

# **Minutes of Hopesay Parish Council**

1

**Parish Council Meeting Monday 26<sup>th</sup> April 2021, held remotely via ZOOM, 7.30pm**

**Present:** Cllrs. J Bowers (Acting Chair), J Cole, S Hingston, J Manifold, G Fryer, I Alebon.

**Absent:** Cllrs R Loynes, R Fowler, T Record.

In attendance: 3 members of the public.

**Clerk:** Mrs M Gwilliam.

**1. Apologies for Absence:** Cllrs R Loynes and R Fowler.

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

**3. Minutes of the Parish Council Meeting 29<sup>th</sup> March 2021:** The minutes were approved, and the Chairman was authorised to sign them as an accurate record. **Resolved.**

**4. Public Participation:** Members of the public addressed the meeting on planning application 21/01630/FUL. Each objected to the application in turn, and explained their reasons for doing so, and would submit or had submitted their points via the Planning Register online to Shropshire Council.

**5. Planning:** New application: 21/01630/FUL, Tadymor Farm, Hopesay; Use of an existing building to house a milking parlour (and ancillary equipment), creation of a collecting yard and application under section 73a of the Town and Country Planning Act 1990 for the creation of a dirty water lagoon. Councillors spoke objecting to the application. Some sympathy was expressed for the young family coming into the village, but the application should have been made prior to the milking parlour being erected not after; the farming methods described were felt to be unsustainable at that altitude and on that soil; the original application for an agricultural storage building and the late application for change of use after the milking parlour was in production was felt to be underhand and contemptuous of the planning process; the information given about the number and frequency of service vehicles appears to be at odds with that experienced by villagers (ongoing disturbance, traffic generation, highways safety); the environmental damage to roads, verges and farmland was concerning (environment); and the buildings were visible from the National Trust and other land and many roads and other vantage points around the valley (public visual amenity). A retrospective application cannot resolve the issues raised with regard to the planning enforcement. Council **resolved** to object to the application. Council instructed the Clerk to write expressing its concerns to Shropshire Council.

Enforcement: 21/07680/ENF, Tadymor Farm, Hopesay, Alleged breach of Planning Control in relation to planning permission 20/02434/AGR – usage. Ongoing.

**6. Unitary Councillor Report:** None.

**7. Updates from previous minutes, Clerk's report:** Council's insurance was due at the end of May 2021. Council was currently in the second year of a 3-year long term agreement, so there was no need to obtain competitive quotes, only to ensure that the insurance company had the up-to-date version of the Assets Register. The Clerk had emailed this to them.

Hopesay parish will have an uncontested election in May 2021 meaning that that the 7 councillors who stood in the election would be parish councillors for another 4 years.

# Minutes of Hopesay Parish Council

2

**9. Hall / Shop Lease Update:** None.

**9. Aston Green:** Deferred.

**10. Correspondence:** A resident who had written to Shropshire Council listing issues with the road conditions in the parish had sent Council a copy, which had been circulated. This had been followed up with photographic evidence of potholes.

Temporary road closures: B4369 From Broome Road end To Junction B4367, Aston, 28th April, Severn Trent maintenance.

**11. Roads Campaign:** A campaign had been started about the condition of rural roads in Shropshire. Some councils were writing letters of complaint to Shropshire Council and all town and parish councils were being encouraged to join the campaign.

Council **agreed** to defer consideration until after the election.

**12. Finance: Final Year End Adjustments:** The RFO had carried out an additional virement from one budget to 3 other budgets to tidy up 2020-21 year-end figures and avoid overspends.

Council **resolved** to retrospectively **approve** a virement of £185 from the 2020-21 Aston Green Management budget to IT (£10), Admin/Office (£25), and Subscriptions and Training (£150).

**Budget Monitoring Report to 4<sup>th</sup> quarter / year-end:** The report had been circulated to all councillors. Underspends were on the Covid 19 Grant, Arbor Tree and area (but this would be spent in 2021 22 see below) and Aston Green Management.

Council **approved** the year-end budget monitoring report.

**Statements of Reserves:** Earmarked Reserves at 31<sup>st</sup> March 2021 (end of year) and Earmarked Reserves at 1<sup>st</sup> April 2021 (showing funds moved to various budgets) had been previously circulated.

Council **approved** the Statements of Reserves.

**2021 2022 Budget:** The RFO informed Council that the new picnic table for the Arbor Tree enclosure although ordered in the previous financial year, would be paid for in the current financial year and the Arbor Tree budget needed funds to cover the expense. The funds were in Reserves and should be vired to the Arbor Tree budget. Council would also need to adopt the increase in its overall budget. A revised budget showing this had been circulated (Hopesay Parish Council 2021 2022 budget April 2021).

Council **authorised** the virement of £600 from Earmarked Reserves to Arbor Tree and area budget, and **resolved** to **adopt** the revised 2021 2022 budget.

**Bank reconciliation** to 31<sup>st</sup> March – previously circulated. There were no unexplained variances.

Council **noted** the March 2021 Bank Reconciliation.

## **INVOICES to PAY:**

**A final payment last year, 2020 2021:** Council **resolved** to retrospectively **approve** a payment made under delegated powers for the final quarter payroll invoice from T P Jones & Co LLP for £53.10p including VAT, voucher 87, shown below.

87	T P Jones & Co LLP	Payroll services	Office admin 44.25	£53.10 incl VAT	100708
----	--------------------	------------------	--------------------	-----------------	--------

# Minutes of Hopesay Parish Council

3

Clerk's salary: The NJC pay award was still under negotiation. The Clerk's net salary will have changed slightly but it was not yet known by exactly how much. Amending the Standing Order would be put off to a later meeting and retrospectively adjusted.

Council retrospectively **approved** the mourning webpage for Prince Philip, £35 + VAT, voucher 4 below, which was authorised by the Clerk and Chairman using delegated powers in between meetings. Council also **approved** payment for the Arbor Tree picnic bench due on 28<sup>th</sup> April.

Voucher	Name	for	Budget (from)	£amount	Cheque
1	Meg Gwilliam	Net salary, & home working expenses allowance	Salary 426.50 Office admin 26.00	452.50	SO
2	HMRC	PAYE tax on salary	Salary tax	75.60	100709
3	John Campion	Mileage claim	AG management	15.30	100710
4	Vision ICT	Mourning webpage	IT £35	42 inc 7 VAT	100711
5	Simon Donath, Coed Dinefwr Ltd	Arbor Tree picnic table, fixings, delivery	Arbor Tree 565	678 inc 113 VAT	100712
6	Ditton Services	Grass cutting monthly instalment	Aston Green 203	243.60 (VAT 40.60)	SO

**Council resolved to accept the Finance Report and authorised all payments as listed.**

Council noted that, due to the extraordinary year just passed, it had not been possible to conduct councillor checks on the accounts in the normal way.

Council agreed that once councillor checks could recommence, councillors would retrospectively check last year's accounts. The Clerk would book the Village Hall for this when suitable.

Annual Accounts, Internal Audit, and AGAR: The closing balance carried forward from last year 2020 2021 to this year 2021 2022 was £13,264.52p (£13,265 on the AGAR).

Summary of Receipts and Payments: The RFO had circulated a Summary of Receipts Payments and Reserves 2020 21. This would be presented at the Annual Parish Meeting. It would be posted in due course on the website as part of the annual accounts and end of year information.

The Annual Governance and Accountability Return (AGAR): The RFO presented the AGAR accounts including the statement of variances and the AGAR bank reconciliation. All documents had been previously circulated and councillors had studied them and found the accounts clear and balanced. Councillors had studied the assertions in Section 1 the Annual Governance Statement, and agreed that throughout the year they had been diligent in checking assets, carrying out risk and internal controls reviews, checking and authorising payments, noting bank reconciliations, and had followed proper practices and kept within legal and proper procedures. The Council website had been kept up to date and all statutory notices had been displayed. Council therefore agreed that, in the event of a clean audit report, it could answer yes to the 8 assertions in the Annual Governance Statement. Councillors had studied Section 2 the Accounting Statements and compared figures with the bank reconciliation, the summary of accounts, Reserves, and other documents provided by the RFO. The RFO advised Council that it should declare itself exempt from the limited assurance review again, provided it met criteria. **The AGAR and supporting documents would be sent to Council's Internal Auditor.**

Council **resolved** that it intended to declare itself exempt from external audit provided that it met the criteria and it received a clean internal audit report.

Council **agreed** that the accounts were clear, all variances had satisfactory explanations, and the figures balanced. Council **agreed** that subject to a clean internal audit report it could answer 'yes' to all assertions and approve the accounts. **Resolved.**

# Minutes of Hopesay Parish Council

4

**13. Risk Register:** Cllr Manifold suggested that Council continue to work with the Risk Register in its current format for several more months before reviewing the format. No risks were reviewed.

**14. Parish Issue:** A landowner had asked the parish council if anything could be done about dogs out of control on farmland. Their tenant had experienced several instances of dogs being out of control and in some cases regrettably injuring lambs and even causing deaths. Some dog owners approached were resistant to putting their dogs on leads. Signs about keeping dogs under control provided by Footpaths Officers had been removed. Councillors agreed that this was an issue. Owners whose dogs are near stock and are out of control must understand that causing alarm to stock can create panic and injury even if the dog "appears to be doing no harm". Please approach such owners - if it is safe to do so - and ask them to put their dog on the lead and keep it under close control. Council **agreed** to post notices on parish notice boards highlighting the issue.

**15. Training:** Council **authorised** Cllrs Loynes, Hingston, Bowers, Alebon, and the Clerk's attendance at Code of Conduct training Wednesday 9<sup>th</sup> June 5 – 7pm; 5 places @ £10 per head. **Resolved.** Council would be adopting a new Code of Conduct at its May meeting.

Council **authorised** the cost of 2 councillors' attendance at a NALC planning event @ £40 approx per head, when it is offered again – no date given yet. **Resolved.**

Council **authorised** Cllrs Bowers and Fryer's attendance at Handling Difficult situations on Thursday 20<sup>th</sup> May 10.30am – 1pm, @ £30 per head. **Resolved.**

Council **authorised** Cllrs Hingston and Alebon's provisional attendance at a 3-session planning training event in September (9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>) @ £95 per head. Both councillors may have diary clashes as yet unscheduled due to work commitments. Clerk would book places provisionally. **Resolved.**

**16. Annual Parish Meeting:** The Chairman would arrange a date.

**17. Meetings attended:** Cllr Loynes had circulated his report on the training on handling difficult situations and Cllr Hingston also gave her report on this training. Cllr Manifold reported on the Hopesay Hill site meeting held by Peter Carty of the National Trust, about the plans the Trust has for tree planting and cattle grazing on the hill in future years. Cllr Manifold offered to continue to act as a conduit for people as he is in regular contact with the National Trust Hopesay Hill staff.

**18. Reports of Parishioners and parish issues:** None. The acting Chair thanked Cllrs Cole and Manifold for their hard work and commitment to Council and the parish. Councillors were encouraged to continue to represent all parishioners not just those in their immediate community.

**19 Next Meeting:** Mondays 24<sup>th</sup> May, 28<sup>th</sup> June, 26<sup>th</sup> July, 23<sup>rd</sup> August 2021.

**The meeting closed at 8.20pm.**

Chairman Signed:

Date: .....