



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 ANNUAL COUNCIL MEETING HELD ON TUESDAY 19th MAY 2020, REMOTELY VIA ZOOM

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

Absent: Cllr. Mortimer

Public: 0

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

- 1/2021 **ELECTION OF CHAIRMAN**
Cllr. Jones, the outgoing Chair, chaired this item and nominations were invited. It was **RESOLVED** to elect Cllr. Jones.
- 2/2021 **DECLARATION OF ACCEPTANCE OF OFFICE FOR CHAIRMAN**
It was **RESOLVED** to give the chairman an extension until the next council meeting held at a physical venue to sign the declaration of acceptance of office.
- 3/2021 **PRESENT & APOLOGIES**
All present, apart from Cllr. Mortimer who had sent apologies due to illness, which were duly accepted.
- 3/2021 **ELECTION OF VICE CHAIRMAN**
It was **RESOLVED** to elect Cllr. Horn.
- 4/2021 **DISCLOSURE OF PECUNIARY INTERESTS**
None declared.
- 5/2021 **DISPENSATION REQUESTS**
None being sought.
- 6/2021 **PUBLIC PARTICIPATION SESSION**
No public present.
- 7/2021 **MINUTES**
It was **RESOLVED** to approve the minutes of the council meeting dated 17th March 2020.
- 8/2021 **APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES & COMMITTEES**
It was **RESOLVED** to make the following appointments:
a) *SALC subscription and membership of SALC Area Committee* – it was **RESOLVED** to renew the subscription and appoint the chairman, Cllr. Jones and Cllr. Carlyle to the committee.
b) *Ford Village Hall Committee* – Cllr. Paterson and Southan.
c) *Finance Committee* – Cllrs. Briggs, Carlyle, Jones, Horn, Mapp
d) *Playing field working group* - Cllrs. Clyne & Southan.
e) *Neighbourhood Watch representative* – Cllr. Briggs.
- 9/2021 **POLICY REVIEW** – it was **RESOLVED** to adopt the following:
a) *Standing Orders*
b) *Financial Regulations*

10/2021 **ANNUAL FINANCIAL MATTERS**

- a) *Renewal of use of Direct Debits / SOs* – it was **RESOLVED** to renew the use of DDs and SOs for salary, pension, ICO, PWLB, maintenance contract. DDs not to be used for SC bills as this results in an automatic DD against all SC bills which makes querying bills hard.
- b) *Banking arrangements with Lloyds Bank & signatories* – it was **RESOLVED** to keep as at present and review in 6 months
- c) *Assets Register as at 31.3.20 and insurance arrangements* – it was **RESOLVED** to take out a 3 year agreement with Zurich, having sought quotes. £625. It was noted that there is a reference to surfacing in the policy and it was agreed to check what this refers to and if it is a council asset and clerk to be delegated to amend the policy accordingly.
- d) *2019/20 – end year budget report and bank reconciliation* – it was **RESOLVED** to note the report, as per Appendix 1, the reconciled balance being £22,456.98.
- e) *Annual Governance and Accountability Return 2019/20*
 - (i) Internal Auditor's report – it was **RESOLVED** to note, no issues raised.
 - (ii) Section 1 - Annual Governance Statement – having reviewed Section 1, it was **RESOLVED** to answer “Yes” to all applicable questions and approve the Annual Governance Statement.
 - (iii) Section 2 - Accounting Statement - having reviewed Section 2, it was **RESOLVED** to approve the Accounting Statement.
 - (iv) Electors' Rights – it was **RESOLVED** to advertise the exercise of public rights, dates to be 14th July to 24th August 2020.
- f) *Internal auditor for 2020/21* – it was **RESOLVED** to appoint Richard Groome.
- g) *Internal control procedures* – it was **RESOLVED** to adopt the procedure and do a mid-year check at the Finance Committee.

11/2021 **REPORTS**

- a) *Police Report* – none.
- b) *Shropshire Council* – School aiming to open 1st June, when they return. Over 100 children could attend but will be on a 3-week cycle. Key worker children can attend all the time.
- c) *Recreation ground inspection reports* – BMX track – the signage is bent/rough. Cllr. Clyne advised it has been in this condition for some time, Cllr. Clyne/Southan to re-check.
- d) *Newsletter* – info on Covid-19 community help and a summary of the housing needs survey to be included. Newsletter to be online only with 100 copies printed, for collection from the garage/Cllr. Horn. Delivery will be to West View only..
- e) *Other parish councillor reports* – none.

12/2021 **PLANNING NOTIFICATIONS – FOR INFO ONLY**

- 1) 20/00174/FUL - The Grove, Chavel, Ford, Shrewsbury, Shropshire, SY5 9LB
Proposal: Erection of single storey infill extension, alterations and improvements following the demolition of conservatory
Decision: Grant Permission
- 2) 20/00243/FUL - West Bank, Ford, Shrewsbury, Shropshire, SY5 9LZ
Proposal: Erection of one dwelling with roof mounted solar panels
Decision: Grant Permission
- 3) 20/00835/FUL - New House Farm, Shoot Hill, Ford, Shrewsbury, Shropshire, SY5 9NR
Proposal: Erection of roof between two existing buildings to provide covered pedestrian walkway and storage
Decision: Grant Permission
- 4) 20/00300/FUL - Burtons Cottage, Chavel, Ford, Shrewsbury, Shropshire, SY5 9LB
Proposal: Erection of part single storey, part two storey extensions
Decision: Grant Permission

13/2021 **PLANNING APPLICATIONS – FOR COMMENT**

- 1) 20/01509/TCA - 40 The Leasowes, Ford, SY5 9LT
Proposal: Pollard at 3m 1no Ash within Ford Conservation Area
Comments: No comment.

- 2) 20/01693/TCA - Bridge Cottage, Ford, Shrewsbury, Shropshire, SY5 9LJ
 Proposal: To Fell 1no Sycamore and 1no Poplar tree within Ford Conservation Area.
Comments: No comment.
- 3) 20/01712/FUL - Oak Tree House, Shoot Hill, Shrewsbury, Shropshire, SY5 9NR
 Proposal: Erection of a single storey extension to rear
Comments: It was **RESOLVED** to object as contrary to the S106 legal agreement.

14/2021

PARISH MATTERS

- a) *Highways matters*
- (i) *Signage Ford Village Hall* – it was **RESOLVED** to defer the application at present as the hall is temporarily not in use due to Covid-19
- (ii) *Any other highway matter(s)* –
- Reported that a sign for Manor Crest saying it was a dead end is covered by a hedge. It was mounted on a lamppost at entrance to the road. It was **RESOLVED** to ask SC for a cul-de-sac sign.
 - Sign covered on A458 the school (off main A458 towards first part of chicane), sign in hedge obstructed
- b) *Recreation ground*
- (i) **Annual RoSPA** – it was **RESOLVED** to use the Play Inspection Company
- (ii) **Regular inspections** – it was RESOLVED to continue SC 2 weekly inspections although they have paused during lockdown. It was noted that the village hall caretaker has been furloughed and therefore she cannot do any caretaking duties at the recreation field. As
- (iii) **Temporary closure** – it was **RESOLVED** to confirm temporary closure of play area closed due to Covid-19; the site has been padlocked and therefore is inaccessible meaning risk of Covid-19 from use of the area is low as people would have to breach the locks to access it. It was noted that dog poo is an ongoing problem.
- c) *Housing Needs Survey* – report circulated and noted, to be published online.
- d) *Dinky's Dinah – update from SC Env't. Health* – update noted as follows:
“In general terms my remit is with regard to the food business, not the wider lay by. So with any complaint of vermin I will check for activity inside the food business and assess their pest control arrangements. I also give recommendations on best practice. I have done this. With regard to the wider layby whilst I don't know for sure, I believe it may be the responsibility of Highways England. You may wish to get in touch with them. If not it might be the Highways Authority at Shropshire” Council.
 Cllr. Carlyle and Jones had walked round recently and said it seems cleaner. Some rubbish seems to be from other food outlets. It was agreed to monitor the situation
- e) *Citizen of the Year* – Cllr. Horn said the nominations have been consulted upon but can't take it further at present.
- f) *LLP/affordable housing development update* – adjacent named cascade parishes to be Montford, Alberbury, Westbury, Pontesbury, Bicton and Great Hanwood.
- g) *Reports of other parish matters*
- Cllr. Jones reported that the sign for Albany Court has fallen off and the backboard has rotted.
 - Cllr. Southan asked Cllr. Briggs (Neighbourhood Watch Rep) about recent incidents he had read about on social media at the Village Hall, purporting to relate to damage to a car and drugs. Cllr. Briggs had no further information.
 - Cllr. Horn asked about the lamppost poppies for VE Day which the clerk apologised had not been purchased.
 - Cllr. Horn reported concern re the condition of footpaths – clerk to send him a map to mark locations of the issues.
 - Defibrillator – the fund raising quiz has been cancelled due to Covid-19. Thirty five households donated and funding target has been reached and pads have been purchased. Cllr. Horn to send paperwork to clerk.

15/2021

FINANCIAL MATTERS - ROUTINE

- a) *Payments including payments made between meetings*

Ref	Payee	Item	Method	Net	VAT	Gross
P85-1920	R Turner	Salary March	SO	£493.85	£0.00	£493.85

P86-1920	Landright Services	Maintenance March	SO	£245.00	£49.00	£284.00
P1-2021	HMRC	PAYE Q4	BACS	£22.40	£0.00	£22.40
P2-2021	SCPF	Pension March	SO	£79.61	£0.00	£79.61
P3-2021	R Turner	Salary Apr	SO	£501.45	£0.00	£501.45
P4-2021	Landright Services	Maintenance April	SO	£245.00	£49.00	£284.00
P5-2021	SCPF	Pension April	SO	£79.61	£0.00	£79.61
P6-2021	EON	Street light contract	BACS	£200.00	£40.00	£240.00
P7-2021	R Turner	Expenses Apr to May	BACS	£20.00	£0.00	£20.00
P8-2021	SCPF	Pension April underpaid	BACS	£20.69	£0.00	£20.69
P9-2021	Zurich	Insurance	BACS	£590.28	£0.00	£590.28
P10-2021	SALC	Training	BACS	£54.00	£0.00	£54.00
P11-2021	Shropshire Council	RoSPA	BACS	£546.00	£109.20	£655.20
P12-20201	EON	Maintenance 2019/20	BACS	£200.00	£40.00	£240.00
P13-2021	R Groome	Internal audit	BACS	£40.00	£0.00	£40.00
P14-2021	PJ Pest Control	Moles	BACS	£280.00	£0.00	£280.00
P15-2021	Kingsley Press		BACS	£		£46.00

b) *Income received*

Ref	Payee	Item	Amount
R1-2021	Lloyds	Interest April	£0.77
R2-2021	Shropshire Council	Precept	£23,823.00
R3-2021*	HMRC	VAT refund	£456.88
R4-2021	Lloyds	Interest May	£0.79
R5-2021	A Horn	Defib donations	£347.77

*Enquiries have found this was made in error by HMRC and should have been paid to another Ford PC – funds to be returned.

16/2021 **CORRESPONDENCE**

- SALC Info Bulletins* – none.
- Coronavirus related updates* – the clerk asked the council’s opinion and if anything further the council can do. It was **RESOLVED** that no further action is needed at this stage but situation will be monitored.
- Local Plan Review – delay to consultation* – LP to be considered by SC in July, with a view to consultation over the summer.

17/2021 **NEXT MEETINGS**

- Dates for 2020/21* – it was **RESOLVED** to confirm the following dates: Council - 21st July, 15th Sep, Finance Committee – 20th October
- Items for next agenda(s)*- no requests.

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 be excluded during discussion of Item 18/2021 as it concerns exempt matters

18/2021 **PENSION** – it was **RESOLVED** to note the end of year reconciliation and authorise submission to SCPF.

Meeting closed 8.56pm

