

## **MINUTES**

### **OF THE MEETING HELD AT HOPE BOWDLER VILLAGE HALL**

**on MONDAY 18<sup>th</sup> NOVEMBER 2019 at 7.30pm**

#### **098/19 - Present**

Cllr. P. Jenkins– Acting Chairman for the meeting  
Cllr. C. Pugh  
Cllr. L Gray  
Cllr. T Madeley  
Cllr. S Jones  
Cllr. B Orme

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

Cllr. G. Watts

#### **In Attendance**

Clerk, Mrs J de Rusett, Unitary Cllr. C Motley. No members of the public attended.

#### **099/19 - 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 of interest were made.

#### **100/19 – Public question time**

No members of the public attended.

#### **101/19 - Approval of the Minutes of the meeting held on 16<sup>th</sup> September 2019**

The Minutes of the Parish Council meeting held on 16<sup>th</sup> September 2019 had been circulated and considered by the councillors. No objections were raised to the Minutes.

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

Proposal **seconded** by Cllr. Pugh

**Vote:** The members present voted to approve Minutes of 16<sup>th</sup> September 2019 and they were duly signed by the Acting Chairman as being a true record of the meeting.

#### **102/19 Matters arising from the Minutes of the meeting of 16<sup>th</sup> September 2019 not dealt with elsewhere on the Agenda**

093/19 – Housing Needs Survey: The Clerk reported she had included details of the forthcoming Housing Needs Survey in the Honeygot parish magazine and she had placed posters on local notice boards. Additional copies of the posters were taken by councillors for wider distribution.

### **103/19 – Reports**

#### 103/19/1 – Clerk’s Report

The Clerk reported on the New Website Accessibility Guidelines course she attended on 30<sup>th</sup> October. She had also studied a very lengthy documents prepared by NALC on the subject. After discussion the members decided the provisions of these guidelines and the cost involved are far too onerous for a small parish council to be expected to deal with.

#### 103/19/2 – Unitary Councillor’s Report

The Clerk enquired when Cllr. Motley’s proposed Chair’s meeting with the Highways Department’s representatives will take place: this parish council has several highways matters which are being persistently ignored. (Min. ref. 091/19). Cllr. Motley advised she is still seeking a suitable date.

Unitary Cllr. Motley reported on SC’s current budget plans which have been delayed by the election. She is anxious that extra funding be made available to help protect local vulnerable children from getting involved in county lines drug running. Cllr. Orme confirmed this is a serious issue with local children being targeting by gangs from Liverpool and Birmingham. Cllr. Motley hopes funding will be available for mobile outreach youth workers to be appointed.

Cllr. Motley advised a review of the Corvedale parish boundaries may occur. Seifton hamlet is bisected by the parish boundary: part is in Diddlebury and the rest in Culmington: different planning criteria apply to each half, which is causing difficult planning problems. Stanton Lacy also has boundary issues. Cllr. Motley suggested getting Chairs and Clerks together after Christmas to discuss boundaries, so that we can have a plan ready ahead of the Boundary Commission getting involved.

Cllrs. Orme and Pugh raised queries with Cllr. Motley about the forthcoming Housing Needs Survey and questioned its purpose. Cllr. Motley assured them it was to ascertain what housing is actually needed in the parish and is not a method of getting huge estates built in rural areas.

### **104/19 – Planning matters**

#### Report on Chairman’s Action taken in respect of application 19/03983/FUL – conversion and extension of domestic garage to form a separate dwelling at Hysbatch, Ticklerton.

This application was not received in time to be dealt with at the September meeting and an application for an extension of time made to the Planning Officer was refused. The Chairman of the meeting duly authorised that the application be dealt with under Sections 27(f) to 27(n) of the parish council’s Standing Orders. A group of councillors consisting of Cllr. Jenkins, Cllr. Jones, Cllr. Madeley and Cllr. Pugh duly met pursuant to the provisions of S.O. 27 and resolved unanimously to support the application. The Clerk duly notified the Planning Officer of the decision.

## **105/19 – Minor Highway & Environmental matters**

The EMO's account for £868 - which covered the whole year - was discussed. He had been asked to submit monthly figures but had failed to do so. After consideration Cllr. Pugh proposed that the account be paid, proposal seconded by Cllr. Madeley and passed unanimously. The Clerk was instructed to write to the EMO advising him that unless monthly accounts are received in future, his claims may not be paid. He is also to be pressed for an estimate to renovate the bus shelters as the figure is needed for the precept budget.

The perennial problem of the drain silting up by the old railway bridge at Eaton was discussed. It will be raised at Cllr. Motley's proposed meeting with Cllrs. Chapman and Morgan. Cllr. Pugh reported that the flooding in Darby Lane by Whitefields Farm is so bad at times that neither cars nor pedestrians can get through it – only tractors. He will provide the Clerk with photographs at the next meeting. In the meantime she will raise it again with Highways. Cllr. Pugh also reported there is a large pothole in the lane by Ticklerton Village Hall – a car had a burst tyre last week as a result.

Cllr. Madeley reported that Highways came out last year and marked up areas of the lane from the old railway bridge to the bridge in Eaton to be repaired. However, no repairs took place and the markings have all gone.

The parish council gives its thanks to all those people in the parish who helped clear up after recent flooding episodes, especially Michael at Whitefields Farm, Eaton.

## **106/19 – Consideration of Correspondence and Communications**

The councillors considered the following items and discussed any necessary responses:

1. 11.11.19 – email from Ms S Magar, Senior Archivist at Shropshire Museums and Archives Team acknowledging the Minutes Books, Accounts and other Eaton and Hope Bowdler Parish Council records the Clerk had sent to the Archives for future preservation.
2. Correspondence between parish council and HSBC bank re issues with and changes to mandate.
3. Email 15.09.19 from Clerk to Graham Reynolds, EMO advising him of Clerk's change of address, asking for works to be carried out around the parish including around the war memorial, asking for a quotation for work needed on the bus shelters and asking for his time sheets. Time sheets received 15.11.19 – quotation awaited.
4. 04.11.19 – email from David Howard, Chair, Strettons CLP Steering Group seeking councillors' views on four specific topics in the Stretton Community Led Plan (the next step following a Housing Needs Survey). The questions are:
  - What do the Strettons means to your community?
  - How does your locality contribute to the quality of life in the Strettons?
  - What are your needs that we should consider?
  - What are the opportunities and challenges that face us in the coming years, and to which a common response may be of benefit to all?

5. Notification from Planning Officers re 19/03260/FUL – application for the erection of part two storey/part single storey extension to dwelling Yew Tree Cottage, Soudley.  
 Planning permission granted 29.10.19

Councillors agreed that no items needed a specific response.

**107/19 – Financial matters to be considered – November 2019**

**107/19/1 – Finance Report for October & November 2019**

1. **Precept Fund:** balance b/fwd 16.09.19 **£4,520.74**  
**Less: Cheques to be authorised for payment on 18.11.19**

1. Clerk's net salary for October & November 2019 £298.66

2. HMRC – PAYE on Clerk's Oct./November 2019 salary £ 74.80

3. Administrative expenses paid by Clerk in October/November 2019 on behalf of parish council and reclaimed by her

- Contribution towards telephone/Broadband provision for Oct/November 2019 @ £20 p.m. £40.00
- 12 x 2<sup>nd</sup> class stamps & 1 x 1<sup>st</sup> class £ 7.32

- Travelling expenses claimed at 45p per mile  
 30.10.19 – to Lords Hill Hotel, Shrewsbury for training course on New Website Accessibility Guidelines – 65 miles (NB cost shared with Diddlebury Parish Council which paid the course fee)  
 18.11.19 – to Hope Bowdler Village Hall for Parish council meeting – 40 miles

Total mileage: 105 miles @ 45p £47.25  
 Total of Clerk's Aug/Sept. 2019 expenses £94.57 £ 94.57

£468.03 £ 468.03

**Balance of Precept Fund c/fwd to January 2020 **£4,052.71****

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

- **Environmental Grant:** balance b/fwd from Sept. 2019 £1,659.68  
 LESS: Time sheets submitted 15.11.19 covering period 10.01.19 to 09.11.19: 22 hours claimed at £10 p. h and 49 hrs @ £12, plus 135 miles @ 45p per mile. Total: £ 868.75  
£ 790.93 **£790.93**

- **Transparency Code grant:** - balance b/fwd from Sept. £629.17

**Less:** Invoices from Andy Holmes re IT assistance (paid by Clerk and reclaimed by her)

8.10.19 – connecting & setting up computer following Clerk's move to Pipe Aston: researching best Broadband options £20.00

12.11.19 – collecting mal-functioning computer, taking to workshop, updating Windows 10 and

reconfiguring, Returning and setting up in Pipe Aston	<u>£45.00</u>	
	£65.00	<u>£ 65.00</u>
	£564.17	<u>£564.17</u>

- **Neighbourhood Fund grant/CIL received 26.04.19** **£3,145.35**

Cllr. Pugh **Proposed** that the cheques listed above be authorised for payment

**Proposal seconded** by Cllr. Gray

**Vote on proposal:** Unanimously supported by the members.

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

- |                                   |                         |
|-----------------------------------|-------------------------|
| • <b>Precept Fund</b>             | <b>£4,052.71</b>        |
| • <b>Environmental Grant Fund</b> | <b>£ 790.93</b>         |
| • <b>Transparency Code grant</b>  | <b>£ 564.17</b>         |
| • <b>Neighbourhood Fund</b>       | <b><u>£3,145.35</u></b> |
|                                   | <b><u>£8,553.16</u></b> |

### **107/19/2 - Bank Statement/Cash Book Reconciliation**

HSBC Bank Statements numbers 095 and 096 were presented to members to verify the Clerk's reconciliation between the bank statements and the parish council's Cash Book: Cllr. Jones verified the reconciliation.

### **107/19/3 – Initial consideration of Precept Budget for the financial year 2020 – 2021.**

The Clerk had prepared and circulated to members a draft Precept Budget for the financial year 2020 – 2021.

The Budget was not complete as certain figures are awaited from Shropshire Council and councillors need to reach decisions on various items before the budget can be finalised at the January 2020 meeting. Although the financial year 2019/2020 is not yet complete, it appears that the Precept sum budgeted - £4,686 - has not been exceeded and adequate reserves will be carried forward. It was agreed that no application will be made to Shropshire Council for an environmental maintenance grant as that would make the existing reserve of £790 subject to recoupment. As maintenance work is needed on the bus shelters it is likely that a figure of £500 will be added to the Precept budget for asset maintenance. A sum for contingencies – training courses, councillor's expenses etc. is suggested in the sum of £350. A preliminary 2020/2021 Precept of approximately £5,100 will be considered and finalised at the January meeting.

### **108/19 – Adoption of a Resolution to add the Clerk to the parish council's HSBC bank mandate and completion of the necessary mandate forms.**

The Clerk reported on difficulties which had arisen in September with HSBC not recognising a signature on a document presented to it, which resulted in HSBC suspending the parish council's account. The major difficulty encountered was initially no one at the bank would deal with the Clerk as she is not a signatory to the account, but she was the only one with relevant information. The Clerk obtained signatures to an authority from the Chairman and Cllr. Madeley and had visited HSBC in Shrewsbury on 4<sup>th</sup> November and eventually succeeded in getting the suspension lifted. HSBC were however insistent that the Clerk must be added to the mandate so they can deal with her directly in the future. She has obtained and completed all the necessary mandate documents and asks the members to pass a Resolution adding her to the bank mandate, and to complete the relevant mandate forms tonight.

The Acting Chairman, Cllr. Jenkins **proposed** that the Clerk be added to the HSBC bank mandate and that the necessary forms be signed and lodged with the bank.

Cllr. Madeley **seconded** the proposal

**Vote:** the members voted unanimously in support of the proposal.

Cllr. Watts had already signed the mandate form and it was now also signed by Cllr. Orme, Cllr. Madeley, Cllr. Pugh, Cllr. Jones and the Clerk. She will lodge the mandate with the HSBC once these Minutes have been approved.

### **109/19 - Questions for the Chairman**

No questions were raised.

There being no further business to conduct, the Acting Chairman closed the meeting at 8.50pm

**Date & Venue of the next Parish Council meeting  
Monday 20<sup>th</sup> January 2020 at Ticklerton Village Hall – 7.30pm**

**SIGNED**     *P. G. Jenkins*    

**DATED:**     20<sup>th</sup> January 2020