

Minutes of Hopesay Parish Council

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Parish Council Meeting Monday 17th June 2019, Aston on Clun Village Hall, 7.30pm

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

In attendance: 1 member of the public.

Clerk: Mrs M Gwilliam.

1. Apologies for Absence: Unitary Cllrs L Chapman and 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 29th April and Minutes of the Annual Meeting of the Parish Council 20th May 2019: The minutes were approved and the Chairman signed them as an accurate record. **Resolved.**

Agenda items 5 and 6 were brought forward.

5. Unitary Councillor Report: None.

6. Public Participation: The member of the public informed Council that a young member of the public in the parish had been working hard voluntarily clearing litter in Aston on Clun as part of his Duke of Edinburgh Award service. Councillors expressed their appreciation and it was agreed to send a letter of thanks to the young person. **Resolved.**

4. Updates on matters from previous minutes / Clerk's report: The Clerk reported that the Aston Green paths had been sprayed. A stall at the 21st September craft fair had been booked (agreed at the May meeting). It would be down to councillors to manage the set-up, staffing, and dismantling of the stall this time, as the Clerk was unavailable that weekend.

7. Planning: New application 19/02346/REM, Kevindale, Broome. Approval of reserved matters (access, appearance, landscaping, layout and scale) in pursuance of outline planning permission 14/02697/OUT (for erection of dwelling and detached garage). Council **resolved** to support the application.

Enforcement 18/06112/ENF, Tadymor Farm Hopesay; ongoing; Council had been indirectly informed that Shropshire Council was waiting for a response from the River Authority.

8. Hedgerows: Councillors had previously been informed of an alleged breach of hedgerow regulations on a farm in Hopesay. The Clerk reported that Shropshire Council Tree Protection team had started an investigation and the landowner had undertaken to plant back along the same line to a specification that created a sustainable species rich hedgerow for the future, and that the landowner would also inform the Shropshire Council Tree Team when the replacement planting has been completed. This would require monitoring.

9. Planning & CIL training report: The training was attended by the Clerk and 3 councillors and was generally felt to be useful and informative. The Clerk gave a brief summary to the meeting.

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10. Aston Green: Council discussed the unrepairable gate to the track. A replacement wooden gate would be expensive; a more economical galvanised gate might look out of keeping, a chain could be stretched across the track, or no gate at all. The first gates onto the green (by the side of the hall) could instead be kept padlocked, with the key or padlock code kept in the shop for hirers and authorised contractors. This idea was considered sensible but it was agreed to ask the village hall committee for their opinion before making a final decision. **Resolved.**

Council discussed quotes for replacement seating on Aston Green and agreed that as the seating was not urgent it would be better to purchase in bulk when purchasing replacement seating for the Arbor Tree enclosure.

Council agreed a maintenance schedule for topping the lower field each year:

1) the week before Arbor Day, 2) 1st or 2nd week in August + *trim track hedge back if needed*, 3) 3rd or 4th week in September [*& trim track hedge if not done in August*], 4) 1st or 2nd or 3rd week in November *if needed*. Also in November: cut track hedge & all other hedges. **Resolved.**

Council agreed that the Village Hall should be asked to make a contribution towards the lower field topping and the hedge trimming and cutting as these services primarily benefitted the hall hirers. Cllr Bowers would raise this at the next village hall committee meeting. **Resolved.**

11. GDPR training summary: The Chairman who had attended this training for councillors, had circulated notes and gave a summary to the meeting. The General Data Protection Regulations require councillors to be familiar with the legislation, and various points were discussed.

12. OPCC survey: Council having previously answered questions 1 – 7 at the May meeting, now agreed responses to the rest of the survey questions. The Clerk would submit the completed survey responses on behalf of Council before the deadline in August. **Resolved.**

13. Arbor Tree & enclosure: Council was informed that The Arbor Tree Committee had agreed to give a donation towards new recycled plastic seating, subject to its approval of the intended seating. Council discussed the improvements in particular the suggestion to remove the slatted circular seat round the tree whilst retaining the uprights that supported the flag holders. Councillors agreed to conduct a site inspection by the end of the week, and to put together proposals illustrating the intended improvements which would be publicised at the September craft fair. **Resolved.**

14. Correspondence: items included information about VE day in 2020 (agenda item 18) and protocol following the demise of various royal family members other than the Sovereign (agenda item 19); and various temporary road closures.

15. Finance: A bank reconciliation to 31st May was tabled. There were no unexplained variances.

The internal auditor had raised some minor points which did not impact on the audit (May minutes). The RFO addressed these:

A tick was missing from box 11 of Section 2 – however Section 2 was a draft document at that point because guidance states that Council should sign Section 1 & 2 of the AGAR *after* the internal audit report is completed. The Assets Register did not list the dates of recent reviews which had been carried out – this is now rectified. The 2019/20 draft budget did not fully clarify that grants had previously been made out of other budgets - however this draft document was for councillors only who were fully cognisant of the facts and history. The explanations were accepted by Council.

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INVOICES to PAY:

| <u>Voucher</u> | <u>Name</u> | <u>for</u> | <u>Budget (from)</u> | <u>£</u> |
|----------------|-----------------|--|--|-------------------------|
| 13 | Tom Grimes | Topping lower field for Arbor Day | Aston Green | 40.00 |
| 14 | Meg Gwilliam | Net salary, & home working expenses allowance: <i>standing order</i> | Salary 411.72 Office admin 18.00 | 429.72 |
| 15 | HMRC | PAYE tax on salary | Salary tax | 62.40 |
| 16 | SALC | Planning & CIL training for 4 delegates (clerk & 3 cllrs) | Training | 108 |
| 17 | SALC | GDPR training Cllr Loynes | Training | 27.00 |
| 18 | Ditton Services | Grass cutting monthly instalment: <i>standing order</i> | Aston Green 203 | 243.60 inc VAT 40.60 |

Council resolved to authorise payment of invoices.

16. Risk Register rolling review: Cllr Manifold introduced the item. Risks 5 and 10 were reviewed: No change to Risk 5; and no change to Risk 10 - Council is continuing to take measures. Council agreed the review. **Resolved.**

17. Standing Orders review: Council approved the minor revisions, all but one of which were put forward by NALC in correction of minor errors or updates to reflect new legislation. **Resolved.**

18. V E Day Anniversary 2020: Council discussed the national plans for V E Day 2020. It was agreed that Council would support parish efforts to commemorate the anniversary of V E Day, but would not undertake to organise an event itself. **Resolved.** Cllr Bowers would mention V E Day to the Village Hall Committee. The Clerk would forward the information about VE Day 2020 to the Village Hall Committee.

19. Forth / Menai Bridge: Council discussed these potential events and decided not to mark them with a special mourning webpage. **Resolved.** The Clerk will inform Vision ICT that Council will not take the offer up.

20. Meetings attended: None.

21. Reports of Parishioners and parish issues: The Clerk reported that she had clerked a recent LJC meeting of the Bishop's Castle area at Lydbury North, and gave Council a summary. The Chairman reported that a parishioner had offered to shoot rabbits on Aston Green for Council but had been told that it would not be possible due to the 24-hour public access. Council **endorsed** this.

22. Next Meetings: Mondays 15th July, 19th August, 16th September 2019.

The meeting closed at 9.15pm.

Chairman Signed:

Date: