

Minutes of Hopesay Parish Council

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Parish Council Meeting Tuesday 26th May 2020, held remotely via ZOOM, 7.30pm

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

In attendance: 1 member of the public.

Clerk: Mrs M Gwilliam.

The Chairman ensured everyone could see and be seen, hear and be heard, then introduced the meeting, and summarised procedure for virtual / remote meetings.

1. Apologies for Absence: Cllr T Record.

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

3. Addendum to Standing Orders: Council approved the draft addendum to Standing Orders regarding procedure for virtual meetings. **Resolved.**

4. Minutes of the Parish Council Meeting 24th February 2020: The minutes were approved, and the Chairman was authorised to sign them as an accurate record. **Resolved.**

5. Public Participation: A member of the public spoke in objection to planning application 20/01288/VAR. The variation in the plans was significantly different to the original application, e.g. the proposed dwellings would overlook, overshadow and cause a loss of privacy to adjacent existing dwellings.

6. Planning: New applications: 20/01288/VAR, reconsultation, proposed residential development, nr Broome Farm Barns. Councillors expressed various concerns including drainage and sewage issues, the increased size of the properties, and the overlooking etc issues. Council **resolved** to object to the application and asked for it to be called in.

20/01354/LBC, this application had been granted by Shropshire Council.

Enforcement 18/06112/ENF, Tadymor Farm, ongoing.

7. Unitary Councillor Report: None.

8. Updates on matters from previous minutes / Clerk's report: It was confirmed that the *Annual Parish Meeting* (the meeting of electors of the parish, called by the Chairman) cannot take place this year. The *Annual Parish Council Meeting* also will not take place, and all appointments will stand until the Annual Parish Council Meeting in May 2021.

The Clerk reported that a request to hold a *car boot sale* on Aston Green had been received and would be a June agenda item. The *Community Shop* had emailed about the shop / hall lease, and this would be a June agenda item.

Residents in Hopesay had reported various issues to the Clerk, Shropshire Council and other relevant bodies: The *Restricted Byway* between Fish road and Long Lane had been blocked; this had been reported to the Police and Shropshire Council, who were taking action. Removal of part of a *hedge*, and activity at the *dam*, both on Taddymoor Farm land, had been reported to Shropshire Council.

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9. Arbor Tree and enclosure: Council approved a report from Mr P Sweetland on the improvements project, delays were due to the Covid 19 situation.

10. Aston Green: The Chairman summarised a previously circulated report on management plan actions and updated councillors on latest actions carried out. The interpretation board by the arch was being repaired, the reed bed lectern would be installed, the basketball slabs had been lifted and some would be re-used. Council had received a donation of £20 for some others. Half of the lower field had been topped leaving the other half to grow wild, and reed bed was being selectively cleared. A risk assessment on the reed bed would be undertaken.

11. Correspondence: Various temporary road closures including: Basford Bank (and if necessary Hopesay & Round Oak) 1st – 4th June; Clun bridge 18th June – 3rd July; Long Lane 13th – 14th July; Long Lane crossing 27th Sept 1pm – 8pm.

12. Finance: The RFO presented the year-end Budget Monitoring Report. Council discussed the report and the year-end figures. Council agreed that the underspend was largely due to Covid 19 halting the improvement works at the Arbor Tree, and the project subsequently not being completed in 2019 2020. Council approved the year-end Budget Monitoring Report. **Resolved.**

The RFO advised that at a future meeting Council would need to revise its 2020 2021 budget upward to include the expected 2020 21 spend on the Arbor Tree enclosure project.

Council first discussed, then approved the Statement of Reserves at 31st March 2020. **Resolved.**

The RFO reported that a VAT reclaim had been submitted for £657.20p.

The Annual Governance and Accountability Return (AGAR) and supporting documents had been sent to the Internal Auditor.

A Bank Reconciliation to 31st March and a Summary of Receipts, Payments, and Reserves had been circulated to councillors. There were no unexplained variances. Both documents would be tabled again in June when it was hoped the AGAR had been returned by the Internal Auditor.

Cllrs J Cole and I Alebon had been accepted by Barclays as authorised bank signatories.

INVOICES to PAY: Council was unable to meet on 31st March 2020. The table below is for Retrospective Authorisation of Payments from March (previous financial year):

Vouch	Name	for	Budget (from)	£amount	Cheque
67	Meg Gwilliam	Net salary, & home working expenses allowance	Salary 411.72 Office admin 18.00	429.72	SO
68	HMRC	PAYE tax on salary	Salary tax	62.40	100640
69	Meg Gwilliam	Annual anti virus for pc computer	20 Data Protection	20	100641
70	Royal British Legion	10 lamppost poppies	30 parish maint.	30	100642
71	Vision ICT	Accessibility Statement	45 Data Protection	54 inc VAT	100643
72	Shelley Signs	Reed bed lectern	540 Aston Green	648 inc VAT	100644
73	T P Jones & Co LLP	Payroll for January - March	44.25 office admin	53.10 inc VAT	100645
74	Ditton Services	Grass cutting monthly instalment	Aston Green 203	243.60 (VAT 40.60)	SO

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Council was unable to meet in April 2020. The table below is for Retrospective Authorisation of Payments in April and early May 2020 (2020/21 current year):

Vouchers 4 & 5 relate to costs incurred for the Covid 19 community support effort (agenda item 14)

Voucher	Name	for	Budget (from)	£amount	Cheque
1	Meg Gwilliam	Net salary, & home working expenses allowance April	Salary 423.65 Office admin 26.00	449.65	SO
2	HMRC	PAYE tax on salary April	Salary tax	72.60	100648
3	Ditton Services	Grass cutting monthly instalment April	Aston Green 203	243.60 (VAT 40.60)	SO
4	David Jones	Reimbursement for 2 nd stamps	Covid 19 grant	101.40	100646
5	David Jones	Reimbursement stamps/labels	Covid 19 grant	33.90	100647

INVOICES to PAY current month (May 2020):

Council agreed a donation of £80 to Aston on Clun Village Hall to cover lost room hire income from Council during April – September due to Covid 19. If in-person meetings resume during this period, room hire costs will be set against the donation. **Resolved.**

Voucher	Name	for	Budget (from)	£amount	Cheque
6	Meg Gwilliam	Net salary, & home working expenses allowance	Salary 423.65 Office admin 26.00	449.65	SO
7	HMRC	PAYE tax on salary	Salary tax	72.60	100649
8	R Loynes	Zoom monthly subscription	Publicity & communications	14.39 inc VAT	100650
9	Aston on Clun Village Hall	Donation to cover April – Sept meetings	Room hire	80.00	100651
10	Meg Gwilliam	Postage stamps	Office admin	16.92	100652
11	J H Morris & Son	Hedge cutting	Aston Green 58	69.60 (incl VAT 11.60)	100653
12	Came & Co	Insurance renewal incl 8.40 index linked amount	insurance	338.40	100654
13	SALC	Affiliation fees	subscriptions	257.30	100655
14	Ditton Services	Grass cutting monthly instalment	Aston Green 203	243.60 (VAT 40.60)	SO

Council accepted the Finance Report, and authorised the lists of payments including retrospective authorisation of payments made between February and May meetings due to Covid 19. Resolved.

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13. Risk Register rolling review: Council reviewed risks 4 and 8, and agreed that the current controls were satisfactory and no further actions were required at this time. Council then reviewed risk 11, and agreed that adopting the HCID policy and the comprehensive advice, information and guidance given by both SALC and Shropshire Council were strong mitigating factors. **Resolved.**

Councillors discussed the quality of the information and guidance issued by SALC and by Shropshire Council during the pandemic, and agreed that it had been extremely helpful and supportive. Council expressed its appreciation to both these organisations. **Resolved.** The Clerk would email both SALC and the Unitary Councillors with Council's thanks.

14. Covid 19 small grants application: The Chairman summarised the application to Shropshire Council for a small grant to cover the expenses incurred in the community support of residents, including newsletters, during Covid 19. Council retrospectively authorised the application to Shropshire Council for a £500 grant in aid of the community support effort. **Resolved.**

15. Training: Council approved the attendance of Cllr Rob Loynes at the online training "Employment Relationships" on 9th June 2020, at a cost of £15. **Resolved.**

16. Parish Trust: Council agreed to nominate Mrs Anne Weller for another term of office as a Trustee of the Parish Trust. **Resolved.**

17. High Consequence Infectious Disease (HCID) Policy: Council approved the adoption of a High Consequence Infectious Disease (HCID) policy, as a precaution in case another virus pandemic occurred. In this event, the policy could be activated to fill the gap between face to face meetings being suspended and the government's bringing in legislation to again allow remote meetings. **Resolved.**

18. Council's Report on Risks and Internal Controls: Using the report as a starting point, Council reviewed its controls, and agreed that tight controls were in place, and were being continually improved. For instance, the opening and closing balances on each bank reconciliations were now scrutinised by councillors. It was agreed that councillor checks had fallen off last year and suggestions for improvement would be discussed at the June meeting.

Council accepted the report on its risks and internal controls and agreed that its review had shown control procedures and measures for risk management were adequate and effective. **Resolved.**

19. Meetings attended: None.

20. Reports of Parishioners and parish issues: Potholes in Hopesay village had been troubling residents. Although Shropshire Council had recently spent several days patching, residents were asking if there was anything the parish council could do to encourage re-surfacing roads rather than patching individual holes.

The poppies and 'silent soldiers' which had been installed for VE Day would stay in place until after VJ Day. Council expressed its thanks to Cllr Cole and Mr Cole for organising the displays.

21 Next Meetings: Monday 22nd June 2020.

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22. To Exclude Members of the Press and Public: Council **resolved** that by the Public Bodies (Admissions to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds that the business involves the likely disclosure of exempt information as defined in the Acts.

23. Staff Matters: The Clerk used the 'waiting room' facility and temporarily left the meeting at this point. Council retrospectively approved its implementation measures regarding salary scale and national pay award. The Clerk was awarded a single point increment to SCP23, and an interim 2% pay increase in anticipation of the NJC pay claim settlement, both backdated to 1st April 2020. If the final award is higher than 2% the additional increase is to be backdated to 1st April 2020.

Council approved a salary increment of one spinal point to SCP23 from 1st April 2020. Resolved.

Council approved an interim 2% increase effective from 1st April 2020 in anticipation of the 2020 NJC pay claim settlement; and agreed that if the final settlement came in at more than 2%, the additional increase would be backdated to 1st April 2020. Resolved.

The Clerk re-joined the meeting, and thanked Council.

The meeting then closed, at 9pm.

Chairman Signed:

Date: