

Minutes of Hopesay Parish Council

10

Parish Council Meeting Monday 20th July 2020, held remotely via ZOOM, 7.30pm

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

In attendance: 3 members 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, Unitary Cllrs L Chapman and D Evans.

2. Declarations of i) Disclosable Pecuniary and ii) Personal Interests, and written requests for dispensations: Cllr J Bowers and Cllr J Cole both declared an interest in item 7.

3. Minutes of the Parish Council Meeting 22nd June 2020: The minutes were approved, and the Chairman was authorised to sign them as an accurate record. **Resolved.**

4. Public Participation: A member of the public addressed the meeting on the community shop and village hall lease negotiations (item 7), saying that the Charities Commission should be asked about the lease before negotiations went further, as they would know whether the shop could have a lease or not.

5. Planning: No new applications.

Granted: 20/01288/VAR, Proposed Residential Development West of Broome Farm Barns, variation of conditions.

20/02227/TCA, Rectory Cottage, Hopesay, to fell to approx. 2m in height 2 mature Ash trees & plant 1 taxodium.

6. Unitary Councillor Report: None.

7. Community Shop and Village Hall lease: The two councillors who had expressed an interest, Cllr Bowers and Cllr Cole, temporarily left the meeting. There were two motions and one amendment for discussion. The Chairman read the first motion out to the meeting. Councillors spoke in turn, the Chair last. Following the brief discussion, Cllr Alebon proposed, and Cllr Manifold seconded, that:

Hopesay Parish Council supports in principle the establishment of a lease between the Trustees of Aston On Clun Village Hall, and the Aston on Clun Community Shop, but reserves its formal agreement until legal advice confirms that a lease will not adversely impact on, or conflict with, the existing Lease and Trust Deed between Hopesay Parish Council (the Lessor) and the Trustees of Aston on Clun Village Hall (the Lessees).

Resolved (all in favour).

The Chair read out the second motion, and Cllr Manifold's amendment to it. Cllr Manifold explained his amendment. A brief discussion followed clarifying what the words 'reasonable legal costs' meant. Cllr Manifold proposed his amended motion, and Cllr Alebon seconded it:

Hopesay Parish Council would require confirmation before proceeding that any reasonable legal costs it incurs in respect of approving any aspect of the arrangement proposed between the Village Hall Trustees and the Aston on Clun Community Shop will be borne by the Village Hall Trustees and the Community Shop.

Minutes of Hopesay Parish Council

11

Resolved (all in favour). Cllr Manifold's amended version became the substantive motion and resolution. The original 2nd motion, not being proposed, was treated as having been withdrawn.

Cllr Bowers and Cllr Cole re-joined the meeting and were informed of Council's decisions.

8. Updates on matters from previous minutes / Clerk's report: The Clerk reported that Council was still waiting to be contacted by Shropshire Council's bin emptying contractors. The Unitary Councillors would be asked for their help to progress this. The Aston Green topographical specification had been issued to three contractors. The Aston Green car boot requestor had withdrawn the request to hold a car boot on the green.

9. Arbor Tree and enclosure: Mr P Sweetland, who was project managing the enclosure improvements, informed Council that the bench was now completed and only the flag poles remained to be done. Mr Sweetland would be seeing Mr Mark James that week. Pictures of the seating had been sent to the Marstons who had made a significant contribution. The Clerk would write and thank them.

There was much local interest in the project and feedback had been very positive. All involved were to be congratulated, and the Chair thanked Mr Sweetland for his excellent management.

Council was informed that a specialist Arboricultural Consultant would charge between £180 - £200 to come and look at the sap leak. **Council agreed to engage the Arboricultural Consultant Mr Jerry Ross to investigate the Arbor Tree sap leak. Resolved.** (all in favour).

It was noted that the Arbor Tree is listed on the national database of trees kept by the Tree Register of the British Isles (TROBI).

10. Aston Green: The Chairman summarised recent work on the green, including the purchase of seeds and collecting of wildflower seeds, for the wilded edges, which would be scythed in Autumn. A self-seeded willow would be removed in the autumn. Regarding the topographic survey work, Mr John Campion and Cllr R Loynes would be meeting each surveyor separately on the green.

11. Correspondence: No correspondence of note. Cllr Manifold had been in touch with the Basford Bank resident who was partially re wilding some (private) land.

Various temporary road closures including: Longmeadow End, July; Craven Arms to Park Lane junction, and Craven Arms Clun road, July; Broome Road Aston on Clun, 12th August; Long Lane crossing, 27th Sept; Longmeadow End again, October.

12. Code of Conduct Consultation: Councillors has been previously given a copy of the questions, and Council now **agreed** its responses to the new draft Code of Conduct consultation. The Clerk would submit the agreed responses online by the deadline.

13. Trial Bike Activity Noise: It was reported that the noise of trial biking had been heard over three weekends in Hopesay village and surrounding area. The noise was penetrating and residents had expressed concerns to councillors. It was suggested that if the noise levels continue, that the neighbour who owned the field should be approached informally and only if that failed should the authorities be involved. The Parish Council would monitor the situation.

14. Finance: The RFO presented the Finance Report. *Income:* £500 from Shropshire Council (Covid-19 small grant); £657.20p from HMRC (VAT reclaim); £520 in donations, mainly for the Arbor Tree enclosure project; and £50.27p (CIL Neighbourhood Fund).

Minutes of Hopesay Parish Council

12

Virement: Council **resolved** to vire £1,874 from Earmarked Reserves, and £2,217 from the CIL Neighbourhood Fund, totalling £4,091, to the Arbor Tree & Area budget. All in favour.

Arbor Tree enclosure project: The total budget, which included all the CIL Neighbourhood Fund, was now £4,691.00p.

2020 / 21 Overall Budget: Council's original 2020 / 21 Budget was £14,052. With last year's unspent £45 from Grants added it rose to £14,097. Now, the Covid 19 grant, the Arbor Tree Committee £500 donation, and the £4,091 virement had increased Council's overall 2020/21 budget to **£19,188**. The RFO had circulated a copy of the revised budget to all councillors. **Council approved the revised overall budget. Resolved.** All in favour.

Reserves: A statement of Reserves showing the position *after* the virement, had been circulated. Councillors **approved** the statement.

Budget Monitoring Report to the 1st Quarter: The RFO presented the previously circulated Budget Monitoring Report. All was as expected. **Council approved the Monitoring Report to the 1st Quarter. Resolved.** All in favour.

Bank Reconciliation: A bank reconciliation to 30th June had been circulated. No unexplained variances. **Council approved the Bank Reconciliation. Resolved.**

AGAR: Council **noted** that the Certificate of Exemption had been received and Council's **Exempt Notification confirmed** by the External Auditor via email dated 14th July.

The Annual Governance and Accountability Return, the Notice of the Public's Right to Inspect, and all other required information, was published on the website by Thursday 25th June, in accordance with legislation. The public's Right to Inspect runs from Monday 29th June to Friday 7th August.

The Chairman thanked the RFO for her excellent work on the AGAR.

INVOICES to PAY:

Between meetings, cheque 100661 for £30 (voucher 22 below) was issued to Tom Grimes for topping the Lower Field at Aston Green; and cheque 100662 for £19.06p (voucher 23 below) was issued to Shropshire Council for the footway lighting annual electricity charge.

| Voucher | Name | for | Budget (from) | £amount | Cheque |
|---------|--------------------|---|-------------------------------------|-----------------------|--------|
| 22 | Tom Grimes | Topping lower field | Aston Green | 30 | 100661 |
| 23 | Shropshire Council | Footway light annual electricity | Footway Lighting 15.88 | 19.06 inc 3.18 VAT | 100662 |
| 24 | Meg Gwilliam | Net salary, & home working expenses allowance | Salary 423.65 Office admin 26.00 | 449.65 | SO |
| 25 | HMRC | PAYE tax on salary | Salary tax | 72.60 | 100663 |
| 26 | R Loynes | Zoom monthly subscription | Publicity & comms 11.99 | 14.39 inc 2.40 VAT | 100664 |
| 27 | TP Jones LLP | Payroll services April - June | Office admin 44.25 | 53.10 inc 8.85 VAT | 100665 |
| 28 | Michael Baker | Woodworks at Arbor Tree | Arbor Tree | 2,632 | 100666 |
| 29 | SALC | Training webinar Cllr Loynes | Training | 15.00 | 100667 |
| 30 | John Campion | Herbicide and wildflower seed | AG management 36.64 | 39.97 inc 3.33 VAT | 100668 |
| 31 | Ditton Services | Grass cutting monthly instalment | Aston Green 203 | 243.60 (VAT 40.60) | SO |

Minutes of Hopesay Parish Council

13

Council accepted the Finance Report, and authorised the lists of payments. Resolved.

15. Standing Orders: Council adopted the revised Standing Orders. Resolved. All in favour.

16. Risk Register rolling review: Risk 1 was reviewed. Council agreed no change to the score.

Risk 6: Council discussed the likely impact of Covid-19 on electors' access to Council; and Council's ability to represent electors. Due to Government restrictions there had been no interactive parish AGM, and no face-to-face council meetings since February. However, a Hopesay Whats App group had been formed, and a councillor said that as a result they were better informed about local concerns and views. A community newsletter had been circulated primarily to do with essential groceries and other supplies to vulnerable residents and those shielding, but parish council information had been included, and some councillors were amongst the volunteers organising the parish wide Covid-19 help.

It was agreed that continued additional effort to remain accessible and in contact with parishioners was needed. Social media is one way of listening to people, but it must be used wisely. Ideas on how to communicate and engage included another mail shot; an Annual Report, to inform residents before the next APM; and/or a pictorial review of what people and Council had been doing during lockdown. It was suggested that Council could arrange an informal event for parishioners to celebrate the end of lockdown and restrictions, when the village hall can be used again. As part of updating and listening to residents, Councillors discussed carrying out a full review and update of the Parish Plan as a project, to be an agenda item at the September meeting. Cllr Cole had been part of the steering group that produced the original parish plan, and offered to be part of the review.

17. Meetings attended: A village hall meeting had been attended. Further quotes are being obtained for the new soakaway; new locks were being fitted to doors. Heating still undecided.

18. Reports of Parishioners and parish issues: A rat infestation had been reported in the parish. Shropshire Council had been involved and was taking appropriate action.

19. August Meeting: Council resolved to cancel the August meeting.

20 Next Meeting: Monday 14th September 2020.

The meeting closed at 9.00pm.

Chairman Signed:

Date: