

MINUTES

OF THE MEETING HELD REMOTELY VIA ZOOM

on MONDAY 19th APRIL 2021 at 7.30pm

034/21 - Present via Zoom:

Cllr. G. Watts - Chairman
Cllr. L Gray
Cllr. S Jones
Cllr. B Orme
Cllr. Madeley
Cllr. C Pugh
Cllr. P Jenkins

Apologies: were received from Unitary Cllr. Motley

In Attendance

Clerk, Mrs J de Rusett and three members of the public

035/21 - 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.

036/21 – Public question time

No issues were raised.

037/21 – Approval of the Minutes of the meeting held on 15th March 2021

The Minutes of the Parish Council meeting held on 15th March 2021 had been circulated and considered by the councillors. Amendments were made to paragraph 025/21 to the councillors' satisfaction.

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

Proposal **seconded** by Cllr. Jones

Vote: The members present voted unanimously to approve the Minutes of 15th March 2021 and they were duly signed by the Chairman as being a true record of the meeting.

038/21– Matters arising from the Minutes of 15th March 2021

031/21/1 – possible purchase by the parish council of a speed indicator device.

At the March meeting the Clerk had been asked to establish the maintenance cost of such a unit and how much it would cost the parish council to insure it. She responded:

Maintenance cost: TWM advise the units don't need maintenance – just an occasional clean. It comes with a 2 year warranty which can be extended by a further 3 years at a cost of £150. Thus the total cost including delivery and installation would be £4,2515.00 plus VAT.

The Westcotec SID costs £94.50 more than the basic TWM unit, but comes with a six year warranty, so overall it is slightly cheaper.

Our insurance brokers, Came & Co. have yet to respond to the insurance cost request. The Chairman wishes to await the insurance information before committing the parish council to purchasing a unit. It was therefore agreed that the selection of a unit to be purchased be deferred to the May meeting.

031/21/2: The Clerk confirmed she has reported the overhanging trees near Waen Farm to Highways.

031/21/3: The state of the road between Hope Bowdler and Ticklerton had also been reported to Highways. Oddly, some of the potholes have now been filled in but others adjacent to repaired potholes have been left. Cllr.Jones confirmed an insurance claim is being pursued against Shropshire Council for tyre damage.

039/21 - Reports

The Clerk reported on the forthcoming elections. For the seven councillor places available, only six nominations had been received and thus no contested election will take place in this parish, other than for the Unitary Councillor and the Police & Crime Commissioner posts. The election will cost the parish £100.

The parish council is entitled to co-opt a further member to the council: the power to co-opt has to be exercised within 35 days of the elections on 6th May, and thus can be exercised at the meeting on 17th May.

The Chairman reported he is continuing to press Mr Rod Lake for action to be taken to enforce the speeding issue in Hope Bowdler.

040/21 – Planning Matters

Cllr. Motley had indicated to the council that the Planning Committee have still not set a date for the hearing of the Ragdon application – 20/03751/FUL. As she understood the situation the delay was due to investigations being carried out re water courses.

041/21 – Consideration of Correspondence and Communications

The councillors considered the following items:

1. Notification from Shropshire Council Planning Department advising of the erection of two new agricultural buildings at Claybrook Farm, Wall Under Heywood – planning ref. 21/01192/AGR. This is sent for information only and is not for consideration by the parish council.
2. Notification from SALC that Clive Leworthy has taken over the role of secretary to the South Shropshire Area Committee. We are asked to appoint a representative from the parish council to attend the meetings, and to provide their details to Mr Leworthy.
3. Emails from Clerk to the bookings secretaries of Ticklerton Village Hall and Hope Bowdler Village Hall, advising them of the parish council’s meetings from 17th May 2021 onwards. Both confirmed that the dates for 2021/2022 are available and booked.
4. Email Clerk to Highways re dangerous and overhanging trees on Hope Bowdler/Soudley road and about the state of the road Hope Bowdler to Ticklerton. Advising of damage to vehicles caused by the potholes and seeking insurance details from Shropshire Council.
5. Response from Highways to the above emails. Ref. SR-142535-NSFOM7 re the trees complaint, and SR-142537-B8BOZO re the state of the road. For claims regarding potholes they advise emailing: insurance@shropshire.gov.uk quoting SR-142537-B8N0z0.
6. Email from Chairman advising police action should be taken in the next few weeks to catch those speeding through Hope Bowdler. Police have been asked to issue tickets not cautions.
7. Notification from Shropshire Council that there will not be contested elections for Parish Councillors in Eaton Under Heywood and Hope Bowdler Parish.

042/21 – Highways and Environmental matters, to include measures to enforce the speed limit through Hope Bowdler

The SID unit had been discussed under Matters Arising. No other issues were raised.

043/21/1– Financial Matters: Finance Report for April 2021

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| 1. Precept Fund: balance b/fwd from March 2021 | £4,167.42 |
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Cheques to be authorised for payment on 19.04.21

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| 1. Clerk’s net salary for April 2021 | £160.06 |
| 2. HMRC – PAYE on Clerk’s April 2021 salary | £ 39.80 |
| 3. <u>Administrative expenses paid by Clerk in April 2021 on behalf of parish council and reclaimed</u> | |
| • Contribution towards telephone/Broadband provision for April 2021 @ £20 p.m. | £20.00 |

• Lever arch file, dividers, A4 paper	£ 5.60		
• Travelling expenses claimed at 45p per mile 12.04.21 -Travelling to Hope Bowdler, Ticklerton and Eaton to liaise with Chairman & collect documents; to post up notices of nominations for elections, to sweep out bus shelters and remove rubbish. Total mileage: 35 miles		<u>£15.75</u>	
Total of Clerk's April 2021 admin. expenses	<u>£41.35</u>	<u>£ 41.35</u>	
		<u>£241.21</u>	<u>£ 241.21</u>
Balance of Precept Fund c/fwd to May 2021			<u>£3,926.21</u>

Cllr. Orme **proposed** that the cheques listed above be approved for payment by the parish council

Proposal **seconded** by Cllr. Jones

Vote: members voted unanimously in support of the proposal.

2. Ring-fenced sums held by Parish Council

<u>Environmental Grant:</u> balance b/fwd from March 2021	£ 145.93
<u>Transparency Code grant:</u> - bal. b/fwd from March 2021	£ 271.17

<u>Neighbourhood Fund grant/CIL</u> received 26.04.19	<u>£3,145.35</u>
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3. Total funds held by parish council following presentation of the above cheques:

• Precept Fund	£3,926.21
• Environmental Grant Fund	£ 145.93
• Transparency Code grant	£ 271.17
• Neighbourhood Fund	<u>£3,145.35</u>
	<u>£7,488.66</u>

4. Bank Statement/Cash Book Reconciliation

HSBC Bank Statement numbered 114 was presented to members to verify the Clerk's reconciliation between the bank statements and the parish council's Cash Book.

Cllr. Orme carried out the verification.

043/21/2 – Audit 2020/2021 matters:

The Clerk had circulated for verification at this meeting the Schedule of All Receipts and Payments made in 2020/2021, which showed total receipts of £12,725.15, less total payments of £4,995.58, leaving a balance to be carried forward to 2021/2022 of £7,729.57. This balance was confirmed by the Cash Book/ Bank balance reconciliation performed by the Clerk for the 2020/2021 Audit.

Cllr. Gray **proposed** that the Council approve these two documents

Proposal **seconded** by Cllr. Pugh

Vote: Unanimous vote in favour of the proposal.

043/21/3 – further Audit 2020/2021 matters:

The Clerk advised she had reviewed the parish council's Standing Orders, Strategic Risk Assessment, Financial Regulations and Register of Assets. There had been no changes so far as the Register of Assets was concerned. The other documents had all been reviewed and/or amended last year by the council and did not require revision this year. In her view it is not

worth amending the Standing Orders to record remote meeting protocols as the legislation allowing them ceases on 5th May 2021.

The Chairman **proposed** that the Standing Orders, Strategic Risk Assessment, Financial Regulations and Register of Assets be approved.

Proposal **seconded** by Cllr. Madeley

Vote: members voted unanimously in support of the proposal.

044/21 – Consideration of the health & safety arrangements to be made upon return to open meetings.

The Clerk advised that the legislation allowed town and parish councils to hold their meetings by remote platforms, in our case by Zoom, ceases on 5th May 2021 and despite much lobbying the government has refused to pass further legislation extending the option of remote meetings. However, a Judicial Review against the government's decision has been heard in the High Court in London: the result is still awaited. The Clerk has booked Hope Bowdler Village Hall for our next meeting on 17th May 2021 and she circulated to members the Risk Assessment which had been prepared for the meeting held safely last July. She will ensure the same steps are taken for the 17th May meeting, if the Judicial Review is unsuccessful.

045/21 – Consideration of the format and content of the Annual Parish Meeting and the Annual General Meeting

Normally the parish council has held the Annual Parish Meeting first, followed by the AGM and then the ordinary business meeting. She suggested that this format was in fact deficient as technically the Annual Parish Meeting had to take place without a Chairman. She suggested the Annual General Meeting be held first, so a Chairman can be appointed to lead the remaining meetings.

She also suggested in these Covid times it would be wise if Reports were not read out but made available by paper copies or on the website.

The Chairman and councillors agreed this format should be adopted.

The Clerk asked all members to ensure their attendance at the meeting in 17th May as they have to complete Acceptance of Office Forms and Disclosure of Pecuniary Interest forms: these have to be lodged with Shropshire Council. Councillors are reminded they must complete and return their election expenses forms to the Monitoring Officer.

046/21 - Questions for the Chairman

No questions were raised.

There being no further business to conduct, the Chairman closed the meeting at 8.15pm

Date of the next Parish Council meetings

The Annual General Meeting, the Annual Parish Meeting and an ordinary business meeting will all be held on Monday 17th May 2021, commencing at 7.30pm in Hope Bowdler Village Hall

SIGNED Graham Watts

17th May 2021

DATED: _____