

Minutes of Hopesay Parish Council

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Parish Council ANNUAL Meeting Monday 20th May 2019, Aston on Clun Village Hall, 7.30pm

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

Clerk: Mrs M Gwilliam.

1. Election of Chairman: Council **resolved** to suspend Standing Order 5 (fii). Cllr Loynes was proposed and seconded, and there being no other nominees, Cllr Loynes was unanimously elected as Chairman of Hopesay Parish Council. **Resolved**. The Chairman signed the Declaration of Acceptance of Office.

2. Election of Vice Chairman: Cllr Bowers was proposed and seconded, and unanimously elected Vice Chairman. **Resolved**.

3. Apologies for Absence: Unitary Cllr L Chapman. A message from Cllr Record giving his apology and saying that his train had been cancelled was not received until after the meeting.

4. Co-option of New Councillors: None.

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

6. Minutes of the Parish Council Meeting 29th April 2019: Approval of the minutes was deferred to the next meeting.

7. Representation on Outside Bodies: Cllr Bowers was confirmed as Council's representative to the Village Hall Committee. Cllr Loynes was confirmed as Council's SALC representative.

8. Continuation of Committees and Working Groups: Council confirmed the continuance of the Arbor Tree Enclosure and the Internal Audit Review groups.

9. Reviews: Council confirmed the dates of meetings for the year. Council confirmed continuance of its subscriptions to SALC and SLCC. Reviews of Policies and procedures were deferred to future meetings.

10. Public Participation: No members of the public present.

11. Unitary Councillor Report: Shropshire Council has set up a Climate Change Task and Finish group. Planning Committees will be again reduced, from 3 to 2 for the whole county.

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12. Updates on matters from previous minutes: The Clerk reported that Planning had been emailed with Council's concerns about the Planning enforcement. Council was informed of further actions required under GDPR compliance one of which was councillor training. Cllr Loynes would be attending GDPR training that week and would then cascade the training down to councillors. The Clerk had worked over 12 hours in excess of her normal hours but it was hoped that this would right itself once the Annual Return and year-end audit work had finished. The Clerk had booked 12 hours of leave in August and 16 hours in September.

13. Annual Parish Meeting Outcomes: Council discussed matters raised. The Clerk will ask Shropshire Council how much it would charge to carry out a speeding evaluation. More outreach was required to establish the needs and desires of young families and children within the parish. Ways of doing this were discussed. Arbor Tree enclosure plans should be finalised and presented to the parish. Potholes are a concern and should be reported to Shropshire Council by everyone who came across them. Council agreed that despite the P3 group being inactive, an impressive body of work has been carried out in replacing stiles etc. Any blocked footpaths and bridleways should be reported to the Rights of Way Officer at Shropshire Council.

14. Planning: No new applications.

Granted: 19/00218/FUL, proposed dwelling in Hopesay - single storey dwelling, garage, foul treatment plant, temporary siting of static caravan.

15. Correspondence: items included Shropshire Council's Joint Energy Agreement – the annual charge this year would be £16.50p + VAT. Temporary road closures 31st May – 21st June B4385 Brampton Road, and 8th – 9th July Round Oak to Cheney Longville. A survey from the Office of the Police Crime Commissioner (OPCC) which had been circulated was partially completed by Council (questions 1 – 7). To be completed at the June / July meetings, to meet the deadline of 11th August.

16. Place Plan: Council discussed the draft Place Plan and agreed no amendments were required.

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17. Finance: A bank reconciliation to 30th April was tabled. There were no unexplained variances.

Income of £12,293 (Precept), £1040 (CIL Neighbourhood Fund), and £557.48p (reclaimed VAT) had been received.

Council **resolved** to vire £200 from its General Fund to the Staff Salary budget. This was due to the pay increase awarded to the clerk and brought the staff salary budget up to £5,700. It also increased the overall 2019/20 budget from **£14,905** to **£15,105**.

INVOICES to PAY:

Voucher	Name	for	Budget (from)	£
6	Aston on Clun Community Shop	APM refreshments	Publicity 31.34	37.60 inc VAT
7	Came & Co	Annual insurance premium (3 yr long term agreement)	insurance	330.00p
8	Meg Gwilliam	Office supplies (box of paper, envelopes, laminating pouches)	Office costs 38.97	46.76 inc VAT 7.79
9	Meg Gwilliam	Net salary, & home working expenses allowance	Salary 411.72 Office admin 18.00	429.72
10	HMRC	PAYE tax on salary	Salary tax	62.60
11	Andra Tongue	Parish council stall at May craft market (3 rd Sat each month)	Publicity	12.00
12	Ditton Services	Grass cutting monthly instalment	Aston Green 203	243.60 inc VAT 40.60

Council resolved to authorise payment of invoices.

18. Annual Governance & Accountability Return (AGAR): The AGAR and supporting documents had been returned by the Internal Auditor. The Clerk informed Council that the Internal Auditor had mentioned some minor 'presentational points' which did not impact on the audit, and which would be considered at a future meeting.

18.i: Council **noted** that the Internal Auditor had given Council a clean internal audit report.

18.ii: Council having previously studied the assertions in Section 1 (Annual Governance Statement) agreed that it would answer yes to each assertion, and **approved** the Annual Governance Statement. **Resolved.**

18.iii: Council then having previously scrutinised Section 2 (Accounting Statement) **approved** the Accounting Statement. **Resolved.**

Following approval, the Clerk and Chairman signed Section 1 and the Chairman signed Section 2 (the RFO having signed previously when she had prepared the accounts).

18.iv: Council **agreed** that the Certificate of Exemption should be submitted. The RFO and Chairman completed and signed it, and the Clerk would send it to the External Auditor. **Resolved.**

Council **noted** that the dates set for public inspection of the accounts were from (commencing on) **Monday 17th June 2019**, to (finishing on) **Friday 26th July 2019**.

The Clerk would scan and publish the AGAR and all required documents on the parish council website by the day before the public rights period commences, in accordance with legislation.

Council noted that this would be the last year that Mr Ian Simpson would be its Internal Auditor. Council expressed its appreciation and grateful thanks for his long service and attention to detail. A formal letter of appreciation would be sent. **Resolved.**

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19. Arbor Day: No updates.

20. Aston Green, improvements: Council agreed that benches were required rather than picnic tables and would look at competitive quotes for recycled plastic furniture at the June meeting. It was reported that the recently cleared paths encircling Aston Green needed spraying. This task was included in the contractor's fee and the Clerk would enquire when this would be carried out. The wooden gate from the Green to the track is coming to the end of its life. Council discussed whether to replace it or alternatively to simply remove it and have a chain across the entrance instead.

21. Risk Register rolling review: Cllr Manifold introduced the item. Risk 6 was reviewed: an action plan was in place, this risk would be subject to annual reviews following Annual Parish Meetings. Risks 6 and 7 could in fact be/ should be amalgamated. Risk 11 (now Risk 10) – the review was deferred to the next meeting, following Cllr Loynes GDPR training.

22. Meetings attended: None.

23. Reports of Parishioners and parish issues: The Clerk informed Council of an email from a resident concerned about being allowed to continue parking at the Arbor Tree. Council had discussed the 'community engagement' stall at the monthly craft fair and asked the Clerk to book a stall for 21st September.

24. Next Meetings: Mondays 17th June, 15th July, 19th August, 16th September 2019.

The meeting closed at 8.45pm.

Chairman Signed:

Date: