

# Minutes of Hopesay Parish Council

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Parish Council Meeting, Monday 24<sup>th</sup> February 2025, held in Aston on Clun Village Hall, 7.30pm.

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

**In attendance:** 4 members of the public

**Absent:** Unitary Councillors

**Clerk:** Mrs M Gwilliam.

**1. Apologies for Absence:** Unitary Cllrs D Evans, H Luff.

**2. Co-option of new councillors:** Mrs Beryl Day was proposed by Cllr Bowers and seconded by Cllr Record, and duly co-opted. **Resolved.** Ms Lucinda Johnson was proposed by Cllr Alebon and seconded by Cllr Record, and duly co-opted. **Resolved.** Mr Lee Bradley Vigor was proposed by Cllr Record and seconded by Cllr Alebon and duly co-opted. **Resolved.** Cllrs Day, Johnson and Bradley Vigor signed their Declarations of Acceptance of Office which were witnessed by the Clerk.

The Chair introduced himself, and councillors introduced themselves in turn.

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

**4. Minutes of the Parish Council meeting 9<sup>th</sup> December 2024:** The minutes were approved as an accurate record, and the Chair was authorised to sign them. **Resolved.**

The January meeting did not take place as Council was inquorate.

**5. Public Participation:** The Chair of the Village Hall confirmed that the upcoming cycle race would be held on 20<sup>th</sup> July 2025.

**6. Unitary Councillor Report:** No Unitary Councillors were present.

**7. Planning:** New application: 25/00360/FUL, The Granary, Hopesay, replacement garage doors and change of use. Council **resolved** to support the application.

**8. Correspondence:** Temporary parish road closures: Hopesay road resurfacing, 31<sup>st</sup> March – 4<sup>th</sup> April, capital resurfacing scheme.

**Arbor Day, Arbor Tree enclosure:** Council **resolved** to authorise the use of Aston Green for Arbor Day on 25<sup>th</sup> May 2025.

Council discussed a request to install a convex mirror at the Arbor Tree enclosure to assist traffic turning right into Mill street from the B4368. Council **resolved** to approve the request conditionally, provided the exact placing and sizing details etc be submitted to Council for consideration before any installation work is undertaken.

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**10. Chair's Report:** The Chair informed the meeting that the Annual Parish Meeting would be held on Thursday 10<sup>th</sup> April 2025. Leaflets advertising the Annual Parish Meeting and items to be discussed and decided on would be sent to every household.

The question of a play area at Aston Green would be an agenda item at the Annual Parish Meeting and a decision on whether or not to go ahead would be sought from Electors at the meeting.

The plans for a replacement Village Shop building were progressing and the Shop would probably be asking the Parish Council if it could apply for a Public Works Board Loan. Such a loan would require parish consultation and a majority in favour to go ahead, as repayments would be funded from an increased Precept in future years.

There would be some sort of parish event marking VE Day Anniversary 2025.

The Chair thanked Mr M Day for his voluntary work enhancing Broome Station with planters.

**11. Aston Green:** The hedges had been cut. Mole traps had been installed. The wet weather had left paths very muddy.

There would be a Hog Roast on 13<sup>th</sup> July and Council approved the erection of marquees and gazebos etc for that event as well as for Arbor Day. **Resolved**. The Cycle Race was on 20<sup>th</sup> July.

**12. Play equipment Working Group:** Cllr Alebon would provide the Chair with details of the proposals for play equipment at Aston Green so that these could be displayed at the Annual Parish Meeting.

**13. Strengthening Standards Consultation:** Council approved its responses and the Clerk would submit them by the deadline. **Resolved**.

**14. Reserves Policy Review:** Council reviewed its Reserves Policy and agreed no changes were needed. **Resolved**.

**15. Annual Reviews:** Council reviewed its Standing Orders and its Financial Regulations, and agreed no changes were required. **Resolved**.

Risks and Internal Controls: Council then conducted a review of its arrangements to minimise risks, and its arrangements for internal controls. Following discussion Councillors agreed that perceived risks were effectively managed, and current internal controls were adequate. Council **resolved** that it had a) reviewed its system of internal controls in limiting risks and was satisfied that it had sufficient, adequate, and effective controls of all its procedures, financial and otherwise; and b) that it had acted properly within its powers and in accordance with all relevant Regulations.

**16. Finance: Bank reconciliation:** A Bank Reconciliation had been circulated and was tabled. There were no unexplained variances. Council **accepted** the Bank Reconciliation.

**Precept 2025 2026:** Council noted that the Precept request form had been returned to Shropshire Council and acknowledged. The Precept requested was £16,686.00p.

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**JANUARY, PAID INVOICES to be RETROSPECTIVELY AUTHORISED:**

Voucher	Name	for	Budget (from)	£amount	BACS/cheque
58, 59	Staff costs	January 2025	Salary, tax, homeworking costs	702.34	SO, BACS
60	Ditton Services	Grass cutting, January instalment	Aston Green 277.83 VAT 55.57	333.40	SO
61	D Nicholson	Cleaning out the Silt Trap	Aston Green management 140 VAT 28	168.00	BACS
62	SLCC	Annual subscription	Subscriptions	150.00	BACS
63	T P Jones LLP	3 months payroll services	Admin 48.75 VAT 9.75	58.50	BACS
64	Unity Trust Bank	monthly service charge	admin	6.00	fee
<b>Total</b>				<b>1,418.24</b>	

**FEBRUARY INVOICES TO PAY:**

Voucher	Name	for	Budget (from)	£amount	BACS/cheque
65, 66	Staff costs	February 2025	Salary, tax, homeworking costs	702.34	SO, BACS
67	Ditton Services	Grass cutting, February instalment	Aston Green 277.83 VAT 55.57	333.40	SO
68	Clerk	Ink/stationery expenses	Admin 87.72 VAT 17.55	105.27	BACS
69	Vision ICT	Website & email hosting	IT 254.38 VAT 50.88	305.26	BACS
70	John Payne	Postcrete noticeboard	CIL 19.80 VAT 3.96	23.76	BACS
71	Unity Trust Bank	monthly service charge	admin	6.00	fee
<b>Total</b>				<b>1,476.03</b>	

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

**17. CIL Neighbourhood Fund Parish Project:** No updates.

**18. Risk Register rolling review:** Risks 7 (poor project planning) and 9 (not enough councillors to be effective) were **reviewed**. Council **resolved** to issue a parish appeal (posters and leaflets) for eligible residents / electors to come forward and stand for office in the May election.

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**19. Training:** Council resolved to approve the cost of the Clerk's attendance at 'Preparing for Internal Audit' training (£20).

**20. Meetings Attended:** Cllr Hartas had attended a South Shropshire Area Committee meeting, and Cllr Bowers had attended a Village Hall Trustees meeting.

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

**22. Hopesay Parish Council Annual Meeting:** Council **resolved** to approve the date of Monday 19<sup>th</sup> May for the Annual Meeting of Hopesay Parish Council. This would be the first post-election meeting, at which all councillors sign the Declaration of Acceptance of Office.

Council also **resolved** to approve a rescheduled June meeting date of 23<sup>rd</sup> June to replace the 2<sup>nd</sup> and 30<sup>th</sup> June meetings previously scheduled.

**23. Next Meetings:** Mondays 31<sup>st</sup> March, 28<sup>th</sup> April 2025.

**The Chair closed the Meeting at 9.30pm.**

Chair Signed:

Date: .....