

## **MINUTES**

**of the Parish Council meeting held on Monday 20<sup>th</sup> May 2024**  
**8.00pm at Hope Bowdler Village Hall**

### **053/24: Election of a Chairman for the year 2024 – 2025**

Cllr. Jones **proposed** Cllr. Graham Watts as Chairman for 2024 – 2025. No other nominations were received.

Proposal **seconded** by Cllr. Madeley

Vote: Unanimous in favour.

Cllr. Watts accepted the nomination as Chairman and signed the Acceptance of Office form.

### **054/24 - Present**

Cllr. G Watts – Chairman

Cllr. L Gray

Cllr. C Pugh

Cllr. T Madeley

Cllr. S Jones

### **Apologies received and accepted**

Cllr. P Jenkins

### **In Attendance**

The Clerk, Shropshire Cllr. C Motley, one member of the public.

### **055/24 - Declarations of Interest relating to this meeting.**

Members are requested to declare any Disclosable Pecuniary or Personal Interests they may have in matters to be considered at this meeting in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

No declarations were made.

### **056/24 – Public question time**

The member of the public asked if there had been any progress with the outstanding planning matters at the Oaklands campsite and was advised a response is still awaited from Shropshire Council's planning enforcement team.

### **057/24 – Approval of the Minutes of the parish council meeting held on 15<sup>th</sup> April 2024**

The Minutes of the Parish Meeting held on 15<sup>th</sup> April 2024 had been circulated and considered by the councillors. No objections were raised to the Minutes.

Cllr. Pugh **proposed** that the Minutes of the Parish Council Meeting of 15<sup>th</sup> April 2024 be approved by the councillors.

Proposal **seconded** by Cllr. Gray

**Vote:** Unanimous in favour

### **058/24 – Matters arising from the Minutes of 15<sup>th</sup> April 2024**

No matters were raised.

### **059/24 – Reports**

**The Chairman's Report** had been delivered at the earlier Annual Parish Meeting.

**Shropshire Cllr. Motley's Report.** In addition to the report she had also delivered at the Annual Parish Meeting prior to this meeting, Cllr. Motley added that some compulsory redundancies will have to be made due to SC's budget deficit..SC hopes to be able to keep some libraries and leisure centres open. The Chairman enquired whether the proposed new leisure centre in Shrewsbury is going ahead and Cllr. Motley advised discussions continue on that subject. Cllr. Pugh enquired what is happening to the Shirehall. Cllr. Motley advised the Shirehall is due to be demolished. As so many staff now work from home a smaller HQ is needed and various options are being considered, including the university site at the Guildhall in Frankwell as the university is relocating to Chester.

Cllr. Motley advised Rushbury Parish Council elected a new Chairman last week. She attended Acton Scott's recent Parish Meeting and reported no mention had been made about amalgamating Hatton with Acton Scott.

### **060/24 – Planning matters**

A draft of the proposed SC Local Plan has been received. Rather than considering the draft document, Cllr. Motley advised the parish council's time would be better spent working with Rushbury PC on a joint Neighbourhood Plan.

### **061/24 - Correspondence/Communications considered at the meeting**

Councillors considered the following items:-

#### Highways notifications:

1. Confirmation from Shropshire Council that they have arranged for work to be carried out on the erosion of the lane adjacent to a 3 foot drop into a stream, by Lower House Farm, Ticklerton

#### General correspondence

1. Notification from Shropshire Council of a consultation on their proposal to charge an annual subscription of £52 p.a. for garden waste collection.
2. Notification from Shropshire Council of a public consultation to canvas views on their proposal to withdraw the School Library Service, unless more school join the scheme and pay higher charges. View details on <https://www.shropshire.gov.uk/get-involved/school-library-service>.
3. Email from David Baron of West Mercia Police notifying us that the Safer Neighbourhood Team officer covering, inter alia, Church Stretton is Sergeant 640 Jenni Price. No contact details given.
4. Latest Leader's Update from the leader of Shropshire Council.

5. Notification from Shropshire Council that it has launched a consultation in the future of its Empty Homes function. No contact details given.

6. Request from Oswestry Pride that all councils fly a pride flag to support LGBTQ+ people  
Responses:

Item 1. The Clerk reported she had just visited the site by Lower House Farm in Ticklerton and the damage to the highway had not been remedied. It will be checked again prior to our next meeting.

Item 4: The Clerk was asked to arrange for Sergeant 640 Jenni Price to attend a parish council meeting, so we can meet her and discuss local issues.

### **062/24 – Highways and Environmental matters**

Two footpath diversion requests had been received and the parish council was asked to comment on them.

**Footpath 0527/38/1** – request for diversion of part of this footpath which is currently obstructed by a building at Wolverton. Councillors considered the plans and application. The Chairman **proposed** that the parish council should support the diversion and raise no objections to it.

Proposal **seconded** by Cllr. Pugh

**Vote:** Unanimous in favour.

**Footpath 0527/21/1** – request for diversion of part of this footpath at Whiefields Farm, Eaton Under Heywood.

Cllr. Madeley **proposed** that the parish council should support the diversion and raise no objections to it.

Proposal **seconded** by Cllr. Jones

**Vote:** Unanimous in favour

### **063/24 - Finance Report for May 2024**

<b>1. Precept Funds – corrected balance b/fwd from April 2024</b>	<b>£3,763.60</b>
<b>ADD: Precept for 2024 – 2025 - £5,588, less £100 transferred to Environmental/Maintenance fund</b>	<b>£5,488.00</b>
	<b>£9,251.60</b>

#### **Payments to be made on 20<sup>th</sup> May 2024 from Precept Fund**

• HSBC bank charges	£ 6.20
• Clerk's net salary for May 2024	£190.39
• HMRC - PAYE on Clerk's April 2024 salary	£ 47.60
• Mrs J Griffiths – Audit fee for 2023 – 2024 audit	£120.00
• Clear Insurance Management Ltd – 2024/2025 insurance	£482.88
• Information Solutions Ltd – website hosting fee 2024/2025	£246.24
• SALC 2024 – 2025 affiliation fee	£238.41
• Hope Bowdler PCC – S137 donation for graveyard upkeep	£200.00
• Eaton Under Heywood PCC - S137 donation	£200.00
• <u>Admin expenses incurred in May 2024 paid by Clerk and reclaimed by her.</u>	
• Contribution towards telephone/internet provision for May 2024 @ £20 p.m.	£20.00
• 15.4.24 – electricity to heat TVH	£ 2.00
• 1 pkt A4 copy paper	£ 4.75

• Badger Inks Ltd – ink cartridges	£ 9.98	
• Andy Holmes – invoice fir IT support 7.5.24 Investigate problem with fan, order replacement, check current back-up syster and suggest Microsoft Cloud be added, up-date Microsoft Office; rectify problem with printer	£20.00	
• Travelling expenses @ 45p per mile 20.05.24 to Hope Bowdler Village Hall Total: 32 miles	£14.40	
Total of May 2024 admin. expenses	£71.13	£ 71.13
-		£ 1,802.85
		<u>£1,802.85</u>
<b>Balance of Precept fund c/fwd to June 2024</b>		<b><u>£7,448.75</u></b>

The Chairman **proposed** that cheques totalling £1,802.85 be approved for payment.

Proposal **seconded** by Cllr. Jones

**Vote:** Unanimous in favour.

#### **Ring Fenced funds held by Parish Council**

<u>Environmental/Maintenance Fund</u> bal. b/fwd from April 2024	<b>£1,161.78</b>	
<b>ADD. £100 transferred from Precept Grant</b>	<b><u>£ 100.00</u></b>	<b>£1,261.78</b>
<u>Neighbourhood Fund</u> – balance b/fwd from April 2024		£ 451.59

#### **Total funds held by Parish Council following authorisation & presentation of the above cheques.**

<b>Precept Fund</b>	<b>£7,448.75</b>
<b>Environmental/Asset Maintenance Fund</b>	<b>£1,261.78</b>
<b>Neighbourhood Fund grant</b>	<b><u>£ 451.59</u></b>
	<b><u>£9,162.12</u></b>

### **2. Bank Statement/Cash Book reconciliation.**

The Clerk's reconciliation between Cash Book and HSBC Bank Statement 151 was verified by Councillor Jones.

### **3. To review IT backup system and approve annual subscription of £20 to Microsoft Cloud**

The Clerk advised the current back-up system is a usb stick sited in the back of the parish council's computer. In the event of an emergency such a fire it may be destroyed. She suggested additional back-up be made available via Microsoft Cloud at a current payment of £20 per annum.

The Chairman **proposed** that Microsoft Cloud be obtained

Proposal **seconded** by Cllr. Jones

**Vote:** Unanimous in favour.

#### **064/24 – to consider and/or approve the following 2023 – 2024 Audit matters/documents**

064/24/1 – to consider the Audit Reports for 2023 – 2024 prepared by auditor Mrs J Griffiths  
Councillors read and noted the Audit Report and noted it contained no adverse comments or matters to be rectified. They also considered the Annual Internal Audit Report 2023 - 2024 forming part of the Annual Governance & Accountability Report 2023 – 2024 completed by the Auditor on 4<sup>th</sup> May 2024.

The Chairman **proposed** that the two audit reports of Mrs Griffiths be approved by the council.

Proposal **seconded** by Cllr. Jones

**Vote:** Unanimous in favour.

064/12 – Councillors then considered the following documents forming the Annual Governance & Accountability Return (AGAR) for 2023 – 2024 which had all been examined and approved by the Auditor

064/12/2 – AGAR Section.1 – Annual Governance Statement

064/12/3 – AGAR Section 2 Accounting Statement

064/12/4 – AGAR explanation of variances form

064/12/5 - AGAR Certificate of Exemption

064/12/6 – AGAR Notice of Public Rights and publication of the AGAR for an exempt authority

Cllr. Jones **proposed** that the above listed AGAR forms be approved by the parish council  
Proposal **seconded** by Cllr. Pugh

**Vote:** Unanimous in favour.

The documents, having been signed by the Chairman and the Clerk/RFO will now form part of the annual audit process for 2023 – 2024. They will be displayed on parish notice boards and on the council's website and the Certificate of Exemption will be delivered to PKF Littlejohn, the external auditors.

**065/24 – Any Other Business (for dissemination of information only)**

No matters were raised. There being no further business to conduct, the Chairman thanked everyone for their attendance and closed the meeting at 8.45pm

**Date & Venue of the next Parish Council meeting.  
Monday 17<sup>th</sup> June 2024, 7.30pm at Ticklerton Village Hall.**

**SIGNED** Peter Jenkins

**17<sup>th</sup> June 2024**

**DATED** \_\_\_\_\_