

MINUTES

OF THE MEETING HELD AT TICKLERTON VILLAGE HALL

on MONDAY 16th MARCH 2020 at 7.30pm

027/20 - Present

Cllr. G Watts - Chairman
Cllr. P. Jenkins
Cllr. C. Pugh
Cllr. L Gray

Apologies for absence were received and accepted from:

Cllr. T Madeley, Cllr. S Jones and Cllr. Bruce Orme

In Attendance

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

028/20 - 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.

029/20 – Public question time

No questions were raised.

030/20 - Approval of the Minutes of the meeting held on 24th February 2020

The Minutes of the Parish Council meeting held on 24th February 2020 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. Gray

Vote: The members present voted unanimously to approve Minutes of 24th February 2020 and they were duly signed by the Chairman as being a true record of the meeting.

031/20 Matters arising from the Minutes of the meeting of 24th February 2020 not dealt with elsewhere on the Agenda

017/20: The Clerk advised there had been no response from SC Highways Department re the flooding issues at Whitefields Farm, Darby Lane, Eaton nor by the Oaklands entrance in

Harton other than a mere acknowledgement of the reports. We are aware that Unitary Cllr. Motley has recently had a meeting with the Highways officials and it is hoped some action might arise from this meeting.

032/20 – Chairman’s Report

The Chairman reported that he and the Clerk had attended the Chair’s and Clerk’s meeting called by Unitary Cllr. Motley at Culmington Village Hall on the 25th February 2020. Vicky Turner of SC was also present: she is in charge of the Housing Needs Surveys which have been carried out in Shropshire Parishes. Critical questioning of the format and content of the Survey by various parish representatives only established that it is not known who had actually drafted the Survey. Another topic aired was Highways issues - flooding, failure of drain and culvert clearance, the pot-holed and eroded state of the highways – were briefly discussed. Cllr. Motley advised she will be raising all the issues when she had a meeting shortly with officials from the S.C. Highways Department. Another topic was possible boundary changes and the amalgamation of some south Shropshire parish councils. Cllr. Motley urged parish councils to have discussions amongst themselves on how boundary changes can best be effected between the Corvedale/Apedale parishes, given their local knowledge of boundary issues and anomalies. She believes it is important for parishes to have a merger plan ready for discussion rather than have a scheme imposed upon them.

033/20 – Planning application

20/00991/AGR – erection of a dirty water lagoon at Hatton Manor Farm, Hatton, SY6 6QP. This was not a formal consultation: the application had been sent to the parish council for information purposes only. Members had viewed the application on the planning portal and had no comments to raise on it.

034/20 – Minor Highway & Environmental matters

Cllr. Pugh reported that the road from Ticklerton to Eaton has now been resurfaced. However, the contractors have created a dangerous 6” drop off by the entrance to Hysbatch which could cause significant damage to vehicles if they have to pull over when meeting oncoming traffic. The Clerk will raise this issue with Highways. She has already raised the fact the resurfacing works have created a dip by Stoneycroft in Ticklerton in which a large pool of water collects, where there was previously only a small puddle.

035/20 – Consideration of Correspondence and Communications

The councillors considered the following items and resolved on necessary action.

1. 17.02.20 – Flooding warning in Shropshire – call 0345 678 9006 for flood issues/advice.
2. 20.02.20 – further advice from SC re flooding issues – including details of grants available for eligible flood affected households and businesses.
3. Email & poster from Crest (Centre for Research into Environmental Science & Technology) with details of a of free event on 23rd March 2020, 11am - 4pm at the Guildhall, Frankwell Quay, Shrewsbury SY3 8HQ on how slow digital services are marginalising rural areas.

4. 26.02.20 – 1st Coronavirus advice fact sheet.
5. 02.03.20 – 2nd Coronavirus advice fact sheet
6. 12.03.30 – Letter from Shropshire Mind asking for a donation towards their work serving residents of the Shropshire who have mental health issues.
7. 13.03.20 – 3rd Coronavirus advice fact sheet with emphasis on how parish councils should proceed.
8. 10.03.2020 – Report from Clerk to Highways using their designated email address (customerfirst@shropshire.gov.uk) reporting on road-side water collection in Ticklerton following recent re-surfacing works requesting that the contractors be asked to return and resolve the problem. Email returned with instructions to report instead to – shropshire.gov.uk/roads-and-highways/report-a-highways-fault-or-concern.
9. March 2020 up-date from Connecting Shropshire, reporting that Shropshire Council remains committed to enabling superfast Broadband in Shropshire and the steps it is taking to achieve this.
10. Notification from the Parkinson's charity publicising a Walk for Parkinson's fund raiser on 27th June 2020 in Ludlow. Tel 0800 138 6593 for details.

Responses:

Item 7

The members had considered the advice coming from the government, Shropshire Council and the Shropshire Association of Local Councils (SALC) on how to operate the parish council in the event of parish council meetings being banned due to the Coronavirus pandemic. It is current law that parish councils can only approve payments and financial matters and planning applications in open quorate meetings. The advice urges parish councils to approve delegated powers to the Clerk as an interim measure should meetings be banned.

Having discussed the available advice and having considered the matter, the Chairman **PROPOSED** that this meeting approve the following delegated powers to the Clerk so that the parish council can continue to function:

- **To pass the following Resolutions to delegate functions to the Clerk, in consultation with the Chairman or Acting Chairman, to enable the parish council's administration to function during the Coronavirus situation, pending further government legislation or advice, as are listed below. These Resolutions will be reviewed in May 2020.**

1 To note that it is lawful for the Clerk, with approval from the Chairman or Acting Chairman, to spend against specific items in the Parish Council's budget i.e. for contractors, hall hire, clerk's salary and PAYE, clerk's expenses and all other items which have been identified in the budget when setting the precept or approved at previous meetings: any such payments to be reported to the Council at the next ordinary meeting.

2 To approve provision of delegated powers to the Clerk, with approval from the Chairman or Acting Chairman, to spend up to a limited amount (to be agreed) and to authorise urgent work when unforeseen circumstances occur.

3 To delegate to the Clerk the making of arrangements for the approval of cheques to be signed by two councillors in accordance with the bank mandate and for the bank statement/cash book reconciliations to be approved.

4 To delegate powers to the Clerk to respond to planning applications after conferring by email/telephone with councillors and seeking approval from the Chairman or the Acting Chairman.

5 To delegate powers to the Clerk to postpone meetings of the parish council should this be required, after seeking approval from the Chairman or Acting Chairman.

6 Members resolve to await and act upon Government advice in relation to the holding of the Annual Parish Meeting and the Annual General Meeting, scheduled to be held on 18th May 2020, and to give delegated powers to the Clerk to make necessary re-arrangements for these meetings in consultation with the Chairman or Acting Chairman.

7 Members resolve to await Government advice on the deadlines for submitting the Audited accounts and Annual Return to PKF Littlejohn LLP, auditors and of the giving of confirmation of the dates for the period of the exercise of public rights in relation to the audit.

The **Proposal** was **seconded** by Cllr. Gray

Vote: the members voted unanimously to support the proposal. The delegated powers therefore came into force with immediate effect.

036/20 – Finance Report for March 2020

| | |
|---|------------------|
| 1. Precept Fund: balance b/fwd from 24.02.20 | £3,210.21 |
| Less: Cheques to be authorised for payment on 16.03.20 | |
| 1. Clerk's net salary for March 2020 | £149.33 |
| 2. HMRC – PAYE on Clerk's March 2020 salary | £ 37.40 |
| 3. British Legion: 5 x lamp post poppies for VE/VJ day | £ 15.00 |

4. Administrative expenses paid by Clerk in March.

2020 on behalf of parish council and reclaimed by her

| | | |
|---|--------|----------------|
| • Contribution towards telephone/Broadband provision for March 2020 @ £20 p.m. | £20.00 | |
| • £4 electricity for heating village halls for meetings | £ 4.00 | |
| • Postage stamps - 6 x 2 nd class | £ 3.66 | |
| • Badger generic Epson ink cartridges | £12.98 | |
| • Travelling expenses claimed at 45p per mile 16.03.20 to Ticklerton Village Hall for parish council meeting – 34 miles | £15.30 | |
| Total of Clerk's March 2020 admin. expenses | £55.94 | <u>£ 55.94</u> |

£257.67 £ 257.67

Balance of Precept Fund c/fwd to April 2020 **£2,952.54**

The Chairman **Proposed** that the cheques listed above be approved for payment.

The proposal was **seconded** by Cllr. Gray

Vote: members voted unanimously to approve payments of the cheques.

2. Ring-fenced sums held by Parish Council

Environmental Grant: balance b/fwd from February 2020 **£790.93**
No claims made in March 2020

Transparency Code grant: - balance b/fwd from February 2020 **£544.17**

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

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

- **Precept Fund** **£2,952.54**
- **Environmental Grant Fund** **£ 790.93**
- **Transparency Code grant** **£ 544.17**
- **Neighbourhood Fund** **£3,145.35**
- £7,432.99**

4. Bank Statement/Cash Book Reconciliation

HSBC Bank Statement number 101 was presented to members to verify the Clerk's reconciliation between the bank statement and the parish council's Cash Book. Cllr. Jenkins verified the figures.

037/20 – Review of the parish council's insurance cover for 2020-2021

This item of business had to be deferred to a later meeting as the insurance brokers had not provided the renewal documents in time for this meeting.

038/20 – Consideration of matters to be raised at the Annual Parish Meeting and Annual General meeting.

The members present confirmed that they will not be standing down at the AGM but are prepared to continue in office.

It remains unclear whether the Annual Return and audited accounts can be approved at the May meetings or whether the whole audit/annual return process will have to be postponed to later in the year.

039/20 - Questions for the Chairman

No questions were raised.

The Chairman thanked the members for their attendance.

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

Date & Venue of the next Parish Council meeting
Annual Parish Meeting, Annual General Meeting and ordinary business meeting all on
Monday 18th May 2020 at Hope Bowdler Village Hall
To be confirmed

SIGNED Graham Watts

DATED: 20th July 2020