

Minutes of Hopesay Parish Council

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Annual Parish Council Meeting, Monday 20th May 2024, held in Aston on Clun Village Hall, 7.30pm.

Present: Cllrs. R Hartas, J Bowers, I Alebon, T Record.

In attendance: Unitary Cllr D Evans, a Member of the Public.

Absent: Cllr G Fryer, Unitary Cllr H Luff

Clerk: Mrs M Gwilliam.

1. Election of Chair: Cllr Bowers proposed and Cllr Record seconded Cllr Hartas as Chair for the coming year. There being no other nominations, Cllr Hartas was elected as Chair. **Resolved.** Cllr Hartas signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

2. Election of Vice Chair: Cllr Bowers was proposed and seconded as Vice Chair for the coming year. There being no other nominations, Cllr Bowers was elected as Vice Chair. **Resolved.**

3. Apologies for Absence: Cllr G Fryer, Unitary Cllr H Luff.

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

5. Minutes of the Parish Council meeting 22nd April 2024: The minutes were approved as an accurate record, and the Chair was authorised to sign them. **Resolved.**

6. Representation on Outside Bodies: Cllr Bowers was approved as Council's representative to the Village Hall Committee, and Cllrs Hartas and Fryer were approved as the SALC representatives. **Resolved.**

7. Reviews and Subscriptions: Continuing subscriptions to SALC and SLCC were approved. **Resolved.** Adoption of the new Financial Regulations was deferred. Policies would be reviewed at Council meetings throughout the year.

8. Unitary Councillor Report: Shropshire Councillor D Evans gave a brief report.

9. Public Participation: A member of the public addressed the meeting about the change of venue for the Steam and Vintage Fair next month. The member of the public read out a list of questions which would be submitted to the Clerk in writing so that a written response could be made.

10. Planning: No new applications.

11. Chair's Report: The Chair reported that a request had been made at short notice to launch a hot air balloon at Aston Green. Such requests needed to be an agenda item to be considered by Council at a Council meeting, and would also need to be authorised by Council's insurer.

12. Actions Arising from the Annual Parish Meeting: A resident had asked if some of the CIL funds could be used to beautify Broome Station. Broome residents asked for speed checks on the

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B4367 Clungunford to Longmeadow End. It had been understood that some residents would volunteer to be part of a community speed watch group. At the May Council meeting it was asked that speed checks could be extended to Aston.

13. Aston Green: Council deferred discussion on various options for verge markers or other kind of barrier to discourage unauthorised parking on the Green.

14. Correspondence: Including a letter from the Steam and Vintage Fair organiser objecting to Council's letter reminding them of the conditions of use of Aston Green that charges were to be used for Green maintenance. Also various bulletins and newsletters.

Temporary road closures: none within parish. Council noted that the current road closure outside the Village Hall had not been notified.

15. Community Shop: Council was informed that the Community Shop Committee had commenced considerations on replacement of the current portacabin.

16. Play equipment Working Group: The group was reaching the point at which it needed to know Council's views.

17. Finance: Council would remain within the Shropshire Council Joint Energy Scheme again this year.

It had not been possible to carry out a Bank Reconciliation this month.

The Clerk and the Chair using delegated powers had authorised expenditure on refreshments (to be invoiced), publicity flyers (£65, voucher 15 below), and the printing of various other documents (estimated £10) for the Annual Parish Meeting. Council noted and agreed the costs.

Council approved the insurance renewal quote of £505.81p from its current insurer (voucher 12 below), noting that a second quote from a competitor had been far higher. **Resolved.**

INVOICES to PAY

The Arnold Baker council reference book has now been received and paid for (voucher 7, April).

Voucher	Name	for	Budget (from)	£amount	BACS/cheque
8,9	Staff costs	May 2024	Salary, tax, homeworking costs	676.13	SO, BACS
10	Ditton Services	Grass cutting, May instalment	Aston Green 277.83 VAT 55.57	333.40	SO
11	SALC	Annual membership fee	subscriptions	281.82	BACS
12	Gallaghers	Insurance premium	insurance	505.81	BACS
13	Clerk	Soft case for laptop	Admin/office /IT	7.99	BACS
14	BCBS	Building materials, sundries	CIL NF parish project	257.63	BACS
15	Enterprise House	Double sided flyers for APM	Publicity/consultations	65.00	BACS
16	B Townson	Internal audit fee	audit	100.00	BACS
Total				£2,227.78p	

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

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18. AGAR (Annual Governance and Accountability Return): The RFO tabled the AGAR.

1: Council noted the Internal Auditor's complimentary letter, and **noted** the completed, signed, and dated AGAR Annual Internal Audit Report.

2: Council agreed the assertions and formally **approved** the Annual Governance Statement (Section 1). **Resolved**. The Chair and the Clerk signed the completed form.

3: Council **approved** the Accounting Statements (Section 2) previously prepared and signed by the RFO. **Resolved**. The Chair signed Section 2.

4: Council checked that the relevant boxes in the External auditor Report (Section 3) were correctly completed.

5: Council **noted** the dates set by the RFO for the exercise of public rights.

6: Council **resolved** to send copies of the completed AGAR, bank reconciliation, explanation of variances, and notification of the period for the exercise of public rights to the External Auditor;

7: and to publish copies of the relevant documentation on Council's website by the due dates.

Council also **noted** that once the External auditor had completed the limited assurance review and returned the completed AGAR, it and all relevant documentation would be published on Council's website by the due dates. Council thanked the Clerk / RFO for her hard work and diligence in year-end, AGAR, and all financial matters again this year.

19. CIL Neighbourhood Fund Projects: No new spends this month. More concrete to be purchased but this had been previously authorised.

20. Risk Register rolling review: Council reviewed risks 1 and 1a and **resolved** that current controls were adequate.

21. Assets Register: Allocation of inspection of assets **deferred**.

22. Meetings Attended: None.

23. Reports of Parishioners Issues, Future Agenda Items: An iron wicket gate on a footpath in Hopesay had dropped and needed some repair. The Arbor Tree Committee has enquired about grant funding for flags – the committee had applied for a grant and had not received it. Clerk would investigate.

24. Next Meetings: Mondays 24th June, 15th July, and 19th August 2024.

The Chair closed the Meeting at 8.30pm.

Chair Signed:

Date: