

MINUTES

**OF THE ORDINARY BUSINESS MEETING HELD AT TICKLERTON VILLAGE
HALL**

Monday 14th MAY 2018 at 8.15pm

046/18 - Present & Apologies for absence

Present

Cllr. G Watts - Chairman

Cllr. S Jones

Cllr. C Pugh

Cllr. L Gray

Apologies for absence were accepted from:

Cllr. T Madeley and Cllr. P Jenkins

In Attendance

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

047/18 - 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.

048/18 – Public question time

No members of the public attended.

049/18 - Approval of the Minutes of the meeting held on 16th April 2018

The Minutes of the parish council meeting on 16th April 2018 had been circulated and considered by the councillors. No objections were raised to them.

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

Proposal **seconded** by Cllr. Jones

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

050/18: Matters arising from the Minutes of the meeting on 16th April 2018 not dealt with elsewhere on the Agenda

The Chairman reported that Mr Hardwick from the Countryside Team has now removed the three old stiles in Hope Bowdler and replaced them with kissing gates, which has been welcomed by local dog walkers in particular.

015/18: The Clerk confirmed no response had been received from the Enforcement Officer concerning the complaints lodged about the new building at Sayang House, Hope Bowdler. The roof was now on the property but work appeared to have ceased. The Clerk agreed to supply Cllr. Motley with details of all Enforcement Complaints where no final outcome had been notified..

051/18 – Planning Application

18/01753/FUL – planning application for the conversion of an existing garage and store into a home gymnasium and store at Hope Bowdler Court, Hope Bowdler, Church Stretton, SY6 7DD.

The councillors considered the plans and application form relating to this application. In essence they had no objections to the application, subject to subsequent applications not being made to include the conversion within the dwelling accommodation.

The Chairman therefore **proposed** that the council should support this application and raise no objections to it, with the caveat that a condition be added that the conversion is to be used purely as a gym and not be adapted or enlarged for ancillary domestic use.

Proposal seconded by Cllr. Gray

Vote: Unanimous

052/18 – Minor Highway & Environmental matters

The Clerk confirmed she had completed and submitted the consultation document relating to the Environmental Grant which the Chairman had drafted. The council objected to the suggestion that parish council's should match fund any grant on a 50/50 basis, proposing instead a 20/80 basis.

053/18 - Correspondence and Communications

The councillors considered the following items of correspondence:

1. 23.04.18 – emails from SALC inviting councillors to complete a Councillor Census Survey
2. 26.04.18 – email from S.C. with an up-date on the progress of the Local Plan Review
3. Emails between Mrs S Pinsent and the Clerk concerning the 20% increase in the parish council's Precept for 2018/2019.
4. 18.4.18 – email Clerk to Enforcement Officer re ENF 18/05800: email acknowledged but no other response to date.
5. Shropshire Council's Briefing note re proposed changes to Environmental Maintenance Grant plus consultation document, responded to by the parish council on 10.05.18

6. 11.05.17 – email concerning registration for an aerial photography agreement.

Item 3: Mrs Pinsent’s suggestion that volunteers be invited to carry out some of the work needed around the parish was discussed but it was felt insurance and health and safety considerations militated against the idea.

054/18 – Consideration and adoption of a Complaints Policy

During a review of the parish council’s documents for audit and Data Protection purposes the Clerk had noted the parish did not have an up-to-date Complaints Policy. She had therefore drafted one for the councillors’ consideration and circulated it prior to this meeting. The document was discussed.

The Chairman **proposed** that the Complaints Policy drafted by the Clerk be approved and adopted by the council.

Proposal seconded by Cllr. Jones

Vote: unanimous

A copy will be put on the website.

055/18 – consideration of 2017 – 2018 Audit.

055/18/1 – Consideration of the Auditor’s Report

The audit report prepared by Mrs S Hackett was considered by the councillors. The following points were noted:-

- The parish council is asked to adopt Financial Regulations at its next Annual General Meeting. The Clerk advised SALC had just circulated revised Financial Regulations which she will compare with our 2015 version, update them as necessary and get them adopted as requested.
- The Risk Register mentioned had in fact been updated on 14th April 2018.
- It is duly noted that in future the Precept Budget adopted should be embedded in the January Minutes.

056/18 – Consideration of the end-of-year bank reconciliation, the schedule of receipts and payments for 2017/2018 and the 2018 Register of Assets.

The above documents had been circulated by the Clerk and were duly considered by the councillors and accepted as being correct.

057/18 – Annual Governance & Accountability Return – “AGAR”

The Clerk explained the new return and the councillors considered the document in detail, the councillors took the following action:

057/18/1: They resolved to request an exemption from a limited review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to approve and sign the Certificate of Exemption on the grounds that the total income of the parish council for 2017/2018 was less than £25,000, namely £8,123 income and £6,254 expenditure.:

Resolution proposed by the Chairman

Proposal seconded by Cllr. Jones

Vote: Unanimous

The documents were duly signed by the Chairman and the Clerk.

057/18/2: They resolved to approve and sign Section 1 – The annual Governance Statement 2017/2018 having satisfied themselves that they were able to approve the statements therein.

Resolution proposed by the Chairman

Resolution seconded by Cllr. Jones

Vote: Unanimous

The Clerk and the Chairman duly signed Section 1 of the Annual Governance Statement 2017/2018.

057/18/3: They resolved to approve and sign Section 2 – the Accounting Statement for 2017/2018 having satisfied themselves that the statements were correct.

Resolution proposed by the Chairman

Resolution seconded by Cllr. Pugh

Vote: Unanimous

The Chairman duly signed Section 2 – the Accounting Statement for 2017/2018.

The councillors duly noted the Auditor’s Report set out in AGAR and verified the form Explanation of Variances and the statutory notices drafted by the Clerk concerning the exercise of public rights.

058/18 – Finance

058/18/1 - Finance Report for May 2018

1. Precept Fund: balance b/fwd from financial year 2017/2018	£2,342.26
ADD: Precept for 2018/2019 received 25.04.18	<u>£4,556.00</u>
	£6,898.26

LESS: Cheques to be authorised and drawn on Precept funds on 14.05.18

1. Clerk’s May 2018 net salary	£132.36
2. HMRC – PAYE & NHI on Clerk’s May salary	£ 25.20
3. Came & Co. Insurance premium fir 2018/2019	£285.60
4. DM Payroll Services Ltd – pay roll admin for 2018/2019	£ 73.00
5. SDH Accounting: fee for 2017/2018 audit	£100.00
6. Hope Bowdler Village Hall: hall hire – Inv. 109	£ 76.00
7. Eaton PCC – churchyard maintenance grant 2018/2019	£200.00
8. Hope Bowdler PCC - churchyard maintenance grant	£200.00
9. <u>Administrative expenses paid by Clerk in May 2018 on behalf of the parish council and reclaimed by her</u>	
• Contribution towards telephone/Broadband provision for May 2018	£15.00
• 4 x Epson ink cartridges, adhesive labels, 25 x envelopes and 1 ream of A4 copier paper	£36.45
• 2 pkts. file dividers	
• Electricity for heating on 14.05.18	£ 5.00
• Travelling expenses claimed at 45p per mile 27.04.18 to Condoover to deliver books for audit –	

56 miles return			
04.05.18 – to Condoover to collect books			
Following audit – 56 miles = 112 miles but cost shared with Diddlebury PC so 56 miles claimed			
14.05.18 – to Ticklerton Village Hall for meetings- 45 miles.			
Total mileage = 101 @ 45p	£45.45		
Total of Clerk's May 2018 expenses	£101.90	£101.90	
		£1,194.06	£1,194.06
Balance of Precept Fund c/fwd to June			<u>£5,704.20</u>

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

• Environmental Grant: balance b/fwd from financial year 2017/2018	£3,554.69
Less: Invoice 18/011 from Oak Garden Services	£ 18.00
Balance c/fwd to June 2018	<u>£3,536.69</u>
• Transparency Code grant: balance b/fwd from fin. year 2017/2018	£1,535.17
Less: Inv. No. 201805-401 Stretton Internet	£ 60.00
Balance c/fwd to June 2018	<u>£1,475.17</u>

Cllr. Jones **proposed** that the cheques itemized above be approved for payment
Proposal **seconded** by Cllr. Gray

Vote: Proposal carried by a unanimous vote.

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

• Precept Fund	£5,704.20
• Environmental Grant Fund	£3,536.69
• Transparency Code grant	<u>£1,475.17</u>
	<u>£10,716.0</u>

058/18/2 - Bank Statement/Cash Book Reconciliation

HSBC Bank Statement number 79 presented to members to verify the Clerk's reconciliation between the bank statement and the parish council's Cash Book. Reconciliation duly verified by Cllr. Jones.

059/18 - Questions for the Chairman

No questions were raised.

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

Date & Venue of the next Parish Council meeting, Monday 18th June 2018 in Ticklerton Village Hall

Graham Watts

MINUTES SIGNED BY: _____

DATED: **18h June 2018**