Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426
E: clerk@loggerheads-pc.gov.uk
W: www.loggerheads-pc.gov.uk

Tuesday 12th March 2024

Dear Councillor,

You are summoned to attend the **Full Council** meeting of **Loggerheads Parish Council** to be held at **7pm on Monday 18th March 2024** at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ.

Yours Sincerely,
B. Minshall
Parish Clerk

AGENDA

1. To receive and consider apologies for absence

2. To note declarations of Members' interests

3. To approve and sign the minutes of the previous meeting held on Monday 19th February 2024

4. Public Question Time

   A period of 15 minutes for Members of the Public to ask questions or submit comments

   Any members of the public wishing to participate in public participation during the meeting should email clerk@loggerheads-pc.gov.uk before **9am** on **Monday 18th March 2024** providing their name, email address and an indication of the subject of their question or comment.

5. To note, consider and approve payments to the value of £6,953.61 as shown in the attached report

6. To receive, consider and note the Asset Register

7. To receive, consider and note the Risk Register

8. To reconsider the previous resolution on the sharing of passwords

9. To note the dates of meetings for 2024/25

10. To receive updates from Chairs of Committees: -

a. Finance and General Purposes Committee
Chair: Cllr M. Lee Vice Chair: Cllr L. Beales

NONE

b. Planning and Environment Committee
Chair: VACANT Vice Chair: Cllr H. Roberts

i. To note the following planning application having been approved by NuLBC: -

Application No:
Proposal:
Location:
Decision:

c. Personnel Committee
Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

NONE

11. To consider the following Member items: -

NONE

12. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

13. To receive updates from Members having attended external meetings

14. To note the dates of **Loggerheads Parish Council** meetings for March 2024: -

Planning and Environment Committee	7pm, Monday 8th April 2024 at Loggerheads Community Fire Station **(if required)**
Finance and General Purposes Committee	7pm, Monday 15th April 2024 at Loggerheads Community Fire Station
Full Council	7pm, Monday 22nd April 2024 at Loggerheads Community Fire Station

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In attendance: Cllrs Bennion, Butterworth, Fox, Hodgkins, Lee, Love, Roberts, Sedgley, Swan, Swetman, Tomson and Wellard.

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 19TH FEBRUARY 2024

1. To receive and consider apologies for absence

   Apologies were received from Cllrs Sheard (Holiday), Beales (Work), Brown (Work) and Barber (Work).

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the previous meeting held on Monday 22nd January 2024

   Resolved: To sign the Minutes as a true and accurate record.

4. Public Question Time

   A resident of Knighton raised concerns over potentially hazardous substances in Knighton Railway Cutting. This issue has been reported to the Local Policing and Rural Crime Teams who have advised that these are approved substances which will have no ill-effect on domestic pets or other wildlife. There was a further question as to the remnants of a tree which has been removed – the Clerk will enquire as to the whereabouts of those remnants. Cllr Northcott will also raise the issue with the Police and Crime Commissioner.

   A Councillor from Woore Parish Council attended to observe a discussion scheduled for later in the meeting under item 8(i).

   A resident of Hales raised concerns over the condition of roads within Hales and Tyrley and was advised to contact the County Council as the Local Highways Authority.

5. To note, consider and approve payments to the value of £7,793.96 as shown in the attached report

   Resolved: To approve the spend of £7,793.96.

7. To receive updates from Chairs of Committees: -

   a. Finance and General Purposes Committee

Chair: Cllr M. Lee Vice Chair: Cllr L. Beales

NONE

b. Planning and Environment Committee
Chair: VACANT Vice Chair: Cllr H. Roberts

i. To note the following planning application having been approved by NuLBC: -

Application No: 21/00975/NMA
Proposal: Application to the Council under Section 96A of the Town and Country Planning Act, 1990, as amended, with respect to the above
Location: Tadgedale Quarry Mucklestone Road Loggerheads Market Drayton Shropshire TF9 4DJ
Decision: **Permitted**

Noted

c. Personnel Committee
Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

i. To appoint Cllr Wellard as a Member of the Personnel Committee

Resolved: To approve Cllr Wellard as a Member of the Personnel Committee.

8. To consider the following Member items: -

i. To promote the upgraded broadband in Woore **– Cllrs Beales, Love and Sedgley**

Cllr Love provided the meeting with a verbal update in relation to potential broadband improvements which could impact residents in Knighton. Openreach are currently surveying the levels of interest in fibre broadband improvements. There is no financial impact to the Parish Council in supporting this type of scheme, and it will be publicised through the Parish Council's various channels once known.

Ii. To consider reinstating the Action Log **- Cllr Swan**

Resolved: To reinstate the Action Log.

9. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

a. Staffordshire County Council

The Cabinet met on 24th January to agree the budget – which must balance over the next 5 years. The administration has been unable to reduce services within adult health and social care amid pressures arising from the cost-of-living crisis. There will be an increase of 2% in this area as part of the overall increase of 4.99%.

The contract for substance misuse services commissioned by the County Council is due to be transferred to an alternative provider. Further information is available on the County Council website.

Highways are seeing high numbers of deteriorating roads across the County with

potholes and sinkholes. Residents should be aware that a closure will be exercised along the A53 which is scheduled to last for 44 weeks – but it is hoped these works will be expedited. There has been no contact with HS2 Ltd to ascertain whether they will be pulling out of the pledged community projects which had already been awarded funding.

b. Newcastle-under-Lyme Borough Council

A decision was announced this morning on a planning application at Furnival's Farm – 23/00959/FUL – which was seeking amendments to site location plans.

At the Full Council meeting, Wednesday 14th February, the budget was set for the financial year 2024/25 – which saw an overall increase of 1.99%. The figures for Loggerheads are £1,456.36 for a Band A; £1,699.09 for a Band B; £1,941.80 for a Band C; £2,184.53 for a Band D; £2,669.98 for a Band E; £3,155.45 for a Band F; £3,640.89 for a Band G; and, £4,369.07 for a Band H.

Following the announcement that Martin Hamilton will be leaving Newcastle-under-Lyme Borough Council soon, an Interim Chief Executive and Interim Returning Officer have been appointed from internal selections.

Regarding concerns raised by Parish Councillors over waste disposal at the Car Wash, this has been referred to the relevant Portfolio Holder for a resolution.

Severn Trent will be holding a Community Drop-in session at Ashley Memorial Hall for residents to learn about and better understand infrastructure improvements being proposed within the parish boundary.

c. Staffordshire Police

There have been reports of potentially hazardous substances in Knighton Railway Cutting. The PCSOs are working with residents to properly understand the issue, which has also been referred to the Rural Crime Team for investigation.

The following issues have also been reported: -

- 2x reports of ASB around bikes being driven dangerously in the vicinity of Leighton View.
- 1x report of a van firing a nerf gun on the A53.
- 3 Burglars broke into sheds at various farms around Mucklestone Road, Eccleshall Road and Oakley.
- 1x report of an RTC on the A53.
- 1x report of theft of a camper on Chestnut Road.

10. To receive updates from Members having attended external meetings

Cllr Sedgely provided a verbal update on the formation of a new Committee for Knighton Village Hall, which is now back up to 8 members for the first time since covid.

11. To note the dates of **Loggerheads Parish Council** meetings for March 2024: -

Planning and Environment	7pm, Monday 4th March 2024 at Loggerheads Community Fire Station **(if required)**

Committee	
Personnel Committee	7:30pm, Monday 4th March 2024 at Loggerheads Community Fire Station **(if Planning and Environment Committee is not required, this meeting will be held at 7pm)**
Finance and General Purposes Committee	7pm, Monday 11th March 2024 at Loggerheads Community Fire Station
Full Council	7pm, Monday 18th March 2024 at Loggerheads Community Fire Station

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:49pm

Signed…….

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Report Statement

Report Purpose: To note, consider and approve payments to the value of £6,953.61

Version Control: V1

Author(s): Clerk and RFO

1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of March 2024.

2. Position

Date	Supplier	Amount (£)
25/03/2024	Payroll	£3,820.92
25/03/2024	Officer Expenses	£351.45
30/3/2024	8x8 – VOIP Telephone	£12.00
27/02/2024	A & K Car & Commercials – MOT and Service	£98.00
15/03/2024	BT – Broadband	£73.14
25/03/2024	Cambers Country Stores Ltd – Grounds Maintenance	£39.46
25/03/2024	CCIN - Subscription	£250.00
25/03/2024	Chaffinch Document - Shredding	£43.80
25/03/2024	Clear Insurance	£1,070.95
08/03/2024	FuelGenie+ - Grounds Maintenance Vehicle	£125.01
25/02/2024	Hales Sawmills Ltd - Postcrete	£11.88
25/02/2024	Hales Sawmills Ltd – Post and Postcrete	£74.22
25/03/2024	Hales Sawmills Ltd – Timber Screws	£10.01
25/03/2024	Home & Office – Stationery	£67.71
10/03/2024	O2 – Mobile Phones	£32.40
13/03/2024	Pozitive Energy – Football Changing Rooms	£32.75
25/03/2024	Printerland - Toner	£168.91
25/03/2024	Sam's Garden Machinery – Servicing and Replacements	£671.00
		£6,953.61

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LOGGERHEADS PARISH COUNCIL - FIXED ASSET REGISTER

DATE	ASSET		LOCATION	PURCHASE PRICE	REPLACEMENT PRICE	NOTES
18/04/2023	1.8kg Club Hammer	1	Loggerheads	£11.52	£12.00	
18/04/2023	12" ADJ Spanner	1	Loggerheads	£16.26	£17.00	
18/04/2023	20L Fuel Container	1	Loggerheads	£31.15	£32.00	
18/04/2023	400mm Broom	1	Loggerheads	£12.92	£13.00	
18/09/2004	ACER Laptop	1	Office	£379.99	£500.00	
04/09/2015	ASUS Laptop	1	Office	£229.99	£300.00	
Unknown	ASUS Laptop	1	Office	£1.00	£60.00	
18/04/2023	Axe 370mm	1	Loggerheads	£16.80	£17.00	
18/04/2023	Beet Hoe 165mm Blade 1	1	Loggerheads	£17.78	£18.00	
14/11/2021	Bench	1	Ashley	£309.17	£309.17	
18/08/2021	Bench	1	Loggerheads	£309.17	£309.17	
18/04/2024	Bosch Canvas Bag	1	Loggerheads	£13.98	£14.00	
18/04/2023	Bow Saw Safety 30"	1	Loggerheads	£9.97	£10.00	
18/04/2023	Brushcutter Mitox	1	Loggerheads	£249.00	£300.00	
Unknown	BT Décor 2500	1	Office	£1.00	£30.00	
Unknown	BT Modem	1	Office	£1.00	£30.00	
2017	BT Telephone Kiosk	1	Mucklestone	£1.00	£3,000.00	
Inheritied	Bus Shelter	1	Ashley	£1,286.96	£6,000.00	
Inherited	Bus Shelter	1	Knighton	£1,170.98	£6,000.00	
01/12/2009	Bus Shelter	1	Red Bull	£1,000.00	£6,000.00	
18/04/2023	Carbon Steel Dig Fork	1	Loggerheads	£7.12	£8.00	
18/04/2023	Carbon Steel Dig Spade	1	Loggerheads	£9.81	£10.00	
18/04/2023	Chainsaw Mitox	1	Loggerheads	£233.00	£300.00	
21/09/2021	Defibrillator and Cabinet	1	Loggerheads	£1,399.00	£1,540.00	
Unknown	Digital Voice Recorder	1	Office	£23.31	£70.00	
18/04/2023	Easy Find Hammer	1	Loggerheads	£9.45	£10.00	
18/09/2014	EPSON Workforce WF-2530 Printer	1	Office	£79.99	£100.00	
18/04/2024	Garden / Gravel Rake 14T	1	Loggerheads	£22.19	£23.00	
08/09/2021	Goal Post and Nets	1	Knighton Village Hall Car Park	£1,550.00	£1,600.00	
2010	Grit Bins	23	Various	£1,500.00	£10,000.00	
18/04/2023	Hand Saw 20" / 500mm	1	Loggerheads	£9.25	£10.00	
05/04/2023	Ifor Williams Trailer with Ramps	1	Office	£2,000.00	£3,000.00	
18/04/2023	Lawnmower 20"	1	Loggerheads	£490.00	£500.00	
18/04/2023	Leaf Blower	1	Loggerheads	£190.00	£200.00	
26/06/2023	Lenovo V15 G2 alc Ryzen 7 512gb	1	Office	£420.00	£480.00	
18/04/2023	Mechanics Tool Set 90 PC	1	Loggerheads	£57.00	£60.00	
16/05/2023	Mitsubishi Warrior L200	1	Office	£9,750.00	£10,000.00	
18/10/2023	Mower Ride On	1	Office	£3,265.00	£4,000.00	
18/04/2023	Multi Tool 28 MTA	1	Loggerheads	£349.00	£400.00	
18/04/2023	No. 2 Shovel Poly	1	Loggerheads	£17.85	£18.00	
26/01/2012	Noticeboards	3	Ashley (1); Loggerheads (2)	£1,200.00	£1,500.00	
2012	OPTOMA HDMI Projector	1	Office	£250.00	£800.00	
01/09/2009	Play Equipment	1	Almington; Ashley; Loggerheads; Knighton	£50,000.00	£50,000.00	Insurance Claim in 2017
18/04/2023	Plier Set 3 PC	1	Loggerheads	£18.91	£19.00	
08/06/2023	Polycom Power Supply for VVX 1	1	Office	£20.74	£22.00	
08/06/2023	Polycom VVX 150PoE	1	Office	£71.35	£75.00	
01/01/2021	Portacabins	1	Loggerheads	£30,000.00	£60,000.00	
18/04/2023	Professional Hand Pruners	1	Loggerheads	£25.15	£26.00	
2017 - 2019	RADAR Speed Device	2	Speedwatch Coordinator (Cllr Coulson)	£414.00	£414.00	
2010	RADAR Speed Gun	1	Speedwatch Coordinator (Cllr Coulson)	£500.00	£500.00	
2014 - 2021	RADAR Speed Indication Device	6	Various	£14,500.00	£14,500.00	
Unknown	SCRIPT A4 Laminator	1	Office	£18.99	£30.00	
21/03/2023	Shipping Container	1	Loggerheads0	£2,975.00	£4,000.00	
18/04/2023	Sledge Hammer 10LB	1	Loggerheads	£19.57	£20.00	
18/04/2023	T/Proof TX Star Driver	1	Loggerheads	£13.58	£14.00	
26/06/2023	Xerox B315 Printer	1	Office	£359.76	£400.00	
				£126,766.81	**£187,546.34**	

LOGGERHEADS PARISH COUNCIL - LAND AND LEASES

DATE	ASSET	LOCATION	PURCHASE PRICE	REPLACEMENT PRICE	NOTES
2023	Allotments	Eccleshall Road, Loggerheads	£1.00		Leased from SCC
190	Almington Triangle	Tyrley	£1.00	£500.00	Inherited 1980
1953	Ashley Memorial Hall	Graveley Hill, Ashley	£1.00		Conveyance December 1953
1979	Burntwood Sports Ground	Eccleshall Road, Loggerheads	£1.00	£0.00	Leased from NuLBC in August 1979 for 50 years
1992	Charnes Road	Bell Orchard Play Area, Ashley	£1.00	£25,000.00	Land Registry Certificate 1992
Unknown	Chetwode Close	Knighton	£1.00	£500.00	Common Land
Unknown	East Side of Church Road	Ashley, south of junction with Warmadine Lane	£1.00	£500.00	Common Land
1924	Hales Club and Land	Hales, Tyrley	£1.00		Deed 1924
1982	Hales Club Land Access	Hales, Tyrley	£1.00	£1,000.00	Deed 1982
1965	Heath Grove	Loggerheads, between Broom Lea and Newcastle Road	£1.00	£20,000.00	Common Land 1965 / Community-built Cycle Track
Unknown	Hunters Point	Tadgedale Brook Play Area	£1.00	£25,000.00	Licensed by NuLBC
Unknown	Hugo Way	Loggerheads	£1.00	£5,000.00	Transfer from Taylor Whimpey
1968	Knighton Railway Cutting	London Road, Knighton	£1.00	£25,000.00	Deed 1968
1998	Knighton Village Hall Car Park	London Road, Knighton	£1.00		Leased from SCC in 1998 for 125 years
1980	Little Health Green	Almington	£1.00	£500.00	Inherited 1980
1989	Tinkers Lane Field	Tinkers Lane, Ashley	£1.00	£5,000.00	Land Registry Certificate 1989
Unknown	West Side of Church Road	Ashley, north of junction with Lower Road	£1.00	£500.00	Common Land
			£17.00	**£108,500.00**	

LOGGERHEADS PARISH COUNCIL - DISPOSALS

DATE	ASSET	LOCATION	PURCHASE PRICE	REPLACEMENT PRICE
10/11/2018	ASUS Laptop (2)		£880.00	£0.00
18/01/2024	Ext Ractchet Lopping SR	Waste Disposal	£23.70	£0.00
2020	Gardening Equipment	Loggerheads Pickers and Planters	£300.00	£0.00
2020	Minibus	Lease Company	£0.00	£0.00
2017	Noticeboards (2)	Mucklestone; Hales	£440.00	£0.00
2022	Platinum Jubilee Beacon	Hugo Meynell Primary School	£490.00	£0.00
			£2,133.70	**£0.00**

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Summary of Loggerheads Parish Council Risk Assessments
Considered at Parish Council on 18th March 2024.

NOTE:

The table below summarises the main risks to public money related to council property, activities and employees. The Parish Council receives the information below on an annual basis.

Individual risk assessments are completed for all activities and are reviewed annually and are reviewed as part of the Internal Monitoring process.

No.	Area	Risk	Level	Controls
1	**All areas**	Provision of adequate insurance cover.	Medium	Carry out annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.
2		Slips, trips, falls.	Medium	Parish Council managed areas to be maintained in line with agreed Policy.
3	**Allotments**	Build-up of non-compostable/ hazardous rubbish.	Medium	Work closely with Allotment Association and site managers to ensure continuous monitoring. Periodic site inspections.
4		Parish Council management of site.	Medium	A copy of the lease is provided to the Allotment Association setting out expectations of allotment holders.
5		Vermin on-site.	Medium	Enforce conditions of lease. Periodic site inspections. Instigate appropriate action to deal with any identified problems.
6		Failure to review and collect rents / charges.	Medium	Maintain proper records of income received and banked. Review of invoicing processes to take place in 2024/25.
7		Personal injury.	Medium	Carry out annual review of insurance to ensure that all appropriate risks are covered. Inspect contractor insurance. Ensure that conditions that might lead to physical injury are minimised and properly controlled. Work closely with allotment holders and site managers to ensure continuous monitoring. Periodic site inspections.
8		Management of trees.	Medium	Ensure that any management of trees has appropriate permission and is carried out by responsible and experienced individuals / organisations.
9	**Football Field and Changing Rooms**	Appropriate maintenance completed.	Medium	Continue to ensure: • contracts are in place and enforced. • all contractors on site have relevant and up-to-date insurance. • site is inspected regularly. • Loggerheads Football Club are responsible for the general upkeep of the playing surface.
10		Security, theft and vandalism.	Medium	Liaison with local enforcement agencies. Ensure site is inspected regularly. Maintain Asset Register. Take action (as appropriate) against offenders.
	Loggerheads Community Managed Library	Day-to-day management of Service.	Medium	Clerk and RFO to act as Line Manager for 6 Volunteers. Volunteers are insured under the Parish Council's existing Employer's Liability Policy. Public are insured under the Parish Council's existing Public Liability Policy.
		Energy costs.	Low	Managed by Staffordshire County Council.
		Appropriate compliance regime.	Low	Managed by Staffordshire County Council.
		Appropriate maintenance regime.	Low	Managed by Staffordshire County Council.
11	**Parish Council owned / managed public space**	Maintenance of trees, mowing, planting, winter gritting.	Medium	Regular inspection and review. Continuous maintenance regimes. Report any issues to appropriate Committee.

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Summary of Loggerheads Parish Council Risk Assessments
Considered at Parish Council on 18th March 2024.

No.	Area	Risk	Level	Controls
				All contractors should complete their own risk assessments prior to commencement of work. This document does not include those activities.
		Storage Space.	Medium	New storage arrangements from March 2023. Provides safe, dry and secure accommodation for Parish Council items. Staff using this area must adhere to lone working policies. Documentation being created to ensure effective Health and Safety management of site.
12	**Parish Council Accommodation**	Office.	Low	The Parish Council is based in Loggerheads Community Fire Station, and therefore does not own its own premises.
13		Energy costs.	Low	Managed Staffordshire Fire and Rescue Service and Kier
14		Appropriate compliance regime.	Low	Managed by Staffordshire Fire and Rescue and Kier.
15		Effective maintenance regime.	Low	Managed by Staffordshire Fire and Rescue Service and Kier.
16	**Play Areas**	Bell Orchard.	Medium	• A mix of play equipment installed by both Playdale Playgrounds and Sovereign circa 2009. • Surfacing known to be low in bark pit. • Most of the play equipment is coming to the end of its life. Planning and Environment Committee are exploring options for replacement / refurbishment.
17		Knighton Railway Cutting.	Medium	• A range of play equipment installed by Playdale Playgrounds circa 2009. • Surfacing known to be low in bark pit. • Most of the play equipment is coming to the end of its life. Planning and Environment Committee are exploring options for replacement / refurbishment.
18		Pinfold Lane.	Medium	• A range of play equipment installed by Playdale Playgrounds circa 2009. • Surfacing known to be low in bark pit. • Most of the play equipment is coming to the end of its life. Planning and Environment Committee are exploring options for replacement / refurbishment.
19		Tadgedale Brook.	Medium	• A range of play equipment installed by Playdale Playgrounds circa 2009. License from NuLBC to have play equipment onsite. • Surfacing is known to be low in bark pit. • Most of the play equipment is coming to the end of its life. Planning and Environment Committee are exploring options for replacement / refurbishment.
20	**Insurance cover**	Cover required for: Money, Employers' Liability claim, Public and products liability claim, Fidelity Guarantee, Libel and Slander, Personal Accident, Legal Expenses.	Medium	Quotes received each year for insurance, based on asset register, liabilities and the availability of 3-year undertaking.
21	**Accounts**	Annual precept too high/ too low or not the result of detailed consideration.	Medium	Continue current system with detailed budget based on past year and current year accounts. Committees involved in agreeing budget requirement for forthcoming year. Continue work to agree action plan and strategic priorities to identify future spending requirements.
22		Inadequate monitoring of income/expenditure against budget.	Medium	Full list of monthly payments presented to Full Council. Up to 9 signatories at the bank – Clerk and RFO; Chair of Council; Vice Chair of Council; Committee Chairs; and Committee Vice Chairs – with dual authorisation through Unity Trust Bank.

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Summary of Loggerheads Parish Council Risk Assessments
Considered at Parish Council on 18th March 2024.

No.	Area	Risk	Level	Controls
23		Unlawful expenditure.	Medium	Financial Regulations (based on NALC Model document) in place; reviewed annually. Follow advice of Clerk/RFO that all expenditure is within legal powers. Up to 9 signatories at the bank – Clerk and RFO; Chair of Council; Vice Chair of Council; Committee Chairs; and Committee Vice Chairs – with dual authorisation through Unity Trust Bank.
24		Unauthorised expenditure.	Medium	Report all payments to Council for approval (even if already paid). Up to 9 signatories at the bank – Clerk and RFO; Chair of Council; Vice Chair of Council; Committee Chairs; and Committee Vice Chairs – with dual authorisation through Unity Trust Bank.
25		Accounts not reconciled.	Medium	Bank reconciliation completed each quarter by Scribe. Member Audits completed each quarter by two nominated Member Auditors.
26		Non-standard and/or noncompliant records kept.	Medium	Financial Regulations (based on NALC Model document); reviewed annually. Follow advice of Clerk/RFO and Internal and External auditors.
27		Non-compliance with statutory requirements for completion/ approval/ submission of accounts and other financial returns.	Medium	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
28		Non-compliance with internal audit requirements.	Medium	Appoint appropriately qualified internal auditor annually.
29		Banking.	Medium	Day-to-day banking in line with acceptable practices set out in Financial Regulations. Finance procedures to be reviewed annually. Annual review of management of Council Reserves. Unity account confirmed – up to 9 signatories at the bank – Clerk and RFO; Chair of Council; Vice Chair of Council; Committee Chairs; and Committee Vice Chairs – with dual authorisation through Unity Trust Bank.
30		Risk of loss of income if current bank encounters difficulties.	High	£38,552.38 held in CCLA since June 2023. Introduction of Unity Bank account in November 2023 with funds transferred between Unity and NatWest.
31		Loss of cash through theft or dishonesty.	Medium	The Parish Council does not hold petty cash at any time.
32		Compliance with HMRC Regulations (inc. VAT reclaiming).	Medium	All transactions completed online, and paper copies kept. Internal and external auditor to provide ‘double check’.
33		Best value accountability, e.g. awarding of contracts and services.	Medium	Procurement Policy in place and regularly reviewed. All procurement activity discussed through Finance and General Purposes Committee.
34	**Staff**	Loss of key personnel through ill health or leaving.	Medium	A Business Continuity Plan and “How to Guide” are being created and will be reviewed annually. Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk, if necessary.
35		Physical attacks on staff.	Medium	Personnel Committee ongoing review / updating of all policies and procedures in relation to management of staff. Lone working staff provided with work mobile phone with an easy-to-access emergency call function.
36		Salaries, pensions and associated costs calculated wrongly or paid incorrectly.	Medium	To be reviewed by internal control and internal auditor. Procedures in place and followed.

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Summary of Loggerheads Parish Council Risk Assessments
Considered at Parish Council on 18th March 2024.

No.	Area	Risk	Level	Controls
37	**Administration**	Inadequate access to advice.	Medium	Continue memberships of SPCA/NALC, NACO and other organisations.
38		Loss of computer-based records.	Medium	Records manually backed up by Clerk and RFO quarterly. Information now held in cloud-based system.
39		Finance management systems.	Medium	Scribe; cloud-based system.
40		Loss of hard document records.	Medium	Records kept in locked safe / fire-proof cabinet. Key records to be reviewed and photocopies made.
41		Poor service to customers.	Medium	Complaints procedure in place. Significant issues to be reported to Personnel Committee.
42		Business Continuity.	Medium	Business Continuity Plan and "How to Guide" being developed.
43		Data management.	Medium	Records manually backed up by Clerk and RFO quarterly. Information now held in cloud-based system.
44	**New projects**	Unfamiliar management arrangements.	Medium	As Parish Council takes on additional projects, there are new areas of expertise needed. Parish Council to call on skills of partners to ensure effective procurement and management arrangements. Ensure consultation with relevant individuals and organisations.
45	**Assets**	Protection of physical assets (inc. land).	Medium	Land insured; reviewed annually. Test Insurance market annually or following a 3-year undertaking and assess insurance values at that point.
46	**Legal Liability**	Ensuring activities are within legal powers.	Medium	Clerk and RFO to clarify legal position on any new proposal. Legal advice to be sought where necessary. General Power of Competence not in place.
47		Proper and timely reporting via the Minutes.	Medium	Council and Committees always receive and approve Minutes of meetings. Minutes made available to press and public via the website.
48	**Councillors propriety**	Registers of Interests and gifts and hospitality in place.	Medium	Code of Conduct reviewed and approved annually. Support received from Monitoring Officer at NuLBC.

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Loggerheads Parish Council - Committee Dates 2024/25

2024

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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2025

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Mar	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo
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School Holidays
Bank Holidays
Annual Parish Council
Full Council
Finance & General Purposes
Personnel
Planning & Environment

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Loggerheads Parish Council
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Market Drayton Road
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T: 01630 673426
E: clerk@loggerheads-pc.gov.uk
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In attendance: Cllrs Beales, Butterworth, Fox, Hodgkins, Lee, Love, Sheard, Swan, Swetman and Wellard.

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 11TH MARCH 2024

1. To receive and consider apologies for absence

   Apologies were received from Cllr Roberts (Personal).

2. To note declarations of Members' interests

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 12th February 2024

   Resolved: To sign the Minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. To note the year-to-date financial position for the Parish Council **(attached)**

   Noted

6. To consider the end of year financial position for the Parish Council

   The Clerk provided the meeting with a verbal update relating to a potential underspend by 31st March 2024 – taking into consideration the anticipated payments for March of £5,173.26, plus £6,000 which is being carried forward to supplement the 2024/25 precept and the earmarked reserves of £24.923.55 – the underspend is anticipated to be £5,773.96.

7. To consider the following grant applications: -

   NONE

8. To consider the following governance documents: -

   NONE

9. To consider matters relating to communications

NONE

10. To consider matters relating to Parish Events

    a. To consider matters relating to the 80th Anniversary of D-Day in 2024 **– Cllr Swan**

    Cllr Swan provided the meeting with a verbal update regarding the event.

    - Two entertainers have been secured with more to follow.
    - Local branches of the armed forces have been contacted and have expressed an interest in attending.
    - An ice cream van has been secured, and an external catering truck has been identified.
    - A local sign maker has been approached about. It is intended that local stalls will be given space to sell their wares also.
    - St. John Ambulance Service and local First Responders have been approached to provide health and safety support.
    - A contact has also been identified relating to Ashley Young Farmers as they may also be interested in attending.

11. To receive updates in relation to ongoing projects

    a. Burntwood Community Area (formerly 'LV1')

    A discussion between the Parish Council and Borough Councils in December 2023 confirmed the contents, and it is hoped this will be received by the Parish Council shortly.

12. To consider the following Member Items: -

    NONE

13. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 15th April 2024** at Loggerheads Community Fire Station

    Noted

Chair: Cllr M. Lee
Clerk: B. Minshall

Close of meeting: 19:30 pm

Signed…….

Loggerheads Parish Council
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W: www.loggerheads-pc.gov.uk

In attendance: Cllrs Beales, Brown, Butterworth, Fox, Hodgkins, Lee, Love, Roberts, Swan, Swetman and Tomson

MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 4TH MARCH 2024

1. To elect a Chair of the Planning and Environment Committee for March and April 2024

   Resolved: To elect Cllr Love as the Chair of Planning and Environment Committee for March and April 2024.

2. To receive and consider apologies for absence

   There were no apologies for absence.

3. To note declarations of Members' interests

   There were no declarations of Members' interests.

4. To approve and sign the minutes of the Planning and Environment Committee meeting held on Monday 5th February 2024

   Resolved: To sign the Minutes as a true and accurate record.

5. Public Question Time

   A resident of Loggerheads addressed the Committee regarding the recent refusal of the 23/00002/OUT – a planning application for 150 homes on Mucklestone Wood Lane – and the likely appeal which is presumed to be forthcoming. It was reiterated the Parish Council objected to the application and would likely centre any further argument around housing allocations in respect of both the Loggerheads Neighbourhood Plan and the Emerging Local Plan.

6. To consider the following planning applications: -

   Application No: 24/00100/AGR
   Proposal: General purpose agricultural building
   Location: Blore Farm Flash Lane Blore Heath

   Resolved: To make no objection nor submit any comment.

7. To note the following planning applications having been decided by NuLBC: -

Application No: 23/00959/FUL
Proposal: Application for variation of condition 2 of planning permission 23/00529/FUL to amend the layout of the approved plans
Location: Napley Lodge Farm Napley Road Napley
Decision: **Permitted**

Noted

8. To consider matters relating to Play Equipment and Play Areas

The Clerk provided the meeting with a verbal update in relation to issues within the existing Play Areas whereby there were several elements of damaged equipment – which has been removed from both Pinfold Lane, Almington and Tadgedale Brook, Loggerheads; but is still to be removed from Knighton Railway Cutting.

An enquiry has been made to the Council's Insurer surrounding potential replacement of existing play equipment, which can be done through paying the excess on the policy, but it is then unknown how that would affect the premium in future years.

A potential supplier recently conducted site visits of all four Play Areas and indicated that full refurbishment would fall somewhere in the region of £50,000. It may be the case that key stakeholders and partner organisations can be approached.

A detailed report will be brought to a future meeting of the Committee as and when information becomes available.

9. To consider the following Member Items: -

NONE

10. To note the date of the next **Planning and Environment Committee** meeting as **7pm, Monday 8th April 2024** at Loggerheads Community Fire Station **(if required)**.

Noted

Chair: Cllr J. Love
Clerk: B. Minshall

Close of Meeting: 19:32pm

Signed…….

Loggerheads Parish Council
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In attendance: Cllrs Beales, Lee, Love, Roberts, Swan, Swetman and Wellard.

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 4TH MARCH 2024

1. To receive and consider apologies for absence

   There were no apologies for absence.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Personnel Committee meeting held on Monday 4th September 2023

   Resolved: To sign the Minutes as a true and accurate record, subject to the addition of an update to item 6 concerning staff appraisals.

4. Public Question Time

   There were no Members of the Public in attendance.

5. **PART TWO**
   It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 6 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

   Resolved: To enter closed session.

6. To receive and note the annual staffing appraisal for the Grounds Maintenance Officer.

   Noted

7. To note the date of the next **Personnel Committee** meeting as being held **7:30pm on Monday 3rd March 2025** at Loggerheads Community Fire Station

   Noted

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:57pm

Signed…….

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