

MINUTES

OF THE MEETING HELD on 17th MAY 2021, at 8pm AT HOPE BOWDLER VILLAGE HALL

059/21 - Present via Zoom:

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

In Attendance

Clerk, Mrs J de Rusett and Unitary Cllr. Cecilia Motley and one member of the public.

060/21 - 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 declaration of interest were made.

061/21 – Public question time

No issues were raised.

062/21– Approval of the Minutes of the meeting held on 19th April 2021

The Minutes of the Parish Council meeting held on 19th April 2021 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. Jenkins

Vote: The members present voted unanimously to approve Minutes of 19th April 2021 and they were duly signed by the Chairman as being a true record of the meeting.

063/21 – Matters arising from the Minutes of 19th April 2021

No matters were raised.

064/21 - Reports

Reports from the Chairman and Cllr. Motley had been given at The Annual Parish Meeting.

065/21 – Planning matters

No new applications had been received. However, the Clerk had received a letter from the Planning Inspector in Bristol advising that Mr Corfield at Oaklands, Harton was appealing the refusal of planning permission relating to his application 19/02197/FUL for the erection of 50 tent pitches, 8 glamping units and retrospective permission for shower and toilets blocks erected without planning permission. The appeal is to be heard on the basis of written representations. The letter informed the parish council that their previous representations made to Shropshire Council had been forwarded to the Planning Inspector. After discussion it was agreed that the Clerk should write a further letter of objection.

066/21 – Consideration of Correspondence and Communications

Only two items had been received: an email from Cllr. Motley advising that the Planning Committee had still not set a date for the planning application at Ragdon, and a letter from Hope Hospice seeking donations. It was agreed, regretfully, that the parish council could not make a donation this financial year

067/21 – Highways and Environmental matters, to include funding for the provision of a Speed Indicator Device in Hope Bowdler.

067/21/1 - Cllr. Pugh reported that for the past 12 – 18 months a Severn Trent broken water pipe between Ticklerton and Eaton has leaked, causing flooding on the road which is wearing away the verges, creating flood issues and wasting water. Contractors have been out many times to fix the problem but, in his view, only replacing the pipe will stop the problem. It was agreed the Clerk will write to Severn Trent.

067/21/2 – Speed Indicator Device. The Clerk had hoped the council would be able agree tonight which of the two Speed Indicator Devices should be ordered. The Chairman was adamant the SID could not be ordered until the council knew what it was going to cost to insure it. However, Came & Co, the parish council’s insurers, had unhelpfully advised by email that they could not quote for it until it had been purchased. Cllrs. Gray and Jenkins felt the purchase should not be delayed any further. As Came & Co, with very little warning, had almost doubled the annual premium for insurance the Clerk is seeking alternative quotation, with assistance from Cllr. Orme. She will seek with any quotations the cost of insuring a SID device and report back as soon as possible.

The Chairman will in the meantime contact the Police about setting up speed checks on the B4371 through Hope Bowdler.

068/21– Financial Matters

Finance Report for May 2021

1. Precept Funds – balance b/fwd from April 2021		£3,926.21
Add: 2021/2022 Precept	£5,252.00	
Less: Sum of £750 allocated to Asset Maintenance and environmental works	£ 750.00	
Balance to be added to the Precept Funds	<u>£4,502.00</u>	<u>£4,502.00</u>
		£8,428.21

Less: Payments to be made on 17th & 29th May 2021 from Precept Fund

- Clerk’s net salary for May 2021 £159.86

• HMRC. PAYE on Clerk's Salary		£ 40.00	
• Mrs S Hackett – audit fee 2021		£135.00	
• S.137 donation for Hope Bowdler churchyard maintenance		£200.00	
• S.137 donation to Eaton churchyard maintenance		£200.00	
• Insurance premium 2021/2022 - BHIB Ltd – (see note at end)		£469.73	
<u>Admin expenses incurred in May, paid by Clerk and reclaimed by her.</u>			
• Contribution towards telephone/internet provision for May 2021 @ £20 per month	£20.00		
• Postage stamps & card	£ 5.56		
• Plastic document folders	£ 2.25		
• Travelling expenses @ 45p per mile			
17.04.21 to Wolverton & Hope Bowdler to get bank reconciliation checked and to leave items for Zoom meeting on 19.4.21 with Chairman - 35 miles			
20.04.21 To Condover & back to deliver Accounts books etc to the Auditor – 54 miles			
30.04.21 – to Condover to collect audited books/reports/AGAR forms – 27 miles (cost shared with Diddlebury PC)			
17.05.21 – to Hope Bowdler VH for Meeting – 35 miles:			
Total mileage @ 45p – 151	£67.95		
	£95.76	£ 95.76	
		£1300.35	£1,300.35

Balance of Precept Fund c/fwd to June 2021 **£7,127.86**

Ring Fenced funds held by Parish Council

<u>Balance of Environmental Grant b/fwd from April:</u>	£145.93		
<u>Add:</u> Receipt via Precept 20201/2022 fund	£750.00		
	£895.93		£895.93

Transparency Code Grant-

<u>balance b/fwd from April 2021</u>	£271.17		
Less: Invoice from WebOrchard for 2021/2022			
Website hosting fee	£228.00		
Balance c/fwd to June 2021	£ 43.17		£ 43.17

Neighbourhood Fund grant received 26.04.19 **£3,145.35**

The Chairman **proposed** that payment of the cheque listed in the Finance Report for May 2021 be approved.

Proposal **seconded** by Cllr. Jones

Vote: councillors voted unanimously in favour of the proposal.

Total funds held by Parish Council following authorisation & presentation of the above cheques.

• Precept Fund	£7,127.86
• Environmental/Asset Maintenance Fund	£ 895.93

• Transparency Code Grant	£ 43.17
• Neighbourhood Fund grant	<u>£3,145.35</u>
	<u>£11,212.01</u>

Bank Statement/Cash Book reconciliation.

HSBC Bank Statement numbered 115 to be presented to members to verify the Clerk's reconciliation between the parish council's cash book and the bank statement.

Reconciliation verified by Cllr. S Jones.

NOTES:

Insurance Premium for 2021/2022 – payment due by 1st June 2021

In all previous years the parish council's insurance has been dealt with by Came & Co., a firm of brokers. They find the best insurer and their premiums have always been significantly lower than other firms providing parish council insurance. For the last three years the premiums paid are:

2018 - £285.60

2019 - £294.17

2020 - £355.95 – this increase was due to Came & Co adding an admin fee of £50

Their renewal note seeks a renewal fee on 1st June 2021 of £584.06, an increase of £228.11.

The Clerk and Cllr. Orme telephoned around and the best quote they could obtain was £469.73 with BHIB Limited, specialist insurers for parish councils. A cheque was signed and sent to BHIB Ltd on 29th May 2021. The Clerk was unable to get hold of Came and Co and ask them why the premium has almost doubled despite the parish council having no claims history, but they failed to respond to messages.

069/21 – 2020 – 2021 Audit

The Clerk had circulated the Auditor's Report and the completed Annual Governance Report and associated documents prior to the meeting so members could study them and then vote on them at this meeting.

069/21/1: Approval of the Audit Report prepared by SDH Accounting dated 24th April 2021.

Cllr. Jenkins **proposed** that the parish council should approve the Auditor's Report. It was noted it contained no adverse comments or recommendations.

Proposal **seconded** by Cllr. Jones

Vote: councillors unanimously approved the Auditor's Report

069/21/2: AGAR documents – Certificate of Exemption

The Chairman **proposed** that the council requests a Certificate of Exemption from a limited review under S.9 of the Local Audit (Small Authorities) Regs 2015.

Cllr. Pugh **seconded** the proposal.

Vote: Councillors voted unanimously to support the proposal.

069/21/3: AGAR: Authorisation for the Chairman and Clerk to sign the Certificate of Exemption

Cllr. Jones **proposed** that the council resolved to approve and authorise the Chairman and Clerk to sign the Certificate of Exemption.

Cllr. Madeley **seconded** the proposal.

Vote: Councillors voted unanimously to support the proposal.

069/21/4: AGAR: Approval of the signing of S.1 of the Annual Governance Statement for 2020/2021 and thus confirming that nine items listed in S.1 had been complied with.

Cllr. Jenkins **proposed** that the council is entitled to sign S.1 of the Annual Governance Statement and should do so.

Proposal **seconded** by Cllr. Pugh

Vote: Councillors voted unanimously to support the proposal. The Chairman and Clerk duly signed S.1 of AGAR.

069/21/5: AGAR. Approval of signing S.2 of AGAR – the Accounting Statements for 2020/2021

The Chairman **proposed** that the council is entitled to sign the 2020/2021 Accounting Statements at S.2 of AGAR.

Cllr. Jones **seconded** the proposal.

Vote: Councillors voted unanimously to support the proposal. The Chairman and Clerk duly signed S.2 of AGAR.

The councillors considered and approved the Statutory Notices of Public Rights and the Clerk was authorised to display them on the website and notices board for 10th June 2021.

070/21 - Questions for the Chairman

No questions for the Chairman were raised.

There being no further business to conduct, the Chairman thanked everyone for their attendance and closed the meeting at 8.40pm

**Date & Venue of the next Parish Council meeting
Monday 21st June 2021, 7.30pm at Ticklerton Village Hall.**

SIGNED Peter Jenkins

DATED: 21st June 2021