



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

**NOTICE OF ANNUAL COUNCIL MEETING, TO BE HELD ON TUESDAY 18<sup>TH</sup>  
MAY 2021 AT FORD VILLAGE HALL, AT 7PM**

*The public are welcome to attend but please note that the total number allowed in the hall at any one time is limited to 15. The public will be asked to socially distance and wear a face mask that covers the nose and mouth (unless exempt from doing so).*

R Turner

Clerk to the Council, 13<sup>th</sup> May 2021

**AGENDA**

- 1/2122 **ELECTION OF CHAIRMAN OF THE COUNCIL**  
a) *Members to elect a Chairman of the Council*  
b) *Chairman to sign Declaration of Acceptance of Office*
- 2/2122 **PRESENT & APOLOGIES FOR ABSENCE**
- 3/2122 **COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE, DPI FORMS, EXPENSES FORMS & INDUCTION PACKS**  
*To receive the forms and agree any extensions needed re Acceptance of Office forms. Please note that councillors must complete a new DPI form for this term of office. Reminder to councillors to return expenses form (incl. for nil expenses). Clerk to update councillors on induction packs*
- 4/2122 **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**
- 5/2122 **DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS**  
a) *Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. (Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest whether or not the interest in the register of members' interests maintained by the Monitoring Officer).*  
b) *To consider any new dispensation requests & renew the dispensation request re broadband*  
c) *To declare any gifts or hospitality*
- 6/2122 **PUBLIC PARTICIPATION SESSION**  
*A period of 15 minutes is set aside to allow the public the opportunity to speak on an agenda item.*
- 7/2122 **CO-OPTION OF COUNCILLORS – to agree procedures**
- 8/2122 **MINUTES - To confirm the minutes of the Council Meeting dated 16<sup>th</sup> March 2021 as being a true record and to authorise the chairman to sign them.**
- 9/2122 **REPORTS**  
a) *Police Report*  
b) *Shropshire Council*  
c) *Newsletter*  
d) *Parish Councillor Reports (of external meetings attended)*

- 10/2122 **GENERAL POWER OF COMPETENCE** – *to confirm the council meets the criteria to use the GPC*
- 11/2122 **POLICY REVIEW & INSURANCE**
- a) *Code of Conduct & Dispensation request procedure*
  - b) *Standing Orders*
  - c) *Financial Regulations*
  - d) *Asset Register*
  - e) *Risk Assessments (General & Covid-19 related) & insurance*
  - f) *Scheme of Delegation*
- 12/2122 **APPOINTMENT OF COMMITTEES, WORKING GROUPS & TO OUTSIDE BODIES**
- a) *Finance Committee*
  - b) *SALC Area Committee*
  - c) *Helicopter Noise Liaison Group*
  - d) *Playing Field Working Group*
  - e) *To consider need for any other committees or working groups*
- 13/2122 **FINANCIAL MATTERS – ANNUAL**
- a) *2020/21 end year bank reconciliation and budget report*
  - b) *Annual Governance and Accountability Return 2020/21*
    - (i) *To confirm whether council meets exemption criteria for external audit*
    - (ii) *Internal Auditor’s report*
    - (iii) *Section 1 - Annual Governance Statement*
    - (iv) *Section 2 - Accounting Statements*
    - (v) *Electors’ Rights*
  - c) *Confirmation of use of DDs and SOs for certain payments*
  - d) *Internet banking policy & review of signatories*
- 14/2122 **FINANCIAL MATTERS - ROUTINE**
- a) *To approve payments including payments made between meetings*
  - b) *To note income received*
- 15/2122 **PLANNING NOTIFICATIONS – FOR INFORMATION**
- 1) 20/02363/FUL - Clifton Cottage, Ford, Shrewsbury, Shropshire, SY5 9LZ  
Proposal: Erection of single storey side extension and single storey rear extension following removal of existing conservatory  
**Decision: Grant Permission**
- 16/2122 **PLANNING APPLICATIONS – FOR CONSIDERATION**  
None.
- 17/2122 **PARISH MATTERS** – *to consider updates and new matters (please refer to separate report with further info on these matters)*
- a) *Highways maintenance matters*
  - b) *Footpath matters*
  - c) *Play area repairs and inspections*
  - d) *Ford recreation ground – maintenance matters & purchase of bins/benches*
  - e) *Councillor induction packs*
  - f) *Cardeston Brook*
  - g) *Distribution of agenda papers, emails & use of file storage service*
  - h) *Reports of other parish matters*
- 18/2122 **CORRESPONDENCE** – *to consider*
- a) *Call for evidence remote meetings – see [Local authority remote meetings: call for evidence - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/call-for-evidence-remote-meetings)*
  - b) *Call for evidence rural broadband – see [Improving broadband for Very Hard to Reach premises - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/improving-broadband-for-very-hard-to-reach-premises)*
  - c) *Request to use recreation ground for charity football match*
  - d) *Parking in Quail Ridge car park*

- e) *Road safety concerns re Trinity CE School, Ford*
- f) *Footpath diversion notices – FP4 and FP20*

19/2122 **NEXT MEETINGS**

- a) *Council Meeting(s)*
- b) *Items for next meeting agenda- to note requests*

**Suggested items:**

- Remaining policies - Reserves' Policy, Data Protection & FOI Policies, complaints policy, employment related policies
- Website, logo and accessibility
- Asset condition report

*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 20/2122 & Item 21/2122, due to the likely disclosure of confidential information*

20/2122 **LOCAL CONNECTION** – *request to confirm local connection*

21/2122 **EMPLOYMENT MATTERS**

- a) *Pension end of year forms for 2020/21 – to agree*
- b) *Clerk's appraisal - To agree appraisal process*

22/2122 **SUB-STATION LEASE** – *update and to re-confirm signatories to lease*