EATON UNDER HEYWOOD & HOPE BOWDLER PARISH COUNCIL

**M I N U T E S**

# OF THE MEETING HELD AT HOPE BOWDLER VILLAGE HALL

**MONDAY 20th FEBRUARY 2017 at 7.30pm**

**013/17 Present & Apologies for absence**

**Present**

Cllr. G Watts - Chairman for second part of the meeting

Cllr. S Jones

Cllr. B. Orme

Cllr. T Madeley - Chairman for first part of the meeting as Cllr. Watts was delayed.

Cllr C Pugh

## Apologies for absence were received from

Cllr. L Gray and Cllr. M Young

### In Attendance

Clerk, Mrs J de Rusett

**014/17: 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.

**015/17 - Public Forum**

No members of the public attended.

**016/17 - Approval of the Minutes of the Ordinary meeting of 16th January 2017**

The Minutes of the ordinary business meeting of 16th January 2017, having been previously circulated to all members and considered by them, were approved by the members and signed by the Chairman as being a true record of that meeting.

**017/17: Matters arising from the Minutes of the of 16th January 2017 not dealt with elsewhere in the Agenda**

No matters arising were raised.

**018/17 - Reports**

018/17/1 -Cllr. Madeley reported that he had attended a business meeting of the LJC at Acton Scott. There was nothing substantive to report as the meeting had focussed largely on setting of agendas for future meetings.

018/17/2 - Cllr. Orme reported that litter along the verges and hedgerows of the A49 around the Alcaston area was becoming a problem. He has investigated and it seems it is being strewn about largely by BT employees. He has mentioned the problem to Chris Jackson of Highways.

018/17/3 **-** the Clerk reported on an elections course she had recently attended at the Shirehall. She circulated a written synopsis to all councillors setting out relevant points and new law relating to the forthcoming May 2017 elections.

**019/17 - Highways and Environmental matters**

019/17/1 - The Clerk reported that Kinch Parry had submitted a first invoice for JCB works carried out around the parish, who indicated they had further work to do. Members present confirmed they had seen the work being carried out and that it was satisfactory.

019/17/2 - The Clerk detailed the works carried out by the EMO, Mr Graham Reynolds, since the last meeting, which included fixing the broken window in the Hope Bowdler bus shelter. She advised she had produced a laminated card confirming that Mr Reynolds carried out work authorised by the Parish Council. Cllr. Pugh confirmed the broken fencing adjacent to Whitefields Farm had been repaired. No members had any specific items they wanted the EMO to attend to at present. The blocked gully by the railway bridge at Eaton has still not been jetted - Chris Jackson has said he will contact Cllr. Madeley and meet him at the site with a jetter, but this has not yet occurred.

**020/17 - Correspondence and Communications.**

The members considered the following items of correspondence. No action was deemed necessary in respect of the items considered.

1. Road closure notice effective on 29.03.17 to 30.03.17

 B4371 Ticklerton Road junction to Wall Under Heywood, 30mph section outside The Plough Inn.

 Traffic diversions will be in place involving travelling via Much Wenlock and Craven Arms.

 2. Notification from SALC re next Town & Parish Council Forum Meeting - to be held on Monday 27th February 2017, 10am - 12 noon in the Oswestry/Shrewsbury Room at Shirehall, Shrewsbury.

3. Notification of the Shropshire Hills Upland Forum - speakers and discussions on post-Brexit policy and programmes for land management in the uplands,. 7.00pm - 9.30pm on Monday 27th February 2017 at the Shropshire Hills Discovery Centre, Craven Arms.

4. Email - 10.02.17 Clerk to Ms Fiona Leighton, Shropshire Council Highways Dept. asking for 2017/2018 application form for Highways and Environmental Maintenance Contract.

 13.02.17 - response received "The Parish Grants are currently being reviewed, once the application and agreement has been sent to me for distribution I will send a copy to you".

5. Notification of Volunteering Drop In sessions at the Discovery Centre, Craven Arms on 28/2, 28/3, 25/4, 30/5, 27/6 and 25/7 - all at 10am until noon.

**021/17 - Consideration, review and adoption of revised Strategic Financial Risk Assessment**

The Clerk had revised and up-dated the Strategic Financial Risk Assessment and circulated it to all members prior to the meeting. The document was considered and no amendments were deemed necessary.

**Proposed**: Cllr. Madeley proposed that the revised Strategic Financial Risk Assessment be adopted by the council.

**Seconded:** Cllr. Jones seconded the proposal.

**Vote:** The members voted unanimously to adopt the revised Risk Assessment.

**022/17 - Finance**

022/17/1 - Finance Report for February 2017

**Precept balance b/fwd. from 16th January 2017 £2,940.63**

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**LESS: Precept cheques** authorised for payment on 20th February 2017

1. Clerk’s net salary for February 2017 £125.96

1. HMRC – PAYE on Clerk’s February 2017 salary £ 31.60

3. Expenses incurred by the Clerk in February 2017 in

 connection with Parish Council business:

* Contribution to Broadband/telephone and

 office overheads - February 2017 £10.00

* Postage expenses

12 x 2nd class stamps £ 6.60

* Balance of electricity for meeting 16.01.17 £ 3.00
* Electricity for meeting 20.02.17 £ 3.00
* Travelling expenses claimed at 30p per mile:

 16.02.17 - To Shirehall, Shrewsbury for

 Elections Training Course - 72 miles

 20.02.17 - To Hope Bowdler Village Hall

 for Parish Council meeting - 44 miles

 Total mileage: 116 miles @ 30p £34.80

 Total of Clerk's expenses £57.40 £ 57.40

 £214.96 £ 214.96 **Balance of Precept as at 20.02.17 £2,725.67**

**Ring Fenced Funds**

**1. Highways & Environmental Grant**

 Balance of Highways & Environmental Grant b/fwd £2,817.82

 **Less:**

* Inv. 161744 for Kinch Parry Ltd. £468.00
* EMO Mr G Reynolds - claim for hours

and materials between 03.12. 2016 and 2.01.17

12 hours worked @ £10 per hour - £120

57 miles @ 30p per miles - £17.10

Materials purchased - £59.44

Total of EMO's claim £196.54

 £664.54 £ 664.54 £2,153.28

 **Balance of Highways & Environmental grant at 20.02.17** **£2,153.28**

**2. Transparency Code Grant**

 Balance b/fwd from January 2017 **£1,271.40**

 **Total funds held by Parish Council at 20.02.17 £6,150.35**

Authorisation of Precept and Highways & Environmental Grant cheques as detailed above:

Proposed by: Cllr. S Jones

Seconded by: Cllr. Pugh

Vote: Unanimous

**022/17/2 -** Cash Book/Bank Statement reconciliation.

HSBC Bank Statement numbered 64 was presented to members to verify the Clerk's bank statement/cash book reconciliation. Cllr. S Jones duly verified and signed the reconciliation.

**023/17 - Questions for the Chairman**

It was agreed that the following items will feature on the Agenda for the March 2017 meeting:

* Consideration to be given to increase the EMO's mileage allowance from 30 per mile to 45p.
* Review of arrangements for the May 2017 elections and the May 15th meeting at which the newly elected councillors will be welcomed, will have to complete various documents and a Chairman will have to be appointed.
* To consider the appointment of a person/company to assist the Clerk with the administration of the Parish Council's website

 There being no further business to conduct, the Chairman closed the meeting at 8.20pm

**Date & Venue of next Ordinary Business Meeting**

Monday 20th March 2017, 7.30pm at Ticklerton Village Hall

 **MINUTES SIGNED BY: Graham Watts**

 **DATED 20th March 2017**