

**HADLEY AND LEEGOMERY PARISH COUNCIL Minutes of the Annual Parish Meeting
held on the 16th May 2023 which commenced at 7.00 p.m.**

001/23 PRESENT

Councillors J.Snell, T.King, S.Younis, A.Benion, G.Offland, P.Millward, J.Keeble, C.Hughes, D.Brown, A.Jhawar, E.Callear, J.Bennett, J.Callear.

002/23 CHAIRMAN OF THE COUNCIL

Welcome to all, induction packs issued, declaration forms signed and returned.

a.) To elect a Chairman of the Council

Councillor G.Offland

Proposed Councillor C.Hughes Seconded Councillor E.Callear.

Against – 0 Abstain – 0

ELECTED Chairman of Hadley & Leegomery Parish Council Councillor is G.Offland.

b.) Declaration of acceptance of the office subscribed.

003/23 VICE-CHAIRMAN OF THE COUNCIL

To elect a Vice-Chairman of the Council

Councillor M.Smith

Proposed Councillor E.Callear, Seconded Councillor D.Brown

Against – 0 Abstain – 1

ELECTED Vice-Chairman of Hadley & Leegomery Parish Council is Councillor M.Smith.

004/23 APOLOGIES FOR ABSENCE

Acknowledged apologies Councillors S Ali (medical exams), M Smith (prior engagement), U Ahmed (prior engagement)

005/23 DISCLOSABLE PECUNIARY INTERESTS

Councillor A.Jhawar noted as part of the Telford & Wrekin Council planning committee.

006/23 MINUTES OF LAST MEETING

Proposed Councillor J.Snell Seconded Councillor E.Callear

Against – 0 Abstain – 0

CONFIRMED that the minutes of the Meeting of Council held on Tuesday 2nd May 2023 are confirmed and signed by the Chairman of the Council.

007/23 FINANCE AND GENERAL PURPOSE COMMITTEE

a.) To appoint eleven members

Councillors J Keeble, E.Callear, G.Offland, C.Hughes, S.Ali, U.Ahmed, D.Brown, J.Snell, M.Smith, T.King, A.Jhawar.

Proposed Councillor E.Callear, seconded J.Keeble

Against – 0 Abstain – 0

APPOINTED members of Finance & General Purpose Committee – Councillors J.Keeble, E.Callear, G.Offland, C.Hughes, S.Ali, U.Ahmed, D.Brown, J.Snell, M.Smith, T.King, A.Jhawar.

b.) To elect Chairman

Councillor J.Keeble

Proposed E.Callear, seconded A.Jhawar

For – 8 Against – 0 Abstain – 4

Councillor J.Snell

Proposed T.King, seconded A.Benion

For – 4 Against – 6 Abstain – 2

ELECTED Chairman of Finance & General Purpose Committee is Councillor J.Kibble.

c.) To elect Vice-Chairman

Councillor J.Snell

Proposed T.King, seconded A Benion

For – 3 Against – 7 Abstain - 2

Councillor E.Callear

Proposed Councillor A.Jhawar, seconded Councillor S.Younnis

For – 9 Against – 0 Abstain - 3

ELECTED Vice-Chairman of Finance & General Purpose Committee Councillor is E.Callear.

GO – reminder for all members to complete financial training. Update on Card payment machine – has been received, need staff trained to use and can be installed at the Community Centre reception.

d.) To defer Terms of Reference of Finance & General Purpose Committee to the committee to determine

Proposed Councillor E.Callear, seconded C.Hughes

Against – 0 Abstain - 0

CONFIRMED Terms of reference of Finance & General Purpose Committee to be deferred to the committee to determine.

008/23 PARISH EVENTS COMMITTEE

a.) To appoint seven members

Councillors J.Bennett, C.Hughes, J.Callear, A.Benion, P.Millward, J.Snell, T.King – proposed Councillor E.Callear, seconded J.Keeble.

Councillor J.Snell to ask non-members of Council to be put forward as member of Parish Events Committee at next Parish Events Committee meeting.

Against – 0 Abstain – 0

APPOINTED members of Parish Events Committee Councillors J.Bennett, C.Hughes, J.Callear, A.Benion, P.Millward, J.Snell, T.King

b.) To elect Chairman of the Committee

Councillor J.Bennett

Proposed Councillor E.Callear, seconded Councillor C.Hughes

Against – 0 Abstain – 0

ELECTED Councillor J.Bennett Chairman of Parish Events Committee.

c.) To elect Vice-Chairman of the Committee

Councillor C.Hughes

Proposed Councillor S Younis, seconded Councillor A.Jhawar

Against – 0 Abstain – 0

ELECTED Councillor C.Hughes Vice-Chairman of Parish Events Committee.

d.) To defer Terms of Reference of Parish Events Committee to the committee to determine.

Proposed Councillor J.Bennett, seconded Councillor J.Snell

Against – 0 Abstain - 0

CONFIRMED Terms of Reference of Parish Event Committee deferred to the Committee to determine.

009/23 PLANNING & ENVIRONMENT COMMITTEE

a.) To appoint one member from each Parish Ward

Councillors P.Millward, M.Smith, D.Brown, T.King, S.Younnis, E.Callear
Proposed Councillor E.Callear, seconded Councillor J.Keeble

Against – 0 Abstain – 0

APPOINTED members of Planning & Environment Committee Councillors P.Millward, M.Smith, D.Brown, T.King, S Younnis, E.Callear

b.) To elect Chairman of the Committee

Councillor P.Millward
Proposed Councillor S.Younnis, seconded Councillor C.Hughes

Against – 0 Abstain - 0

ELECTED Chairman of the Planning & Environment Committee is Councillor P.Millward

c.) To elect Vice-Chairman of the Committee

Councillor M.Smith
Proposed Councillor A.Jhawar, seconded Councillor E.Callear

Against – 0 Abstain – 0

ELECTED Vice-Chairman of the Planning & Environment Committee Councillor is M.Smith

d.) To defer Terms of Reference of Planning & Environment Committee to the committee to determine.

Proposed Councillor J.Bennett, seconded Councillor D.Brown

Against – 0 Abstain – 0

CONFIRMED to defer the Terms of Reference of Planning & Environment Committee to the committee to determine.

Councillor G.Offland reminded there is training available online at SLCC for all members.
Councillor J.Snell reminded that committee meeting time is 6:00pm

010/23 PERSONNEL COMMITTEE

a.) To appoint six members of the Personnel Committee

Councillors G.Offland, E.Calleary, P.Millward, D.Brown, A.Jhawar, J.Keeble

Proposed Councillor E.Calleary, seconded Councillor J.Bennett

For – 8 Against – 0 Abstain - 1

APPOINTED members of the Personnel Committee Councillors G.Offland, E.Calleary, P.Millward, D.Brown, A.Jhawar, J.Keeble

b.) To elect a Chairman of the Personnel Committee

Councillor G.Offland

Proposed Councillor E.Calleary, seconded Councillor S.Younnis

Against – 0 Abstain – 0

ELECTED Chairman of the Personnel Committee is Councillor G.Offland

011/23 APPEALS COMMITTEE

a.) To appoint six members, or such other number as the Council may decide, of the Appeals Committee

Councillors C.Hughes, J.Bennett, A.Benion, T.King, S.Ali, M.Smith

Proposed Councillor E.Calleary, seconded Councillor D.Brown

Against – 0 Abstain – 0

APPOINTED members of the Appeals Committee Councillors C.Hughes, J.Bennett, A.Benion, T.King, S.Ali, M.Smith

b.) To elect Chairman of Appeals Committee

Councillor C.Hughes

Proposed Councillor E.Calleary, seconded Councillor J.Bennett

Against – 0 Abstain – 0

ELECTED Chairman of Appeals Committee is Councillor C.Hughes

c.) To note Terms of Reference of Personnel and Appeals Committee

Proposed Councillor E.Callear, seconded Councillor J.Bennett

Against – 0 Abstain – 0

Councillor J.Snell confirmed Terms of Reference can be considered at next Personnel & Appeals meetings.

012/23 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

To appoint Councillors or other to represent the Council on the undermentioned bodies until next Annual Meeting.

Member of the Public James Morris spoke stating that these bodies and the services they offer are important to the residents and Council members should remember this when offering to represent the Parish.

Councillor G.Offland gave a brief explanation of each group and their purpose.

- a.) Wrekin Area Committee of Shropshire Association of Local Councils (2)
Councillors J.Snell, G.Offland – Substitution representatives Councillors E.Callear, T.King
- b.) Telford & Wrekin Council Town & Parish Council Partnership Agreement meetings (1)
Councillor G.Offland
- c.) Telford & Wrekin Parish Forum (1)
Councillor S.Younnis
- d.) Snow Warden (1)
Councillors C.Hughes, T.King
- e.) Telford & Wrekin Bus Users' Group (1)
Councillors proposed resident who uses the service to represent the Parish Council at these meetings
- f.) Tree and Environment Warden (1)
Councillors A.Benion, J.Snell, T.King
- g.) National Association of Councillors (1) to act as correspondent
Councillor D.Brown
- h.) Shrewsbury & Telford Hospital NHS Trust Community Membership meetings (1)
Councillors S.Ali, J.Bennett
- i.) Leegomery Community Centre – to attend meetings only (1)
Councillor D.Brown
- j.) Parish Mental Health Champion (1)
Councillors E.Callear, C.Hughes – assistance if needed from Councillors D.Brown, G.Offland
- k.) Telford & Wrekin Parish & Town Council Climate Change Working Group (1)

Councillors J.Keeble, T.King and Member of the public James Morris

Proposed E.Callear, seconded P.Millward

Against – 0 Abstain – 0

APPOINTED to roles as above.

013/23 PLANNING PRE-APPLICATION ENQUIRIES

To confirm the continuation of current arrangements

Proposed Councillor J.Snell, seconded Councillor J.Keeble

CONFIRMED to continue with the current arrangements for planning pre-application enquiries.

014/23 COMMUNITY ACTION TEAM LIAISON MEETINGS

To nominate member to attend liaison meetings

Councillors E.Callear, A.Jhawar, J.Snell, G.Offland, A.Benion, S.Younnis

Proposed Councillor E.Callear, seconded Councillor C.Hughes

Against – 0 Abstain – 0

NOMINATED members to attend Community Action Team liaison meetings Councillors E.Callear, A.Jhawar, J.Snell, G.Offland, A.Benion, S.Younnis

015/23 STANDING ORDERS

To review and adopt Hadley and Leegomery Parish Council Standing Orders

Proposed Councillor J.Snell, seconded Councillor E.Callear

Against – 0 Abstain – 0

To **ADOPT** the reviewed Hadley & Leegomery Parish Council Standing Orders

016/23 FINANCIAL REGULATIONS

To review and adopt Financial Regulations

Proposed Councillor E.Callear, seconded Councillor D.Brown

Against – 0 Abstain – 0

To **ADOPT** the Hadley & Leegomery Parish Council Financial Regulations

017/23 INSURANCE

To note Hadley & Leegomery Insurance

Councillor J.Snell agreed to update Asset Register with assistance from Councillor D.Brown
Councillor G.Offland confirmed awaiting a valuation of Hadley Community Centre from
Dixons

Proposed Councillor T.King, seconded Councillor S.Younnis

Against – 0 Abstain – 0

CONFIRMED Hadley & Leegomery Insurance noted.

018/23 OUTSIDE ORGANISATIONS

a.) To note SALC and NALC Membership

Councillor G.Offland confirmed membership for 2023-24 for both SALC and NALC paid for –
cost shown in Appendix A.

Proposed Councillor E.Calleary, seconded Councillor A.Jhawar

Against – 0 Abstain - 0

CONFIRMED membership to SALC and NALC noted

b.) To note SLCC membership

Proposed Councillor D.Brown, seconded Councillor A.Benion

Against – 0 Abstain - 0

CONFIRMED membership to SLCC noted

019/23 ASSETS & LAND

To defer to July meeting

020/23 POLICIES AND PROCEDURES

a.) To note current council HR policies to defer to Personnel Committee to determine

Current out of date Disclosure and Barring Service (DBS) new policy to be put forward at
Personnel Committee - enhanced DBS checks to be approved

Proposed Councillor E.Calleary, seconded Councillor S.Younnis

Against – 0 Abstain – 0

CONFIRMED HR policies to defer to Personnel Committee to be reviewed and updated

021/23 COUNCIL MEETINGS

To confirm Council meetings and committees for a year

Councillors reminded that it is a privilege to be voted on to the Parish Council and to please attend the meetings

Proposed Councillor D.Brown, seconded Councillor P.Millward

Against – 0 Abstain – 0

CONFIRMED dates as per Appendix K

022/23 DATES OF FUTURE MEETINGS

To confirm the dates of the following

Finance and General Purposes 23rd May 2023 at **7:00pm**

Planning and Environment Committee 24th May 2023 at **6:00pm**

Full Council 6th June 2023 at **7:00pm – to include Photo's for ID at 6:00pm**

Proposed E.Callear, seconded D.Brown

Against – 0 Abstain – 0

CONFIRMED dates as above

023/23 – FINANCIAL REPORT

- a.) To ratify items of expenditure authorised by the Proper Officer under the terms of Financial Regulation 4.1

£61.10 – Chrisbeon Office supplies (HCC Office supplies) (Local Government (Miscellaneous Provisions)) Act 1976, S19, Local Government Act 1972, s214

£511.32 (inc VAT) – Chrisbeon Office Supplies (HCC Office supplies) (Local Government (Miscellaneous Provisions)) Act 1976, S19, Local Government Act 1972, s214

£46.62 – Ultravend Hygiene Services (HCC Cleaning) (Local Government (Miscellaneous Provisions)) Act 1976, S19, Local Government Act 1972

- b.) To approve BACS payment of Direct Debits and other payments detailed in approval list.

Councillor J.Snell has verified approval list against invoices
RESOLVED that:

- 1.) BACS payments and bank charges to Santander Plc and Direct Debits in favour of :

09/05/23 – WEX – £84.32
15/05/23 – WATER PLUS - £75.05
15/05/23 – PEAC - £181.20
16/05/23 – SAGE – 115.20

All payments totalling £18,191.32 and as detailed in the approvals list submitted, is authorised.

- 2.) Councillors G.Offland, M.Smith are authorised to sign for the transfers.

Chairman