

FORD PARISH COUNCIL

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Minutes of the Annual Council Meeting of Ford Parish Council held on Tuesday 9th May 2017 at Ford Village Hall at 7PM

Present: Cllr. S. Hanmer (Chairman), Cllr. A. Briggs, Cllr. W. Clyne, Cllr. A. Horn, Cllr. S. Jones, Cllr. A. Mortimer, Cllr. J. Southan, Cllr. L. Walton

Absent: None

In attendance: Shropshire Councillor R Evans, PC Summerfield, 2 members of the public

Clerk: Mrs R. Turner

Item	Topic/Discussion	Action
1.	Election of Chairman It was RESOLVED to elect Cllr. Hanmer. She duly signed her declaration of acceptance of office.	
2.	Election of Vice Chairman It was RESOLVED to elect Cllr. Southan. Cllr. Southan indicated that he wished to do the role for no more than 3 months so his appointment would therefore be reviewed after this period.	
3.	Declaration of acceptance of office from councillors The clerk confirmed that duly completed declarations had been received from all councillors prior to the start of the meeting.	
4.	Apologies for absence None.	
5.	Declarations of Disclosable Pecuniary Interests and requests for dispensations under Section 33 of the Localism Act 2011 None.	
6.	Public Participation Session Lisa Walton reported an issue with the footpath at the rear of numbers 12a to 17 Quail Ridge.	RT
7.	Minutes of meetings held on 14th March & 4th April 2017 It was RESOLVED to adopt the minutes of both meetings as being a correct record and they were duly signed by the chairman.	

8.	<p>Co-option of Councillors</p> <p>It was noted that there were 4 seats vacant after the election. Three applications had been received, from Alistair Horn, Stephen Jones and Lisa Walton. It was RESOLVED to co-opt all 3 candidates and they duly signed declarations of acceptance of office and joined the meeting, having no interests to declare.</p>	
9.	<p>Annual review of council policies and procedures</p> <p>Following a review, it was RESOLVED to adopt the following policies and procedures:</p> <ol style="list-style-type: none"> a. Code of Conduct & Dispensations policy b. Standing Orders c. Financial Regulations d. Risk Assessment, Assets Register & Insurance e. Complaints Procedure f. Grants Policy g. Gifts & Hospitality Policy/Register h. FOI Policy i. Committees and working groups – it was RESOLVED that: <ul style="list-style-type: none"> • <i>Planning Committee</i> - there is not currently a need for a planning committee but this will be kept under review. • <i>Finance Committee</i> – terms of reference circulated were adopted. Membership of the committee to be Councillors Jones (Chairman), Hanmer (Vice Chairman), Horn, Mortimer and Southan. j. Appointments to outside committees - – it was RESOLVED to make the following appointments: <ul style="list-style-type: none"> • LJC - Councillor Clyne • Village Hall committee- - Councillor Walton • SALC - Councillor Jones and the clerk 	
10.	<p>Parish Matters</p> <ol style="list-style-type: none"> i. <i>Ford Parish Hall Sub-Station lease</i> Councillors Blyth, Jones and Sarah Hannah had attended the solicitors. They been advised that minutes confirming who is authorised to sign on behalf the parish council are required. It was RESOLVED that Councillor Jones and Councillor Clyne are authorised to sign the lease on behalf of the parish council, with the clerk to witness signatures. ii. <i>Walking sign knocked down on Back Lane</i> Reported to SC Rights of Way team. iii. <i>Pavement between Montford turning & Ford & Chavel</i> It was noted that both these pavements need clearing and the clerk had reported this to Highways England who had said that this has been passed to Kier to action. It was further noted that a manhole in Chavel bangs when it is driven over, in the direction of Shrewsbury to Wales. Clerk would also report this to Highways England. iv. <i>Greenbanks, Ford</i> No further update. 	<p>RT</p> <p>RT</p> <p>RT</p> <p>RE</p>

	<p>v. <i>Waste bin for Recreation Ground – approval of contract</i> It was RESOLVED to approve the contract.</p> <p>vi. <i>Pot holes</i> Perry Muir had advised that SC are still waiting for Ringway to fill these potholes. Cllr. Jones said that some have been filled but the contractors stopped partway up the lane when they ran out of tarmac.</p> <p>vii. <i>Parking by Trinity CE School</i> Councillor Evans will ask the parking enforcement team to visit the area again.</p> <p>viii. <i>Defibrillator</i> Councillor Horn will investigate this further for the next parish council meeting.</p> <p>ix. <i>BT payphones consultation outcome</i> The outcome of the consultation on BT payphone boxes was now available and the clerk said she would check if the box is being removed.</p> <p>x. <i>Allotments</i> It was agreed that the appropriate way to consider this matter further would be as part of a future Parish Plan review. It was agreed to put an article in the next newsletter asking for volunteers, should a decision be made to prepare a revised Parish Plan.</p> <p>xi. <i>Reports of any new parish matters – for information only</i> Councillor Clyne reported that the grass between 3 and 4 Quail Ridge needs cutting and the grass around the gas tanks on Quail Ridge also needs cutting.</p>	<p>RT</p> <p>RT</p> <p>RE</p> <p>AH</p> <p>RT</p> <p>RT</p>
<p>11.</p>	<p>Planning Matters</p> <p>a. Planning Decisions & Updates</p> <p>i. 17/01006/FUL – West Bank, Ford, Shrewsbury, Shropshire, SY5 9LZ Erection of 2No. dwellings with double garages following demolition of existing bungalow and alterations to the existing vehicular access Withdrawn</p> <p>ii. 17/00318/VAR - The Squirrels, Ford, Shrewsbury, Shropshire, SY5 9LE Variation of Condition 5 of planning permission 13/02132/FUL (The access shall be constructed in accordance with drawing No.PM_004 Rev A with an impermeable, sealed surface to the access between the entrance gates and the edge of the highway with any surface water collected not to be discharged onto the adopted highway) Grant Permission</p>	

	<p>iii. 17/00552/FUL - Dinkys Dinah, Lay By, Ford, Shrewsbury, Shropshire, SY5 9LG Erection of single storey building for A3 (Cafes and Restaurants) Grant Permission</p> <p>b. Planning Applications for Comment</p> <p>i. 17/01873/FUL - Proposed Dwelling South Of Birch Tree Cottage, Chavel, Ford, Shrewsbury, Shropshire Erection of a detached dwelling and creation of new vehicular access following demolition of existing workshop</p> <p><u>Parish Council comments:</u> The Parish Council has previously objected to a similar application at this site on the grounds that it was open countryside, reference Policy CS5. It was RESOLVED that as the parish continues to be classed as open countryside, the council also objects to this application and the detailed reasons for objection given for the previous application still apply.</p>	
12.	<p>Police/Neighbourhood Watch/Community Speedwatch <i>Police Report (for March & April) – 3 Violence, 1 – burglary (quad bike), 2 assaults (no complaint raised), youths causing disturbance in the play park.</i></p> <p><i>Community Speedwatch - no volunteers have come forward as yet and the clerk was asked passed details of any volunteers to Councillor Briggs.</i></p>	
13.	<p>Shropshire Councillor’s report Councillor Evans was congratulated on being re-elected. He reported that the Annual Council meeting of SC is due to be held on 18th May. Two of the councillors within the LJC area are new and he hoped that the LJC’s can be refreshed.</p>	
14.	<p>Ford Recreation Ground The clerk reported that David Fairclough has had difficulty finding a secure location for the wildlife camera. It was agreed to ask if the council could have the camera and Councillors Clyne and Southan will find a secure location to install it.</p> <p>The clerk reported that she is awaiting a quote for a tree survey.</p>	JS/WC
15.	<p>Youth Issues Councillor Evans reported that work is ongoing to look at future use funding and the in the interim been decided that funding would continue until the end of March 2018 at the current level.</p>	
16.	<p>Loton, Longden, Ford and Rea Valley LJC Nothing to report as a meeting has not yet been scheduled</p>	

17. Financial Matters**a. 2016/17 End of Year Accounts**

- i. **Internal Auditor Report** - the report was noted and no actions arising.
- ii. **Section 1 Annual Governance Statement of Annual Return** - it was **RESOLVED** to answer yes to the relevant questions of this part of the return and it was approved.
- iii. **End of year budget report, bank reconciliation and variances** – the clerk presented the end of year budget report bank reconciliation and variance explanation. It was noted that the end of year balance was £29,311.75, with payments during the year of £18,718.67 and receipts totalling £18,987.36.
- iv. **Section 2 – Accounting Statements of Annual Return** - it was **RESOLVED** to approve the accounting statements.

b. Payments becoming due

RESOLVED to approve payment of the following:

Ref	Payee	Item	Chq no /payment type	Amount
P7-1718	NPower	Electricity	DD	£124.20
P8-1718	NPower	Electricity	DD	£7.11
P9-1718	R Turner	Salary April	SO	£328.13
P10-1718	SYA	Youth worker	BACS	£3,500.00
P11-1718	SYA	Youth worker	BACS	£500.00
P12-1718	Ford Parish Hall	Room hire & cleaner	BACS	£507.00
P13-1718	Came & Co	Insurance	BACS	£666.20
P14-1718	R Turner	Expenses	BACS	£124.16
P15-1718	SCPF	Pension April	BACS	£66.81
P16-1718	Landright Services	Grass cutting	BACS	£330.00
P17-1718	R Turner	Salary May	BACS	£328.13

c. Income received

Ref	Payee	Item	Amount
R1-1718	Lloyds	Interest April	£0.79
R2-1718	Shropshire Council	Precept	£13,844.00
R3-1718	Lloyds	Interest May	£0.72

d. Signatories

It was **RESOLVED** to remove Ray Blyth as a signatory and to add Councillors Hanmer, Southan and Briggs. Councillors Jones and Clyne to remain as signatories. All signatories have internet banking access with triple authorisation.

e. Transparency Grant application

It was **RESOLVED** to delegate authority to the clerk to prepare and submit the application.

18.	<p>Health and Safety No matters to report.</p>	
19.	<p>Correspondence Routine correspondence was noted. Items for the newsletter were discussed and the following were agreed for inclusion: Allotments, Speedwatch, dog fouling, youth club, introduction of chair and new members, Parish Plan.</p>	
20.	<p>Meeting Dates for 2017/18 It was <u>RESOLVED</u> to agree the following dates: <u>Full Council Meetings</u> 18th July 2017 19th September 2017 21st November 2017 16th January 2018 20th March 2018 15th May 2018 <u>Finance Committee Meeting Dates:</u> 7th November 2017 All meetings to start at 7pm in Ford Village Hall</p>	

Signed by ChairmanDate