

## **MINUTES**

### **OF THE MEETING HELD AT TICKLERTON VILLAGE HALL**

**ON MONDAY 18<sup>th</sup> FEBRUARY 2019 AT 7.30PM**

#### **013/19 - Present**

Cllr. T Madeley -Acting Chairman of the meeting  
Cllr. P Jenkins  
Cllr. S Jones  
Cllr. B Orme

#### **Apologies for absence were accepted from:**

Cllr. G Watts and Cllr. L Gray

#### **In Attendance**

Clerk, Mrs J de Rusett and Unitary Cllr. C Motley

#### **014/19 - Declarations of Interest relating to this meeting.**

Members are requested to declare any Disclosable Pecuniary or Personal Interests they may have in matters to be considered at this meeting in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

No declarations were made.

#### **015/19 – Public question time**

No members of the public attended.

#### **016/19 - Approval of the Minutes of the meeting held on 21<sup>st</sup> January 2019**

The Minutes of the parish council meeting held on 21<sup>st</sup> January 2019 had been circulated and considered by the councillors. No objections were raised to them.

Cllr. Jenkins **proposed** that the Minutes be approved by the members.

Proposal **seconded** by Cllr. Orme

**Vote:** by a unanimous vote the members present approved the Minutes and they were duly signed by the Acting Chairman as being a true record of the meeting.

#### **017/19 Matters arising from the Minutes of the meeting on 21<sup>st</sup> January 2019 not dealt with elsewhere on the Agenda**

All matters arising were dealt with elsewhere on the Agenda.

#### **018/19 – Unitary Councillor Motley’s Report**

Cllr. Motley emphasised the need for the parish to carry out a Housing Needs Survey, given especially that the parish plan was out of date. Cllr. Orme felt that there is a need for affordable rented accommodation in or near this parish – his business is having to recruit workers from as far afield as Hereford and Welshpool.

There have been ongoing debates at Shropshire Council about the CIL payments due to parish councils: Mark Barrow speaking at an RSN meeting admitted SC had dealt with the matter badly and he recognised how much Shropshire Council has disconnected with town and parish councils over a range of issues. There has been a re-shuffle in the Cabinet, and Gwilym Butler of Cleobury Mortimer has been appointed. With Mark Barrow, she hopes they will ensure that the focus of the Cabinet is longer just Shrewsbury and the north of the county.

Rural Services Network continues in its efforts to get the government to concentrate on delivering a rural strategy. They are producing a template showing what is not working in rural areas, citing examples of under-funding, lack of rural transport etc. and are offering proposal for how issues can be tackled. Mark Barrow at Shropshire Council is taking this on board and wants to develop a rural strategy for Shropshire: she is meeting him later this week to work with him on the subject. One of the areas they will be looking at is strengthening the role of the AONB.

The impact Brexit and the possibly of no-deal is having on the local rural economy was discussed. Its impact on one major local business is quite significant.

### **019/19 – Minor Highway & Environmental matters**

The Clerk reported she had spoken to Mr Parry, who confirmed he has not as yet been around the parish with a JCB clearing ditches and laybys, but hopes to start the work shortly.

Cllr. Orme reported that SC have carried out quite decent repairs to roads around Wolverton and Cllr. Madeley confirmed the road between Eaton and Harton has been greatly improved.

As the EMO's pay rate has not been increased for some years, Cllr. Madeley **Proposed** that the rate should be increased from £10 to £12.00 per hour with effect from 1<sup>st</sup> April 2019.

**Proposal seconded** by Cllr. Jenkins

**Vote:** The pay increase was unanimously supported by the members.

### **020/19 - Correspondence and Communications**

The councillors considered the following items, none of which required a response.

1. Bundle of emails passing between Clerk and Ms Maria Howells, Housing Enablement Officer at Shropshire Council re a Housing Needs Survey for the parish – matter to be dealt with at Item 10 on the Agenda.
2. 28.01.19 – Notification from Planning Department re 18/04850/FUL – application for alterations and additional office and storage space at Eaton Manor, Eaton Under Heywood SY6 7DH - Planning permission granted 28.01.19
3. 08.02.19 – letter from SALC re closure of A&E Department at Princess Royal Telford Hospital: all A&E matters will be dealt with at Shrewsbury Hospital, which

will become a specialist Emergency Care site; Telford will be a dedicated Planned Care site. No start date for these arrangements given.

4. Internal Audit Control Questionnaire for 2018 – 2019 audit. Completed and returned to Mrs S D Hackett, auditor.

### **021/19 – Consideration of a Housing Needs Survey and review of Parish Plan**

The Clerk will liaise with the Chairman about setting up a meeting with Maria Howells, the Housing Enablement Officer of Shropshire Council, to explore a Housing Needs Survey and will report back at the next meeting.

A possible review of the Parish Plan was discussed. The Parish Plan was produced in April 2013. It was funded by a grant of £750 and cost slightly over that to produce. The Clerk had circulated questionnaires to every house in the parish and the results had been analysed and produced in graph form by Lisa Bedford at Shropshire Council. There are no longer any grants available for Parish Plans and Lisa Bedford no longer works for Shropshire Council. It is difficult to see, therefore, how a new Parish Plan could be produced without a significant increase in the Precept. It was agreed to review the matter if and when a Housing Needs Survey is carried out.

### **022/19 – Finance Report for 18<sup>th</sup> February 2019**

1. **Precept Fund:** balance b/fwd from January 2019 **£3,257.00**

#### **LESS Cheques authorised to be drawn on Precept funds on 18.02.19**

1. Clerk's net February 2019 net salary	£132.36	
2. HMRC – PAYE on Clerk's February 2019 salary	£ 25.20	
3. ICO – data protection annual registration fee 2019/2020	£ 40.00	
4. <u>Administrative expenses paid by Clerk in February 2019 on behalf of parish council and reclaimed by her</u>		
• Contribution towards telephone/Broadband provision for February 2019.	£15.00	
• 12 x 2 <sup>nd</sup> class stamps	£ 6.96	
• 2 x lever arch files & 2 pkts file dividers	£ 6.00	
• Electricity for TVH on 18.02.19	£ 4.00	
• Travelling expenses claimed at 45p per mile 18.02.19 – to Craven Arms for Clerk's meeting 15 miles claimed as cost shared with Diddlebury PC 18.02.19 – to Ticklerton Village Hall – 45 miles Total mileage: 60 miles @ 45p	£27.00	
Total of Clerk's February 2019 expenses	£58.96	£ 58.96
		<u>£256.52</u>
<b>Balance of Precept Fund c/fwd to March 2019</b>		<b><u>£ 256.52</u></b> <b><u>£3,000.48</u></b>

#### **2. Ring-fenced sums held by Eaton Under Heywood & Hope Bowdler Parish Council**

- **Environmental Grant:** balance b/fwd from January 2019 **£2,231.18**  
No claims made in February 2019

• <b>Transparency Code grant:</b>		
<b>Corrected</b> balance b/fwd from January 2019	<b>£932.17</b>	
<b>Less:</b> Inv. No. 201902-452 Stretton Internet 09.03.19	<u>£ 30.00</u>	
<b>Balance c/fwd to March 2019</b>	<u>£902.17</u>	<u><b>£902.17</b></u>

Cllr. Madeley **Proposed** that the above listed cheques be duly authorised for payment  
**Proposal seconded by:** Cllr. Jones  
**Vote:** Proposal carried by an unanimous vote.

**3. Total funds held by parish council following this meeting:**

• <b>Precept Fund</b>	<b>£3,000.48</b>
• <b>Environmental Grant Fund</b>	<b>£2,231.18</b>
• <b>Transparency Code grant</b>	<b><u>£ 902.17</u></b>
	<b><u>£6,133.83</u></b>

**4. Bank Statement/Cash Book Reconciliation**

HSBC Bank Statement number 88 was presented to members to verify the Clerk's reconciliation between the bank statements and the parish council's Cash Book. Cllr. Jones duly verified the reconciliation.

**023/19 – Review of administrative procedures and assistance**

The Clerk reported she had raised her difficulties at the SALC Clerk's Meeting and SALC have agreed to assist with procedures she is having difficulty with, with effect from 1<sup>st</sup> April 2019.

**024/19 – Review of items for Annual Audit including Strategic Risk Assessment, Financial Regulations and Fixed Asset Register.**

024/19/1 – Strategic Risk Assessment. The Clerk had circulated this document to councillors ahead of the meeting. In her view it needed no amendment this year having been comprehensively amended in 2018 to take account of GDPR and the new audit regime. Members agreed it needed no amendment this year.

024/19/2 – Financial Regulations. These had been adopted in 2015. The Clerk has reviewed them and made minor amendments to reflect the fact that the parish council no longer has an external audit. The document had been circulated to members ahead of the meeting for their consideration.

Cllr. Madeley **Proposed** that the amendments to the Financial Regulations be approved and adopted.

**Proposal seconded** by Cllr. Jones

**Vote:** Proposal carried by an unanimous vote in support.

024/19/3 – Review of Fixed Assets Register. The Fixed Assets Register had been circulated to councillors ahead of the meeting. The Clerk suggested that it needed to be amended this year by the deletion of Item I – a First Responder's Kit valued at £100, on the basis this had been awarded 9 years ago and must by now be defunct.

Cllr. Madeley **Proposed** that the First Responder's Kit be deleted from the Fixed Assets Register, making £3,041.01 the total of assets owned by the parish council as at 31.03.19.

**Proposal seconded** by Cllr. Jones

**Vote:** Proposal carried by an unanimous vote in support.

**025/19 - Questions for the Chairman**

No questions were raised.

There being no further business to conduct, the Acting Chairman closed the meeting at 8.35pm

**Date & Venue of the next Parish Council meeting,**

**Monday 18<sup>th</sup> March 2019 at Hope Bowdler Village Hall – 7.30pm**

**SIGNED** Graham Watts

**DATED:** 18<sup>th</sup> March 2019