

# Minutes of Hopesay Parish Council

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Parish Council Meeting Monday 22<sup>nd</sup> April 2024, held in Aston on Clun Village Hall, 7.30pm.

**Present:** Cllrs. R Hartas, J Bowers, G Fryer, T Record.

**Absent:** Cll I Alebon, Unitary Cllrs H Luff & D Evans

**Clerk:** Mrs M Gwilliam.

**1. Apologies for Absence:** Cllr I Alebon, Unitary Cllr H Luff.

**2. Co-option of New 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 25<sup>th</sup> March 2024:** The minutes were approved as an accurate record, and the Chair was authorised to sign them. **Resolved.**

**5. Public Participation:** None.

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

**7. Craven Arms Recycling Centre:** Council **agreed** its responses to the Shropshire Council consultation on Waste Recycling Centres and the Chair undertook to submit them on behalf of Council. **Resolved.** Council **resolved** to leaflet the parish to raise awareness of the consultation. The leaflet would be double sided with details of the Annual Parish Meeting on the reverse. Council authorised the Chair to get the leaflet printed and distributed, the expense to be set against the Publicity and Consultations budget. **Resolved.**

**8. Chair's Report:** The Chair gave a brief report.

**9. Planning:** No new applications.

**10. Aston Green:** Council discussed various options for a kind of barrier to discourage unauthorised parking on the Green, to replace the current tape. Councillors needed more time and would study options over the next month and consider at the next meeting.

Council noted that the extreme wet weather had had an adverse impact on grass cutting despite the best endeavours of the contractor.

**11. Correspondence:** Including from West Mercia Police, re a new policing Inspector for South Shropshire, and other bulletins and newsletters.

Temporary road closures: none within parish.

**12. Play equipment Working Group:** Deferred.

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**13. Finance:** The RFO had circulated the bank reconciliation to 31<sup>th</sup> March 2024 – the Year-End. There were no unexplained variances and Council **resolved** to accept the bank reconciliation.

A Year-End Budget Monitoring Report had been circulated. One item was overspent but this was more than covered by 12 other item budgets being underspent – an overall underspend of £7,687, the bulk of which was unspent CIL NF Parish Project. The Parish Project would be continued in 2024 2025 and having a project of this size covering more than one financial year was not unusual. The RFO had recommended keeping some of the underspend in Earmarked Reserves and Council would be asked to vire these. Council **resolved** to accept the Year-End Budget Monitoring Report.

Year-End Virements: Following brief discussion Council agreed the RFO's recommendations.

Council **resolved** to discontinue the Lighting Reserve and vire the £2 to the General Fund.

Council **resolved** to vire the unspent but committed £50 from the 2024 2025 Grants budget to a Grants Earmarked Reserve.

Council **resolved** to vire the unspent £672 from the Aston Green and the unspent £234 from the Aston Green Management budgets, into Aston Green Earmarked Reserves.

Council **resolved** to vire the £50 unspent Parish Maintenance 2023 2024 budget into Parish Maintenance Earmarked Reserves.

Council **resolved** to vire the unspent £5,621 from the CIL NF Parish Project 2023 2024 budget into CIL NF Earmarked Reserves.

2024 2025 Budget Revisions: Council revised the current year's budget:

Council **resolved** to vire £50 from the Grants Earmarked Reserve into the 2024 2025 Grants Budget.

Council **resolved** to vire £5,691 from its CIL NF Earmarked Reserve into a new budget headed CIL NF Parish Project, to continue parish improvements and enhancements.

These revisions increased the 2024 2025 budget by £5,741 and brought the total budget to **£21,891. Resolved.**

Earmarked Reserves: The RFO presented 2 documents – the Reserves at Year-End, and the current position following the virements. The current total of Earmarked Reserves was £3,622.

VAT reclaim: Council had received £756.79p from HMRC in reclaimed VAT on 2<sup>nd</sup> April.

## INVOICES to PAY

At the March meeting Council had resolved to purchase the current edition of Arnold Baker on Local Council Administration. The book had now been ordered and the invoice from SLCC had been received. The RFO sought authorisation to pay the invoice on receipt of the book (voucher 7).

Voucher	Name	for	Budget (from)	£amount	BACS/cheque
1, 2	Staff costs	April 2024	Salary, tax, homeworking costs	676.13	SO, BACS
3	Ditton Services	Grass cutting, April instalment	Aston Green 277.83 VAT 55.57	333.40	SO
4	SALC	training	Training 30	30.00	BACS
5	T P Jones	Payroll services Jan-Mar	Admin/office costs 48.75, VAT 9.75	58.50	BACS

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6	Clerk	Copier paper expenses	Admin/office costs 6.66, VAT 1.33	7.99	BACS
7	SLCC	Arnold Baker reference book	Training 141.5 VAT .90p	142.40	BACS
<b>Total</b>				<b>£1,248.42p</b>	

**Council accepted the Finance Report and authorised all payments as listed. Resolved.**

**14. AGAR (Annual Governance and Accountability Return):** The RFO tabled a blank Section 1 (Annual Governance Statement) with a completed Section 2 (Accounting Statements) of the Annual Return for Council's scrutiny. Also tabled was a draft Receipts and Payments Summary to compare with the Accounting Statements. Following scrutiny and considering the internal controls and measures in place to mitigate risks, Councillors agreed that they could answer 'yes' to the assertions in Section 1 if the Internal Auditor returned a clean report.

**15. CIL Neighbourhood Fund Projects:** No new spends this month.

**16. Risk Register rolling review:** Council reviewed risk 4 and **resolved** that current controls were adequate. It was noted that the Clerk had attended year-end financial training on 26<sup>th</sup> March and that Council had purchased the latest edition of Arnold Baker on Local Council Administration.

**17. Assets Register:** Council **resolved** to approve and adopt the revised spreadsheet version of the Assets Register. This new document would replace the old word document, and was populated with formulae and various charts that enabled easier updating.

Council authorised the purchase of some 50 asset tags at a cost of £75.

Allocation of inspection of assets deferred.

**18. Meetings Attended:** None. The Clerk had attended a training session on year-end accounts.

**19. Reports of Parishioners Issues, Future Agenda Items:** None.

**20. Next Meetings:** Mondays 20<sup>th</sup> May (Annual Parish Council meeting), 24<sup>th</sup> June, 15<sup>th</sup> July, and 19<sup>th</sup> August 2024.

**The Chair closed the Meeting at 9.15pm.**

Chair Signed:

Date: .....