

# **Minutes of Hopesay Parish Council**

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**Parish Council Meeting Monday 19<sup>th</sup> August 2019, Aston on Clun Village Hall, 7.30pm**

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

**In attendance:** Unitary Cllr L Chapman.

**Clerk:** Mrs M Gwilliam.

**1. Apologies for Absence:** Cllr T Record; Unitary 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 15<sup>th</sup> July 2019:** The minutes were approved and the Chairman signed them as an accurate record. **Resolved.**

Cllr Alebon joined the meeting at this point and confirmed that he had no interests in respect of the business on the agenda to declare.

**4. Unitary Councillor Report:** Cllr Chapman said that his role at Shropshire Council was changing to include something called Corporate Transformation and Digital Infrastructure. He will still be involved in some of his previous role but others are now taking on parts of it. The general situation for Shropshire Council remains difficult financially and it is not possible to 'precept' their way out of it. The costs of providing certain services are too great. However, Shropshire Council is planning for further government reductions in funding. Highways is one area that has taken heavy cuts, losing 5 million from its budget. Cllr Chapman then spoke of how Shropshire Council is developing the web-portal concept for reporting and access by the public. A single 'point of access' is considered good for performance management. If it works, it will be better than emailing and phoning issues in, as at present. There are still many issues with broadband across the county.

The Chairman thanked Cllr Chapman for his report and wished him well in his new role.

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

**6. Updates on matters from previous minutes / Clerk's report:** The Clerk reported that up to date versions of Council's recently reviewed policies and Assets Register had now been posted on the website, thanks to Council's volunteer Mrs C Loynes. Mr David Evans has been sent a letter of thanks for his sterling volunteer work on footpaths stiles and gates.

The Clerk reminded councillors that she would be unavailable to assist at the September Craft Fair and that Councillors would need to set up the stall, staff it from 9am to 1pm, dismantle it and take charge of the stall materials, which included copies of the Chairman's notes on the Annual Parish Meeting, for issue to interested residents.

**7. Aston Green:** Cllr Cole offered to restyle the reed bed notice and circulate a draft to councillors. Mr J Campion had kindly agreed to lead a Task and Finish group to carry out the various management issues identified at the previous meeting. The original management plan would act as the group's Terms of Reference. The group would constitute when it was needed. **Resolved.**

As Council had been informed that the Village Hall Committee wanted a wooden gate for the track, the Clerk had carried out research into wooden gates (circulated) and Council **resolved** to ask the Village Hall Committee for half the cost of a standard wooden gate as shown in the Clerk's research

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notes; the Village Hall to pay the difference if it wanted oak. The Clerk would email the research notes to the Village Hall Committee.

Council discussed play and exercise equipment, and agreed to ask Craven Arms Town Council for the name of their supplier, and then to obtain quotes from this and other suppliers. It was possible that this would attract some grant funding. It was suggested that Council go back to the Parish Trust, who had made an initial offer to fund up to half the cost of children's play equipment up to a specified maximum, and ask them for details on what they had in mind.

Council also agreed to ask Shropshire Council for costs of the installation and regular emptying of a general waste bin at Aston Green that would be suitable for bagged dog waste as well as general rubbish. The matter would be considered once the expense was known.

**8. Arbor Tree & enclosure:** Council discussed replacement benches etc at the Arbor Tree and agreed that costings should be obtained before the September Craft Fair, so that they could be presented to interested residents at the Fair. **Resolved.**

**9. Planning:** New applications: 19/03526/TCA, 6 Mill Street Aston on Clun, reduce copper beech. Council **resolved** to support this application.

19/03114/TCA, The Birches, 17 Aston Hall Aston on Clun, fell silver birch and ash. Council **resolved** to support this application.

Enforcement 18/06112/ENF, Tadymor Farm Hopesay; ongoing; no further news.

19/06687/ENF, 5 Round Oak Hopesay, alleged breach of planning control in relation to siting of mobile building. Pending consideration.

**10. Annual Reviews:** Council reviewed its Discipline & Grievance policy/procedure, and Privacy policy and Notice. It was agreed that no amendments were required. **Resolved.**

**11. Assets Register:** Council reviewed the Asset Register which had been brought up to date. The review was agreed subject to minor typographical corrections. **Resolved.**

**12. Correspondence:** items included the Woodland Trust's Landowner Consent Form agreeing to the Arbor Tree being in the Tree of the Year competition (Council **approved** its submission), Shropshire Council's Hackney Carriage notice, a judicial review of the Shropshire and Wrekin Fire Authority, SALC's 70<sup>th</sup> anniversary event in November (no one was able to attend), SALC's southern area committee meeting notice, and a temporary road closure in Broome on 21<sup>st</sup> August.

**13. Finance:** A bank reconciliation to the end of July was tabled. There were no unexplained variances.

The RFO reported that NALC had issued new model Financial Regulations, which would be presented for adoption at the September meeting.

Council discussed further checks to verify bank reconciliations and to show due diligence. Before each meeting a councillor would compare the bank reconciliation against the previous one, the financial year starting balance, the bank statements, and a prepared extract of the payments page of the Cashbook. The councillor would sign to show the check had been carried out and figures balanced. This 'audit check' would be an agenda item within Finance, and be minuted each time.

Councillors commented on the clarity of the RFO's accounts and their presentation.

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## INVOICES to PAY:

Voucher	Name	for	Budget (from)	£	Cheque
23	Meg Gwilliam	Admin expenses (stamps)	Office admin 15.72	15.72	100610
24	Meg Gwilliam	Net salary, & home working expenses allowance	Salary 411.72 Office admin 18.00	429.72	SO
25	HMRC	PAYE tax on salary	Salary tax	62.60	100611
26	Ditton Services	Grass cutting monthly instalment	Aston Green 203	243.60 inc VAT 40.60	SO

**Council authorised payment of invoices. Resolved.**

**14. Footpaths and Rights of Way:** The Chairman had reported a couple of footpath issues to Shropshire Council. Council noted that the letter to Mr David Evans had been delivered in person by the Chairman.

**15. Internal Auditor progress report:** The Clerk had sent enquiry emails to four recommended Internal Auditors. One was unable to take on more work, but two had replied, and it was hoped that the final one would reply shortly, so that recommendations could be made to Council at the September meeting.

**16. Risk Register rolling review:** Cllr Manifold introduced the item. He stated that the Risk Register was up to date with regard to reviews. However, Council should ask itself if there are any other risks it should add. This would be addressed at the next meeting and councillors were asked to consider it and bring any new or missing risks to the meeting.

**17. Meetings attended:** None.

**18. Reports of Parishioners and parish issues:** It was reported that residents had been asking for a waste bin on Aston Green.

Residents had complained about uncut verges in Mill Street and a blocked drain on B4368, and the Clerk had reported both matters to Shropshire Council. Residents had expressed concerns about overgrowth and potential flooding in the Mill stream, and the Clerk had written to a householder about their riparian responsibilities.

**19. Next Meetings:** Mondays 16<sup>th</sup> September, 21<sup>st</sup> October, 18<sup>th</sup> November 2019.

**The meeting closed at 9.10pm.**

Chairman Signed:

Date: