



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 19th JANUARY 2021, AT 7PM,
REMOTELY VIA ZOOM**

Present: Cllr. Jones (Chairman), Cllrs. Briggs, Carlyle, Clyne, Horn, Mapp, Paterson and Southan

Absent: 0

Public: 0

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

- 73/2021 **PRESENT & APOLOGIES** – all present.
- 74/2021 **DISCLOSURE OF PECUNIARY INTERESTS** – none declared.
- 75/2021 **DISPENSATION REQUESTS** – none being sought.
- 76/2021 **PUBLIC PARTICIPATION SESSION** – no public present.
- 77/2021 **CO-OPTION OF COUNCILLOR** – interest had been expressed from one potential candidate but no applications received.
- 78/2021 **MINUTES** – it was **RESOLVED** to approve the minutes of the Council Meeting dated 17th November 2020 as being a correct record and the chairman was duly authorised to sign them.
- 79/2021 **REPORTS**
- a) *Police Report* – Dec 2020

Ford/Great Ness and Little Ness/Nesscliffe and Montford Bridge – 16 Incidents

Assault: 0	Criminal Damage: 1	Burglary Residential: 0
Theft From Vehicle: 0	Harassment/Stalking 0	ASB Nuisance: 3
ASB Personal: 0	ASB Environmental: 2	Concern For Safety: 2
Domestic Incident:0	Domestic Incident:0	Threats To Kill:0
Suspicious Circumstance: 3	Civil Dispute:0	Sexual Offence:0
Highway Disruption:3	RTC:2	

Cllr. Briggs had no further specific information from Neighbourhood Watch, other than generic info circulated on Covid-19 vaccine scams.

b) *Shropshire Council*

- Local Plan Reg 19 consultation
 - Big Town Plan agreed by Cabinet – Shirehall being de-camped from and Pride Hill centre will become the new council offices. Cllr. Evans has expressed reservations as concerned some of the plans are out-of-date with the current picture. Final draft consultation started.
 - Strategic Housing Strategy published and agreed.
 - Cllr. Clyne asked about the Park and Ride serving Ford. Three Park and Rides proposed to be a terminus for all rural buses; could involve multiple bus connections for users.
- c) *Newsletter* – due out 1st March 2021, deadline 15th Feb. Doorstep delivery agreed. Items to include:
- Citizen of Year 2020
 - Local Plan comments. SC due to discuss late March

- Survey on play area
 - Elections in May – encourage candidates to put themselves forwards. Current position is that elections will take place but noted that this could change in light of Covid-19 pandemic. Need Ford Village Hall signage back on notice boards and they asked about directional signage to the hall; will pursue signage when hall re-opens.
 - Overgrown hedges
 - Census 2021
- d) *Village Hall* – no formal report but hall now doing caretaking service voluntarily and will be invoicing for caretaker services. Gents’ toilets and Urwick Room have been refurbished. Next project is to replace all of the heating. It was agreed to ask for bins to be kept clear of the defibrillator.
- e) *Other parish councillor reports*
- Properties with overgrown hedges.
 - Noticeboard – needs updating and to put notice up to say all parish council info will be available on the website due to Covid-19 pandemic.
 - Sign for New Street, Ford has been ripped off its leg posts and is rotten.

80/2021 **PLANNING NOTIFICATIONS–FOR INFO ONLY**

- 1) 20/04479/TCA - Pen Y Bryn, Ford, Shrewsbury, Shropshire, SY5 9LZ
 Proposal: Mature Lime - Crown lift to 1.8m above front wall and crown reduce remainder of tree by 1-2 m; Yew - trim wings by 1-2m; Chestnut - crown reduce by 2m, minor crown lift by 1m and slight crown thin; Acacia - (encompassed by Chestnut) trim lightly to shape once exposed; Box at gate- crown reduce by 1m within Ford Conservation Area
Decision: Consent by Right - Trees
- 2) 20/03967/FUL - Dukes Wood, Shoot Hill, Shrewsbury, Shropshire, SY5 9NP
 Proposal: Erection of a single storey sun room following demolition of existing conservatory and new canopy porch to front
Decision: Grant Permission
- 3) 20/04715/FUL - Cassacawn, 6 Albany Court, Ford, Shrewsbury, SY5 9NY
 Proposal: Erection of a two-storey side extension following removal of existing conservatory
Decision: Grant Permission

81/2021 **PLANNING APPLICATIONS – FOR COMMENT**

None; 20/04715/FUL had been determined prior to the meeting, after issue of the agenda.

82/2021 **SHROPSHIRE LOCAL PLAN REVIEW REGULATION 19 PRE-SUBMISISON DRAFT CONSULTATION –**

It was **RESOLVED** to delegate to the clerk to prepare a response; as the plan has not changed this would be based on the Reg. 18 objections raised by the PC.

In regard to the Examination, it was suggested that the PC could work with SALC and CPRE to co-ordinate a joint parish response through SALC. It was noted that the CPRE have a useful document on tests of soundness and whether the plan meets a local need for housing is a key issue; Cllr. Carlyle offered to contact her colleague at the CPRE.

83/2021 **PARISH MATTERS –**

- a) *Highways matters – updates and reports of new matters*
- *Dinky’s Dinah* – litter collecting in the area. 17 bags of rubbish collected, no signs to encourage rubbish to be picked up. Toilets still closed but people leaving human excrement there now. Cllr. Evans and the clerk to contact environment health.
 - *Potholes in Back Lane and water accumulation* – noted that one car ended up in a hedge trying to avoid them.
- b) *Recreation ground/open space*
- (i) *Reports of maintenance matters/play area inspections* – the Village Hall had said they are happy to empty the bins but the bins need fitting with lids. Agreed to cost this.
- (ii) *Survey re S106 monies* – to be published in newsletter, asking for ideas.
- c) *Numbering of The Leasowes, Ford* – street numbering team have responded that “*It appears as though the development to which you refer is long established and would have been*

officially named/addressed by our predecessors and whilst the Street Naming & Numbering section are responsible for the allocation of official addresses and street names, we are not the budget holders for the provision of replacement/additional street nameplates. In which case I am not in a position to advise as to whether any such provision is available, however I have forwarded your enquiry onto the Highways section and the Environmental Maintenance team for the Central area, in order that they may be able to assist you further in this regard or direct you to the relevant person/team.”

- d) Citizen of Year 2020 – nomination form to go in newsletter, deadline end of March.
- e) Rights of Way issues – blocked fence Quail Ridge & fencing Cross Gates – both issues have been reported. Outdoor Rights of Way confirmed they will investigate the fence at Quail Ridge. Regarding Cross Gates, the developer advises there are some works still to be completed and so the fence cannot yet be removed but should be open by mid-January. Follow up on rights of way issues from July.
- f) Street light maintenance – report of an intermittent light fault on The Leasowes which appeared to correct itself, according to report from resident. However, by then the street light engineer had already attended.
- g) Reports of other parish matters – noted as follows:
 - Dog fouling – now only have 1 dog fouling bin in the village by the village hall. The one by the bridge/pumping station was removed when bridge repaired. Consequently, the village hall bin is now often overflowing.
 - The bridge close to Manor Crest in Ford Village has now been cleared and the low wall repaired by my team today.
 - Stile in northern end of field opposite garage on A458, Ford had been reported as being blocked by an electric fence.

84/2021 **FINANCIAL MATTERS**

- a) Q3 budget report and bank reconciliation – it was **RESOLVED** to note the report, as per Appendix 1, the reconciled balance being £28,338.17.
- b) 2021/22 Budget & precept – it was **RESOLVED** to set a budget, as per Appendix 2 and a precept requirement of £23,823.00.
- c) Payments including payments made between meetings – it was **RESOLVED** to approve the following

Ref	Payee	Item	Method	Net	VAT	Gross
P59-2021	R Turner	Salary Nov	SO	£515.07	£0.00	£515.07
P60-2021	SCPF	Pension Nov	SO	£103.02	£0.00	£103.02
P61-2021	R Turner	Salary Dec	SO	£515.07	£0.00	£515.07
P62-2021	SCPF	Pension Dec	SO	£103.02	£0.00	£103.02
P63-2021	PWLB	Loan	DD	£641.77	£0.00	£641.77
P64-2021	Kingsley Press	Newsletter	BACS	£159.00	£0.00	£159.00
P65-2021	SALC	Training	BACS	£60.00	£0.00	£60.00
P66-2021	R Turner	Expenses Dec & Jan	BACS	£52.00	£0.00	£52.00
P67-2021	Graham Taylor	Covid-19 signs	BACS	£97.00	£19.40	£116.40
P68-2021	D Greenside	Fence repair	BACS	£80.00	£0.00	£80.00

- d) Income received - – noted as follows:

Ref	Payee	Item	Amount
R14-2021	Lloyds	Interest Dec	£0.15
R15-2021	Lloyds	Interest Jan	£0.16

A refund of £150 on tree survey done by Shropshire Council has also been received which will be credited against the original invoice (fin. year 2019/20)

85/2021 **CORRESPONDENCE** – noted as follows

- a) SALC Info Bulletins
- b) Covid 19 related updates
- c) Census 2021 – taking place 21st March.

86/2021 **NEXT MEETINGS**

a) *Council Meeting – 16th March 2021, 7PM*

b) *Items for next agenda(s)- to note request*

- Ask SALC re Annual Parish Meeting & if one is required in 2021, ref. Covid regulations.

Meeting closed 8.41pm

Appendix 1: Budget report & bank reconciliation Q3 2020/1

RECEIPTS	Actual 2019/20	Budget 2020/21	Q3 2020/21	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 75% & >£200)
Precept	£21,177.00	£23,823	£23,823.00	£0.00	100%	Paid upfront
Neighbourhood Fund (CIL)	£2,327.57		£0.00			
Bank Interest	£9.01	£9	£4.25	-\$4.75	47%	
VAT refund	£2,793.17		£0.00			
Defib donations	£0.00		£347.77			
Village Show	£45.50		£0.14			
Other	£0.00		£45.90	£45.90		
TOTAL RECEIPTS	£26,352.25	£23,832	£24,221.06	£41.15	147%	

PAYMENTS	Actual 2019/20	Budget 2020/21	Q3 2020/21	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 75% & >£200)
Administrative & Establishment Costs						
Clerk's Salary (incl. pension)	£6,930.15	£7,440	£5,561.81	-\$1,878.19	75%	Includes payment to Hanwood PC for shared costs No mileage due to Covid Paid annually
Office Expenses	£212.19	£500	£846.97	£346.97	169%	
Mileage	£165.60	£200	£0.00	-\$200.00	0%	
Website	£200.00	£200	£200.00	£0.00	100%	
Training/AGM (Clerk/Councillors)	£0.00	£150	£54.00	-\$96.00	36%	
Hire of meeting rooms	£120.00	£150	£0.00	-\$150.00	0%	
Audit (Internal & External)	£40.00	£250	£240.00	-\$10.00	96%	
Insurance	£699.91	£725	£590.28	-\$134.72	81%	
Subscriptions (SALC & SLCC)	£304.34	£320	£404.93	£84.93	127%	
ICO Registration	£35.00	£40	£0.00	-\$40.00	0%	
Safe custody of papers	£15.00	£15	£0.00	-\$15.00	0%	
Elections	£0.00	£0	£0.00	£0.00		
GDPR	£155.55	£156	£155.55	-\$0.45	100%	
Sub Total Admin & Establishment	£8,877.74	£10,146	£8,053.54	-\$2,092.46	79%	
Recreation Ground / Parish Hall						
Grounds Maintenance contract	£1,845.00	£1,960	£1,715.00	-\$245	88%	Seasonal contract Not billed Extra spend due to covid, trees and moles Bin collection fee omitted from budget in error
Caretaker contract	£804.00	£804	£0.00	-\$804	0%	
Additional grounds maintenance	£1,365.00	£225	£3,330.00	£3,105	1480%	
Maintenance/purchase of play equipment	£2,151.90	£2,000	£736.00	-\$1,264	37%	
Inspections	£461.69	£875	£976.00	£101	112%	
Bin collection	£129.00	£0	£132.00	£132		
Covid-19 measures	£0.00	£0	£93.74	£94		
Sub Total Recreation Ground / Parish Hall	£6,756.59	£5,864	£6,982.74	£1,119	119%	
Street Lighting						
Electricity	£1,388.76	£502	£352.68	-\$149	70%	Maintenance needed
Maintenance / Inspections	£0.00	£200	£450.03	£250	225%	
PWLB	£1,283.54	£1,283	£641.77	-\$641	50%	
Sub Total Street Lighting	£2,672.30	£1,985	£1,444.48	-\$540	73%	
Ford Young Persons Group						
Youth worker	£4,000.00	£4,000	£0.00	-\$4,000	0%	Youth group not running at present
Sub Total Ford Young Persons Group	£4,000.00	£4,000	£0.00	-\$4,000	0%	
Projects /grants						
Newsletter	£604.00	£1,000	£252.00	-\$748	25%	Editions limited due to Covid
Citizen of the Year (s137)	£33.19	£90	£28.70	-\$61	32%	
Defibrillator	£0.00	£10	£94.88	£85	949%	
S137	£1,578.62	£500	£0.00	-\$500	0%	
Sub total Projects /grants	£2,215.81	£1,600	£375.58	-\$1,224	23%	
Other						
Other	£220.50	£237	£5.00	-\$232	2%	
Sub Total other	£220.50	£237	£5.00	-\$232	2%	
VAT	£2,046.76		£1,628.39			
GRAND TOTAL PAYMENTS	£26,810.70	£23,832	£18,489.73	-\$6,970.52	78%	

RESERVES	Actual balance 31.3.20	Contributions 2020/21	Expenditure 2020/21	Reserves as at Q3 2020/21
Ringfenced Reserves				
R7 - Parish Plan Action Plan	£1,488.00	£0.00	£0.00	£1,488.00
R11 - Election Costs	£900.00	£0.00	£0.00	£900.00
R14 - Traffic Calming	£4,000.00	£0.00	£0.00	£4,000.00
R15 - Village Show	£929.65	£0.00	£0.00	£929.65
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
Total Ringfenced Reserves	£11,943.59	£0.00	£0.00	£11,943.59
General Reserves (balance b/ less ringfenced reserves)	£14,568.32			£16,394.58
Total Reserves	£22,456.98			£28,338.17

BANK RECONCILIATION TO 31.12.20

Balance b/fwd from 31st March 2020		£22,456.98
less payments		£18,489.73
add receipts		£24,221.06
BALANCE AS PER CASHBOOK		£28,188.31
Represented by bank balances	Lloyds (current)	£10,247.27
	Lloyds (saver)	£18,090.90
	Total balances	£28,338.17
Less unrepresented payments		
Add uncredited receipts		£0.00
RECONCILED BALANCE		£28,338.17

Appendix 2: Budget 2021/22

Budget 2021/22						
RECEIPTS	Actual 2019/20	Budget 2020/21	Q3 2020/21	Projected to 31.3.21	BUDGET 2021/22	NOTES
Precept	£21,177.00	£23,823	£23,823.00	£23,823.00	£23,823.00	Amount tbc when 2021/22 precept paid
Neighbourhood Fund (CIL)	£2,327.57		£0.00	£0.00		
Bank Interest	£9.01	£9	£4.25	£5.00		
Defib donations	£0.00		£347.77	£347.77		
Village Show	£45.50		£0.00	£0.00		
Other	£0.00		£45.90	£45.90		
TOTAL RECEIPTS	£26,352.25	£23,832	£24,220.92	£24,221.67	£23,823.00	
PAYMENTS	Actual 2019/20	Budget 2020/21	Q3 2020/21	Projected to 31.3.21	BUDGET 2021/22	NOTES
Administrative & Establishment Costs						
Clerk's Salary (incl. pension)	£6,930.15	£7,440	£5,561.81	£7,440	£7,589	SCP20 plus 2.75% (£13.55 per hour) + empl. pension @13.4%
Office Expenses	£212.19	£500	£846.97	£1,000	£750	May need to allow for remote meeting costs etc
Mileage	£165.60	£200	£0.00	£0	£200	
Website	£200.00	£200	£200.00	£200	£200	
Training/AGM (Clerk/Councillors)	£0.00	£150	£54.00	£100	£500	Allow extra as elections
Hire of meeting rooms	£120.00	£150	£0.00	£0	£200	Hire charge may increase
Audit (Internal & External)	£40.00	£250	£240.00	£240	£250	
Insurance	£699.91	£725	£590.28	£590	£750	Extra in case of increase due to Covid-19
Subscriptions (SALC)	£304.34	£320	£404.93	£405	£350	
ICO Registration	£35.00	£40	£0.00	£35	£35	
Safe custody of papers	£15.00	£15	£0.00	£0	£0	Payment was returned so may no longer be charged
Elections	£0.00	£0	£0.00	£0	£1,100	Worst case scenario is £2k, hence £1100 plus money in reserve
GDPR	£155.55	£156	£155.55	£156	£156	Fee tbc
Sub Total Admin & Establishment	£8,877.74	£10,146	£8,053.54	£10,166	£12,080	
Recreation Ground / Parish Hall						
Grounds Maintenance contract	£1,845.00	£1,960	£1,715.00	£1,960	£1,960	
Caretaker contract	£804.00	£804	£0.00	£804	£804	Bill may differ due to Covid-19
Additional grounds maintenance	£1,365.00	£225	£3,330.00	£3,500	£500	
Maintenance/purchase of play equipment	£2,151.90	£2,000	£736.00	£1,000	£3,000	Put £1000 of this in reserve
Inspections	£461.69	£875	£976.00	£976	£900	2020/21 is 2019/20 & 2020/21 billed in one year
Bin collection	£129.00	£0	£132.00	£132	£135	
Covid-19 measures	£0.00	£0	£93.74	£94		
Sub Total Recreation Ground / Parish Hall	£6,756.59	£5,864	£6,982.74	£8,466	£7,299	
Street Lighting						
Electricity	£1,388.76	£502	£352.68	£470	£500	
Maintenance / Inspections	£0.00	£200	£450.03	£550	£400	Allow for some repairs
PWLB	£1,283.54	£1,283	£641.77	£1,283	£1,283	
Sub Total Street Lighting	£2,672.30	£1,985	£1,444.48	£2,303	£2,183	
Ford Young Persons Group						
Youth worker	£4,000.00	£4,000	£0.00	£0	£0	Ringfence unused 2020/21 budget in case club restarts
Sub Total Ford Young Persons Group	£4,000.00	£4,000	£0.00	£0	£0	
Projects /grants						
Newsletter	£604.00	£1,000	£252.00	£1,000	£1,000	
Citizen of the Year (s137)	£33.19	£90	£28.70	£29	£35	
Defibrillator	£0.00	£10	£94.88	£95	£50	
S137	£1,578.62	£500	£0.00	£500	£500	For miscellaneous projects
Sub total Projects /grants	£2,215.81	£1,600	£375.58	£1,624	£1,585	
Other						
Other	£220.50	£237	£5.00	£5	£671	General contingency - higher due to Covid-19
Sub Total other	£220.50	£237	£5.00	£5	£671	
GRAND TOTAL PAYMENTS	£26,810.70	£23,832	£16,861.34	£22,563	£23,818	
RESERVES	Actual balance 31.3.20	Contributions 2020/21	Expenditure 2020/21	Reserves as at Q3 2020/21	Projected reserve 31.03.21	
Ringfenced Reserves						
R7 - Parish Plan Action Plan	£1,488.00	£0.00	£0.00	£1,488.00	£1,488.00	
R11 - Election Costs	£900.00	£0.00	£0.00	£900.00	£900.00	
R14 - Traffic Calming	£4,000.00	£0.00	£0.00	£4,000.00	£4,000.00	
R15 - Village Show	£929.65	£0.00	£0.00	£929.65	£929.65	
R16 - Invasive Weeds & Maintenance Grant	£7.00	£0.00	£0.00	£7.00	£0.00	
R18 - Transparency Grant	£291.37	£0.00	£0.00	£291.37	£291.37	
R23 Play equipment	£1,000.00	£0.00	£0.00	£1,000.00	£1,000.00	
R25 - Street lights	£1,000.00	£0.00	£0.00	£1,000.00	£1,000.00	
R26- Neighbourhood Fund	£2,327.57	£0.00	£0.00	£2,327.57	£2,327.57	
Total Ringfenced Reserves	£11,943.59	£0.00	£0.00	£11,943.59	£11,936.59	
General Reserves (balance b/f less ringfenced reserves)	£14,568.32			£21,548.12	£15,853.89	
Total Reserves	£24,503.74			£33,491.71	£27,790.48	
<i>To calculate reserves, 2019/20 balance adjusted so that VAT reclaim outstanding at 31.3.20 added to balance & reclaimable VAT paid to date in 2020/21 added to Q3 balance</i>						
PRECEPT PER BAND D HOUSEHOLD	2019-20	2020-21	2021-22			
	£71.14	£78.26	£72.90			