

MINUTES

OF THE MEETING HELD AT HOPE BOWDLER VILLAGE HALL

Monday 19th February 2018 at 7.30pm

013/18 - Present & Apologies for absence

Present

Cllr. G Watts - Chairman

Cllr. S Jones

Cllr. C Pugh

Cllr. L Gray,

Cllr. P Jenkins

Apologies for absence were accepted from:

Cllr. B Orme and Cllr. T Madeley

In Attendance

Clerk, Mrs J de Russett and Unitary Cllr. C Motley

014/18 - 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.

015/18 – Public question time

In his capacity as a parishioner, Cllr. Watts raised with Unitary Cllr. Motley what appears to be a substantial breach of the planning permission and conditions relating to the new dwelling at Sayang House. Assurances had been given to adjoining property owners that they would not be overlooked by the new house: contrary to this several houses are now in danger of losing any privacy in their gardens and some of their windows are overlooked, especially badly affected is Hope Bowdler Hall. Cllr. Motley agreed to hold a site visit on 20th February to assess the situation herself.

016/18 - Approval of the Minutes of the meeting held on 15th January 2018

The Minutes of the meeting on 15th January 2018 had been circulated and considered by the councillors. No objections were raised to them.

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

Proposal **seconded** by Cllr. Gray

Vote: the members present approved the Minutes and they were duly signed by the Chairman as being a true record of the meeting.

017/18: Matters arising from the Minutes of the 15th January 2018 not dealt with elsewhere on the Agenda

No matters were raised.

018/18 – Reports

018/18/1 – Unitary Councillor’s Report

Cllr. Motley updated the members on the budget discussions taking place at Shirehall. She confirmed that likely casualties of the budget cuts are the Environmental Maintenance Grant (which she hopes may be reinstated next year) and the Community Enablement Team which is led by Lisa Bedford. This will cause problems as they administer the Place Plan Reviews and Local Plans and deal with CIL, as well as running the LJC and assisting councils in many ways. Whilst the financial situation at Shropshire Council is dire, others are worse – 12 local authorities are on the verge of bankruptcy.

With members of the RSN and others she has been liaising with the Parliamentary Group dealing with rural affairs and also with members of the House of Lords. It is hoped that increased rural funding will result from these negotiations.

Cllr. Motley explained current difficulties between Highways and the highway maintenance contractors Ringway which have resulted in the increase in the number of serious pot holes in the highways which are not being dealt with. Kier are due to take over the contract on 1st April 2018 and it is hoped the situation will then improve.

018/18/2 – Clerk’s Report

The Clerk reported on the new IT equipment which has now been purchased via the Transparency Code Grant funding, including a computer, an Epson printer/scanner/copier, and all the necessary ancillary items such as softwear, back up and anti-virus systems. The equipment has been installed and a new dedicated email address has been created for the parish council – eatonhopebowdlerpc@gmail.com. The Word files on the Clerk’s personal computer have been transferred to the new computer and an email contacts list has been set up. A few teething problems are to be sorted out next Tuesday, plus additional items have to be installed or created to satisfy the new Data Protection Regulations, namely passwords, an encryption system and a shredder to erase matters from the hard drive. The IT equipment has been added to the parish council’s Register of Assets in the sum of £570.00, making the total value of assets held by the council of £3,114.01.

The Clerk reported on the new audit/annual return regime which is commencing on 1st April 2018. She attended a training course on 8th February to learn about the new procedures. Essentially, as the parish council has a total budget/income of less than £25,000 pa. it no longer needs to have an internal and external audit, only an internal audit which will be carried out by Mrs Sue Hackett, who will sign off the Annual Return instead of external auditors. The procedures for the audit are more rigorous than previously. A revised Annual Return document will have to be completed and the council is subject to strict time limits on publishing various statutory notices. The external auditors assigned to the council are PKF Littlejohn LLP in place of Mazars but they will only get involved with the council in limited circumstances.

Finally the Clerk reported that Mr Ben Malley of DM Payrollservices Limited has been appointed as the council's Data Protection Officer. Two members of the firm had attended at the Clerk's house and spent 4.5 hours auditing her files, systems and computer. They have provided her with several documents which she will have to adapt specifically to the council and they will be ready for approval and adoption at the meeting in April. The Clerk is working on implementing advice the DPO has given on compliance with the new Data Protection Regulations.

020/18 - Minor Highways and Environmental matters

A letter and invoice had been received from Kinch Parry Limited for JCB work around the parish. The Clerk was directed to ask Kinch Parry for more detailed invoices in the future. No invoice or time sheets had been submitted by the EMO but members had seen him working around the parish.

Several members were concerned about pot holes, especially on the B4371 from Sandford Avenue to Hope Bowdler: the edges of the road are so pot-holed that some drivers are straddling the white line to avoid them. It was agreed the Clerk will contact the Highways Department.

The Chairman on behalf of the parish council thanked all the local farmers who have been cutting back hedges along the public roads.

021/18 - Correspondence and Communications

The councillors considered the following items of correspondence:

1. 17.01.18 - Letter Clerk to Head of Finance, Shropshire Council enclosing the Precept Requirement for 2018/2019
2. Letter Clerk to Mr David Hardwick, Footpaths Area Officer at Shropshire Council, enclosing map and asking for kissing gates to be installed on footpaths near the church in Hope Bowdler to replace the existing damaged stiles.
3. 10.02.18 - Letter - Kinch Parry to Clerk concerning the annual winter JCB works around the parishes. (discussed at Agenda item 8)
4. 06/02.18 – email from the British Legion (via SALC) inviting the parish to purchase a replica Silent Soldier to commemorate WW1.
5. Planning Decision re 17/05030/FUL – application by Mr B Orme, 1 Wolverton Manor, Wolverton, to raise existing roof to create 1st floor bedroom, shower room and storage; conversion of existing loft storage to create 2 bedrooms; alterations to ground floor to create an entrance hall.
Planning permission granted 24.01.18

Item 2: No response had been received from Mr Hardwick. The Chairman advised the other landowner involved has agreed to the installation of the kissing gates. The Clerk will contact Mr Hardwick again.

Item 4 was discussed and it was felt the council's care of the war memorial in Ticklerton was a sufficient mark of respect.

022/18 – Finance

022/18/1 - Finance Report for February 2018

1. Precept Funds - Balance b/fwd. from January 2018 **£2,935.36**

LESS: Precept cheques authorised for payment on 19th February 2018

1. Clerk's net salary for February 2018	£126.56
2. HMRC – Nat. Ins on Clerk's February salary	£ 31.00
3. DM Payroll Services Ltd. Inv. 190.17/18	£250.00
4. Mrs J de Rusett – refund of registration fee, Information Commissioner's Office re Data Protection Regs.	£ 35.00

5. Expenses incurred by the Clerk in February 2018 in connection with Parish Council business:

• Contribution towards February telephone & Broadband Expenses inc. surcharge of Broadband use	£20.00	
• 1 x HP364 XP black ink cartridge	£10.00	
• 24 x 2 nd class stamps and 1 x 1 st class	£14.09	
• Electricity for meeting in Hope Bowdler Village Hall – 19.02.18	£ 5.00	
• Travelling expenses claimed at 45p per mile: • 08.02.18 – to Shirehall, Shrewsbury for training course on new audit regime: cost shared with Diddlebury so 36 miles claimed 19.02.18 Hope Bowdler V.H for PC meeting 45 miles. Total mileage 81@ 45p	<u>£36.45</u>	
Total of Clerk's February 2018 expenses	£85.54	<u>£ 85.54</u>
		£528.10
Balance of Precept c/fwd to April 2018		<u>£ 528.10</u> <u>£2,407.26</u>

2. Highways & Environmental Grant

Balance of Highways & Environmental Grant b/fwd	£3,960.29	
LESS: Invoice 171838 from Kinch Parry Ltd for JCB Works around the parish	<u>£ 405.60</u>	
Balance carried forward to April 2018	£3,554.69	<u>£3,554.69</u>

3. Transparency Code Grant Funds

Balance brought forward from November 2017 (corrected)	£812.40
LESS: (1) C.M. Smith (Stretton Internet) – website Administration – invoice 201802-390	£ 30.00

(2) Mr A. Holmes - invoice for IT Equipment supplied and installed 06.02.18	<u>£570.00</u>		
	<u>£600.00</u>	<u>£600.00</u>	
Balance carried forward to April 2018		£212.40	<u>£ 212.40</u>

Authorisation of Precept, Highways Grant and Transparency Code Grant cheques as itemized above:

Proposed by: Cllr. Gray

Seconded by: Cllr. Jones

Vote: Proposal carried unanimously.

022/18/2 - Bank Statement/Cash Book reconciliation

HSBC Bank Statements numbered 76 presented to members to verify the Clerk's bank statement/cash book reconciliation as at 04.02.18. Cllr. Jones duly checked and verified the reconciliation.

023/18 - Questions for the Chairman

No questions were raised.

There being no further business to conduct, the Chairman closed the meeting at 9.20pm

Date & Venue of the next Parish Council meeting
Monday 16th April 2018 in Ticklerton Village Hall

MINUTES SIGNED BY: Graham Watts

DATED: 16th April 2018