Chairman of the Committee.

Appeals Committee

(a) To **appoint** five members to serve on the Committee, or such other number as the Council may decide.

(b) To **elect** a Chairman of the Committee.

Emergency Committee

(a) To **appoint** five members to serve on the Committee, or such other number as the Council may decide.

(b) To **elect** a Chairman of the Committee

7. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

To **appoint** Councillors or such other persons as considered appropriate to represent the Council on the under-mentioned bodies or to undertake the relevant responsibilities until the next annual meeting (the number of representatives is shown in brackets):

(a) Wrekin Area Committee of Association of Local Councils in Shropshire and Telford and Wrekin (2)

(b) Telford and Wrekin Parishes Forum (1)

(c) Snow Warden (1)

(d) Telford and Wrekin Bus Users' Group (1)

(e) Tree and Environment Warden (1)

(f) National Association of Councillors (1) – to act as a correspondent.

(g) Telford & Wrekin Council and Parish Councils Markets Steering Group – (the Clerk and one nominated Councillor).

8. MINUTES

To **confirm** the minutes of the meeting of the Council held on the 5th April 2011 – see **appendix A** in the Councillors' Meeting Information Pack.

9. ANNUAL PARISH MEETING 19TH APRIL 2011

To **receive** the minutes of the above meeting – see **appendix B** in the Councillors' Meeting Information Pack.

10. FINANCE AND GENERAL PURPOSES COMMITTEE 19TH APRIL 2011

To **consider** the minutes of the meeting of the Finance and General Purposes Committee held on the 19th April 2011 – see **appendix C** in the Councillors' Meeting Information Pack. **Note: if the recommendation made at minute 44/11 is ratified, the Council will then re-consider the relevant planning application at agenda item 16(b).**

11. PERSONNEL COMMITTEE 21ST APRIL 2011

To **consider** the minutes of the meeting of the Personnel Committee held on the 21st April 2011 – see **appendix D** in the Councillors' Meeting Information Pack. The Council should consider whether to accept the recommendation made at minute 55/11, and if it decides to do so will then need to **formally adopt** the policy recommended therein.

12. PUBLIC PARTICIPATION

(a) with respect to items on the agenda, with the Council hearing first from councillors with prejudicial interests who must leave the room immediately after they have made their representations, answered questions or given evidence i.e. they cannot remain in the room to hear the representations of others. The Council may defer hearing any representations until immediately before the relevant agenda item is dealt with if it is considered beneficial to do so.

(b) with respect to other matters

13. PARISH COUNCIL MEMBERS' ALLOWANCES

To **review** the decisions of the Council made on 7th September 2004 and 15th May 2007, in respect of the Parish Basic Allowance, the Chairman's Allowance, and Travel and Subsistence Allowance and to **decide** whether the newly elected Council wishes to continue with the same arrangements or to make changes. A report is attached at **appendix E** in the Councillors' Meeting Information Pack.

14. CHAIRMAN'S COMMUNICATIONS – FOR INFORMATION

To **receive** the Chairman's reports, if any.

15. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES – MATTERS RELATING SPECIFICALLY TO THE PARISH

To **receive** any reports.

16. PLANNING

(a) Applications for consideration

1. TWC/2011/0319 – proposed single storey front and side extension with storage space in roof, 140 Hadley Park Road, Leegomery, Telford.
2. TWC/2011/0321 – erection of a smoking shelter and decking (retrospective), The Cross Keys, 15 Haybridge Road, Hadley, Telford.
3. TWC/2011/0324 – erection of a first floor extension and attached single garage to side, conversion of existing garage to habitable room, 15 Barnes Wallis Drive, Apley, Telford.
4. TWC/2010/0355 – erection of 1 No. 1.8m high non-illuminated free-standing notice board, Hadley Learning Community, Crescent Road, Hadley, Telford.
5. TWC/2011/0360(TPO) – Tree works to Lime tree at rear of 12 Dalby Close, Apley, Telford.
6. TWC.2011/0378 & 0380 (listed building and full planning applications) – erection of a single detached house with associated parking, former Watkins Nursery, Apley Castle, Apley, Telford.

(b) Recommendation by the Finance and General Purposes Committee (minute 44/11) re: application TWC/2010/0790

If the Council has ratified the recommendation of the Finance and General Purposes Committee contained in minute 44/11 to rescind the Council's earlier decision in respect of this application, the council is now to re-consider its response to the application. A report is included as **appendix F** in the Councillors' Meeting Information Pack.

(c) Response of the Head of Planning and Sustainability to the Parish Council's concerns regarding applications and appeals relating to Watkins Nursery site, Apley Castle, Telford.

To receive the above – see **appendix G** in the Councillors' Meeting Information Pack.

(d) Permissions granted (for information only)

1. TWC/2010/0755 – erection of a building for restaurant (use class A3) and drive-through (use class A5) unit with parking following demolition of existing garage building, Enterprise Garage, Trench Lock, Hadley, Telford.
2. TWC/2011/0155 – proposed works to Oak tree, 2 Goshawk Drive, Apley, Telford.
3. TWC/2011/0159 – side extension for single garage, 43 Kingfisher Way, Apley, Telford.
4. TWC/2011/0160 – Prior approval under part 24 of GDPO for 15m high telecommunications monopole with 6 antennae and equipment cabinet, Hortonwood 30, Hortonwood, Telford.
5. TWC/2010/0166 – part two storey rear and first floor side extensions, 7 Woodpecker Close, Leegomery, Telford.

(e) permissions refused (for information only)

1. TWC/2011/0066 – erection of a two storey rear extension following partial removal of existing rear extension, 205 Hadley Park Road, Hadley, Telford.

17. FINANCE

(a) Financial report - payments for approval/ratification and bank reconciliation

A report will be tabled to include

- (i) Expenditure incurred on behalf of the Council under the terms of Financial Regulation 3.4, for ratification;
- (ii) Bank reconciliation as at 31st March 2011;
- (iii) Payments for approval: to **approve** the drawing of cheques detailed in an approval list, and to nominate two members present from the following existing authorised signatories to sign the cheques: Councillors R G Dickens, J Smart, M J Smith and M L Wickstead.

(b) Bank account signatories

To **review** the signatories to the Council's bank accounts held with the Co-operative Bank, and to **confirm** the number and names of signatories to be **authorised** to sign payment instructions on behalf of the Council; and to **authorise** the completion of the required bank mandate. The existing signatories who have been re-elected to the Council are Councillors R G Dickens, J Smart, M J Smith and M L Wickstead. There is no set number of signatories required, but the Council must ensure that there are sufficient to ensure that two signatories will always be available. Five signatories have proved to be sufficient over the last four year term of the Council.

(c) Confirmation of arrangements to make certain payments by direct debit

To **review** a list of current payments made by direct debit and to **confirm** the same. See **appendix H** in the Councillors' Meeting Information Pack.

(d) Internal controls

To confirm arrangements for Internal Controls checks to be carried out periodically by members of the council. It is recommended that the list of items to be checked is retained in its current form, that the

checks are carried out quarterly as at 30th June, 30th September, 31st December and 31st March, and that a member continues to check the bank reconciliation and salary payments each month. Volunteers are sought from members willing to undertake these tasks.

18. PROPOSED FENCE AT PERRY WAY/THE NETTLEFOLDS

To receive an update from the Clerk following a meeting held on the 9th May between representatives of the site developer, the borough council and the parish council, and **to confirm** action taken by the Clerk in accordance with delegated authority previously granted, and to authorise any further action or expenditure that the Council considers necessary.

19. TELFORD & WREKIN COUNCIL – PARTNERSHIP WORKING

To **receive** (for information) a letter of introduction from the Borough Council's Cabinet member-elect for Co-operative Council and Partnerships – see **appendix I** in the Councillors' Meeting Information Pack.

20. MEETINGS, CONFERENCES ETC.

To note the following:

Telford & Wrekin Council 2011 Funding Fair – Wednesday 25th May 2011, 10.00 a.m. – 3.00 p.m. at Park Lane Centre, Park Lane, Woodside. Details included at **appendix J** in the Councillors' Meeting Information Pack.

Telford & Wrekin Parishes Forum – 21st June 2011, further details awaited.

Localism Event – Wednesday 29th June 2011, 10.00 a.m. – 4.00 p.m. at Shirehall, Shrewsbury. Details included at **appendix K** in the Councillors' Meeting Information Pack.

21. TIMETABLE OF MEETINGS 2011/12

To **approve** a programme of meetings for the coming year - see **appendix L** in the Councillors' Meeting Information Pack - and **to confirm** that the next meeting of the Council will be held on Tuesday 7th June 2011.