

Minutes of Hopesay Parish Council

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Parish Council Meeting Monday 18th January 2021, held remotely via ZOOM, 7.30pm

Present: Cllrs. R. Loynes, J Bowers, J Manifold, J Cole, I Alebon.

Absent: Cllrs R Fowler, T Record

In attendance: 1 member of the public.

Clerk: Mrs M Gwilliam.

The Chairman introduced the meeting, and summarised procedure for virtual / remote meetings.

1. Apologies for Absence: Cllr R Fowler.

2. Co-option of Councillors: None.

3. Declarations of i) Disclosable Pecuniary and ii) Personal Interests, and written requests for dispensations: None.

4. Minutes of the Parish Council Meeting 7th December 2020: The minutes were approved, and the Chairman was authorised to sign them as an accurate record. **Resolved.**

5. Public Participation: None.

6. Planning: New applications: 20/04686/LBC, the Old Court House, Aston, replacement of 23 windows, French door, front door, french drainage. Council **resolved** to support the application.

20/05406/VAR, proposed residential development on land N/W Broome farm, Broome, variation of condition attached to planning application 17/05652/FUL. Council **resolved** to neither support or object to the application.

20/04867/FUL, Malt House Cottage, Clun Road, Aston, installation of air source heat pump. Council **resolved** to support the application.

7. Unitary Councillor Report: None.

8. Updates on matters from previous minutes / Clerk's report: The Clerk informed Council that the Census in England and Wales will take place on 21st March 2021. For the first time, it will be a "digital first" census, although some paper forms will be distributed in some areas. Where they are not automatically distributed, people will be able to request a paper form. The awareness campaign will commence in February. Paper forms or unique access codes should be distributed during the second week in March. People are asked to complete the Census between 15th – 21st March, based on their situation as at the 21st March. Census officials will try to carry out follow ups to engage those who have not completed on time.

Ultimately, there is a fine of up to £1,000 for non-completion. Councillors can help in flagging up and contacting hard-to-reach sectors of their community. These are considered to be adults over 80, and people lacking digital skills or access to technology especially aged over 65: as well as rough sleepers, travellers, eastern European persons, low-income households, those living on canals, veterans, the LGBT+ community, disabled persons and others who may have difficulty in responding such as people with autism, and the hearing and visually impaired.

No progress has yet been made on getting a Post Office van scheduled to include the Village Hall car park in its rounds, or on the council notice board for the Village Hall car park.

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9. Hall / Shop Lease Update: The solicitor has been engaged, and Council has paid £300 on account.

10. Aston Green: Mr John Campion had submitted a management report on progress and status of various projects, including the acquiring of yellow rattle seed, and second-hand canes and spirals – thanks were expressed to Cllr Manifold for these. The management drawing should be ready by mid-February, and Council would need to consider the purchase of hedging stakes at the February meeting. The Chairman thanked Mr Campion for his report and hard work.

The Clerk reported that fencing quotes for the track and lower field etc had not all been received, and Council agreed to defer consideration until next month.

11. Correspondence: Correspondence included the Precept requirement form from Shropshire Council that the Clerk would complete and return before the end of January, and information from SALC on the Shropshire Climate Action Partnership. Temporary road closure: Long Lane and Watling Street Craven Arms, 21st March, BT pole testing.

12. Training: Council **resolved** to authorise Elections Engagement training for the Clerk and Chairman, Friday 26th February, Zoom, @ £30 per person, and New Councillor training Monday 22nd March 5pm – 7.30pm, Zoom, @ £30 per person (for 2 councillors as it is expected to co-opt a new councillor in February).

13. Assets Register: The Assets Register had been revised to include Council property previously left off the register. In addition, the replacement cost of the new Arbor Tree seating had been updated. It was suggested that the replacement value of the war memorial should be raised to £1,000. This and one other minor addition were agreed and Council **resolved** to accept the revised Assets Register.

Councillors undertook to inspect the assets and report back on condition in March.

14. Finance: The Bank reconciliation to 31st December had been circulated. There were no unexplained variances.

3rd Quarter Budget Monitoring Report: The RFO had circulated a report on budget performance to the end of December. A couple of budget headings looked like they might be underspent and one budget required a virement but generally, spending was in line with budget.

Virement: To cover the £300 Council had paid to the solicitors Wace Morgan on account, a virement from from one budget to another was required. Room Hire budget was underspent therefore £85 of this could be vired (transferred) to Publicity/Communications budget. The £300 expense would then be divided between Publicity (135) and Data Protection (£165).

Council **resolved** to vire £85 from the Room Hire Budget to the Publicity and Communications budget.

INVOICES to PAY:

Between meetings, 3 cheques were issued under delegated powers. **Cheque 100693 to NALC for £38.93p**, for Cllr Loyne's' remote training session on Planning for the Future in September, **Cheque 100694 to SALC for £30**, for the Clerk's remote training on Procurement and Contracting, and **Cheque 100695 to Wace Morgan for £300**, for payment on account for legal services.

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Voucher	Name	for	Budget (from)	£amount	Cheque
66	NALC	Training, Cllr Loynes	Training 32.44	38.93 incl 6.49 VAT	100693
67	SALC	Training, Clerk	Training	30	100694
68	Wace Morgan Ltd	Legal services, payment on account	Publicity & Communications 135 GDPR 165	300	100695
69	Meg Gwilliam	Net salary, & home working expenses allowance	Salary 426.50 Office admin 26.00	452.50	SO
70	HMRC	PAYE tax on salary	Salary tax	73.40	100696
71	R Loynes	Reimbursement printer inks	Office admin	43.99	100697
72	SLCC	Annual membership fee	subscriptions	112	100698
73	Ditton Services	Grass cutting monthly instalment	Aston Green 203	243.60 (VAT 40.60)	SO

Council accepted the Finance Report, and authorised the lists of payments. Resolved.

The Clerk informed Council that its general fund, or 'Working Balance' was currently approx. £7,667 which was 40% of the budget. Council's Reserves Policy aimed for a minimum working balance of 50% of the budget; however, currently the budget total had been inflated by the one-off Arbor Tree enclosure project (£4,761) and without this £7,667 would be 53% of the budget.

15. Review of Standing Orders and Financial Regulations: Council reviewed its Standing Orders and Financial Regulations. Both documents had been circulated to councillors before the meeting. Council agreed that Financial Regulations were up to date and did not need revising. **Resolved.** Council agreed that with a minor amendment to include SO 5k, Standing Orders were up to date. **Resolved.**

16. Meetings attended: None.

17. Reports of Parishioners and parish issues: Council was informed that there was a recurrent problem with blocked drains and gullies in Aston on Clun. Shropshire Council had been informed. The Clerk will follow up if need be. Residents are encouraged to report blockages direct to Shropshire Council via their website, as this may encourage a speedier response.

A land owner had reported to Council that their notices affixed to gates on public rights of way had been removed again.

The Arbor Tree Festival Committee had informed Council that the picnic bench needed replacing. Several elderly residents had asked a councillor when the Covid vaccinations would be available.

18 Next Meeting: Monday 22nd February 2021.

The meeting closed at 8.20pm.

Chairman Signed:

Date: