



MINUTES OF ANNUAL COUNCIL MEETING HELD ON TUESDAY 16th MAY 2023, AT 7PM, AT THE URWICK ROOM, FORD VILLAGE HALL

Present: Cllr. Horn (Chairman), Cllrs. Clyne, Deane, Paterson, Southan, Wells

Absent: Cllr. Carlyle, Walton

Public: SC Roger Evans, 2 members of the public - Loton Ward Councillor Ed Potter and PCSO Stuart Roberts, Shrewsbury Rural East SNT

In attendance: R. Turner (Clerk)

1/2324 ELECTION OF CHAIRMAN

- (i) *Election of a chair for the 2023/4 municipal year* – it was **RESOLVED** to elect Cllr. Horn.
- (ii) *Chair to sign declaration of acceptance of office* – Cllr. Horn signed the declaration of acceptance of office, duly witnessed by the clerk.

2/2324 PRESENT, APOLOGIES FOR ABSENCE – apologies noted from Cllrs. Carlyle, Walton. It was **RESOLVED** to grant Cllr. Carlyle an extended period of absence to 18th July, if required.

3/2324 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.

4/2324 ELECTION OF VICE CHAIRMAN – it was **RESOLVED** to elect Cllr. Paterson as vice chair for the 2023/4 municipal year

5/2324 PUBLIC PARTICIPATION SESSION

No members of the public spoke.

6/2324 MINUTES – it was **RESOLVED** to confirm the minutes of the Council meeting dated 28th March 2023 as being a true record and to authorise the chairman to sign them

7/2324 REPORTS

- a) *Police Report*- PCSO Stuart Roberts gave an update. He apologised that no-one from the Shrewsbury Rural West Team could attend and said that police are short-staffed and often get asked to attend incidents in town. The police are running Operation Headlight where they are out until 3am, looking at rural crime. The parish council asked the police to also check open spaces etc for ASB.

The chair raised concerns re the lack of focus on the rural area. PCSO Roberts explained that there is often only 1 officer covering a 700 square mile area.

Cllr. Evans raised speeding on Welshpool Road. PCSO Roberts said that the police can only check 30mph zones not 40mph. A speed survey can be done but PCSOs cannot stop anyone, only police officers. He said that the parish council can bid for the road traffic team to come into the area. PCs can do this and pull someone over if necessary. The chair reported that Ford were promised they were on the list for the road safety team circa 2 years ago but no feedback since.

Actions:

- Clerk to re-send police charter and meeting dates to PC Rich Walters
- PCSO Roberts to follow up on the request for the road safety team to come to do speed checks on the main road.

At this point, the chairman brought forward item 13 which is minuted under 13/2324.

- b) *Shropshire Council* – Cllr. Evans reported as follows:
- *School transport* – SC have issued a new process for assessing entitlement to free transport. Currently 2 children at Trinity CE School are from Alberbury – SC has ruled the route is not unsafe if a child is accompanied by a parent. This is being challenged. The parish council agreed with Cllr. Evans concerns that the route is unsafe and too long.
 - *Quarry swimming pool* – re-opening July.
 - *Driving offences* – SC now has the legal power to issue fines.
 - *Place Plans* – a review is about to be done and noted that the Place Plans are important in terms of both how to spend CIL and the Local Plan Review.
- c) *Newsletter*- items for inclusion to include playground refurbishment, boundary commission consultation, medals left over, and an advance request for people to cut hedgerows, when it is the correct time of year to do so.
- d) *Ford Parish Paths Partnership* – Cllr. Horn reported that the group are waiting to start at Ford Heath – landlord permission awaited.
- e) *Open Space Working Group* – the clerk reported that the playground install will start week commencing 5th June. It was noted that there is no further response from the family wishing to donate towards a skate park.
Action: Clerk to contact the family one more time.
- f) *Public Realm Working Group* – none.
- g) *Parish councillor reports (of external meetings attended)* – none.

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ANNUAL ITEMS

It was **RESOLVED** to adopt items a to e.

- a) *Standing Orders*
- b) *Financial Regulations*
- c) *Risk Management Policy*
- d) *Asset Register as at 31.3.23*
- e) *Insurance* – 3-year LTA with Zurich, all new play equipment to be insured for its full value.
- f) *Banking arrangements and signatories* – it was **RESOLVED** to add Cllrs. Deane, Paterson and Wells to the Lloyds account.
- g) *Committees and working groups and membership* – it was **RESOLVED** to make the following appointments:
- (i) *Open Space WG* – Cllr. Clyne, Deane and Southan. Any other councillor is eligible to act as reserve(s) if need be.
 - (ii) *Public Realm WG* – Cllr. Deane, Clyne and Walton, John Adams and Mark (?). Any other councillor is eligible to act as reserve(s) if need be.
 - (iii) *Parish Paths Partnership* – Cllr Horn leads the group with volunteers helping.
- h) *Representatives of outside bodies* – it was **RESOLVED** to nominate the following councillors to represent Ford PC on:
- (i) *SALC Area Committee* – Cllr. Carlyle.
 - (ii) *Village Hall Committee* – Cllr. Paterson

Cllr. Deane entered the meeting.

- i) *Annual Financial matters (2022/3 ACCOUNTS)*
- (i) *Q4 bank reconciliation, budget report & variances explanation* – it was **RESOLVED** to approve the report (see Appendix 1), the reconciled balance being £65,000.69.
 - (ii) *AGAR - Internal Auditor's report* – the report was noted with no concerns raised.
 - (iii) *AGAR - Section 1 - Annual Governance Statement* – it was **RESOLVED** to answer Yes to all applicable assertions. The chairman and clerk/RFO duly signed the document.
 - (iv) *AGAR - Section 2 - Accounting Statements* – the statement was signed by the RFO prior to the council considering this agenda item. It was **RESOLVED** to approve the AGAR Section 2 and the chairman duly signed the document.
 - (v) *Electors' Rights dates* – it was **RESOLVED** that the period for exercise of Electors' Rights will commence on 15th June 2023 for 30 working days.
- j) *Confirmation of use of DDs and SOs for certain payments* – it was **RESOLVED** to confirm the continued use of SOs for: salary, caretaker, pension payments, maintenance contract, DDs for ICO reg. fee, PWLB repayments.

- k) *Street light energy quote 2023/24* – it was **RESOLVED** to accept the quote of £844.93 plus VAT from SC. Whilst the increase is 92% this was less than the 108% budgeted for and at a rate of 32.409p per kWh is in line with current energy prices.

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FINANCIAL MATTERS

- a) *Payments including payments made between meetings* – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Method	Net	VAT	Gross
P1-2324	R Turner	Salary	SO	£781.82	£0.00	£781.82
P2-2324	V Abbotts	Caretaker	SO	£83.33	£0.00	£83.33
P3-2324	Landright Services	Maintenance	SO	£287.50	£57.50	£345.00
P4-2324	SCPF	Pension	SO	£169.17	£00.00	£169.17
P5-2324	R Turner	Salary	SO	£781.82	£0.00	£781.82
P6-2324	V Abbotts	Caretaker	SO	£83.33	£0.00	£83.33
P7-2324	Landright Services	Maintenance	SO	£287.50	£57.50	£345.00
P8-2324	A Horn	Expenses & CoY award	BACS	£60.48	£0.00	£60.48
P9-2324	EON	Street lighting	BACS	£166.90	£33.38	£200.28
P10-2324	Ford Village Hall	Hire	BACS	£20.00	£0.00	£20.00
P11-2324	R Groome	Audit	BACS	£49.00	£0.00	£49.00
P12-2324	SALC	Affiliation fees	BACS	£411.47	£0.00	£411.47
P12-2324	R Turner	Expenses	BACS	£124.60	£5.00	£129.60
P13-2324	Shropshire Council	Energy	BACS	£211.23	£42.25	£253.48
P14-2324	Zurich	Insurance	BACS	£818.92	£0.00	£818.92

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

Ref	Payee	Item	Amount
R1-2324	Lloyds	Interest	£11.47
R2-2324	Shropshire Council	Precept	£25104.00
R3-2324	Lloyds	Interest	£10.51

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PLANNING NOTIFICATIONS – FOR INFORMATION

- 23/00839/FUL - The Tythe Barn, 1 Mansion View Farm, Ford, SY5 9LZ
Proposal: Conversion of existing double garage to a self contained annex ancillary to main dwelling
Decision – Grant Permission
- 23/00840/LBC - The Tythe Barn, 1 Mansion View Farm, Ford, SY5 9LZ
Proposal: Conversion of existing double garage to a self contained annex ancillary to main dwelling affecting a Grade II* Listed Building
Decision – Grant Permission
- 23/00929/FUL - Robert Davies Farm Machinery, Warehouse And Workshop Adjacent, Oakstead House, Alberbury Road, Ford, SY5 9NA
Proposal: Providing new permanent office facilities for the existing work force. Planning approval 22/03274/FUL Additional first floor to current approval for future expansion.
Decision – Grant Permission

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PLANNING APPLICATIONS – FOR CONSIDERATION

None received at time of issuing agenda.

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PARISH MATTERS

- a) *Highway maintenance matters, including street light faults*
- Light fault – noted that 2 lights in The Leasowes area had been reported but one is still not working. The clerk has asked the contractor to investigate.

- Potholes Shoot Hill outside Shoot Hill house to Montgomery Road.
- Back Lane/Cross Gates Lane – needs slow sign and pedestrian warning sign – on bend by Brook Cottages.
- Footpath at Quail Ridge
- Back Lane – hedgerows.
- Alberbury Road – unsafe for children to walk to school.

Action: PC to write to support Cllr. Evans' stance. Clerk to follow up on other outstanding issues.

- b) *Playing field matters, including install of new equipment* – the scrap metal and caging around the oak tree need removing.
Action Clerk to instruct Landright Services to do this.
- c) *Greenbanks*
Action: Clerk to follow up with SC re why it came off the council tax register.
- d) *Parking near to Trinity CE School*
Action: Clerk to write to Shaun Sutton.
- e) *Parking Ford Village Green* -the clerk advised that she had referred a complaint about a tenant parking inconsiderately on the green to Homes Plus. Councillors noted that this is a designated village green and has protected status.
Action: It was **RESOLVED** to write to the individual concerned and place a general notice in the newsletter re inconsiderate/anti-social parking outside the school and in public areas.
- f) *Reports of other parish matters*
- Ford Hall – it was noted that on the little wall by the bridge turning, stone from the big wall opposite was used on the wall.
Action: Clerk to write to the owner and ask when will the stones be put back on the big t wall.
 - Cllr. Horn reported that the time capsule was buried on 7th May .
Action: Clerk to add the information to the website so people know where it is in 100 years.

13/2324 **CORRESPONDENCE**

- a) *Boundary Commission consultation on SC Divisional boundaries* –

In summary, the proposals would impact on Ford as the parish would be moved into Loton Division, and Ford Heath is split between Longden and Loton Divisions meaning the possibility of bringing the whole area into Ford parish (as part of a parish Community Governance Review) would not be workable.

Cllr. Potter and Evans said that they had had a brief discussion as the proposals were a shock to them both, and not what SC asked for. Chirbury and Worthen is 1,000 residents short of the optimal number, whereas Tern is over its quota – this has been the driver for the changes. Ford is proposed to move into Loton as a consequence of re-shaping neighbouring divisions. A meeting of party leaders took place and the consensus was that the situation is a dogs' breakfast and not favourable to all. The Boundary Commission has recommended 74 councillors not the asked for 75.

The Boundary Commission look at numbers and community, but the focus has been on numbers not community. Another question is where will the Yockleton ward of Westbury parish go? This includes part of Ford Heath.

The Boundary Commission can't change parish boundaries but can ward areas and alter ward boundaries. Ford has 683 electors, going to 784. Bicton has 900, 80 electors' difference. Bicton is also in Lichfield diocese and Ford in Hereford and has school links. Yockleton has 366 electors, going up to 372, plus there are a number of Ford Heath electors. It was noted that one possibility may be if Bicton is in Loton division and Ford stays in Longden but this would depend on if numbers add up. Cllr. Potter also expressed that he would prefer to have a balance of representation both sides of the River Severn.

Action: Clerk to try and arrange a call with Yockleton parish, Graham White, Cllr. Evans and Ed Potter – a meeting will take place on 13th June of Ford PC to discuss parish council response.

- b) *Place Plan Review* – councillors to look at the documents and response to be submitted by 7th August.

Action: Clerk to send current Ford Place Plan to councillors.

- 14/2324 **NEXT MEETINGS**
- a) *Extraordinary meeting, 13th June 2023 – re boundary commission proposals & Place Plan.*
 - b) *Council meeting, 18th July 2023, 7pm*
 - c) *Meeting dates for 2023/4 – confirmed as being:*
 - 18th July 2023
 - 19th September 2023
 - 21st November 2023
 - 16th January 2024
 - 19th March 2024
 - 21st May 2024
 - d) *Items for next meeting agenda-*
- 15/2324 *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 16 to 18/2324 due to the likely disclosure of confidential information*
- 16/2324 **DATA PROTECTION SUPPORT** – it was **RESOLVED** to appoint Telford and Wrekin's service at a cost of £205 for 2023/24.
- 17/2324 **CLERK'S APPRAISAL** – it was **RESOLVED** to accept the recommendations of the appraisal committee and award the clerk a pay increment to SCP23.
- 18/2324 **PENSION ANNUAL RETURN AND RE-ENROLMENT** – it was **RESOLVED** to approve the pension annual return forms, and set a re-enrolment date of 18th May 2023.