

Hadley and Leegomery Parish Council
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To all members of the Council

1st June 2011

Dear Sir/Madam

A meeting of the Hadley and Leegomery Parish Council will be held on TUESDAY, 7TH JUNE 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 to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS

3. 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

4. MINUTES OF LAST MEETING

To confirm the minutes of the Annual Meeting of the Council held on the 17th May 2011 (**Appendix A** in the Councillors' Meeting Information Pack).

5. MINUTES OF PARISH EVENTS COMMITTEE 31ST MAY 2011

To consider the minutes of the meeting of the Parish Events Committee held on the 31st May 2011 (**Appendix B** in the Councillors' Meeting Information Pack).

6. CHAIRMAN'S COMMUNICATIONS

Clerk: Colin Potts

Chairman: Councillor Malcolm Smith

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

To receive any reports.

8. PLANNING

(a) Applications for consideration

To deal with the following applications, and in the case of those which the Council requests be referred to the Plans board, to decide whether the Council wishes to appoint a member to speak on its behalf at the relevant meeting of the Plans Board and if so to formally authorise a member to do so.

1. TWC/2011/0391 – Modification of condition No. 13 on Planning Permission W2006/0747 to change hours of operation and allow units Nos. 11 & 12 to operate from 5.30 a.m. – 7.00 p.m. Monday to Friday, Units 11 & 12, Hadley business park, Hadley Park Road, Hadley, Telford.
2. TWC/2011/0414 – erection of extension to form garage and conversion of existing garage to habitable room, 1 Fleming Court, Apley, Telford.
3. TWC/2011/0418 – erection of a two storey side/rear extension, 205 Hadley Park Road, Hadley, Telford.
4. TWC/2011/0430 – erection of a two storey side extension and rear extension, 2 Pool Meadow, Hadley, Telford.

(b) Permissions granted (for information only)

To note that Telford & Wrekin Council has granted permission in respect of the following:

1. TWC/2011/0321 – erection of smoking shelter and decking (retrospective), The Cross Keys, 15 Haybridge Road, Hadley, Telford.

(c) Online planning system public access (for information)

Further development of the borough council online planning system now allows public access to application details and plans, and this facility may be used by councillors to view the details of applications prior to attending the meetings at which they will be dealt with.

Applications can be viewed via the planning section of the Telford & Wrekin Council website. The Parish Council also receives specific web links to each application and these could be forwarded to members by email if desired. Members are asked to inform the Clerk if they wish to take advantage of this.

9. FINANCIAL REPORT

A report will be tabled to include

(a) Expenditure incurred on behalf of the Council under the terms of Financial Regulation 3.4 – to ratify.

(b) Bank reconciliation as at 30th April 2011 – to note

(c) Payments for approval:

- To ratify urgent cheques issued
- to approve the drawing of cheques detailed in an approval list submitted with the report
- and to nominate two members present from the following authorised signatories to be authorised to sign the cheques: Councillors R G Dickens, J Smart, M J Smith and M L Wickstead. (Confirmation is awaited from the Council's bankers of the addition of Cllr L Savage as a signatory).

10. PARISH COUNCIL ACCOUNTS 2010/11

To receive and approve the Council's accounts for the year ended 31st March 2011 to include:

- 1) Receive and approve the report of the Internal Auditor for the year ended 31st March 2011;
- 2) Receive and approve accounts for the year ended 31st March 2011;
- 3) Approval of Annual Return:
 - i) Section 1: Accounting Statements – to approve the statements and to authorise the Chairman to sign the Annual Return on behalf of the Council;
 - ii) Section 2: Annual Governance Statement – to complete the Annual Governance Statement and to authorise the Chairman to sign the Statement on behalf of the Council.

See **appendix C** in the Councillors' Meeting Information Pack.

11. INTERNAL AUDITOR APPOINTMENT

To confirm the appointment of the Council's Internal Auditor for 2011/12. See **appendix D** in the Councillors' Meeting Information Pack.

12. COMMITTEE TERMS OF REFERENCE

To approve and adopt terms of reference for the following:

- Parish Events Committee (as recommended by the Committee in minute /11)
- Appeals Committee
- Emergency Committee

Draft terms of reference are included at **appendix E** in the Councillors' Meeting Information Pack.

The Finance and General Purposes Committee and the Personnel Committee will make recommendations in respect of their terms of reference at their June meetings for approval by the full Council in July.

13. TELFORD & WREKIN COUNCIL – SEX ESTABLISHMENT POLICY PUBLIC CONSULTATION

Telford and Wrekin has published a draft Sex Establishment Policy for consultation. The policy concerns the regulation of premises such as lap dancing and pole dancing clubs and similar venues, sex shops and sex cinemas. The consultation closes on 29th July 2011.

If the Council wishes to submit a formal response to the consultation it should refer the matter to the next full council meeting for consideration. If it does so members will need to be prepared to put forward a response at that meeting. The draft policy can be viewed on the Telford & Wrekin Council website.

14. PARISH BOUNDARY AND LOCALITY SIGNS

To **consider** a request made by Ketley Parish Council that the Hadley sign recently installed by Hadley and Leegomery Parish Council on Waterloo Road be moved from its existing location on the Ketley side of the bridge over the railway, and to **decide** how to respond and what action the Council should take. See **appendix F** in the Councillors' Meeting Information Pack.

15. ASSOCIATION OF LOCAL COUNCILS IN TELFORD & WREKIN (ALC) – LAUNCH OF MEMBERS AREA ON WEBSITE – FOR INFORMATION

Member councils can now access a dedicated members' area on the ALC website. This section of the website provides information to assist member councils, including legal topic notes, employment matters, model documents and minutes from ALC meetings. All information is downloadable. Details of how to log in have been circulated to members of the council with the monthly correspondence list.

16. TELFORD AND WREKIN COUNCIL SINGLE POINT OF CONTACT FOR PARISH COUNCILS – SURVEY

To confirm the Council's response to a survey which will be used to review the single point of contact process and make any improvements necessary. The system has been operating since January 2011 and a commitment to review it was made at the outset. A draft response to the survey prepared by the Clerk is included at **appendix G** in the Councillors' Meeting Information Pack.

17. MEETINGS, CONFERENCES ETC.

To note the dates and times of the following:

- Telford & Wrekin Parish Forum – 7.00 p.m. Tuesday 21st June 2011, Reception Suite, Civic Offices, Telford.
- An invitation has been extended to Parish and Town Councils for one representative to attend the opening of Telford Tennis Centre on Wednesday 15th June 2011 between 10.30 am and 12.30 pm at Oakengates Leisure Centre.

18. NEXT CYCLE OF MEETINGS

To note the dates of the following meetings:

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| • Personnel Committee | 14th June 2011 |
| • Finance and General Purposes Committee | 21st June 2011 |
| • Council | 5th July 2010 |

All meetings commence at 7.00 p.m. unless otherwise stated.

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