

MINUTES

OF THE ANNUAL MEETING HELD on MONDAY 15th MAY 2023 **7.30pm at HOPE BOWDLER VILLAGE HALL**

056/23 – Election of a Chairman for the year May 2023/2024

Cllr. Madeley **proposed** Cllr, Watts as Chairman for 2023/2024.

Proposal **seconded** by Cllr. Jenkins

Vote: Members unanimously voted in favour of appointing Cllr. Watts as Chairman for 2023/2024.

Cllr. Watts accepted the role and signed a Declaration of Acceptance of Office form.

057/23 – confirmation of the meeting dates June 19th 2023 to May 20th May 2024

Cllr. Jones **proposed** the list of meeting dates be approved

Proposal **seconded** by Cllr. Jenkins

Vote: Proposal unanimously supported by the members.

058/23 - Present

Cllr. Graham Watts - Chairman

Cllr. T. Madeley

Cllr. S Jones

Cllr. L. Gray

Cllr. B Orme

Cllr. P Jenkins

Apologies received and accepted from:

Cllr. Pugh

In Attendance

The Clerk and three members of the public.

059/23 - 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.

Cllr. Madeley declared an interest in planning application 23/01511/VAR and left the room whilst the matter was discussed and voted on.

060/23 – Public question time

No issues were raised of a general nature: members of the public attended to discuss the planning application.

061/23 – Approval of the Minutes of the meeting held on 17th April 2023

The Minutes of the Parish Council meeting held on 17th April 2023 had been circulated and considered by the councillors. No objections were raised to the Minutes.

Cllr. Jones **proposed** that the Minutes of 17th April 2023 be approved by the members.
Proposal **seconded** by Cllr. Gray

Vote: With one abstention, members present voted to approve the Minutes of 17th April 2023 and they were duly signed by the Chairman as being a true record of the meeting.

062/23 – Matters arising from the Minutes of 17th April 2023

The Clerk confirmed she had contacted Highways to notify them of the repairs needed to the railings to the bridge by Lower House Farm, Ticklerton, and to request “Road Closed” signs be removed as soon as the work was completed. The requests had been acknowledged.

063/23 – Reports

No reports were received.

064/23 – Planning applications considered

23/01511/VAR application seeking variation of Condition 3 attached to planning permission 20/05193/FUL, to allow venue to stay open until 12pm on 18 days per year, at Eaton Manor, Eaton Under Heywood.

It was noted there were 62 letters of support and eight letters of objection to this application on the SC Planning Portal. The Chairman confirmed there was no application for the playing of outdoor music. Two members of the public presented their views – one in support of the application, outlining the measures Eaton Manor had taken to keep noise and nuisance to neighbours to a minimum; the other objected to the application the grounds of increased traffic and noise.

Councillors discussed the application at length. Cllr. Orme felt some of the noise and additional traffic being attributed to Eaton Manor was more likely to be caused by the Oaklands campsite, he noted that Ticklerton Village Hall is allowed to remain open until 1am and he did not feel that extending the hours at Eaton Manor by half an hour on 18 days would cause all that much inconvenience to local residents. Other councillors took a contrary view. After all opinions were aired, the Chairman **proposed** that the Parish Council could not support the application.

Cllr. Jones **seconded** the proposal.

Vote: Two members abstained and three voted to support the proposal.

The Clerk will advise the Planning Officers that the parish council does not support the application.

065/23 – Consideration of Correspondence and Communications

1. Notification of road closure – various roads around Church Stretton on 10th June 2023 between 18.15 and 20.00 to accommodate a running event.
2. Notification from SALC of a South Shropshire Area Committee meeting on 27th June 2023 via Zoom.
3. Planning decisions:

22/04872/FUL – erection of a single plot exception site affordable home and garage, vehicular access and septic tank, at land adjacent to Manor Farm, Chelmick. Planning permission granted.

23/00297/FUL – proposed sub-division of Hope Bowdler Court, Hope Bowdler into two separate dwellings with associated internal and external alterations and parking provision. Planning Permission granted.

4. Invitation to join in a consultation of the draft recommendations for divisional boundaries in Shropshire.
5. Letter, Clerk to Mr Francis Acton re possible change of parish boundary in Hatton and Mr Acton's response dated 9th May 2023.
6. Request from parish council to Highways Dept. for (a) repairs to bridge/part collapsing highway by Lower House Farm, Ticklerton, and (b) request that when roadworks are completed that all the "road closed" etc signs are removed promptly and all litter cleared away. Responses received indicating requests have been logged.
7. Information from West Mercia Police concerning 25% of cost grant available for provision of SmartWater kits for all 187 households in the parish.

Responses:

Item 5 The Parish Council does not accept Mr Acton's view that the majority of residents of Hatton want to exit from this parish council in order to become part of Acton Scott.

Item 6 The issue of providing SmartWater kits for all the 187 residences in Eaton Under Heywood & Hope Bowdler Parish was discussed at length. The Chairman had surveyed a few residents in Hope Bowdler and found them to be receptive to the plan. Recent incidences of theft/prowlers were discussed. At £8.90 a kit the cost is £1,664.30 of which it is believed the Police & Crime Commissioner would make a grant of 25% leaving the council to fund £1,241.55 plus ancillary costs such as a list of addresses, stationery etc. The council currently has reserves of around £4,000 with which to fund the initiative.

If kits are provided to the majority of households, the Police will pay for and erect roadside signs indicating Hope Bowdler, Ticklerton and Eaton are SmartWater protected areas. Advertising the presence of a SmartWater protected area is the biggest deterrent to would-be burglars. Each kit comes with a label which householders must affix visibly to their property in order to deter burglars.

The Clerk carried out this exercise for a neighbouring parish, when she wrote out addressed envelopes for the residences and handed them over to the Police. The Police registered the kits with SmartWater for each property and posted them out at no cost to the parish council. However, the Police now indicate that they will only post the kits out to those households for which the occupiers have provided the council with their name and address, for Data Protection purposes and, if they have one, provided an email address. This makes the exercise much more complicated. It was agreed the decision of whether or not to commit the parish council to the provision of SmartWater kits be an item for the June 2023 agenda.

066/23 – Highways and Environmental matters

Cllr. Jenkins advised that the broken window in the Hope Bowdler bus shelter is still boarded up. The Clerk was asked to remind Mr Hill. Cllr. Orme noted that litter left in laybys is a continuing problem and included, recently, canisters of nitrous oxide.

067/23 - Finance Report for May 2023

Precept Funds – balance b/fwd from April 2023	£4,391.53
Add: Precept for 2023/2024: Precept £5,588.000, but £250 transferred to Asset/environment funds	<u>£5,338.00</u>
	£9,729.53

Less: Payments to be made on 15th May 2023 from Precept Fund

• HSBC bank charges to 25.04.23	£ 7.00	
• Clerk's net salary for May 2023 (inc back pay)	£186.52	
• HMRC - PAYE on Clerk's May 2023 salary	£ 46.60	
• BHIB Insurance premium for 2023/2024	£497.54	
• Mrs J Griffith's – auditor fee for 2022/2023 audit	£120.00	
• SALC – affiliation fees for 2023/2024	£227.70	
• Hope Bowdler PCC – S.137 donation	£200.00	
• Eaton-Under-Heywood PCC – S137 donation	£200.00	
• <u>Admin expenses incurred in May 2023 paid by Clerk and reclaimed by her.</u>		
• Contribution towards telephone/internet provision for May 2023 @ £20 p.m.	£20.00	
○ Pkt of A4 copier paper	£ 4.75	
○ Electricity for meter – Ticklerton Village Hall	£ 2.00	
• Travelling expenses @ 45p per mile		
18.4.23 – To Leebotwood to deliver accounts etc to auditor – 41 miles		
30.4.23 – to Leebotwood to collect audited a/cs from auditor – 41 miles		
15.5.23 – To HBVH for meetings – 34 miles		
Total mileage – 116 @ 45p	<u>£52.20</u>	
Total of April admin. expenses	£78.95	<u>£ 78.95</u>
		£1,564.31 <u>£1,564.31</u>
Balance of Precept fund c/fwd to June 2023		<u>£8,165.22</u>

Cllr. Jenkins **proposed** that the cheques listed in the Finance Report to the value of £1,564.31 be approved for payment.

Proposal **seconded** by the Chairman

Vote: proposal carried by unanimous support.

Ring Fenced funds held by Parish Council

<u>Environmental/Maintenance Fund</u> bal. b/fwd from April 2023	£911.78	
Add – transfer from 2023/2024 Precept	<u>£250.00</u>	
	£1,161.78	£1,161.78

<u>Neighbourhood Fund</u> – balance b/fwd from April 2023	£451.59
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Total funds held by Parish Council following payment of the above cheques.

Precept Fund	£8,165.22
Environmental/Asset Maintenance Fund	£1,161.78
Neighbourhood Fund grant	<u>£ 451.59</u>
	<u>£9,778.59</u>

2. Bank Statement/Cash Book reconciliation.

The Clerk's reconciliation between Cash Book and HSBC Bank Statement 139 for April/May 2023 was verified by the Chairman

3. Insurance cover: Cllr. Madeley felt that the parish council should fix its insurance premium for three years and should review some of the levels of cover offered.

4. It was agreed that as no CIL/Neighbourhood Fund sums are due to the parish, the Police & Crime Commissioner should be approached for funding for a second SID in Hope Bowdler.

068/23 – To consider the following Audit 2022 – 2023 matters

068/23/1 – Audit Report of Mrs J Griffiths dated 28th April 2023

The council noted that all the financial regulations and procedures to which it is subject had been complied with and the council's accounts and AGAR forms were approved by Mrs Griffiths. She had raised two matters:

1. That as bank charges are being applied by HSBC, the previous auditor had suggested other banking arrangements should be sought, and this had not happened. In fact, the council had discussed the matter at length and had agreed that the considerable difficulties encountered in trying to arrange an alternative bank were too onerous and as the changes are under £100, the difficulties were not warranted. It was agreed that this remains the position and that the council should continue with its HSBC account.
2. That the year end balance (reserves) were low at £3,038 and she noted they are higher 2022 - 2023. It was agreed that the council does not like seeking a large precept whilst simultaneously carrying over reserves at a high level. The matter will be considered again when the 2024/2025 Precept Budget is debated.

Consideration of and approval of the completed and audited Annual Governance Accountability Return (AGAR)

068/23/2 – Proposal by Cllr. Jones that the parish council approves the Section 1 Annual Governance Statement for 2022/2023

Proposal **seconded** by Cllr. Madeley

Vote: Proposal unanimously approved by the members.

068/23/3 – Proposal by the Chairman that the parish council approves the Section 1 Accounting Statement for 2022 – 2023

Proposal **seconded** by Cllr. Gray

Vote: Proposal unanimously approved by the members.

068/23/4 – Proposal by the Chairman that the parish council approves the List of Significant Variances for 2022 – 2023

Proposal **seconded** by Cllr. Jenkins

Vote: Proposal unanimously approved by the members.

068/23/5 – Proposal by Cllr., Jenkins that the parish council approves the Certificate of Exemption for 2022 – 2023

Proposal **seconded** by Cllr, Madeley

Vote: Proposal unanimously approved by the members.

068/23/6 – Proposal by the Chairman that the parish council approves the 2022 – 2023 Notice of Public Rights & Publication of AGAR Return for an Exempt Authority.
Proposal **seconded** by Cllr. Orme
Vote: Proposal unanimously approved by the members

069/23 - Questions for the Chairman

No questions were raised. The Chairman gave his apologies for the June meeting as he will be abroad.

There being no further business to conduct, the Chairman thanked everyone for their attendance and closed the meeting at 8.35pm

Date & Venue of the next Parish Council
Monday 19th June 2023, 7.30pm at Ticklerton Village Hall

SIGNED Tony Madeley

19th June 2023

DATED _____