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MINUTES OF COUNCIL MEETING HELD ON TUESDAY 12th OCTOBER 2021, AT 7PM, AT FORD VILLAGE HALL

Present: Cllr. Blyth (Chairman), Cllrs. Carlyle, Clyne, Horn, Paterson

Absent: None.

Public: 1

In attendance: R. Turner (Clerk), SC Roger Evans

40/2122 PRESENT & APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllrs. Jones (work) and Southan (email issue).

41/2122 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.*

None.

b) *Dispensation requests*

None.

c) *Gifts or hospitality*

None declared.

42/2122 PUBLIC PARTICIPATION SESSION

No public present.

43/2122 **CO-OPTION OF COUNCILLORS** – this item was deferred to the November meeting as two of the three candidates couldn't attend.

Action: Clerk to invite all candidates to the November meeting.

44/2122 **MINUTES** - it was **RESOLVED** to confirm the minutes of the Council Meeting dated 20th July 2021 as being a true record and to authorise the chairman to sign them.

45/2122 REPORTS

a) *Police Report* – PC Lewis had been invited but was unable to attend due to shift patterns and had sent apologies. A quarterly report had been sent for May to July 2021 – data not locally specific and therefore not possible to track issues local to the parish

Actions: Clerk to -

- **Follow up on issues with ASB and invite PC Lewis again**
- Write to PCC John Campion asking for locally specific data.

b) *Shropshire Council* – Cllr. Evans reported as follows:

- 12- to 15-year-old age group vaccinations started.
- Concern re number of Covid cases in primary school. Last weekly report, 17% inc. in cases, 490.5 per 100,000. West Midlands 402. Schools in Shropshire now asking children to not attend if anyone in household diagnosed with Covid – children asked not to attend unless PCR test confirms they are negative.
- New mobile advice service started, as part of mobile library vans.
- Climate change workshop tomorrow.
- New Deputy Leader, Cllr. Ed Potter.
- New Code of Conduct adopted by SC, recommended parishes adopt it. Tim Collard is the new Monitoring Officer.
- SC objected to ambulance station closures,
- Fly tipping increased – 42% increase in costs of clearing it,
- New People Director.

- Planning – Ironbridge site now agreed but with lower affordable housing percentage than SC Policy. Debate re no of planning committees.
 - Free tree scheme re-started.
 - Police Crime Commissioner – data issue was raised at a Scrutiny panel meeting. New computer system makes parish analysis not possible at present.
 - Cllr. Clyne asked about the West View and Quail Ridge road closure signs – Cllr. Evans raising issue of closure signs.
- c) *Newsletter* – deadline 15th November.
- d) *Cardeston Brook Working Group*- clerk to seek update via Cllr. Jones.
- e) *Parish Councillor Reports* – Cllr. Horn had attended Planning Committee re the bowling green application. The outline application was approved and details of the reserved matters are to go back to committee.

46/2122 **PLANNING NOTIFICATIONS – FOR INFORMATION**

- 1) 21/02923/FUL - 2 Portway Cottages, Ford, Shrewsbury, Shropshire, SY5 9LE
 Proposal: Installation of 2no. first floor front bedroom dormer windows
Decision: Grant Permission
- 2) 21/02829/FUL - 48 The Leasowes, Ford, SY5 9LU
 Proposal: Erection of three storey side extension
Decision: Grant Permission
- 3) 21/02681/FUL - Southerly, Chavel, Ford, Shrewsbury, Shropshire, SY5 9LB
 Proposal: Erection of two first floor extensions and roof terraces, and improvements to existing roof to create first floor accommodation to allow for disabled adult to live independently; installation of solar panels on south facing roof and an air source heat pump
Decision: Grant Permission
- 4) 21/02699/FUL - 10 Manor Crest, Ford, Shrewsbury, Shropshire, SY5 9NZ
 Proposal: Erection of a single storey rear extension
Decision: Grant Permission
- 5) 21/00475/OUT - Former Bowling Green, Ford
 Proposal: Outline application (access for consideration) for the erection of two (open market) dwellings
Decision: Grant Permission
- 6) 21/03841/TCA - West Bank, Ford, Shrewsbury, Shropshire, SY5 9LZ
 Proposal: To remove 1no Multi stemmed Damson (T1) and replace with new fruit trees and remove 1no Multi stemmed Yew (T2) and replace with new native species hedge within Ford Conservation Area.
Decision: Consent by Right - Trees

47/2122 **PLANNING APPLICATIONS – FOR CONSIDERATION**

- 1) 21/03614/FUL - Brookfield, Ford, Shrewsbury, Shropshire, SY5 9LG
 Proposal: Erection of two storey rear and first floor side extensions to ancillary accommodation
Comments: It was **RESOLVED** that the parish council does not object in principle but asks that the advice of the conservation officer is followed.
- 2) 21/03834/FUL - Shoot Hill Cottage, Shoot Hill, Shrewsbury, Shropshire, SY5 9NR
 Proposal: Remodel to include erection of single storey front extension and partial first floor extension
Comments: It was **RESOLVED** to not comment.
- 3) 21/04238/FUL - 4 New Street, Ford, Shrewsbury, SY5 9LN
 Proposal: Erection of detached double garage with home office above
Comments: The parish council would like to highlight it is in the Conservation Area. The parish council does not object in principle, subject to the comments of the Conservation Officer being followed. A condition must be applied to ensure that this development

remains part and parcel of the main house and cannot be subdivided into a separate dwelling and/or commercial use at a future date.

- 4) 21/04497/FUL - Benthall Stone Farm, Alberbury Road, Ford, Shrewsbury, SY5 9NA
Proposal: Erection of additional commercial building and extension to existing building and all associated works
Comments: The parish council had no comments.

48/2122 **PARISH MATTERS** – *to consider updates and new matters*

- a) *Highways maintenance matters* – New Street and The Leasowes signs installed but noted that the council had wanted a bi-directional sign at The Leasowes. Some potholes filled in on Back Lane.
Action: Clerk to ask SC Highways about getting a bi-directional sign.
- b) *Footpath matters* – no update. Cllr. Blyth suggested setting up a Parish Paths Partnerships.
Action: Clerk to write newsletter article asking for volunteers in newsletter and Cllr. Carlyle to ask if an individual she knows may help on a voluntary basis.
- c) *VAS signs* – getting a date with Highways England has proven to be hard.
Action: Clerk to ask if the grant is still available and if it is then try and get a meeting with Highways England.
- d) *Play area – RoSPA report and maintenance matters* – noted.
Action: It was agreed that the playing field working group will meet with contractor and go through the reports
- e) *Open space S106 money – Options for Public Open Space Money* (report from Cllr. Blyth)

Suggestions so far:-

- Village orchard/garden (no obvious location)
- Adult gym equipment (rec ground?)
- Refurbishing
- Possible improvement to Butt Lane, add bike lane (not realistic)
- Multi use track in rec ground (could incorporate item 2)
- Allotment (could be popular needs land)
- Bench village green/rec ground (could be incorporated with items 2 and 4)

Based on public input so far, in my view the most realisable project would be a multi use hard surface track around the periphery of the rec ground. It could incorporate some adult exercise equipment such as pull up bars etc. It could also include a bench and perhaps a few fruit trees. Should this option be pursued, there may be enough budget to improve the young children's play area and to spruce up the multi use court.

Allotments have been requested on many occasions over the years, the best option that I can suggest is to attempt to purchase a strip of land adjacent to the rec ground on the other side of the brook.

Another option for possible allotments is to negotiate with any future developer. Should the field near Quail Ridge be developed, an allotment would make a buffer between existing houses and new development. (106 money could then be used for track)

Action: It was agreed to investigate acquiring an area of land for allotments from the Jarrett family – Cllr. Horn agreed to approach the family.

- f) *Parish council file storage* – clerk had investigated storage and it was agreed to accept the offer of free storage from a local business.
- g) *Website accessibility testing report (Cllr. Horn)*- Cllr. Horn had prepared a report.
Action: It was **RESOLVED** to delegate to the clerk to publish the report in the required format and produce a website accessibility statement.
- h) *Reports of other parish matters*
- Cllr. Carlyle asked Cllr. Clyne what is happening on corner of main road – Severn Trent work. Cllr Evans to follow up. Had complaint re Severn Trent parking in the bus bay – Shaun Sutton came out and said road marking not correct so can't issue enforcement notices – he asked if PC want to meet with him and Highways and the parish council agreed to accept this offer.
Action: Clerk to liaise with Cllr. Evans and Shaun Sutton.

49/2122 **FINANCIAL MATTERS**

- a) Q2 bank reconciliation and budget report 2021/22 – noted as per Appendix 2
 b) Payments, including payments made between meetings – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Method	Net	VAT	Gross
P29-2122	R Turner	Salary July	SO	£515.07	£0.00	£515.07
P30-2122	Landright Services	Grass cutting contract July	BACS	£245.00	£49.00	£294.00
P31-2122	SCPF	Pension	BACS	£103.02	£0.00	£103.02
P32-2122	R Turner	Salary Aug	BACS	£523.57	£0.00	£523.57
P33-2122	Landright Services	Grass cutting contract Aug	BACS	£245.00	£49.00	£294.00
P34-2122	SCPF	Pension	BACS	£105.12	£0.00	£105.12
P35-2122	R Turner	Salary Sep	BACS	£523.57	£0.00	£523.57
P36-2122	Landright Services	Grass cutting contract Sep	BACS	£245.00	£49.00	£294.00
P37-2122	Shropshire Council	Bin contract	BACS	£138.00	£0.00	£138.00
P38-2122	The Play Inspection Co	RoSPA	BACS	£130.00	£26.00	£156.00
P39-2122	Shropshire Council	Street light elec. Q2	BACS	£110.40	£22.08	£132.48
P40-2122	R Turner	Expenses Jul to Sep	BACS	£115.42	£3.52	£118.94
P41-2122	Ford Village Hall	Room hire	BACS	£24.00	£0.00	£24.00
P42-2122	Landright Services	Bin emptying, extra grass cut & weed treatment	BACS	£240.00	£48.00	£288.00
P43-2122	HMRC	PAYE Q2	BACS	£11.80	£0.00	£11.80

- c) *Income received*
 £20 donation for defib fund. Need new paediatric pads and battery soon. £300 excl. VAT. Agreed

- d) *PWLB loan – updated terms and conditions* – noted.

50/2122 **CORRESPONDENCE – to consider**

- a) *Review of SC Planning Committees* – to comment on move from 3 to 2 committees.
Action: Council to express preference to go back to 3 committees and a wish for applications to be decided by members with local knowledge.

51/2122 **NEXT MEETING**

- a) *Council Meeting – 30th November 2021, 7pm, Ford Village Hall (main hall)*
 b) *Items for next meeting agenda- to note requests*

52/2122 *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 53/2122 to Item 55/2122, due to the likely disclosure of confidential information*

53/2122 **EMPLOYMENT MATTER** – a confidential employee matter was noted.

54/2122 **PLAY AREA MAINTENANCE (BIN EMPTYING AN LITTER PICKING) CONTRACT** – it was agreed to re-advertise in the newsletter for someone based on £15 per hour and offer the option of an honorarium payment. In the interim, Landright Services to continue to empty.

55/2122 **SUB-STATION LEASE SIGNING** – *Cllr Jones has signed, Cllr. Horn to sign.*
Action: Clerk to liaise with Cllr. Horn

Appendix – Q2 Bank reconciliation & budget report

Budget report & bank reconciliation Q2 2021/22						
RECEIPTS	Actual 2020/21	Budget 2021/22	Q2 2021/22	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 50% & >£200)
Precept	£23,823.00	£23,823	£23,823.00	£0.00	100%	Paid upfront
Neighbourhood Fund (CIL)	£0.00		£0.00			
Bank Interest	£4.69		£0.90	£0.90		
VAT refund	£0.00		£3,862.61			
Defib donations	£347.77		£0.00			
Village Show	£0.00		£0.00			
Other	£0.00		£0.00			
TOTAL RECEIPTS	£24,175.46	£23,823	£27,686.51	£0.90	100%	
PAYMENTS	Actual 2020/21	Budget 2021/22	Q2 2021/22	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 50% & >£200)
Administrative & Establishment Costs						
Clerk's Salary (incl. pension)	£7,416.08	£7,589	£3,780.05	£-3,808.95	50%	Expenses can vary throughout the year
Office Expenses	£711.05	£750	£104.00	£-646.00	14%	
Mileage	£0.00	£200	£31.95	£-168.05	16%	No training booked as yet
Website	£200.00	£200	£209.59	£9.59	105%	
Training/AGM (Clerk/Councillors)	£114.00	£500	£0.00	£-500.00	0%	Internal audit, no external audit fee
Hire of meeting rooms	£0.00	£200	£30.00	£-170.00	15%	
Audit (Internal & External)	£240.00	£250	£40.00	£-210.00	16%	Not invoiced yet
Insurance	£590.28	£750	£598.63	£-151.37	80%	
Subscriptions (SALC)	£404.93	£350	£350.84	£0.84	100%	Not invoiced yet
ICO Registration	£35.00	£35	£0.00	£-35.00	0%	
Safe custody of papers	£0.00	£0	£0.00	£0.00		Not invoiced yet
Elections	£0.00	£1,100	£0.00	£-1,100.00	0%	
GDPR	£155.55	£156	£155.55	£0.00	100%	
Sub Total Admin & Establishment	£9,866.89	£12,080	£5,300.61	£-6,778.94	44%	
Recreation Ground / Parish Hall						
Grounds Maintenance contract	£1,960.00	£1,960	£1,470.00	£-490	75%	Seasonal contract
Caretaker contract	£0.00	£804	£0.00	£-804	0%	Ford VH no longer doing caretaker role
Additional grounds maintenance	£3,410.00	£500	£0.00	£-500	0%	No extra works needed yet
Maintenance/purchase of play equipment	£736.00	£3,000	£904.95	£-2,095	30%	Not invoiced yet
Inspections	£1,242.00	£900	£0.00	£-900	0%	
Bin collection	£132.00	£135	£0.00	£-135	0%	Bin collection not invoiced yet
Covid-19 measures	£392.41	£0	£0.00	£0		
Sub Total Recreation Ground / Parish Hall	£7,872.41	£7,299	£2,374.95	£-4,924	33%	
Street Lighting						
Electricity	£470.24	£500	£110.40	£-390	22%	Not invoiced yet
Maintenance / Inspections	£550.03	£400	£183.45	£-217	46%	
PWLB	£1,283.54	£1,283	£641.77	£-641	50%	
Sub Total Street Lighting	£2,303.81	£2,183	£935.62	£-1,247	43%	
Ford Young Persons Group						
Youth worker	£0.00	£0	£0.00	£0		Youth group not running at present
Sub Total Ford Young Persons Group	£0.00	£0	£0.00	£0		
Projects /grants						
Newsletter	£570.00	£1,000	£135.00	£-865	14%	Grants not applied for yet
Citizen of the Year	£28.70	£35	£30.84	£-4	88%	
Defibrillator	£94.88	£50	£0.00	£-50	0%	Grants not applied for yet
GPC (previously S137)	£173.95	£500	£0.00	£-500	0%	
Sub total Projects /grants	£867.53	£1,585	£165.84	£-1,419	10%	
Other						
Other	£5.00	£671	£0.00	£-671	0%	This is a general contingency budget
Sub Total other	£5.00	£671	£0.00	£-671	0%	
VAT	£1,815.85		£581.84			
GRAND TOTAL PAYMENTS	£22,731.49	£23,818	£9,358.86	£-15,040.53	39%	
RESERVES	Actual balance 31.3.21	Contributions 2021/22	Expenditure 2021/22	Reserves as at Q2 2021/22		
Ringfenced Reserves						
R7 - Parish Plan Action Plan	£1,488.00	£0.00	£0.00	£1,488.00		
R11 - Election Costs	£900.00	£1,100.00	£0.00	£2,000.00		
R14 - Traffic Calming	£4,000.00	£0.00	£0.00	£4,000.00		
R15 - Village Show	£755.70	£0.00	£0.00	£755.70		
R16 - Invasive Weeds & Maintenance Grant	£7.00	£0.00	£0.00	£7.00		
R18 - Transparency Grant	£291.37	£0.00	£0.00	£291.37		
R23 Play equipment	£1,000.00	£0.00	£0.00	£1,000.00		
R25 - Street lights	£1,000.00	£0.00	£0.00	£1,000.00		
R26 - Neighbourhood Fund	£2,327.57	£0.00	£0.00	£2,327.57		
R27- Youth reserve	£0.00	£4,000.00	£0.00	£4,000.00		
Total Ringfenced Reserves	£11,769.64	£5,100.00	£0.00	£16,869.64		
General Reserves (balance b/t less ringfenced reserves)	£12,131.31			£25,358.96		
Total Reserves	£23,900.95			£42,228.60		
Balance b/fwd from 31st March 2021			£23,900.95			
less payments			£9,358.86			
add receipts			£27,686.51			
BALANCE AS PER CASHBOOK			£42,228.60			
Represented by bank balances		Lloyds (current)	£24,136.36			
		Lloyds (saver)	£18,092.24			
		Total balances	£42,228.60			
Less unrepresented cheques & SO						
			£0.00			
Add uncredited receipts			£0.00			
RECONCILED BALANCE AS AT 30.9.21			£42,228.60			