

MINUTES

OF THE MEETING HELD AT HOPE BOWDLER VILLAGE HALL

on MONDAY 20th JULY 2020 at 7.30pm

040/20 - Present

Cllr. G. Watts - Chairman
Cllr. L Gray
Cllr. S Jones
Cllr. B Orme

Apologies for absence were received and accepted from:

Cllr. T Madeley, Cllr. C. Pugh and Cllr. P. Jenkins. The Chairman and councillors wished Councillors Pugh and Jenkins well following their recent accidents.

In Attendance

Clerk, Mrs J de Rusett and one member of the public.

041/20 - 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 of interest were made.

042/20 – Approval of the Minutes of the meeting held on 16th March 2020 and to deal with matters arising

The Minutes of the Parish Council meeting held on 16th March 2020 had been circulated and considered by the councillors. No objections were raised to the Minutes.

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

Proposal **seconded** by Cllr. Gray

Vote: The members present voted unanimously to approve Minutes of 16th March 2020 and they were duly signed by the Chairman as being a true record of the meeting.

There were no matters arising from the Minutes of 16th March 2020.

043/20 - To record in these Minutes all the actions taken by the Parish Council since 16th March 2020 using the delegated powers granted on 16th March 2020, including planning decisions, financial matters and approval of the 2019/2020 Audit and Annual Return.

Actions taken by the Parish Council pursuant to the delegated powers granted to the Clerk on 16th March 2020 (see Item 035/20 in the Minutes of 16.03.20) are now recorded in the Minutes of 20th July 2020 for publication purposes.

043/20/1 - FINANCE.

Finance Report for April & May 2020

1. Precept Fund: balance b/fwd from 24.02.20			£2,952.54
Add: 2020/2021 Precept payment			£5,252.00
			£8,204.54
Less: Cheques to be authorised for payment in May 2020			
1. Clerk's net salary for April 2020	£153.93		
2. HMRC – PAYE on Clerk's April 2020 salary	£ 38.40		
3. Clerk's net salary for May 2020	£153.93		
4. HMRC – PAYE on Clerk's May salary	£ 38.40		
5. Came & Company: 2020-2021 insurance renewal premium	£355.94		
6. DM Payroll Services Ltd – payroll admin for 2020/2021	£ 73.00		
7. Eaton Parochial Church Council – S137 donation	£200.00		
8. Hope Bowdler Parochial Church Council – S137 donation	£200.00		
9. <u>Administrative expenses paid by Clerk in April & May.</u>			
<u>2020 on behalf of parish council and reclaimed by her</u>			
• Contribution towards telephone/Broadband provision for April & May 2020 @ £20 p.m.	£40.00		
• Postage stamps - 12 x 2 nd class	£ 7.80		
• Travelling expenses claimed at 45p per mile Travelling to Hope Bowdler to see Chairman & Cllr. Jenkins to get cheques signed and cash book/bank statement reconciliation verified. – 34 miles	£15.30		
Total of Clerk's March 2020 admin. expenses	£63.10	£ 63.10	
		£1,276.70	£1,276.70
Balance of Precept Fund c/fwd to June 2020			£6,927.84
2. <u>Ring-fenced sums held by Parish Council</u>			
<u>Environmental Grant:</u> balance b/fwd from March 2020			£790.93
No claims made in April/May 2020			
<u>Transparency Code grant:</u> - bal. b/fwd from March 2020	£544.17		
<u>Less:</u> 2020/2021 Annual website hosting fee payable to Information Solutions Limited		£228.00	
		£316.17	£316.17
<u>Neighbourhood Fund grant/CIL</u> received 26.04.19			£3,145.35
3. <u>Total funds held by parish council following presentation of the above cheques:</u>			
• Precept Fund			£6,927.84
• Environmental Grant Fund			£ 790.93
• Transparency Code grant			£ 316.17
• Neighbourhood Fund			£3,145.35
			£10,724.29
4. <u>Bank Statement/Cash Book Reconciliation</u>			

HSBC Bank Statement number 102 was presented to members to verify the Clerk's reconciliation between the bank statements and the parish council's Cash Book and was verified by the Chairman, Cllr. Watts.

Finance Report for June 2020

Precept Fund: balance b/fwd from May 2020 **£6,927.84**

Cheques to be authorised for payment in June 2020

- | | |
|---|---------|
| 1. Clerk's net salary for June 2020 | £153.93 |
| 2. HMRC – PAYE on Clerk's June salary | £ 38.40 |
| 3. SALC – annual subscription 2020/2021 | £222.70 |
| 4. SDH Accounting – fee for 2019/2020 audit | £125.00 |

5. **Administrative expenses paid by Clerk in June.**

2020 on behalf of parish council and reclaimed by her

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|--|----------------|-------------------------|
| • Contribution towards telephone/Broadband provision for June 2020 @ £20 p.m. | £20.00 | |
| • 1 ream A4 copier paper | £ 6.99 | |
| • Packs of ink cartridges | £12.98 | |
| • Travelling expenses claimed at 45p per mile | | |
| 8.5.20 – to Condover to take records to auditor and to collect them on 14.5.20 – 58 miles each journey = total of 116 miles | | |
| 20.5.20 – travelling around the parish to hand deliver the audit & AGAR documents to councillors for approval – 34 miles | | |
| 3.6.20 – purchase and delivery of Cuprinol to EMO in Church Stretton, visit to Chairman's home to get AGAR documents signed, visit to Hope Bowdler to investigate complaint about two blocked footpaths, walking the paths & taking photographs - 36 miles | | |
| 18.6.20 -Travelling to Hope Bowdler to see Chairman & Cllr. Jenkins to get cheques signed and cash book/bank statement reconciliation verified. – 34 miles | | |
| Total mileage – 220 @ 45p | <u>£ 99.00</u> | |
| Total of Clerk's June 2020 admin. expenses | <u>£138.97</u> | £138.97 |
| | | £679.00 |
| <u>Balance of Precept Fund c/fwd to July 2020</u> | | <u>£ 679.00</u> |
| | | <u>£6,248.84</u> |

6. **Ring-fenced sums held by Parish Council**

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|---|----------------|-----------------------|
| <u>Environmental Grant:</u> balance b/fwd from May 2020 | £790.93 | |
| Less: 15 litres Cuprinol and spray applicator delivered to EMO to repaint two bus shelters (paid by Clerk) | <u>£ 66.00</u> | |
| | <u>£724.93</u> | <u>£724.93</u> |
| <u>Transparency Code grant:</u> - bal. b/fwd from May 2020 | £316.17 | |
| <u>Less:</u> Invoice 08.06.20 from A Holmes for repairing malfunction to Eaton's printer (paid cash by Clerk & reclaimed by her) | <u>£ 20.00</u> | |

Seconded by Cllr Madeley

Vote: Unanimous vote in support of the Proposal.

2. To resolve approval of and authorisation for the Chairman and the Clerk to sign the Certificate of Exemption

Approval proposed by: Cllr. Jenkins

Seconded by: Cllr. Madeley

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

3. To resolve approval of and signing of Section 1 – Annual Governance Statement 2019/2020. The councillors were satisfied that they had complied with the nine items listed in Section 1

Approval proposed by: The Chairman

Seconded by: Cllr. Jenkins

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

4. To resolve to approve and sign Section 2 – Accounting Statements for 2019/2020 and to consider the List of Variances. The councillors duly considered the documents and proposed their approval for the Chairman and Clerk to sign them.

Approval Proposed by: the Chairman

Seconded by: Cllr. Jones

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

The relevant documents were then submitted to the external auditors and the statutory notices were displayed on the website and on parish notice boards.

043/20/3 - PLANNING

The following planning applications were received after March 2020. They were considered by councillors by examining the plans and documents on the planning portal and then giving their views to the Clerk using response forms she had produced, which were returned to her by email, post or telephone. The responses were collated and the planning department notified of the parish council's decision.

20/01377/FUL and 20/01378/LBC: applications, including for Listed Building Consent, for the erection of a porch to front elevation of existing Grade II listed building and alterations to ancillary outbuilding to form garaging at Harton Manor, Harton.

By a majority vote the parish council supported the two applications.

20/01409/FUL – application for the creation of an earth walled dirty water lagoon at Hatton Manor Farm, Hatton.

By a majority vote the parish council supported the application.

20/01150/FUL. Application for the conversion of garage into living space and then erection of a two-storey side extension at Hazler Farm, Bull Lane, Hope Bowdler.

By a majority vote the parish council supported the application.

20/01734/FUL – application for the conversion of an existing conservatory into a garden room with porch at Woodgate Cottage, Hope Bowdler.

By a majority vote the parish council supported the application.

044/20 – Consideration of a proposal to extend the delegated powers granted to the Clerk on 16th March 2020 (Item 035/20 in the Minutes) to May 2021 or until a further review is conducted.

It was felt prudent to extend the delegated powers granted to the Clerk in March in case a second lock-down should occur. This is a precautionary measure and will be reviewed if necessary before May 2021.

Cllr. Orme **proposed** that the above powers of delegation be extended to May 2021 unless reviewed at an earlier date.

Proposal **seconded** by Cllr. Jones

Vote: Proposal carried by an unanimous vote.

045/20 -Consideration of a proposal to grant all Eaton Under Heywood & Hope Bowdler Parish Council councillors a dispensation from the provisions of S.85 of the Local Government Act 1972 until May 2021.

Under Section 85 of this Act all councillors are automatically disqualified as councillors if they fail to attend meetings for six consecutive months. No provision had been made for this in the emergency powers brought in by the government in March. Parish councils are therefore advised to give all councillors a dispensation from Section 85 until May 2021.

The Chairman therefore **proposed** that all councillors of this parish council be granted a dispensation from Section 85 of the LGA 1972 until May 2021.

Proposal **seconded** by Cllr. Jones

Vote: Councillors voted unanimously in support of the proposal.

046/20 – Consideration of Correspondence and Communications

The councillors considered the following items and discussed any necessary responses:

1. Bundle of correspondence between the parish council and Mr I Kilby and Mr J Beeston of Shropshire Council's Planning Department, and Mr Philip Dunne MP re planning application 19/02197/FUL, Oaklands Leisure & Camping. Chairman to report.
2. Bundle of emails and photographs concerning blocked footpath No. 0527/22/2 in Ticklerton. Landowner has been contacted and advised of their obligation to keep the footpath clear and that one stile needs replacing. Correspondence with Shropshire Council's Outdoor Team requesting, inter alia, a quote for a gate with which to replace a stile between Ticklerton Village Hall's land and the copse beyond it on behalf of the TVH committee. A response is still awaited.
3. Bundle of correspondence concerning the provision of bollards in Ticklerton village. Decision to be taken on way forward.

4. Email from Ms Doherty dated 18.07.20 reporting that the streams in Ticklerton and Eaton have Himalayan Balsam growing on the banks alongside the stream. She urges the parish council to pull it up before it flowers and to spread the word amongst other local parishes that have a watercourse running through their parish. In addition the Clerk had received a call from a Ticklerton resident concerned about the growth of Japanese Knotweed by the stream in Ticklerton, opposite Lower House Farm.

Responses

Item 2 Councillors felt the parish council had taken this matter as far as it could.

Item 3: Councillors felt the provision of bollards in Ticklerton was a matter for Shropshire Council to deal with.

Item 4: It was agreed the Clerk will report these invasions of Japanese knotweed and Himalayan Balsam to the Highways Department and put a note in the parish magazine asking parishioners to remove any plants they see.

047/20 – Finance Report for July 2020

Precept Fund: balance b/fwd from June 2020		£6,248.84
ADD: VAT refund from 2019/2020		<u>£ 40.16</u>
		<u>£6,289.00</u>
Cheques to be authorised for payment in July 2020		
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1, Clerk's net salary for July 2020	£153.73	
2. HMRC – PAYE on Clerk's July salary	£ 38.60	
3. <u>Administrative expenses paid by Clerk in July. 2020 on behalf of parish council and reclaimed by her</u>		
• Contribution towards telephone/Broadband provision for July 2020 @ £20 p.m.	£20.00	
• Postage stamps	£ 9.86	
• Covid 19 safety items for meetings: 12 x face masks £8.40 and anti-bacterial hand gel £3.25	£11.65	
• Travelling expenses claimed at 45p per mile 20,07.20 -Travelling to Hope Bowdler Village Hall for parish council meeting		
34 miles @ 45p	<u>£15.30</u>	
Total of Clerk's July 2020 admin. expenses	<u>£56.81</u>	<u>£ 56.81</u>
		£249.14
		<u>£ 249.14</u>
<u>Balance of Precept Fund c/fwd to Sept. 2020</u>		<u>£6,039.86</u>

5. **Ring-fenced sums held by Parish Council**

<u>Environmental Grant:</u> balance b/fwd from June 2020	£724.93
Less: EMO's invoice for work between 12.04.20 and	

30.05.20	£181.50	
	<u>£543.43</u>	<u>£543.43</u>
<u>Transparency Code grant:</u> - bal. b/fwd from June 2020		<u>£296.17</u>
<u>Neighbourhood Fund grant/CIL</u> received 26.04.19		<u>£3,145.35</u>

Councillor Orme **proposed** that the parish council should authorise the payments of the cheques listed in the Finance Report.

Proposal **seconded** by Cllr. Gray

Vote: Councillors unanimously voted in favour of the proposal.

6. Total funds held by parish council following presentation of the above cheques:

• Precept Fund	£6,039.86
• Environmental Grant Fund	£ 543.43
• Transparency Code grant	£ 296.17
• Neighbourhood Fund	<u>£3,145.35</u>
	<u>£10,024.81</u>

7. Bank Statement/Cash Book Reconciliation

HSBC Bank Statement numbered 105 was presented to members to verify the Clerk's reconciliation between the bank statements and the parish council's Cash Book Reconciliation was duly verified by Cllr. Jones.

048/20 - Questions for the Chairman

The Clerk queried whether councillors wished to take the conclusions of the Housing Needs Survey conducted by Shropshire Council any further. Councillors unanimously agreed it did not warrant any further action.

There being no further business to conduct, the Chairman closed the meeting at 8.15pm

Date & Venue of the next Parish Council meeting
Monday 21st September 2020 at Ticklerton Village Hall – 7.30pm

SIGNED Graham Watts

DATED: 23rd November 2020