

MINUTES

OF THE MEETING HELD AT HOPE BOWDLER VILLAGE HALL

on MONDAY 20th MAY 2019 AT 8.00pm

048/19 - Present

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

Apologies for absence were received from:

Unitary Cllr. Cecilia Motley

In Attendance

Clerk, Mrs J de Rusett

049/19 - 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.

050/19 – Public question time

No members of the public attended.

051/19 - Approval of the Minutes of the meeting held on 18th March 2019

The Minutes of the parish council meeting held on 18th March 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. Jones

Vote: With one abstention the members present voted to approve the Minutes of 18th March 2019 and they were duly signed by the Chairman as being a true record of the meeting.

052/19 Matters arising from the Minutes of the meeting on 18th March 2019 not dealt with elsewhere on the Agenda

There were no matters arising from the Minutes of 18th March 2019.

053/19 – Unitary Councillor’s Reports

In Unitary Cllr. Motley’s absence there was no report.

054/19 – Review of Place Plan and Housing Needs Survey

054/19/1 – Place Plan Review

No councillors had been able to attend the meeting about the Place Plan Review in Church Stretton. A draft of the Church Stretton & Surrounding Area Place Plan 2019/2020 had been received and circulated to all councillors. Any discussion will be reserved to the publication of a final version of the document.

054/19/2 – Housing Needs Survey review

Councillors had been due to discuss at this meeting whether or not to sanction Shropshire Council to commence a Housing Needs Survey in the Hope Bowdler & Eaton Under Heywood parish. When giving her apologies for this meeting Unitary Cllr. Motley had asked that this matter be deferred to the June meeting so she could discuss it with councillors before they took a decision. It was agreed the matter would thus be deferred to June.

055/19 – Planning issues

There were no planning applications for this meeting, but Shropshire Council’s detailed reasons for refusing permission for application 18/05656/FUL were considered.

056/19 – Minor Highway & Environmental matters

Cllr. Orme advised a manhole near The Bungalow in Wolverton is missing its grating. Cllr. Madeley reported the road surface from the railway bridge to the church in Eaton is in a very poor state and needs some maintenance. The Clerk to report these matters to the Highways Department.

057/19 - Correspondence and Communications

The councillors considered the following items and discussed responses.

1. 08.04.19 – Letter Clerk to Shropshire Council responding to their Passenger Transport Commissioning Group consultation on removing travel assistance from SEND and Post 16 students.
2. 18.04.19 – briefing note – Shropshire Council re review of A Boards Policy and Process. Parish Council can respond by 31st May 2019 on aboardreview@shropshire.gov.uk
3. 29.04.19 – Notification from Shropshire Council re planning application 19/01082/FUL – erection of new and alterations to existing office and storage buildings at Eaton Manor, Eaton Under Heywood. Planning permission granted on 29.04/19

4. 08.05.19 – Notification of Rural Crime Prevention seminars – 25th June 2019 at Shipton Village and 27th June 2019 at Church Preen Village Hall – both at 7.30pm.
5. 15.05.19 – Police & Crime Commissioner’s Town and Parish Council Survey. To be deferred to June meeting.
6. 20.05.19 – Press Release from NHS Shropshire re medical assistance available over May Bank Holiday weekend.
7. Email from Graham Reynolds indicating he plans to devote one day a month purely to parish council work.
8. 15.05.19 – notification from NHS Clinical Commissioning Group re proposal to amalgamate the Shropshire and the Telford & Wrekin Commissioning Groups by April 2020.

The items were considered and no responses were required.

058/19 – 2018/2019 Audit

058/19/1 – Members considered and noted the Auditor’s Report for 2018/2019 Audit, her audit report in AGAR Part 2, the Schedule of Receipts and Payments for the year 2018/2019 and the end of year bank reconciliation.

The Audit reports prepared by Mrs Hackett had been circulated to and studied by councillors.

The Reports were satisfactory and contained no adverse comments or observations and the end-of-year bank reconciliation and schedule of receipts and payments had been approved by her.

The Chairman Proposed that the councillors approve the Audit Reports, the Schedule of Receipts and Payments and the end-of-year bank reconciliation for the financial year 2018/2019.

Seconded by: Cllr. S Jones

Vote: Unanimous vote in support of the Proposal.

059/1 – Consideration, approval and adoption of the Annual Governance & Accountability Return (AGAR) for the financial year 2018/2019

The AGAR form (formerly the Annual Return) had been approved by the Auditor and copies were circulated to all members at the meeting. Four sections of the form required formal approval.

059/19/1 – To resolve to request an exemption from a limited review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. DPC is entitled to request such exemption as its total annual income was under £25,000 and no public interest reports had been made against it.

Resolution Proposed by the Chairman

Seconded by Cllr. B Orme

Vote: Unanimous vote in support of the Proposal.

059/19/2 – To resolve approval of and authorisation for the Chairman and the Clerk to sign the Certificate of Exemption

Approval Proposed by: Cllr. L. Gray

Seconded by: Cllr. S Jones

Vote: Unanimous vote in support of the Proposal. The Chairman and the Clerk duly signed the Certificate.

059/19/3 – To resolve approval of and signing of Section 1 – Annual Governance Statement 2017/2018. The councillors were satisfied that they had complied with the nine items listed in Section 1

Approval proposed by: Cllr. P. Jenkins

Seconded by: Cllr. C. Pugh

Vote: Unanimous vote in support of the Proposal: The Chairman and Clerk duly signed Section 1

060/19/4 – To resolve approval and signing of Section 2 – Accounting Statements for 2017/2018 and to consider the List of Variances. The councillors duly considered the documents and proposed approval of the Chairman and Clerk's signing of them.

Approval Proposed by: Cllr. B. Orme

Seconded by: Cllr. T Madeley

Vote: Unanimous vote in support of the Proposal: The Chairman and the Clerk duly signed Section 2.

060/19 – Finance Report for April & May 2019

1. Precept Fund: balance b/fwd from March 2019	£2,789.96
ADD: Precept for 2019/2020 – (£4686, less £250 for EMO Fund)	<u>£4,436.00</u>
	£7,225.86

LESS Cheques authorised to be drawn on Precept funds on 20.05.19

1. Clerk's net April 2019 salary	£149.53	
Clerk's net May 2019 salary	£149.53	
Underpayment of Clerk's net salary in 2018/2019	<u>£208.85</u>	
	<u>£507.91</u>	£507.91
2. HMRC – PAYE on Clerk's April, May 2019 and 2018/2019 underpayment		£126.80
3. SDH Accounting Ltd – 2018/2019 audit fee		£125.00
4. DM Payroll Services Ltd – pay roll admin. fee for 2019/2020		£ 73.00
5. Came & Company: Insurance premium for 2019/2020		£294.17
6. Eaton PCC – graveyard maintenance grant		£200.00
7. Hope Bowdler PCC – graveyard maintenance grant		£200.00
8. SALC affiliation fee for 2019/2020		£197.37
9.		
10. <u>Administrative expenses paid by Clerk in April & May 2019 on behalf of parish council and reclaimed by her</u>		

• Contribution towards telephone/Broadband provision for April & May 2019 @ £20 p.m.	£40.00	
• Envelopes, file dividers, 1 ream copier paper	£ 6.75	
• Travelling expenses claimed at 45p per mile 18.04.19 – to Condoover to auditor – 58 miles 20.05.19 to Hope Bowdler Village Hall – 45 miles Total mileage: 103 miles @ 45p	£46.35	
Total of Clerk's April/May 2019 expenses	<u>£93.10</u>	£ 93.10
		<u>£1817.35</u>
Balance of Precept Fund c/fwd to June 2019		<u>£1,817.35</u>
		<u>£5,408.51</u>

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

• Environmental Grant: balance b/fwd from February 2019		£1,139.28
ADD: £250 funded through 2019/2020 Precept		<u>£ 250.00</u>
Balance c/fwd to June 2019		<u>£1,389.28</u>
• Transparency Code grant:		
Balance b/fwd from March 2019:	£857.17	
LESS: Information Solutions /WebOrchard Hosting fee for 2019/2020	<u>£228.00</u>	
Balance c/fwd to June 2019	<u>£629.17</u>	<u>£629.17</u>

3. **ADD: Neighbourhood Fund grant/CIL received 26.04.19** **£3,145.35**

The Chairman **proposed** that the above listed cheques should be authorised for payment

Proposal seconded by Cllr. Jenkins

Vote: members voted unanimously in support of the proposal.

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

• Precept Fund	£5,408.51
• Environmental Grant Fund	£1,389.28
• Transparency Code grant	£ 629.17
• Neighbourhood Fund	<u>£3,145.35</u>
	<u>£10,572.31</u>

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

HSBC Bank Statements number 90 and 91 were presented to members to verify the Clerk's reconciliation between the bank statements and the parish council's Cash Book was correct. Cllr. S Jones verified the reconciliation was correct.

061/19 - Questions for the Chairman

No questions were raised. The Chairman gave his apologies for absence in advance – he will be unable to attend the meeting on 17th June 2019.

There being no further business to conduct, the Chairman closed the meeting at 8.40pm

**Date & Venue of the next Parish Council meeting
Monday 17th June 2019 at Ticklerton Village Hall – 7.30pm**

SIGNED Steven C Jones

DATED: 17th June 2019