

Minutes of Hopesay Parish Council

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Parish Council Meeting Monday 12th October 2020, held remotely via ZOOM, 7.30pm

Present: Cllrs. R. Loynes, J Bowers, J Cole, I Alebon, J Manifold, T Record (via phone only).

In attendance: Unitary Councillors D Evans and L Chapman, 2 members of the public.

Clerk: Mrs M Gwilliam.

The Chairman introduced the meeting, and summarised procedure for virtual / remote meetings.

1. Apologies for Absence: Cllr I Alebon.

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

3. Minutes of the Parish Council Meeting 14th September 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 who it is hoped will be co-opted onto Council in December was introduced to councillors.

5. Village Hall Soakaway: Council discussed the proposed new soakaway works being carried out by the village hall and agreed to the work provided the surface was restored afterwards. **Resolved.**

6. Planning: New applications: 20/03611/VAR, Wayside, Craven Arms Road; Removal of condition no.12(b) (time restrictions) pursuant of 1/06/17837/F, to allow for unrestricted of site for 12 months a year by touring caravans, motorhomes and tents. Council **resolved** to support the application.

20/03467/FUL, Wayside (adjacent to), Craven Arms Road, change of use of storage shed to part storage/function room and associated alterations including installation of new oak framed glazed entrance. Council **resolved** to support the application.

Granted: 20/03401/TCA, The Malthouse Clun Road Aston, crown reduction by no more than 40% of branch length, subsequent annual / biennial crown reduction back to but not beyond the initial (year 1) pruning points of 1 Willow within Aston On Clun Conservation Area.

7. Unitary Councillor Report: A planning review was in progress. Highways tarmacking is on schedule, but flooding issues are behind schedule. Shropshire Council Cabinet is making a formal response to the Government's White Paper. Areas of concern included CIL, and local area sovereignty.

Shropshire could go from Covid tier 3 to tier 2 if infections rise. The rate in Shropshire is higher now than at any point previously. Everyone needs to understand their social responsibilities, conduct themselves responsibly and follow guidelines. A difficult winter is ahead for the vulnerable. Council expressed its thanks to both councillors for this update.

8. Updates on matters from previous minutes / Clerk's report: A Craft fair would be taking place in the village hall in October and stall holders and some attendees would park on the lower field.

The Japanese Knotweed situation was still ongoing.

9. Arbor Tree and enclosure: Mr P Sweetland, who was project managing the enclosure improvements, informed Council that the flagpoles and supports had been fitted and the seat would be oiled again. The project was now completed.

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Council thanked Mr Sweetland for his excellent work as project manager. Council stated its intention to conduct a post project review.

10. Aston Green: The topographic survey had taken place satisfactorily.

The hedges required cutting back and the Clerk would speak to the contractor.

11. Grants: Council considered three grant applications. The Arbor Tree Festival Committee had applied for £85 towards the purchase of flags and printing costs of publicity, for Arbor Day. **Council resolved to grant the Arbor Tree Festival Committee £85.00p.** An application had been received from Hope House Hospice for a donation towards a 'Cuddle Bed' for gravely ill children and those at the end of life stage, to be able to be comforted by parents and siblings. An application had been received from Crane Counselling, a Shrewsbury based organisation previously supported by Council providing counselling and support to Shropshire people, for a donation towards counselling fees for those who were in financial difficulties. **Council resolved to grant Hope House Hospice and Crane Counselling £80.00p each.**

12. Report: Cllr Jennie Cole gave a brief report on the funding training session she had attended. Highlights were the importance of using skills that could be found within the parish. If councillors did not have a particular skill, Council should look for it locally with the intention of bringing in members of the community. Also, the importance of parish comment and feedback was emphasised so that Council had concrete evidence of parish feelings and wishes in order to answer funders questions.

13. Parish Plan: Council discussed the Parish Plan but in the current situation full community involvement in a review was not possible. Cllr Cole volunteered to look at how a review or update to the plan could be initiated, as and when circumstances allowed. A March agenda item to revisit the matter was agreed.

14. Finance: Bank statements had not been received from the bank in time for the RFO to do a reconciliation.

A Budget Monitoring Report had been previously circulated. Council's attention was drawn to the potential underspends. It was hoped that despite the difficult year, most will be used.

Arbor Tree Enclosure: the final invoice for this project had been received. After payment there remained £934 left.

ICO DD: The ICO Data Protection annual fee renewal is due in November. The fee is £40, or £35 (£5 annual reduction) if paid by Direct Debit.

Council resolved to set up a Direct Debit with its bank to pay the ICO annual fee in future.

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INVOICES to PAY:

Between meetings, cheque 100675 for £106.47p (voucher 42 below) was issued to Cllr R Loynes for the annual Zoom subscription, as this was authorised at the September Council meeting.

| Voucher | Name | for | Budget (from) | £amount | Cheque |
|---------|---------------------------|---|-------------------------------------|-----------------------|------------------------|
| 42 | R Loynes | Zoom annual subscription | Publicity & comms 88.73 | 106.47 (VAT 17.74) | 100675 |
| 43 | Meg Gwilliam | Net salary incl back pay, & home working expenses allowance Oct | Salary 444.17 Office admin 26.00 | 452.15 18.02 | SO 452.50 Chq100676 |
| 44 | HMRC | PAYE tax on salary Oct | Salary tax | 77.60 | 100677 |
| 45 | T P Jones LLP | Payroll services July - Sept | Office Admin 44.25 | 53.10 (VAT 8.85) | 100678 |
| 46 | Rotary Engineering Design | Seat frames, flag poles | Arbor Tree & Area 945 | 1134 (VAT 189) | 100679 |
| 47 | ICO | Data Protection annual sub | Data Protection | 35 | DD |
| 48 | SALC | Training 30 th July J Cole | training | 30 | 100680 |
| 49 | R Loynes | Lock for Aston Green shed | Aston Green | 11.00 | 100681 |
| 50 | Ditton Services | Grass cutting monthly instalment Oct | Aston Green 203 | 243.60 (VAT 40.60) | SO |

Plus Grant payments authorised under item 11:

| Voucher | Name | for | Budget | amount | Cheque |
|---------|-------------------------------|--|--------|--------|--------|
| 51 | Arbor Tree Festival Committee | Flags & publicity for Arbor Day | Grants | £85 | 100682 |
| 52 | Hope House Hospice | Cuddle Bed for gravely ill children at end of life | Grants | £80 | 100683 |
| 53 | Crane Counselling | Counselling service for local people in financial difficulty | Grants | £80 | 100684 |

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

15. GDPR: Council accepted the GDPR Data Audit report, and the GDPR review. Resolved.

16. Risk Register rolling review: Risk 10 (GDPR compliance) was reviewed, progress was satisfactory. Risk 9 was reviewed and Council discussed ways of recruiting residents for co-option. Cllr Manifold recommended that at the November meeting risks 5 and 7 should be reviewed.

17. Correspondence: Nothing of note apart from bulletins and newsletters.

Various temporary road closures including: Mill Street Aston on Clun 16th October; Twitchen road end of Clunbury to junction with B4368 west of Aston 17th October; Broome junction to Rowton 26th - 28th October.

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18. Training: Council authorised training costs of £30.00p, for the Clerk's attendance at the Procurement and Contracts SALC Zoom training session 3rd December. **Resolved.**

19. Meetings attended: The Chairman and the Clerk had attended a very good Website Accessibility remote training session which had greatly clarified the situation and Council's responsibilities.

The Chairman had attended NALC's Planning White Paper remote session where he noted larger Council's concerns about the government's proposals potentially overriding Neighbourhood Plans.

20. Reports of Parishioners and parish issues: None.

21 Next Meeting: Monday 9th November 2020. Cllr Cole gave apologies in advance for the November meeting due to other commitments.

The meeting closed at 9.05pm.

Chairman Signed:

Date: