



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 COUNCIL MEETING HELD ON TUESDAY 15TH NOVEMBER 2022, AT 7PM, AT
THE URWICK ROOM, FORD VILLAGE HALL**

Present: Cllr. Horn (Chairman), Cllrs. Carlyle, Clyne, Deane, Paterson, Southan
Absent: None
Public: SC Roger Evans, 0 members of the public
In attendance: R. Turner (Clerk)

44/2223 **PRESENT, APOLOGIES FOR ABSENCE**
All present.

45/2223 **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 declared
- b) *Dispensation requests*
None.
- c) *Declaration of any gifts or hospitality*
None.

46/2223 **PUBLIC PARTICIPATION SESSION**

The clerk informed the meeting that the Planning Inspectors are back in Shropshire on 17th and 18th January. This is to rule on if SC engaged adequately with neighbouring authorities, in preparing the Local Plan.

47/2223 **MINUTES** – it was **RESOLVED** to confirm the minutes of the Council meeting dated 27th September 2022 as being a true record and to authorise the chairman to sign them.

48/2223 **REPORTS**

- a) *Police Report* – bi-annual report received but no detail at parish level.
- b) *Shropshire Council* – Cllr Evans reported as follows:
- *SC aiming to go cashless* from 1st April 2023.
 - *Waste service* costs £33.5 million per year. Asking people to recycle as much as possible within the household.
 - *Looking to re-use some of heat from Battlefield waste disposal site* to re-distribute heat locally.
 - *Investment Zones* – SC has not bid
 - *£1million for new EV charging points.*
 - *School Streets* – consultation looking at 6 schools to do 18-month trial on ANPR cameras to ban vehicles at start/finish of school day
 - *Car parking charges* - increased on 31st October at car parks and on street.
 - *Warm Welcome* – over 30 locations listed on SC website.
 - *Free School meals* – to carry on to the end of the school term.
 - *Constituency boundaries* – consultation in progress – part of Shrewsbury and Atcham constituency changing - will be known as Shrewsbury Constituency. Severn Valley and area around Condover being transferred to South Shropshire Constituency.
 - *The Lion Hotel* – not open for commercial use at present as it is being used for housing of asylum seekers. SC only learnt of the situation by chance.
 - *Trinity School had an Ofsted* last week, to be published before Christmas. Government encouraging schools to form academies again by 2030.

- In response to a question from Cllr. Carlyle asked who the new Deputy Leader. Cllr Evans said the new Deputy Leader is Cllr. Ian Nellins. There has also been a re-allocation of cabinet posts.
- c) *Newsletter* – deadline today for November edition, to be distributed early December.
- d) *Ford Parish Paths Partnership* – Cllr. Horn said the group has done some further tasks since the last meeting. Two new volunteers have come forward so the group now have 7 volunteers in total.
- e) *Open Space Working Group* – awaiting further communication from the benefactors re progressing the skate park.
- f) *Allotments Working Group* – Cllr. Horn had circulated a report, following a meeting of himself, Cllr. Carlyle, Cllr. Paterson and Tracey Greenside. The group have divided up a list of tasks to research the issue further.
- g) *Public Realm Working Group* – Cllr. Deane reported that he is awaiting feedback following the newsletter and hoping for ideas and further volunteers to come forward A meeting can then be arranged.
- h) *Parish councillor reports (of external meetings attended)*
- Cllr Carlyle had attended the SALC 74th AGM:
 - Pippa Mills, the West Mercia Police Chief Constable attended. The police are now working with other police areas with the aim of keeping the community safe and reflecting the diversity of the area. Violence has increased since Covid-19 and online fraud. The Chief Constable’s focus is on prevention e.g. Neighbourhood Watch
 - The force area has 463 parishes which is too many to report on in detail and she wants police time spent out and about.
 - Cllr. Evans added that the Chief Constable said she will ensure police constables visit parish councils at least once every 6 weeks.
 - SALC are looking to report extra staff member for 2 days a week

49/2223 **POLICY MATTERS**

- a) *Code of Conduct* – it was **RESOLVED** to adopt the new code and return ORI forms.
Action: Cllrs. to complete ORI forms. The clerk will then inform SC the parish council has adopted the new Code and forward the ORI forms to SC.
- b) *Asset register* – it was **RESOLVED** to adopt the updated register.

50/2223 **FINANCIAL MATTERS**

- a) *External audit report 2021/2 and conclusion of audit* – the audit report was noted and no issues had been raised. The clerk advised that the conclusion of the audit had been duly advertised.
- b) *Q2 budget report and bank reconciliation* – see Appendix 1. The reconciled balance was noted as being £41,399.18 as at 30th September 2022.
- c) *Payments including payments made between meetings* – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Method	Net	VAT	Gross
P52-2223	SCPF	Pension	SO	£158.12	£0.00	£158.12
P53-2223	R Turner	Salary	SO	£737.73	£0.00	£737.73
P54-2223	V Abbotts	Caretaker	SO	£83.33	£0.00	£83.33
P55-2223	Landright services	Maintenance contract	SO	£245.00	£49.00	£294.00
P56-2223	Ford Village Hall	Room hire	BACS	£20.00	£0.00	£20.00
P57-2223	SCPF	Pension	SO	£158.12	£0.00	£158.12
P58-2223	R Turner	Expenses	BACS	£33.20	£0.00	£33.20
P59-2223	PKF Littlejohn	Audit	BACS	£240.00	£48.00	£288.00

- d) *Income received* – noted as follows:

Ref	Payee	Item	Amount
R10-2223	Shropshire Council	S106 Open space money	£50,000.00
R11-2223	Lloyds	Interest	£0.77

- e) *Bank account – to consider opening a further account to keep deposits within FSCS limit – it was **RESOLVED** to open an account with Nationwide BS – preference being for the 30- or 45-day saver, depending on which is available. It was further **RESOLVED** that the signatories would be the clerk, Cllrs. Clyne, Deane and Horn, with at least 2 signatories being needed for transactions.*
- f) *Draft budget 2023/4 – council discussed a first draft of the budget, which will be set at the January meeting*
- g) *Energy contract 2023/4 for street lights – provisional figures for energy prices via SC show a 108% increase, although rates seem to be in line with current electricity prices generally.*

51/2223 **PLANNING NOTIFICATIONS – FOR INFORMATION**
None received at time of issuing the agenda.

52/2223 **PLANNING APPLICATIONS – FOR CONSIDERATION**

- 1) 22/03450/FUL - Fair Acre, Ford, Shrewsbury, Shropshire, SY5 9LH
Proposal: Erection of two 2-storey extensions, porch extension and construction of new roof to provide first floor accommodation

Comments: It was **RESOLVED** to support as it is in keeping with the property.
- 2) 22/04885/FUL - New Haven, Ford, Shrewsbury, Shropshire, SY5 9LE
Proposal: Erection of proposed agricultural covered yard
Comments: It was **RESOLVED** to not comment.
- 3) 22/04892/FUL - Tythe House Farm, Ford Heath, Shrewsbury, Shropshire, SY5 9GD
Proposal: Conversion of barn to form separate residential unit; erection of cart shed to provide garaging for barn; extension and alterations to GII house; erection of cart shed barn to provide garaging for main house; formation of altered access for parking and driveway for GII house; utilisation of previously approved S184 entrance to provide driveway access to newly formed residential barn.
Comments: It was **RESOLVED** to make a representation, raising concerns re the large drive access and questioning if it needs to be this large? Also, concerns re the large turning area as it will result in the loss of trees and the parish council question why such a large turning area is needed? If these issues were addressed, the parish council may be willing to re-consider its view on the scheme.
- 4) 22/05066/FUL - Station Bungalow, Ford, Shrewsbury, Shropshire, SY5 9LG
Proposal: Erection of two storey extension to dwelling
Comments: It was **RESOLVED** to not comment.

53/2223 **PARISH MATTERS**

- a) *Highway maintenance matters – Cllr. Horn highlighted the issue of the faded 40mph signs on the 458 – Highways England had promised to replace these at a site meeting some months ago.
Action: Clerk to report to Highways England.*
- b) *Playing field maintenance matters and RoSPA – it was agreed to ask the contractor for an extra cut of the grass.
Action: Clerk.*
- c) *Greenbanks- Cllr. Evans reported that he is trying to obtain further information.*
- d) *Councillor recruitment – it was noted that there are two possible candidates.
Action: Councillors to continue to seek possible candidates.*
- e) *Queen Elizabeth tree – Cllr. Carlyle updated that there will be no trees before 20th November from SC. A discussion took place re where to plant the tree and Manor Crest by the brook was suggested. The idea of planting a time capsule by the tree was also supported.
Action: Clerk to approach the school re participating in the time capsule project, and SC Highways re permission for the tree.*
- f) *Reports of other parish matters*
 - Dec 5th – Mr Campion, West Mercia Police Crime Commissioner is attending a meeting at Wattlesborough Village Hall at 7pm. Cllr. Carlyle to attend on behalf of the parish council

- Wayleave re substation is still outstanding
Action: Clerk to chase the solicitor again.

54/2223 **CORRESPONDENCE**

- Constituency boundaries consultation* – it was agreed to make no comment.
- Correspondence re willow trees at Ford recreation ground* – Cllr. Horn read out an email from a resident re willow trees at Ford Recreation Ground overshadowing her garden. It was noted that these trees were pollarded but have re-grown and she is asking that they are cut back again. There is also an Italian poplar growing close to her fence. It was **RESOLVED** to get quotes for pruning/removal.

55/2223 **NEXT MEETINGS**

- Next council meetings* – 17th January 2023, 7pm, The Urwick Room at Ford Village Hall
- Items for next meeting agenda- to note requests*
 - Budget - multiple scenarios to be modelled for consideration.

56/2223 *It was **RESOLVED** 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 57 to 59//2223, due to the likely disclosure of confidential information*

57/2223 **OPEN SPACES PROJECTS**

- Tender submissions for Ford Play Area and elect a preferred contractor- £44,728.37* – it was **RESOLVED** to appoint HAGS.
- Quotation submissions for Ford outdoor fitness equipment and elect a preferred contractor* – it was **RESOLVED** to appoint Broxap and opt for the arm and pedal bike. It was noted that the clerk needs to check with Broxap if a sign-off safety inspection is included in the quote.

58/2223 **GROUNDS MAINTENANCE CONTRACT 2023** – it was **RESOLVED** to extend the contract with Landright Services and extend the contract for a further 3 years. The annual rate to be £2,300 plus VAT, on the understanding this would be reviewed if circumstances change.

59/2223 **EMPLOYEE MATTERS**

- NJC pay award* – it was **RESOLVED** to authorise applying the award backdated to 1st April 2022
- Clerk's hours* – it was **RESOLVED** that the clerk's hours would continue to be 13.5 hours per week on a permanent basis.

Appendix 1: Q2 budget report and bank reconciliation 2022/3

RECEIPTS	Actual 2021/2	Budget 2022/3	Q2 2022/3	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 50% & >£200)
Precept	£23,823.00	£23,553.00	£23,553.00	£0.00	100%	Paid upfront
Neighbourhood Fund (CIL)	£0.00		£73.93			
Bank Interest	£1.80	£1.00	£1.98	£0.98	198%	
VAT refund	£3,862.61		£0.00			
Defib donations	£20.00	£0.00	£10.00			
S106 Open Space	£0.00	£0.00	£0.00			
TOTAL RECEIPTS	£27,707.41	£23,600.00	£23,638.91	£0.98	298%	

PAYMENTS	Actual 2021/2	Budget 2022/3	Q2 2022/3	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 50% & >£200)	
Administrative & Establishment Costs							
Clerk's Salary (incl. pension)	£7,793.97	£7,987	£5,479.90	-\$2,507.10	69%	Increased hours agreed	
Office Expenses	£800.62	£750	£130.00	-\$620.00	17%		Expenses can vary throughout the year
Mileage	£94.95	£200	£39.60	-\$160.40	20%		
Website	£209.59	£210	£200.00	-\$10.00	95%		Not invoiced yet
Training AGM (Clerk/Councillors)	£60.00	£250	£0.00	-\$250.00	0%		No training booked
Hire of meeting rooms	£246.00	£100	£78.00	-\$22.00	78%		
Audit (Internal & External)	£40.00	£250	£40.00	-\$210.00	16%		Internal audit, external audit not invoiced yet
Insurance	£598.63	£617	£607.24	-\$9.35	98%		
Subscriptions (SALC)	£350.84	£420	£382.35	-\$37.65	91%		
ICO Registration	£35.00	£35	£0.00	-\$35.00	0%		
Elections	£0.00	£100	£100.00	£0.00	100%		
GDPR	£155.55	£163	£0.00	-\$163.33	0%		
Councillor expenses		£0	£13.69				
Sub Total Admin & Establishment	£10,385.15	£11,082	£7,070.78	-\$4,024.83	64%		
Recreation Ground / Parish Hall							
Grounds Maintenance contract	£1,960.00	£1,960	£1,470.00	-\$490	75%	Seasonal contract	
Caretaker contract	£170.87	£1,000	£499.98	-\$500	50%		
Additional grounds maintenance	£717.00	£500	£154.88	-\$345	31%	Varies throughout the year	
Maintenance/purchase of play equipment	£904.95	£3,000	£686.43	-\$2,314	23%	Expenses less than budgeted so far	
Inspections	£728.00	£900	£139.00	-\$761	15%	Regular inspections not invoiced yet	
Bin collection	£138.00	£140	£145.00	£5	104%		
Sub Total Recreation Ground / Parish Hall	£4,618.82	£7,500	£3,095.29	-\$4,405	41%		
Street Lighting							
Electricity	£441.60	£525	£218.78	-\$306	42%	Not invoiced yet	
Maintenance / Inspections	£366.90	£420	£100.00	-\$320	24%		
PWLB	£1,283.54	£1,283	£641.77	-\$641	50%		
Sub Total Street Lighting	£2,092.04	£2,228	£960.55	-\$1,267	43%		
Projects /grants							
Newsletter	£552.00	£1,000	£516.00	-\$484	52%	Spend depends on applications received. Cost of advice higher than anticipated	
Citizen of the Year	£30.84	£40	£39.24	-\$1	98%		
Defibrillator	£370.00	£50	£45.00	-\$5	90%		
GPC	£0.00	£450	£70.00	-\$380	16%		
Local Plan Examination	£0.00	£1,250	£1,899.00	£649	152%		
Sub total Projects /grants	£952.84	£2,790	£2,569.24	-\$221	92%		
Other							
Other	£38.11	£0	£0.00	£0			
Sub Total other	£38.11	£0	£0.00	£0	£0.00		
VAT	£1,091.34	£0	£973.93				
GRAND TOTAL PAYMENTS	£19,178.30	£23,600	£14,669.79	-\$9,917.75	62%		

RESERVES	Actual balance 31.3.22	Contributions 2022/3	Expenditure 2022/3	Reserves as at Q2 2022/3
Ringfenced Reserves				
R7 - Parish Plan Action Plan	£1,488.00	£0.00	£649.00	£839.00
R11 - Election Costs	£2,000.00	£0.00	£100.00	£1,900.00
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	£73.93	£0.00	£2,401.50
R27 - Youth reserve	£4,000.00	£0.00	£0.00	£4,000.00
Total Ringfenced Reserves	£16,869.64	£73.93	£749.00	£16,194.57
General Reserves (balance b/f less ringfenced reserves)	£7,031.31			£25,204.61
Total Reserves	£23,900.95			£41,399.18
Balance b/ fwd from 31st March 2022			£32,430.06	
less payments			£14,669.79	
add receipts			£23,638.91	
BALANCE AS PER CASHBOOK			£41,399.18	
Represented by bank balances		Lloyds (current)	£24,662.13	
		Lloyds (saver)	£18,095.12	
		Total balances	£42,757.25	
Less unrepresented cheques & SO		P47-2223	£196.00	
		P48-2223	£771.60	
		P49-2223	£166.80	
		P50-2223	£131.27	
		P51-2223	£92.40	
			£1,358.07	
Add uncredited receipts			£0.00	
RECONCILED BALANCE AS AT 30.9.22			£41,399.18	