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MINUTES OF ANNUAL COUNCIL MEETING HELD ON TUESDAY 18th MAY 2021, AT 7PM, AT FORD VILLAGE HALL

Present: Cllr. Blyth (Chairman), Cllrs. Clyne, Horn, Jones, Paterson and Southan

Absent: Cllr. Carlyle

Public: 1

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

The outgoing, chairman Cllr. Jones opened the meeting.

1/2122 **ELECTION OF CHAIRMAN OF THE COUNCIL**

- a) *Members to elect a Chairman of the Council* – the outgoing chair announced that he couldn't stand as chair again due to other commitments. Nominations were invited. It was **RESOLVED** to elect Cllr. Blyth.
- b) *Chairman to sign Declaration of Acceptance of Office* – Cllr. Blyth signed the declaration of acceptance of office, duly witnessed by the clerk.

2/2122 **PRESENT & APOLOGIES FOR ABSENCE** – apologies received and accepted from Cllr. Carlyle.

3/2122 **COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE, DPI FORMS, EXPENSES FORMS & INDUCTION PACKS**

It was noted that all councillors had duly completed Acceptance of Office and DPI forms prior to the meeting. Induction packs being prepared.

Action: Clerk to finalise induction packs and circulate.

4/2122 **ELECTION OF VICE CHAIRMAN OF THE COUNCIL** – it was **RESOLVED** to elect Cllr. Horn.

5/2122 **DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS**

- a) *Declaration of any disclosable pecuniary interest* - none declared.
- b) *Dispensation requests* – none.
- c) *To declare any gifts or hospitality* – none.

6/2122 **PUBLIC PARTICIPATION SESSION**

Harry Wedge, of The Smoke Stop, spoke regarding the proposed charity fund day. He was proposing to hold the event in honour of recently deceased co-owner Tracy's death from cancer, for charity she named. Looking at hosting a fun day/7 a side football match with food/bar/raffles. Key points:

- Parking – village hall car park
- Numbers – hard to gauge with Covid-19. Likely circa 100 to 150.
- Date – Sunday 1st August
- Cleaning the area – organiser would arrange
- Inform neighbours – organiser would do it via leaflets/social media
- Insurance – organiser as external events insurance
- Risk Assessment – must cover event risks and Covid-19 risks
- Licensing – may need temporary events notice.
- First Aid – organiser has trained first aiders.
- Field – council to arrange for it to be cut and line marked.

- 7/2122 **CO-OPTION OF COUNCILLORS** – it was **RESOLVED** to adopt the co-option policy.
- Action:** Clerk to add item in newsletter and online inviting applications before the next council meeting.
- 8/2122 **MINUTES** - - it was **RESOLVED** to confirm the minutes of the Council Meeting dated 16th March 2021 as being a true record and to authorise the chairman to sign them.
- 9/2122 **REPORTS**
- a) *Police Report* –3 priorities for community charter – anti-social behaviour (incl. dog mess/dogs barking, littering etc by Dinky’s Dinah), speeding traffic, parking outside the school.
- Action:** Clerk to communicate the priorities to the police.
- b) *Shropshire Council* – LTP4, new leader, Covid testing being encouraged. Noted that Park and Ride still closed.
- Action:** Clerk to write and ask for SC to re-open Oxon Park and Ride.
- c) *Newsletter* – Cllr. Horn had researched costs of printing. It was **RESOLVED** to continue to use Kingsley Press and to reimburse Cllr. Horn £10 per newsletter collection, to cover his mileage costs.
- Action:** Cllr. Horn to submit expenses claim.
- d) *Parish Councillor Reports (of external meetings attended)* – none.
- 10/2122 **GENERAL POWER OF COMPETENCE** – it was **RESOLVED** to confirm the council meets the criteria to use the GPC.
- 11/2122 **POLICY REVIEW & INSURANCE** – it was **RESOLVED** to adopt the following:
- a) *Code of Conduct & Dispensation request procedure*
b) *Standing Orders*
c) *Financial Regulations*
d) *Asset Register*
e) *Risk Assessments (General & Covid-19 related) & insurance (continue with Zurich)*
f) *Scheme of Delegation*
- 12/2122 **APPOINTMENT OF COMMITTEES, WORKING GROUPS & TO OUTSIDE BODIES**
- a) *Finance Committee* – not at present
b) *SALC Area Committee* – not at present
c) *Helicopter Noise Liaison Group* – not at present
d) *Playing Field Working Group*- Cllrs. Clyne, Southan and the clerk.
e) *To consider need for any other committees or working groups* – not at present.
- 13/2122 **FINANCIAL MATTERS – ANNUAL**
- a) *2020/21 end year bank reconciliation and budget report* – it was **RESOLVED** to approve the report, as per Appendix 1, the end of year balance being £23,900.95.
- b) *Annual Governance and Accountability Return 2020/21*
- (i) It was **RESOLVED** to confirm that the council meets exemption criteria for external audit.
- (ii) Internal Auditor’s report – noted
- (iii) Section 1 - Annual Governance Statement – it was **RESOLVED** to approve, answering YES to Qs 1 to 8 and N/A to Q9
- (iv) Section 2 - Accounting Statements - it was **RESOLVED** to approve the accounts
- (v) Electors’ Rights – to be advertised.
- Action:** Clerk to publicise the accounts and required information and advertise electors’ rights period and submit required documents to the external auditor.
- c) *Confirmation of use of DDs and SOs for certain payments* – it was **RESOLVED** to confirm use of DDs for: ICO payment and PWLB payments, and SOs for salary, pension contributions, grounds maintenance contractor.

- d) *Internet banking policy & review of signatories* – it was **RESOLVED** to add Cllr. Blyth as a signatory and online banking user and to help Cllr. Paterson obtain a new online banking passcode. Any signatories who are no longer councillors will be removed.

Action: Clerk to complete the required paperwork to update signatories. and assist Cllr. Paterson in obtaining a new password.

14/2122 **FINANCIAL MATTERS - ROUTINE**

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

Ref	Payee	Item	Method	Net	VAT	Gross
P78-2021	Shropshire Council	Play area inspections	SO	£515.07	£0.00	£499.20
P79-2021	R Turner	Salary March	SO	£103.02	£0.00	£515.07
P80-2021	Landright Services	Grass cutting contract Mar	SO	£515.07	£0.00	£294.00
P81-2021	J Adams	Snowdrops	DD	£35.00	£0.00	£173.95
P1-2122	SCPF	Pension May	SO	£103.02	£0.00	£103.02
P2-2122	R Turner	Salary April	SO	£515.07	£0.00	£515.07
P3-2122	Landright Services	Grass cutting contract Apr	SO	£245.00	£49.00	£294.00
P4-2122	SCPF	Pension Apr	BACS	£103.02	£0.00	£103.02
P5-2122	R Groome	Internal audit	BACS	£40.00	£0.00	£40.00
P6-2122	SALC	Subs	BACS	£350.84	£0.00	£350.84
P7-2122	R Turner	Expenses	BACS	£74.05	£0.00	£74.05
P8-2122	Zurich	Insurance	BACS	£598.63	£0.00	£598.63
P9-2122	Alistair Horn	CoY award	BACS	£30.84	£6.16	£37.00
P10-2122	Kingsley Press	Newsletter	BACS	£135.00	£0.00	£135.00
P11-2122	EON	Street light contract & repair	BACS	£183.45	£36.69	£220.14
P12-2122	Ford Village Hall	Room hire	BACS	£15.00	£0.00	£15.00

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

Ref	Payee	Item	Amount
R1-2122	Lloyds	Interest	£0.15
R2-2122	Shropshire Council	Precept	£23,823.00
R3-2122	HMRC	VAT refund	£3,862.61
R4-2122	Lloyds	Interest	£0.15

15/2122 **PLANNING NOTIFICATIONS – FOR INFORMATION**

- 1) 20/02363/FUL - Clifton Cottage, Ford, Shrewsbury, Shropshire, SY5 9LZ
 Proposal: Erection of single storey side extension and single storey rear extension following removal of existing conservatory
Decision: Grant Permission

16/2122 **PLANNING APPLICATIONS – FOR CONSIDERATION**

None.

17/2122 **PARISH MATTERS**

- a) *Highways maintenance matters*

- *Leasowes sign* - SC Highways had said that once the sign manufacturer is up and running again, The Leasowes plate on the junction will be changes for a new plate, reading “THE LEASOWES NOS 1 – 14 with a directional arrow.”
- *Potholes Back Lane*
- *New Street sign missing*

Action: Clerk to report the potholes on back Lane and missing New Street sign.

- b) *Footpath matters* – no new matters to report but action awaited from SC on items reported.
- c) *Play area inspections* – it was **RESOLVED** to continue to use SC for routine safety inspections.
- d) *Ford recreation ground – maintenance matters & purchase of bins/benches* – it was **RESOLVED** to order 1 Broxap Derby Bin in green and 1 Sneyd wheelchair accessible bench in brown. It was noted that the timber bench needed repair.

Action: Clerk to order bin and bench. Dave Greenside has offered to repair the wooden bench.

- e) *Councillor induction packs* – clerk finalising content.
Action: Clerk to complete the packs and circulate.
- f) *Cardeston Brook* – Cllr. Jones reported that it is hoped to hold a working group meeting shortly.
- g) *Distribution of agenda papers, emails & use of file storage service* – it was **RESOLVED** to continue to disseminate agendas and council info via email. Clerk to investigate online file storage/sharing services

Actions: Clerk to investigate file sharing/storage services. All councillors to set up a sub-folder on their email to keep council emails separate.

- h) *Reports of other parish matters*
 - (i) Manor Crest sign – request to move it to the green area next to the brook.
Actions: Clerk to check with Shrewsbury TC if moving it would be acceptable, as they mow the grass in the area. Council to ask residents for their opinion in the newsletter on moving the sign.
 - (ii) Suggestion re New Street footpath, note its bridleway, on bank, needs levelling and crosses a ford.
 - Citizen of Year Award – Kat Robinson.

18/2122 **CORRESPONDENCE** – noted as follows:

- a) *Call for evidence remote meetings*
- b) *Call for evidence rural broadband*

Action: Clerk to ask Connecting Shropshire about options for upgrading broadband speed in Ford. Council to ask in newsletter what people think of broadband speeds.

- c) *Request to use recreation ground for charity football match*
Action: Event supported in principle subject to organiser sending a Risk Assessment and insurance details for the event to the council for approval.
- d) *Parking in Quail Ridge car park* – resident had experienced issue parking there. It was noted that this is a private car park for residents, so not under control of Shropshire Council. Cllr. Paterson had suggested to the resident that the landlord be contracted to assist with this matter
- e) *Road safety concerns re Trinity CE School, Ford* – multiple concerns had been raised re road safety and non-adherence to parking restrictions at school pick up/drop-off times.
Action: Clerk to write to SC asking for parking enforcement.
- f) *Footpath diversion notices – FP4 and FP20*
Action: Clerk to ask SC for a new map.

19/2122 **NEXT MEETINGS**

- a) *Council Meetings 2021/22* – all at the Urwick Room, Ford Village Hall, 7pm
 - 20th July

- 21st September
- 16th November
- 18th January
- 15th March
- 17th May

Action: Clerk to book meeting room and publicise dates.

b) *Items for next meeting agenda- to note requests*

Suggested items:

- Approach Highways England re upgrading the VAS on A458, with a view to applying for West Mercia PCC Safer Roads Fund
- Paper on open space options and indicative costs, scoping out each option
- Remaining policies - Reserves' Policy, Data Protection & FOI Policies, complaints policy, employment related policies
- Website accessibility
- Asset condition report

*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 20/2122 & Item 21/2122, due to the likely disclosure of confidential information.*

20/2122 **LOCAL CONNECTION** – *request to confirm local connection* – deferred to July meeting, at request of application

21/2122 **EMPLOYMENT MATTERS**

a) *Pension end of year forms for 2020/21* – it was **RESOLVED** to approve the forms.

b) *Clerk's appraisal* – it was agreed that Cllr. Blyth and Jones d carry out the appraisal and report back to July council meeting.

Action: Cllrs. Blyth, Jones and the clerk to meet.

22/2122 **SUB-STATION LEASE** – it was **RESOLVED** to confirm authorisation to sign the lease and that Cllrs. Horn and Jones would sign for the parish council.

Action: Clerk to arrange signing with the solicitor.