

**MINUTES**

**OF THE ORDINARY BUSINESS MEETING HELD AT  
HOPE BOWDLER VILLAGE HALL**

**MONDAY 15<sup>th</sup> MAY 2017 at 8.00pm**

**047/17 Present & Apologies for absence**

**Present**

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

**Apologies for absence**

None received

**In Attendance**

Clerk, Mrs J de Russett, Unitary Cllr. Cecilia Motley, Mr Bruce Orme and one member of the public.

**048/17: 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.

**049/17 – Welcome to Cllr. Peter Jenkins**

The Chairman welcomed new councillor Peter Jenkins to the parish council.

**050/17 – Co-option of a further member to the parish council**

Mr Bruce Orme indicated his willingness to stand as a councillor. Cllr. T Madeley **proposed** that Mr Orme be co-opted as a member of the council. **Proposal seconded** by Cllr. Jones and **carried by a unanimous vote.**

Cllr. Orme duly signed an Acceptance of Office form.

### **051/17 - Approval of the Minutes of the Ordinary meeting of 20<sup>th</sup> March 2017**

The Minutes of the 20<sup>th</sup> March 2017 were considered.

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

Proposal **seconded** by Cllr. Madeley.

**Vote: unanimously carried** by the members and the Minutes were duly signed by the Chairman as being a true record of that meeting.

### **052/17: Matters arising from the Minutes of the of 20<sup>th</sup> March 2017 not dealt with elsewhere in the Agenda**

No matters arising were raised.

### **053/17 – Consideration of the Internal Auditor’s Report on the accounts for the year ended 31.03.17**

The report prepared by Mrs S Hackett, internal auditor, had been circulated prior to the meeting. The report confirmed that the accounts and accounting records and procedures were satisfactory and her comments about including the precept budget in the appropriate Minutes were duly noted.

### **054/17 – Consideration and approval of Annual Return for 2016/2017**

#### **054/17/1 – the Annual Governance Statement in S.1 of the Annual Return for the financial year ended 31.03.17**

The members considered the Annual Governance Statement in the Annual Return.

Cllr. Jenkins **proposed** that the report was accurate and should be approved by the members.

Proposal **seconded** by Cllr. Jones

**Vote: carried unanimously**

#### **054/17/2 – The Accounting Statement in S.2 of the Annual Return for the financial year ended 31.03.17**

The members considered the Accounting Statement in the Annual Return.

Cllr. Madeley **proposed** that the statement was accurate and should be approved by the members.

Proposal **seconded** by Cllr. Jones

**Vote: carried unanimously**

The Clerk and the Chairman duly signed the Annual Return.

### **055/17 - Correspondence and Communications**

The councillors considered the following items of correspondence:

1. Bundle of notices relating to Election on 4<sup>th</sup> May 2017
2. 01.04.17 – letter from Kinch Parry Ltd re works in Chelmick, and Clerk’s letter in response – 15.05.17

3. Notification from Shropshire Council that Precept of £3,900 has been credited to our account.
4. 12.04.17 – notification that Soudley payphone (amongst 130 others) is to remain operational for the time being.
5. 06.04.17 - Letter from Mrs S Hayward confirming opening arrangements for Hope Bowdler Village Hall
6. Details of Planning course - "Planning from a Local Perspective" – 7<sup>th</sup> June 2017, Lord's Hill Hotel, Shrewsbury.  
(Cllr. Madeley will attend)

### **056/17 - Finance**

#### **056/17/1 - Finance Report for April/May 2017**

##### **Precept Funds**

**Balance b/fwd. from 2016/2017 following audit**

£2,134.99

**ADD: Precept for 2017/2018**

£3,900.00

£6,034.99`

**LESS: Precept cheques** authorised for payment on 15<sup>th</sup> May 2017

- |   |         |
|---|---------|
| 1. Clerk's net salary for April & May 2017  | £253.12 |
| 2. HMRC – PAYE on Clerk's April & May 2017 salary   | £ 62.00 |
| 3. SDH Accounting (Internal Auditor's fees) Inv. A0020  | £ 95.00 |
| 4. Came & Co. – Insurance premium 2017/2018   | £280.00 |
| 5. Diane Malley – Pay Roll Administrator Inv. 31:17/18  | £ 73.00 |
| 6. Hope Bowdler Village Hall - hire charges for 2016/2017   | £ 45.00 |
| 7. Annual Grant to Hope Bowdler PCC towards the maintenance of St. Andrew's Churchyard                        | £200.00 |
| 8. Annual Grant to Eaton PCC towards the maintenance of St. Edith's churchyard                                | £200.00 |
| 9. SALC – affiliation fee for 2017/2018   | £197.84 |
| 10. <u>Expenses incurred by the Clerk in April &amp; May 2017 in connection with Parish Council business:</u> |         |
| • Contribution to Broadband/telephone and office overheads – April & May 2017                                 | £20.00  |
| • Postage expenses  | £13.88  |
| • 1 x HP364 black ink cartridge   | £10.00  |

- Travelling expenses claimed at 45p per mile:  
23.3.17 – To Shirehall to deliver nomination  
Forms: 72 miles but shared with Diddlebury, so  
36 miles claimed  
25.4.17 – to Conover to deliver Accounts to  
Auditor: 08.5.17 - to collect audited books from  
Conover: total mileage 100, but shared with  
Diddlebury = 50 miles claimed  
15.5.17 – Hope Bowdler V.H for meetings  
44 miles  
Total mileage: 130 miles @ 45p £58.50  
Total of Clerk's expenses £102.38    £ 102.38  
£1,508.34    £1,508.34  
**Balance of Precept as at 15.05.17** **£4,526.65**

### Ring Fenced Funds

#### **1. Highways & Environmental Grant**

Balance of Highways & Environmental Grant b/fwd £2,186.92

Less:

- Invoice No.161752 Kinch Parry Ltd £93.60
- Invoice No. 16/433 Oak Garden Services £16.00
- £109.60    £ 109.60

**Balance of Highways & Environmental Grant c/fwd** **£2,077.32    £2,077.32**

#### **2. Transparency Code Grant**

**Balance of Transparency Code grant b/fwd** £1,241.40

Less:

- Half cost of Invoice dated 13.04.1 from  
Andy Holmes for new software installation - £ 35.00  
cost shared with Diddlebury Parish Council  
Cheque payable to Clerk as she paid invoice  
in cash
- The Web Orchard – Inv. 5419 for 2017/2018  
Hosting fee for website £228.00
- C.M. Smith (Stretton Internet) Inv. 201705/  
355 for website administration £ 90.00
- £353.00    £ 353.00

**Balance of Transparency Code c/fwd** **£ 888.40    £ 888.40**

**TOTAL FUNDS HELD BY PARISH COUNCIL AT 15.05.17** **£7,492.37**

Authorisation of Precept, Highways & Environmental Grant and Transparency Code Grant cheques:

**Proposed by:** The Chairman

**Seconded by:** Cllr. T Madeley

**Vote:** Unanimous

056/17/2 - Bank Statement/Cash Book reconciliation

HSBC Bank Statements numbered 66 and 67 were presented to members to verify the Clerk's bank statement/cash book reconciliation as at 04.05.17 and was duly verified by Cllr. S Jones.

**057/17 - Minor Highways and Environmental matters**

057/17/1 - Cllr. Pugh's enquiry raised at the March meeting about the feasibility of hiring a power broom to clear the verges in the villages of debris and litter has not yet been investigated. It was agreed that one of the councillors will investigate with Wildes how much it costs to hire a broom and driver, so the matter can be considered further.

057/17/2 – The Clerk advised that there was no word yet on the 2017/2018 Environmental Grant – but it is rumoured that parishes will only get 50% of the sum requested this year.

057/17/3 – Cllr. Pugh reported that the state of the road between Eaton and New Hall is in a terrible state – the tarmac has broken up, the edge of the road is falling into the ditches. The Clerk will report this to Highways. It was also agreed that between now and the next meeting councillors will travel around their parts of the parish checking on the state of the road, so pot holes and problems can be reported to Highways.

**058/17 - Questions for the Chairman**

No questions were raised with the Chairman.

There being no further business to conduct, the Chairman closed the meeting at 9.00pm

**Date & Venue of the next Parish Council meeting**  
Monday 19<sup>th</sup> June 2017, 7.30pm at Ticklerton Village Hall

*Tony Madeley*

**MINUTES SIGNED BY:** \_\_\_\_\_

**DATED:** 19<sup>th</sup> June 2017