

MINUTES

OF THE MEETING HELD on 16th MAY 2022, at 8pm AT HOPE BOWDLER VILLAGE HALL

069/22 - Present

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

Apologies received from: Cllr. T Madeley

In Attendance

Clerk, Mrs J de Rusett and Unitary Cllr. Cecilia Motley and two members of the public.

070/22- 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.

070/22 – Public question time

No issues were raised.

071/22– Approval of the Minutes of the meeting held on 25th April 2022

The Minutes of the Parish Council meeting held on 25th April 2022 had been circulated and considered by the councillors. No objections were raised to the Minutes.

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

Proposal **seconded** by Cllr. Orme

Vote: With one abstention the members present voted to approve Minutes of 25th April 2022, and they were duly signed by the Chairman as being a true record of the meeting.

072/21 – Matters arising from the Minutes of 25th April 2022

No matters were raised.

073/22 – Reports

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

074/22 – Planning application

22/01906/FUL – application for the erection of a detached garage/store and carport at Fernvale, Bull Lane, Hope Bowdler SY6 7EX.

Whilst noting that the proposed building was large for the size of the property, members nonetheless agreed to support to the application and raise no objections to it..

075/22 – Consideration of Correspondence and Communications

1. Email Melanie Holland, Housing Strategy & Development Manager, Shropshire Council inviting the parish council's comments on SC's draft revised housing allocation policy and scheme. Consultation is from 9.5.22 to 3.7.22 and can be found on HousingStrategy@shropshire.gov.uk
2. Email from Abi Rees, Community Project Officer/Ranger of Groundwork West Midlands offering a free calendar in which are dates of all the meetings, events etc. concerning flood preparedness and resilience. Contact details can be found at [:www.communitiesprepared.org.uk/online-events](http://www.communitiesprepared.org.uk/online-events).
3. Email from Felicity Baily (pronouns – she/her) Transport Consultant seeking parish council's comments on "Shropshire LCWIP: draft Church Stretton Network Planning Report". The Chairman responded to this on 5th May 2022.
4. Email Clerk to Mr Francis Acton seeking sight of his proposed survey of Hatton residents and Mr Acton's response of 3rd May 2022
5. Notification from Highways concerning Clerk's reporting of dangerous unfenced deep ditch adjacent to the highway by New Hall, Eaton where an accident had occurred. Response states that work is required and will be included in their upcoming maintenance programme within the appropriate timescale.
6. Letter, Clerk to CIL Policy Officer at SC enclosing the signed Neighbourhood Fund Annual Monitoring Fund form, signed on 25.04.22 by the Clerk and Chairman,
7. Notice of road closure at Ticklerton junction to Lower House Farm 8th – 9th June 2022 (Severn Trent Water)
8. Notice of road closure B4368 Aston Munslow to Diddlebury, between 27th May 2022 12th July at intermittent times and dates.
9. Notice of road closure: B4368 Pedlar's Rest to Diddlebury between 26th May and 11th July at intermittent times and dates.
10. Email from the PCC of St Andrew's Church, thanking the parish council for its recent donation, and one from Eaton Under Heywood PCC also thanking the parish council for its donation.

Responses: The Clerk was asked to request that immediate steps be taken by Highways in relation to item 5.

076/22 – Highways and Environmental matters

The Clerk confirmed she had met Mr Ray Hall prior to the meeting, inspected his public liability insurance documents and given him times sheets, a plan of the parish and a list of items to be dealt with, such as cleaning signs, cleaning the bus shelters, strimming undergrowth and painting railings. She asked Mr Hall to contact her if he has any queries or problems.

The Chairman advised that Rushbury Parish Council do not like having EMO’s due to insurance issues.

077/22– Financial Matters

077/22/1 – Consideration of the proposed renewal terms of the parish council’s insurance and if accepted, to approve payment of the 2022/2023 premium of £469.73

Having considered the cover being offered and the terms of the policy, the Chairman **proposed** that the parish council should renew the policy and authorise the premium of £469.73

Proposal **seconded** by Cllr. Jones

Vote: Members unanimously approved the proposal.

077/22/2 - Finance Report for May 2022

1. Precept Funds – balance b/fwd from April 2022	£8,342.88
ADD. VAT refund	<u>£ 827.80</u>
	£9,170.68

Less: Payments to be made on 16th May 2022 from Precept Fund

• HSBS bank charges	£ 6.60	
• Clerk’s net salary for May 2022	£166.60	
• HMRC - PAYE on Clerk’s May 2022 salary	£ 41.60	
• SALC: 2022/23 affiliation fees	£236.18	
• BHIB Ltd – 2022/23 insurance premium	£469.73	
• SDH Accounting – 2021/2022 audit fee	£145.00	
• <u>Admin expenses incurred in May 2022</u> <u>paid by Clerk and reclaimed by her.</u>		
• Contribution towards telephone/internet provision for May 2022 @ £20 per month	£20.00	
• Postage stamps	£ 4.08	
• Travelling expenses @ 45p per mile		
05.05.22 To Condover to deliver books & accounts to auditor – 54 miles		
11.05.22 – to Condover to collect audited Account - 27 miles (cost shared with DPC)		
16.05.22 – To Hope Bowdler Village Hall for parish council meeting – 34 miles		
Total Milage – 155 @ 45p	<u>£51.75</u>	
	Total: £75.83	<u>£ 75.83</u>
		£1141.54 <u>£1,141.54</u>
Balance of Precept Fund c/fwd to June 2022		<u>£8,029.14</u>

Cllr. Jones **proposed** that the cheques totalling £1141.54 be approved for payment.

Proposal **seconded** by Cllr. Orme

Vote: Members voted unanimously to approve the payment of the cheques listed.

Ring Fenced funds held by Parish Council

Balance of Environmental Grant b/fwd from April 2022 **£1,130.93**

Neighbourhood Fund. Sum earned in 2021 and paid 08.04.22 **£ 451.59**

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

• Precept Fund	£8,029.14
• Environmental/Asset Maintenance Fund	£1,130.93
• Neighbourhood Fund grant	<u>£ 451.59</u>
	<u>£9,611.66</u>

077/22/3 - Bank Statement/Cash Book reconciliation.

Verification by councillors of the Clerk's reconciliation between PC's cash book and HSBC bank statement 127 was conducted by Cllr. Jenkins.

078/22/1 – Consideration of the 2021 – 2022 Auditor's Report

The Clerk had circulated the Auditor's Report of 6th May 2022 and associated documents prior to the meeting so members could study them. The Auditor had approved all the documents prepared by the Clerk in relation to the audit and approved the cash book as being correct, but had raised four queries.

1. She felt the parish council should avoid bank charges by having on-line banking. This had previously been discussed by the council and it was agreed that banking arrangements should remain as at present.
2. She noted the Clerk had been underpaid. The Clerk will check this.
3. She noted no in-year accounting statements had been prepared. It was not understood what was meant by this as the Clerk presents a full finance report at every meeting.
4. She noted there was no list of the councillor's names, addresses, telephone numbers and email addresses on the website. Councillors had discussed this previously. It is not a legal requirement that these details appear on the website and the councillors prefer them not to be listed.

078/22/2 - Approval of the Audit Report prepared by SDH Accounting dated 6th May 2022

The Chairman **proposed** that the parish council should approve the Auditor's Report. It was noted it contained no adverse comments.

Proposal **seconded** by Cllr. Jones

Vote: councillors unanimously approved the Auditor's Report dated 6th May 2022

079/22 Consideration and approval of the Annual Governance & Accountability Return (AGAR) for 2021 – 2022

The Clerk circulated copies of the AGAR document, supported by the Schedule of all Expenses and Payments in 2021 – 2022, the HSBC Bank account/Cash Book reconciliation prepared to 31.03.22, and drew councillors’ attention to the Report prepared by the auditor on page 4 of AGAR confirming that the parish council had complied with all aspects of its governance and was therefore able to approve the follow parts of the AGAR forms:-

079/22/2 : Certificate of Exemption for 2021/2022

Cllr. Orme **proposed** that the council requests a Certificate of Exemption from a limited review under S.9 of the Local Audit (Small Authorities) Regs 2015 on the basis its income in the year did not exceed £25,000

Cllr. Jenkins **seconded** the proposal.

Vote: Councillors voted unanimously to support the proposal.

The Chairman and the Clerk duly signed the Certificate of Exemption.

079/22/4 AGAR: Approval of the signing of S.1 of the Annual Governance Statement for 2021/2022 thus confirming that nine items listed in S.1 had been complied with.

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

Proposal **seconded** by Cllr. Orme

Vote: Councillors voted unanimously to support the proposal.

The Chairman and Clerk duly signed S.1 of AGAR.

079/22/5: AGAR. Approval of signing S.2 of AGAR – the Accounting Statements for 2020/2021 including the Explanation of Variances

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

Cllr. Jones **seconded** the proposal.

Vote: Councillors voted unanimously to support the proposal.

The Chairman and Clerk duly signed S.2 of AGAR.

079/22/6 – Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority)

The councillors considered and approved the Statutory Notices of Public Rights and the Clerk was authorised to display them on the website and notice boards from the 1st June 2022.

080/22 - 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 8.30pm

**Date & Venue of the next Parish Council meeting
Monday 20th June 2022, 7.30pm at Ticklerton Village Hall.**

Graham Watts

20th June 2022

SIGNED

DATED
