

FORD PARISH COUNCIL

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Minutes of Council Meeting of Ford Parish Council held on Tuesday 16 January 2018 at Ford Village Hall at 7PM

Present: Cllr. S. Jones (Chairman), Cllr. A. Briggs, Cllr. W. Clyne, Cllr. A. Horn, Cllr. I. Mapp, Cllr. A. Mortimer

Absent: Cllr. S. Hanmer, J. Southan, L. Walton

In attendance: Shropshire Councillor R. Evans, 1 member of the public

Item	Topic/Discussion	Action
1.	Apologies for absence Received and accepted from Councillors S. Hanmer, J. Southan, L. Walton.	
2.	Declarations of Disclosable Pecuniary Interests and requests for dispensations under Section 33 of the Localism Act 2011 Cllr Mapp, item 5vii.	
3.	Public Participation Session No members of the public wished to speak.	
4.	Minutes of Council meeting held on 21st November It was RESOLVED to approve the minutes as being a correct record and they were duly signed by the chairman.	
5.	Parish Matters <i>i. Defibrillator</i> Councillor Horn reported that the defibrillator is now in place and he had prepared a governance pack. In terms of risk assessment, it was noted that the defibrillator is low-risk as the following controls are in place - governance procedures, detailed instructions on how to use, a checklist and it was installed by a professional electrician and is in a purpose-built secured cabinet. The defibrillator is also registered with West Midlands Ambulance Service. In terms of training, this can be arranged through the Ambulance Service or the First Responders. Councillor Horn advised that himself and Jim Hanmer have agreed to be responsible for day-to-day maintenance of the defibrillator.	

<p>ii. <i>Street light fault reports</i> The clerk advised that numerous streetlights had been reported as faulty although with the exception of one they were not the responsibility of the parish council. For future reference, it was noted that the lights at Brook Gardens are not on an adopted road and are therefore still the responsibility of the original developer, Severnside Housing.</p>	
<p>iii. <i>Noticeboards</i> Val Horn is in the process of getting quotes on behalf of the village hall. It was agreed that the clerk would liaise with her in regard to the specification and potential suppliers.</p>	RT/VH
<p>iv. <i>Footpath issues reported</i> The clerk reported that she had not received a response to previous reports of issues with footpaths and she would contact Richard Knight again to pursue.</p>	RT
<p>v. <i>GDPR – guidance and actions required</i> It was RESOLVED to accept the recommendation in the report and to appoint D M Payroll Services to carry out an audit of the council’s data protection obligations and to act as data protection officer.</p>	RT
<p>vi. <i>CCTV at recreation ground</i> The recommendations in the report were noted. Councillor Clyne advised that advice is still awaited from the ICO on procedures for operation of the CCTV. It was agreed that until this advice is received and has been reviewed that the camera will not record live footage. The clerk said that it will be important to document procedures for downloading the data. Councillor Clyne said that the camera has the ability to review images on the camera screen so it may not be necessary to download the footage regularly. It was also agreed that the clerk would speak to other councils who have CCTV to find out what procedures they follow.</p>	WC/RT
<p>vii. <i>Parish Council logo</i> <i>Councillor Mapp left the room for this item.</i> The design for the new parish council logo was agreed.</p>	
<p>viii. <i>Manhole, Chavel</i> Highways England had advised that this has been passed to their inspection team in November but no further update had been received. Clerk to pursue.</p>	RT
<p>ix. <i>Road closure 23rd February 2018 for tree works at Pump House Lane, Chavel</i> Noted.</p>	
<p>x. <i>Newsletter – items for inclusion:</i></p> <ul style="list-style-type: none"> • Update on Local Plan and Parish Plan Review 	

	<ul style="list-style-type: none"> • Defibrillator • Budget for 2018/19 • Youth Group - request for support, such as volunteers and equipment donations • Village Show • Citizen of the Year 2017 • <p><i>xi. Village Hall terms of hire</i></p> <p><i>Cllr. Horn left the room.</i></p> <p>The hire agreement was reviewed and it was RESOLVED to sign it.</p> <p><i>Cllr. Horn returned to the room.</i></p> <p><i>xii. Place Plan form</i> Duly signed having been agreed at 21st November meeting.</p> <p><i>xiii. Grass cutting between 3 & 4 Quail Ridge</i> It was RESOLVED to ask the playing field grass cutting contractor to cut the area monthly during the growing season at a cost of £10 per cut/£80 per annum.</p> <p><i>xiv. Reports of other parish matters (for info/reporting to appropriate body, including urgent health & safety matters requiring action)</i> It was noted that Councillor Evans is liaising with Shropshire Council to pursue the matter of Greenbanks. It was also noted that between Shoot Hill and Ford Heath Cottage, in the vicinity of the haulage area, the road is very rutted. It was also noted that there is a persisting issue with potholes on Back Lane. Clerk to report to highways.</p>	<p>RT/AH</p> <p>RT</p> <p>RT</p> <p>RT</p> <p>RT</p>
6.	<p>Planning Matters</p> <p>a. Planning Decisions & Updates</p> <p>i. 17/05227/VAR – 4 Manor Crest, Ford, Shrewsbury, Shropshire, SY5 9NZ Removal of condition 4 (parking) attached to 14/00259/FUL dated 24.3.14 Decision: Grant Permission</p> <p>b. Planning Applications for comment</p> <p>i. 17/05570/FUL - Workshop At Benthall Stone Farm , Alberbury Road, Ford, Shrewsbury, SY5 9NA Proposal: Change of use of land (use class B1) for the siting of containers for controlled storage, for domestic and business use (use class B8) together with secure compound for touring caravans <i>Comments:</i> It was RESOLVED that whilst not objecting to the development in principle, the council wished to raise the issues of</p>	

	<p>screening, speed, volume of traffic and travel impact as material considerations.</p> <p>ii. 17/05196/FUL - Kader Cottage, Kittyoak Lane, Ford, Shrewsbury, SY5 9LQ Conversion of barn to holiday let and erection of rear extension <i>Comments:</i> It was RESOLVED to support the application as it will provide tourism and reuse an historic building.</p>	
7.	<p>Ford Recreation Ground - actions arising in RoSPA report It was noted that the basketball hoop is cracked and needs welding and bolts need to be replaced. The clerk will follow up on this matter with the playing field contractor.</p>	RT
8.	<p>Shropshire Councillor report Councillor Evans reported that Shropshire Council is due to consider the issue of parking and proposed new charges on the next Council agenda. He noted that there is no money in the budget for Park-And-Ride but this may be under review. Councillor Clyne commented that Park-And-Ride to the hospital is needed and Councillor Evans advised that the Park-And-Ride does not serve the hospital as it is based on the principle of rapid transit from the outside of Shrewsbury to the centre. The clerk advised Councillor Evans that a further complaint has been received in regard to parking in the vicinity of Trinity School. A key problem is getting enforcement officers to attend in the area.</p> <p>Councillor Evans also reported on the library strategy. It is proposed that Pontesbury be designated as a Tier 2 library.</p> <p>Councillor Evans advised that a 20 mile-per-hour policy is being discussed at the Scrutiny committee.</p> <p>In regard to youth funding, Councillor Evans reported that there is no change to the present proposal to remove funding from rural areas but concerns have been raised from rural councillors.</p> <p>In regard to the proposed withdrawal of Environmental Maintenance Grant, a working party had looked at this issue and had proposed that £100,000 be allocated and that the grant not be made available to places with a population of over 10,000. The proposals are still the subject of an ongoing consultation but no funding has been included for the grant in a recent budget considered by Cabinet.</p>	
9.	<p>Parish Councillor reports Councillor Mortimer said that he has now finalised the accounts for the Village Show and he will provide a cheque for £687.84 reimbursing the show monies issued to him.</p> <p>Councillor Horn circulated a leaflet and poster he had prepared to advertise the Citizen of the Year award, which will be awarded at the Annual Parish Meeting. The documents were agreed in principle subject to making any minor</p>	<p>AM</p> <p>AH/RT</p>

	amendments required. It was also agreed that the award would relate to the year 2017 and the clerk would liaise with Councillor Horn regarding the date for the Annual Parish meeting so that the deadline for nominations for the award could be advertised accordingly.																															
10.	Police/Neighbourhood Watch/Community Speedwatch No reports had been received. It was agreed to ask PC Cookson to attend the next meeting.	RT																														
11.	Youth Group It was noted that the outcome of the consultation on youth funding is awaited.																															
12.	<p>Financial Matters</p> <p>a. Q3 bank reconciliation This was noted, with the reconciled balance being £25,877.99.</p> <p>b. Payroll and accounting software - renewal/purchase The clerk advised that she is in the process of testing accounting software packages and getting quotes.</p> <p>c. Budget and precept requirement for 2018/19 It was RESOLVED to set an expenditure budget of £20,009, with a further £2,500 to be transferred from general to ring-fenced reserves. The only anticipated source of income other than the precept was £9 in bank interest. It was RESOLVED to set a precept of £20,000 for 2018/19. This resolution was passed with all councillors voting in favour, with the exception of Councillor Horn, who abstained from the vote and asked his abstention to be recorded. A copy of the agreed budget is below:</p> <table border="1" data-bbox="242 1326 1214 1758"> <thead> <tr> <th style="text-align: center;"><u>RECEIPTS</u></th> <th style="text-align: center;">Budget 2018/19</th> </tr> </thead> <tbody> <tr> <td>Precept</td> <td style="text-align: right;">£20,000</td> </tr> <tr> <td>Bank Interest</td> <td style="text-align: right;">£9</td> </tr> <tr> <td>Environmental Maintenance Grant</td> <td style="text-align: right;">£0</td> </tr> <tr> <td>Transparency Grant</td> <td style="text-align: right;">£0</td> </tr> <tr> <td>LJC Youth Grant</td> <td style="text-align: right;">£0</td> </tr> <tr> <td>Parish Portion - 15% CIL monies</td> <td></td> </tr> <tr> <td>Defibrillator donations</td> <td></td> </tr> <tr> <td>Other income</td> <td style="text-align: right;">£0</td> </tr> <tr> <td>TOTAL RECEIPTS</td> <td style="text-align: right;">£20,009</td> </tr> </tbody> </table> <table border="1" data-bbox="242 1798 1214 2018"> <thead> <tr> <th style="text-align: center;"><u>PAYMENTS</u></th> <th style="text-align: center;">Budget 2018/19</th> </tr> </thead> <tbody> <tr> <td>Administrative & Establishment Costs:</td> <td></td> </tr> <tr> <td>Clerk's Salary (incl pension)</td> <td style="text-align: right;">£6,710</td> </tr> <tr> <td>Office Expenses</td> <td style="text-align: right;">£550</td> </tr> <tr> <td>Mileage</td> <td style="text-align: right;">£200</td> </tr> </tbody> </table>	<u>RECEIPTS</u>	Budget 2018/19	Precept	£20,000	Bank Interest	£9	Environmental Maintenance Grant	£0	Transparency Grant	£0	LJC Youth Grant	£0	Parish Portion - 15% CIL monies		Defibrillator donations		Other income	£0	TOTAL RECEIPTS	£20,009	<u>PAYMENTS</u>	Budget 2018/19	Administrative & Establishment Costs:		Clerk's Salary (incl pension)	£6,710	Office Expenses	£550	Mileage	£200	
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Website	£200
Training/AGM (Clerk/Councillors)	£150
Hire of meeting rooms	£150
Audit (Internal & External)	£250
Insurance	£680
Professional Subscriptions (SALC)	£300
ICO Registration	£35
Safe custody of papers	£20
Election Costs	£100
GDPR compliance	£240
Sub Total Admin & Establishment	£9,585
Recreation Ground / Parish Hall	
Maintenance (incl. caretaker for Parish Hall & Play Area)	£2,904
Inspections (RoSPA, regular, tree survey)	£780
Sub Total Recreation Ground	£3,684
Street Lighting	
Electricity	£775
Maintenance / Inspections	£200
PWLB Loan Repayment	£1,284
Sub Total Street Lighting	£2,259
Ford Youth Group	
Grant for youth worker	£3,500
Equipment for youth club / contingency	£250
Sub Total Youth Group	£3,750
Projects/Grants	
Newsletter (S137)	£680
Community-led plan	
Defibrillator	
Citizen of Year	£52
Sub Total Misc Projects/Grants	£732
Other	
Other	
Sub Total Other	£0
GRAND TOTAL PAYMENTS	£20,009
<u>TRANSFERS FROM GENERAL TO RING FENCED RESERVES</u>	Budget 2018/19
R14 - Traffic Calming	£1,000
R23 - Play equipment	£500
R24 - Noticeboards	£500
R25 - Street lights	£500
TOTAL TO TRANSFER FROM GENERAL TO RINGFENCED RESERVES	£2,500

d. Payments for approval, including payments made to meetings

It was **RESOLVED** to approve the following payments:

Ref	Payee	Item	Chq no /payment type	Amount
P65-1718	R Turner	Salary Oct	SO	£366.75
P74-1718	SCPF	Pension Nov	BACS	£72.73
P75-1718	HMRC	PAYE Q3	BACS	£32.80
P76-1718	R Turner	Salary Nov	SO	£458.15
P77-1718	R Turner	Salary Dec	SO	£458.15
P78-1718	Lloyds	Safe custody fees	BACS	£7.50
P79-1718	PWLB	Street lighting	BACS	£641.77
P80-1718	Npower	Electricity	BACS	£7.26
P81-1718	Npower	Electricity	BACS	£126.97
P82-1718	EON	Street light maintenance	BACS	£120.00
P83-1718	R Turner	Expenses	BACS	£75.80
P84-1718	Shropshire Council	Play area inspections	BACS	£346.50
P85-1718	SCPF	Pension Dec & Jan	BACS	£145.46

e. Income received

Ref	Payee	Item	Amount
R20-1718	Lloyds	Interest	£0.69
R21-1718	Lloyds	Interest	£0.77
R22-1718	S Hanmer	Defib donation	£240.00
R23-1718	HMRC	VAT refund	£1,182.74
R24-1718	Castle Country Club	Village show donation	£30.00
R25-1718	Lloyds	Interest	£0.79
R26-1718	Carol singers	Defib donation	£254.77
R27-1718	Lloyds	Interest	£0.72

Prior to the meeting, Cllr. Hanmer had given the clerk two further donations to bank towards the defibrillator - one for £15 and a further £25, this being a replacement for the cheque issued by the Ford Baby and Toddler Group.

f. Amendments to bank mandate

This is still in the process of being done.

13. Correspondence

The following correspondence was noted:

- a. SALC Bulletins
- b. Town & Parish Council Forum
- c. Police and Council Tax consultation and Local Government Finance Settlement
- d. NHS bulletins
- e. Shropshire planning service guidance on application types and commenting
- f. SALC Training programme
- g. Buckingham Palace Garden Party – nomination invite
- h. SALC Area Committee

	<i>It was RESOLVED that pursuant to Schedule 12A of the Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded during discussion of items 14 to 17 as they concern legal and commercial matters</i>	
14.	Quote for recreation ground maintenance 2018 It was RESOLVED to continue the contract with Landright Services with the cutting season extended to mid March to mid October and the monthly cutting of grass at Quail Ridge added. Total contract cost £1680 plus VAT for 2018.	
15.	SALC legal advice General advice re data protection and social media noted and it was RESOLVED to look at this issue as part of preparation for the GDPR.	
16.	Legal advice re wayleave agreement re substation at Ford Village Hall The council's legal adviser is finalising his review of the lease but subject to some minor edits he had advised it was a balanced agreement.	
17.	Planning enforcement case notification Enforcement case ref 17/0703/ENF was noted.	

Signed by ChairmanDate