



Parish Clerk/RFO: Rebecca Turner, The Old Police House, Nesscliffe, SY4 1DB  
Telephone: 01743 741611, email: fordparishcouncil@outlook.com  
Website: www.fordparishcouncil.org.uk

## MINUTES OF ANNUAL COUNCIL MEETING HELD ON 15<sup>TH</sup> MAY 2018 AT FORD VILLAGE HALL AT 7PM

**Present:** Cllr. Jones (Chairman). Cllrs. Briggs, Horn, Jones, Mapp, Mortimer, Southan

**Public:** 1

**In attendance:** R. Turner, Clerk

01/1819 **ELECTION OF CHAIRMAN OF THE COUNCIL**

a) *Members to elect a Chairman of the Council*

It was **RESOLVED** to elect Cllr. Jones.

b) *Chairman to sign Declaration of Acceptance of Office*

Duly signed and witnessed by the Clerk.

02/1819 **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

It was **RESOLVED** to elect Cllr. Horn.

03/1819 **APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept apologies from Cllrs. Clyne, Hanmer and Walton.

04/1819 **DISCLOSURE OF PECUNIARY INTERESTS**

None declared.

05/1819 **DISPENSATION**

None.

06/1819 **PUBLIC PARTICIPATION SESSION**

The secretary of the Village Hall gave an update. Val Horn is still acting in the treasurer role and there is no chairman at present. There are currently 3 committee members. A discussion took place regarding what happens if committee defunct. The clerk had done some research into this and it seems the Parish Council does not have a legal remit to take it over. The chairman thanked the committee for their efforts.

07/1819 **MINUTES**

a) *To approve and sign the minutes dated 20<sup>th</sup> March and 17<sup>th</sup> April 2018*

It was **RESOLVED** to approve both minutes as being a correct record and they were duly signed by the chairman.

08/1819 **REPORTS**

a) *Police Report*

Assault: 1	Criminal Damage: 0	Burglary Dwelling: 0
Vehicle Crime: 0	Road Traffic Incident: 5	ASB Nuisance: 1
ASB Personal: 1	ASB Environmental: 0	Concern for Safety: 4
Theft: 0	Burglary Other: 0	Suspicious Circumstance: 2

b) *Shropshire Council* – Cllr. Evans was not able to attend.

c) *Young Persons Group* – the clerk reported that numbers at the group had dropped recently. The group are struggling to cover the room hire this present. The clerk enquired as to if the

council would consider contributing towards the room hire this term, if necessary. It was agreed to defer committing to this until the next meeting to see if the club needed the funds.

- d) *Ford Village Show* – last committee meeting was poorly attended.
- e) *Ford Village Hall* – see public session.
- f) *Other parish councillor reports* – none.

09/1819 **APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES & COMMITTEES**

It was **RESOLVED** to defer making appointments to the following committees:

- a) *Local Joint Committee*
- b) *SALC Area Committee* – chairman and clerk
- c) *Ford Village Hall Committee*
- d) *Local Plan working group*
- e) *Any other outside body*
- f) *Committees*

10/1819 **POLICY REVIEW**

It was **RESOLVED** to adopt the following:

- a) *Standing Orders*
- b) *Financial Regulations*
- c) *Assets Register*
- d) *Risk Assessment*
- e) *Data Protection Impact Assessment*
- f) *CCTV* – clerk to ask the DPO if just the box can be erected as a deterrent with signage saying CCTV in operation.

11/1819 **END OF YEAR ACCOUNTS**

- a) *Bank Reconciliations and Budget Report* – it was **RESOLVED** to approve the end of year reconciliation, as per Appendix 1.
- b) *Internal Audit Report* – it was **RESOLVED** to note that no issues raised.
- c) *Annual Governance Statement 2017/18* – it was **RESOLVED** to approve answering yes to statements 1 to 8 and confirming that statement 9 is N/A. The Annual Governance Statement was duly signed.
- d) *Accounting Statements 2017/18* – **RESOLVED** to approve and duly signed by the chairman. The Accounting Statements was duly signed.

12/1819 **INSURANCE**

It was **RESOLVED** to continue the insurance with Inspire at a premium of £679.52, as per the terms of the LTA.

13/1819 **PLANNING NOTIFICATIONS**– *For information only*

- 1) 17/05196/FUL - Kader Cottage , Kittyoak Lane, Ford, Shrewsbury, SY5 9LQ  
Proposal: Conversion of barn to holiday let and erection of rear extension  
**Decision: Grant Permission**
- 2) 18/00699/FUL - New Haven - Land SW Of The Squirrels, Ford, Shrewsbury, Shropshire  
Proposal: Erection of extension to existing agricultural building  
**Decision: Grant Permission**
- 3) 17/02154/OUT - Land Adj Station Bungalow, Ford, Shrewsbury, Shropshire  
Proposal: Outline application (all matters reserved) for the erection of a dwelling  
**Decision: Grant Permission**
- 4) 17/06174/FUL - West Bank, Ford, Shrewsbury, Shropshire, SY5 9LZ  
Proposal: Erection of a detached replacement dwelling and garage  
**Decision: Refuse**

Cllr. Mortimer had attended a mediation meeting re a boundary issue but had made it clear that he was not there in his capacity as a councillor and that this was not a parish council matter and the parties need to take legal advice.

14/1819 **PLANNING APPLICATIONS – FOR COMMENT**

- 1) 18/02025/FUL - 12 Manor Crest, Ford, Shrewsbury, SY5 9NZ  
 Proposal: Proposed flat roof parapet extension on existing footprint with balcony over  
Comments: It was **RESOLVED** to not comment.

15/1819 **PARISH MATTERS**

- a) *Footpaths, including diversion order* – due to a changeover of staff the reported matters had not been addressed but SC Countryside Maintenance Manager had passed them to the new area officer, Rob Purcell.
- b) *Manhole, Chavel* – no response. Remove from agenda
- c) *Local Plan Review / Parish Plan Review* – SC are currently reviewing responses and will invite members to a working group shortly. The clerk advised the council to engage with SC in this process so that it has influence over the outcome. Agreed to defer Parish Plan until have had a meeting with SC Officer.
- d) *Speedwatch* – sites currently being assessed by the Community Speedwatch co-ordinator.
- e) *Recreation Ground – repairs to basketball hoop* – Cllr. Clyne to see if it can be repaired.
- f) *Manor Crest sign* – Cllr. Hanmer had asked if this can be reinstalled. Clerk to seek permission from the highways authority.
- g) *Cardeston Brook*- debris accumulated. This has been reported to SC.
- h) *Reports of other parish matters* – newsletter – article and poster re Village Hall committee
- **Litter pick** – community member wants to volunteer or co-ordinate a small group for litter picking. Clerk to investigate getting grabber tools, hi-vis vests, plastic bags and ask for volunteers in newsletter.
  - **Rubble bags** – on The Leasowes by the flats - clerk to ask Severnside to investigate
  - **Back Lane** – fly-tipping in layby under the bridge – report to SC.
  - **Rubbish blowing across road from the garage** – clerk to write to them.
  - **Newsletter** – items to include: chair’s report, finance report, VH committee, Local Plan, Citizen of the Year (Alistair), Young Person’s Group.
  - **Butt Lane** – clarify to clarify to SC Street Scene team that it is spelt Butt not But Lane to the bets of the council’s knowledge.

16/1819 **FINANCIAL MATTERS (ROUTINE)**

- a) *Payments* - it was **RESOLVED** to approve the following payments including payments made between meetings:

Ref	Payee	Item	Chq	Net	VAT	Gross
P1-1819	Npower	Electricity	DD	£6.77	£0.34	£7.11
P2-1819	Npower	Electricity	DD	£118.29	£5.91	£124.20
P3-1819	R Turner	Salary April	SO	£458.15	£0.00	£130.00
P4-1819	Landright Services	Maintenance	BACS	£95.00	£19.00	£114.00
P5-1819	Came & Co	Insurance	BACS	£679.52	£0.00	£679.52
P6-1819	DM Payroll	DPO service	BACS	£280.00	£0.00	£280.00
P7-1819	R Groome	Internal audit	BACS	£40.00	£0.00	£40.00
P8-1819	R Turner	Apr backpay	BACS	£9.14	£0.00	£9.14
P9-1819	SYA	Youth worker fee	BACS	£1750.00	£350.00	£2100.00
P10-1819	SCPF	Pension Apr & May	BACS	£148.36	£0.00	£148.36

- b) *Income* – it was **RESOLVED** to note the following:  
 Precept - £20,000  
 Defibrillator donation - £700.00  
 Leftover after purchase of Citizen of Year prizes - £18.46
- c) *NALC revised pay scales* – it was **RESOLVED** to adopt the revised salary scales, backdated from 1<sup>st</sup> April 2018 & apply them to the clerk’s salary

- d) *Amend standing order for clerk's salary* – it **RESOLVED** to amend to take account of new salary scales and tax code.
- e) *Appointment of internal auditor for 2018/19* – it was **RESOLVED** to appoint Richard Groome.
- f) *Npower tariff* – the clerk is currently seeking quotes.

17/1819 **CORRESPONDENCE**

- a) *Future Fit Update* – noted.
- b) *ICO update on GDPR* – noted.
- c) *Environmental Maintenance Grant* – noted.
- d) *Rural Youth Activity fund* – clerk to apply for £1000 on behalf of Ford Young Persons Group.
- e) *West Mercia PCC Survey* – noted.

18/1819 **NEXT MEETINGS**

- a) *Dates for 2018/19* – it was **RESOLVED** to meet on the 19<sup>th</sup> June and 17<sup>th</sup> July at 7pm and to set the remaining dates at the next meeting.
- b) *Items for agenda- to note requests*  
Noted.

*It is recommended that pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press should be excluded during discussion of Items 19 to 21, they concern exempt matters*

19/1819 **PENSION YEAR END FORMS** – it was **RESOLVED** to approve the forms.

20/1819 **CLERK'S APPRAISAL** – to be held on 8<sup>th</sup> June at 1pm Cllr. Jones' house. Cllrs. Jones and Southan to conduct appraisal.

21/1819 **WAYLEAVE AGREEMENT RE SUBSTATION** – it was **RESOLVED** to authorise Cllr. Jones and Cllr. Horn to sign on behalf of Ford Parish Council and Cllrs. Clyne and Walton acting as charity trustees.

**Meeting closed 9.10pm**