

# Minutes of Hopesay Parish Council

1

Parish Council Meeting Monday 29<sup>th</sup> April 2019, Aston on Clun Village Hall, 7.30pm

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

**Clerk:** Mrs M Gwilliam.

**1. Apologies for absence:** Shropshire Cllr D Evans.

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

**3. Minutes of the Parish Council Meeting 25<sup>th</sup> March 2019:** The minutes of the meeting were approved and the Chairman signed them as an accurate record. **Resolved.**

**4. Updates on matters from previous minutes / Clerk's Report:** The clerk reported that she had yet to contact Planning about the enforcement matter at Taddymoor Farm.

**5. Unitary Councillor Report:** None.

**6. Public Participation:** No members of the public present.

**7. Planning:** 19/00218/FUL reconsultation regarding temporary siting of a static caravan, proposed dwelling, Hopesay village: Council **resolved** to approve this provided the caravan is only in situ for a limited period.

**8. Internal Audit:** Councillor Manifold summarised the proposal. Council **agreed** the proposal.

**9. Aston Green:** Council **resolved** to approve the use of Aston Green for the Steam and Vintage Show on 30<sup>th</sup> June. It was noted that the grass cutting contractor is now VAT registered.

**10. Arbor Tree, Arbor Day, & Enclosure:** Councillor Alebon tabled some pictures of possible replacement seating at the tree. The enclosure project would be discussed at the APM. The Arbor Tree & Area budget was £3,000 which included £350 to prune the tree. The budget included £1,126 CIL Neighbourhood Fund. However, another £1,040 had just been received which made the available CIL Neighbourhood funds to spend on this project £2,166. This would give an overall budget of £4,040 of which £3,690 was available for the enclosure. Cuttings of the Arbor Tree should be kept when the tree is pruned later this year.

**11. Grant Policy:** Council approved the revised application form. The policy and form will be published on the website.

**12. Correspondence:** items included Shropshire Council's local bus services consultation, and a temporary road closure of Long Lane in July.

**13. Annual Parish Meeting:** Council discussed arrangements.

# Minutes of Hopesay Parish Council

**14. Finance:** A bank reconciliation to 31<sup>st</sup> March was tabled. There were no unexplained variances. Council **resolved** to approve revisions of bank monthly standing orders to the grass cutting contractor (to include VAT) and to the Clerk (to reflect the pay increase).

## INVOICES to PAY:

Voucher	Name	for	Budget (from)	£
1	Ditton Services	Grass cutting, monthly payment	Aston Green	203 so 40.60 chq
2	Enterprise House	Printing APM leaflet	Publicity	31.25
3	Meg Gwilliam	APM leaflet distribution £20, APM materials flip charts, pens, post its £26.96 (VAT 4.49)	Publicity 42.47	46.96
4	Meg Gwilliam	Net salary, & home working expenses allowance	Staff salary Office admin 18.00	398.21 so 31.55 chq
5	HMRC	PAYE tax on salary	Salary tax	62.40

Council **resolved** to authorise payment of invoices.

The RFO presented a Budget Monitoring Report to 4<sup>th</sup> Quarter. Council's net spend (excluding VAT) for 2018/19 was £13,654. Significant underspends were in the Arbor Tree and area budget (£470), staff salary (£306), and Data Protection (£435). Another £385 had been budgeted for under WW1 Centenary but had not been spent, and there had been no spend on Parish Maintenance which left the £150 budget unspent. Year-end tidying up actions recommended were retrospective virements of £470 to the Arbor Tree Enclosure *earmarked Reserve* from the 'Arbor Tree & Area' budget underspend; and £150 to the Parish Maintenance *earmarked Reserve* from the 'Parish Maintenance' budget underspend. Reason: recommended & accepted at 3<sup>rd</sup> Q monitoring rep meeting January, but not minuted. **Resolved.**

Councillors also had copies of the agreed 2019 – 20 budget, for reference.

Earmarked Reserves at 31<sup>st</sup> March 2019 were also presented. £5,915 in total.

A Summary of Receipts and Payments for 2018/19 was presented. This would be presented at the Annual Parish Meeting by the Clerk / RFO to residents. Receipts for the year were £13,430.63p, and payments for the year were £14,219.90p. These figures include VAT.

**15. Annual Governance & Accountability Return (AGAR):** The AGAR and supporting documents were tabled for scrutiny. The RFO informed Council that the AGAR was completed and ready to go to the internal auditor. The AGAR was expected to come back to Council at the May meeting when Council would be asked to 1) **approve** the annual governance statement; then 2) **approve** the accounts; then 3) **agree** it met the criteria & could sign & submit the exemption certificate. The RFO informed Council that the internal auditor would want to know whether Council agreed it could say yes to the assertions in Section 1 subject to a clean internal audit report; and agreed it could approve the accounting statements in Section 2, subject to a clean internal audit report.

To this end, Councillors scrutinised the AGAR including Sections 1 and 2, and supporting documents including the statement of variances and AGAR bank reconciliation. Councillors also examined the Receipts and Payments pages of the parish council's Cashbook, and the parish council's bank statements. Councillors compared the figures with the budget monitoring report,

# Minutes of Hopesay Parish Council

3

reserves, and summary of receipts and payments already examined, discussed various figures, asked questions and received satisfactory answers, and **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.**

It was noted that, provided a satisfactory internal audit report is received, the dates set for public inspection of the accounts would be from (commencing on) Monday 17<sup>th</sup> June 2019, to (finishing on) Friday 26<sup>th</sup> July 2019. These are the dates suggested by the External Auditor PKF Littlejohn LLP.

**16. Training:** Council authorised the attendance of the Clerk and Councillors Loynes, Bowers, Record, and Alebon at the SALC Planning and CIL training session on Friday 7<sup>th</sup> June at £27 per attendee. **Resolved.**

**16. Assets Register Review:** The interpretation board at Aston Green requires some attention and repairs. The Plaque requires lettering re-painting. Trees behind the sheds need cutting back. A picnic table will need replacing, and some benches have rot in the seats. The filter bed needed signs explaining what its function was. The arch needs further discussion on repairing/replacing. An old rotary mower and a metal petrol can in the shed should be disposed of. The unused sports equipment should be made available to Aston Green users, it could be mentioned when people hired the hall. The bench at Hopesay has rotten feet but is so securely bolted to the base it is still stable. The road signs had not deteriorated further. Other assets were still awaiting inspection.

**17. Risk Register rolling review:** Cllr Manifold introduced the item. Risk 1 reviewed, no change. Risk 2 review deferred until after the internal audit review is completed. Risk 10, change review to annually. Risk 11, Clerk will update Council on GDPR tasks at May meeting.

**18: Insurance Renewal:** Cllr Manifold had examined the quotes obtained by the Clerk. Two stood out, both offered 3 year 'long term' agreements. Cllr Manifold recommended the 3 year agreement received from Came and Co. Council resolved to accept the quotation of £330.00p.

**19. Meetings attended:** Cllr Loynes and the Clerk attended a useful Place Plan meeting in Craven Arms. Cllr Bowers attended a village hall committee meeting.

**20. Reports of Parishioners and parish issues:** None.

**21. Next Meetings:** Mondays 20<sup>th</sup> May (Annual Meeting of Hopesay Parish Council, 17<sup>th</sup> June 2019).

**The meeting closed at 9.25pm. Councillors carried out checks on the accounts.**

Chairman Signed:

Date: