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## MINUTES OF COUNCIL MEETING HELD ON 19<sup>TH</sup> NOVEMBER 2019 AT FORD VILLAGE HALL AT 7PM

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

**Absent:** Cllr. Mapp

**Public:** 6

**In attendance:** R. Turner (Clerk), SC Roger Evans, Helen Corfield (Connexus)

48/1920 **PERSONS PRESENT AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr. Mapp (work).

49/1920 **DISCLOSURE OF PECUNIARY INTERESTS**

None.

50/1920 **DISPENSATION REQUESTS**

None.

51/1920 **PUBLIC PARTICIPATION SESSION**

A Cardeston resident spoke and informed the council that the Yockleton Rd will be closed for 3 days from 3<sup>rd</sup> Dec due to Severn Trent works.

A resident who lives adjacent to the bowling green spoke re planning application 19/04500/FUL. In summary, he felt that the proposed industrial/ commercial use is not in accordance with the housing locally and does not comply with CS6. In his opinion, the applicant's claim that the bowling green was commercial is false as it paid no rent etc. Also concerned that the entrance is too close to the junction. The Planning Statement and application contradict each other e.g. one document claims will be no jobs and the other says there will be. The use is consistent with green use of the land and under LP Review this is not development land in future. It was noted that the hub score in the LP Review included the bowling green and therefore the resident said he thinks the council need to consider if it is a green use or not.

52/1920 **MINUTES**

- (i) *Minutes of the council meeting dated 17<sup>th</sup> September 2019* - it was **RESOLVED** to approve the minutes as being a correct record and they were duly signed by the chairman.
- (ii) *Finance Committee meeting scheduled for 29<sup>th</sup> Oct 2019* – noted that the meeting did not take place as it was inquorate

53/1920 **LOCAL LETTINGS CRITERIA FOR DEVELOPMENT ADJ. TRINITY SCHOOL, FORD - (Helen Corfield of Connexus attended)**

HC explained that the Local Lettings Plan (LLP) is produced in accordance with planning consent and is signed off by SC as a public document. Properties will be advertised on Shropshire Homepoint. The development is due to complete May 2020, plan to advertise circa 2 months prior. She urged local households to register with Shropshire Homepoint and then place a bid for the properties. Properties will only be advertised for a week initially. Would expect to find people within a week but if not would advertise again after the first week.

The criteria in the planning consent will be applied to assess applicants. A Housing Need Assessment is applied to all applicants and local connection criteria as per LLP. Under shared ownership criteria can staircase to 100%. Right of Appeal section blank under LLP – is normally agreed with housing enabling team but would normally refer to complaints procedure. Housing

Need band is applied in parallel to those in local need. Applicants who have been on Homepoint longer normally get priority if two applicants band the same – noted that this is not in the policy. It was also noted that under-occupation is not in the LLP but as a landlord Connexus allow households to under-occupy. Under-occupation is not promoted in LLP but nor is it precluded as under-occupying households not downgraded. Queries were raised re applicants who have children at Trinity School and why 10km radius for applications rather than just neighbouring parishes. HC advised this is based on planning consent but that the neighbouring parishes could be named. It was agreed to give her comments on the LLP by end of Jan 2020.

#### 54/1920 **REPORTS**

- a) *Police Report* – none received & Cllr. Briggs reported that website where could previously find info on has gone and not been replaced.
- b) *Shropshire Council* – budget coming up soon. Council meeting now 19<sup>th</sup> Dec. Government not publishing budget figures until post General Election. Budget just under £6 million overspent projected so will be below auditor recommendations. Procurement freeze in Shropshire Star. Youth budget under discussion, is a proposal to use all youth budget to fund youth workers stationed in towns. Kier called in to Scrutiny Committee re their performance. Have been some issues with flooding and drains being blocked. Local Plan – not published and running behind. Head of Local Planning now re-appointed to look after climate change.
- c) *Youth Club* – no update
- d) *Ford Village Hall & new Facebook page* – noted.
- e) *Recreation ground inspection reports* – routine inspection reports noted.
- f) *Other parish councillor reports* – none.

#### 55/1920 **PLANNING NOTIFICATIONS**

- 1) 18/01030/FUL - Land South West Of New House Farm, Shoot Hill, Ford, SY5 9NR  
Proposal: Erection of a Single Plot Exception (SPE) Affordable Home and associated detached double garage  
**Decision: Grant Permission**

#### 56/1920 **PLANNING APPLICATIONS – FOR COMMENT**

- 1) 19/04193/FUL - The Bungalow, Alberbury Road, Ford, SY5 9NA  
Proposal: Erection of two storey rear extension and detached double garage; insertion of dormer windows to front and rear roofline; elevational alterations to front to allow for integral garage to be used as residential accommodation  
Comments: Representation - Concern garage must only be used a garage not used for other purposes.
- 2) 19/04384/TPO - Willow Brook, 18 Manor Crest, Ford, SY5 9NZ  
Proposal: Fell 2no Alders protected by the Shrewsbury and Atcham Borough Council (Bank Farm, Ford) Tree Preservation Order 1988 (Ref: SA/161)  
Comments: No comment.
- 3) 19/04500/FUL - Proposed Self Storage Site, Ford, Shrewsbury, Shropshire  
Proposal: Change of use of land to a self-storage site comprising of 59No. storage units; formation of access and 2No. parking spaces  
Comments: It was **RESOLVED** to object Does applicant own far corner where two garages are as declared they own all the land? Does this affect the access? Would be 3 less storage unit? Not in keeping, against open countryside. Access issues being near busy junction, pc not confident all site fully owned, traffic, overdevelopment, unsafe, flood lights, lack of clarity re hours of access, concern that could be used for other uses within this use category, adverse impact on character of Smoke stop listed building.

#### 57/1920 **PARISH MATTERS**

- a) *Highways matters*
  - (i) **Broadway Farm** – still in poor condition.
  - (ii) **Hedges** - at Back Lane, The Post House and parts of Manor Crest and 8 Butt Lane overgrown. Agreed to put request in newsletter and write to individual properties if needed. Also agreed to ask people to clear leaves off footpath from trees/vegetation on their properties.

- (iii) **Condition of Shoothill** – poor and very dangerous. To be followed up again with SC
- (iv) **No direction signs to Village Hall** –agreed to request them or enquire about placing one on Butt Lane
- b) *Recreation ground*
  - (i) **Update on repair works** – it was **RESOLVED** that the Perspex back of youth shelter to be removed as it was too costly to repair it to an adequate standard. It was noted that the manufacturer supplies the shelter new in this configuration therefore it still meets safety standards.
  - (ii) **Tree survey** – clerk to get quotes for works and query why works to willows and alders not included.
- c) *Greenbanks* – no further info but have emailed SC.
- d) *Housing Needs Survey* – to be done early 2020 by SC’s Right Home, Right Place team.
- e) *Noticeboards* – signage. It was **RESOLVED** to agree that all of the boards to belong to the Village Hall. Noted that a Rights of Way map is needed.
- f) *Flooding/drainage issues* – levels worse than ever, flooding, water very high up Back Lane. Resident had sewerage debris floating in his garden. Brook Cottage flooded but only utility. Large amount of water coming off the back field, residents had to dig trench to get water to go down a storm drain. Write to Severn Trent and SC drainage. Cottage at Chavel flooded too.
- g) *Ford newsletter – items for the winter edition*
  - Housing Needs Survey
  - Update on development and encourage people to register
  - Leaves and hedges
  - Flooding
  - Comments on planning application for self-storage site
  - Update on play area
  - New Village Hall Facebook
- h) *Website Accessibility* – it was noted that the council’s website provider Web Orchard intends to update their template to ensure it is compliant.
- i) *Reports of other parish matters*
  - Defib pads – need to buy one more adult and one child set - £110 to £120. Alistair proposing fund raising via village quiz. A £340 battery will also be needed in a few years’ time.

58/1920 **FINANCIAL MATTERS**

- a) *Q2 bank reconciliation and budget report* – noted, see Appendix 1
- b) *Mid-year internal control review* – noted, no issues.
- c) *Draft budget 2020/21* – the RFO was asked to revise the budget and cut the play area maintenance budget and aim for an overall 10% inc. per Band D household.
- d) *Payments including payments made between meetings*

Ref	Payee	Item	Method	Net	VAT	Gross
P53-1920	R Turner	Salary Sep	SO	£486.65	£0.00	£486.65
P54-1920	SCPF	Pension Sep	SO	£79.61	£0.00	£79.61
P55-1920	Landright Services	Maintenance contract	SO	£200.00	£40.00	£240.00
P56-1920	Npower	Electricity	DD	£69.56	£3.48	£73.04
P57-1920	NPower	Electricity	DD	£184.11	£9.21	£193.32
P58-1920	R Turner	Salary Oct	SO	£486.65	£0.00	£486.65
P59-1920	SCPF	Pension Oct	SO	£79.61	£0.00	£79.61
P60-1920	Landright Services	Maintenance contract	SO	£200.00	£40.00	£240.00
P61-1920	Rebecca Turner	Expenses	BACS	£89.05	£0.00	£89.05
P62-1920	Ford Village Hall	Room hire	BACS	£15.00	£0.00	£15.00
P63-1920	Shropshire Council	Street light electricity	BACS	£268.31	£53.66	£321.97
P64-1920	Shropshire Council	Street light electricity	BACS	£268.31	£53.66	£321.97
P65-1920	Kingsley Press	Newsletter	BACS	£157.00	£0.00	£157.00

P66-1920	Ford Village Hall	Room hire & caretaker	BACS	£432.00	£0.00	£432.00
P67-1920	A Horn	Whist raffle	BACS	£25.00	£0.00	£25.00
P68-1920	HMRC	PAYE Q3	BACS	£22.40	£0.00	£22.40

e) *Income received* – noted as follows:

Ref	Payee	Item	Amount
R10-1920	Lloyds	Interest	£0.74
R11-1920	Lloyds	Interest	£0.82

- f) *DD mandate for SC street light electricity contract* – it was **RESOLVED** to pay bills by direct debit.
- g) *Signatories and internet banking users* – it was **RESOLVED** that Cllr. Briggs be added as internet banking user and Cllr. Horn to be added as signatory and internet banking user.
- h) *Updated asset register and to agree arrangements for risk assessment of assets* – remove

59/1920 **CORRESPONDENCE** –

- a) *SALC Info Bulletins* – noted.
- b) *West Mids Trains community fund* – the bid for funding to towards the bus shelter had been unsuccessful.
- c) *Shropshire Council (Footpath 20 (part) Ford, Public Path Diversion Order 2019 – Grain Barn, Shoothill* – noted.
- d) *A5 Edgebold Island, Closure of Westbound A488 - 6th January 2020 to 10th January 2020. Purpose: Road closure of A488 West to allow survey and amend lining* – noted.
- e) *Youth Support consultation* – noted that the clerk had responded on behalf of the parish council

60/1920 **NEXT MEETINGS**

- a) *Next Council meetings – 21<sup>st</sup> January 2020, 7pm at Ford Village Hall*
- b) *Items for agenda(s)- to note requests*
- £50k S106 money for open spaces
  - Local Lettings Policy

*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 61/1920 to 63/1920 as they concern exempt matters*

61/1920 **SUBSTATION LEASE** – a number of queries raised by the Village Hall need to be raised with the solicitor, Hatchers.

62/1920 **GROUNDS MAINTENANCE CONTRACT** – it was **RESOLVED** to renew the contract with the current contractor without seeking further quotes due to the high quality of their work. Agreed cost £1,960 per annum, term of 3 years.

63/1920 **PENSION** – it was **RESOLVED** to update the contact details and complete re-enrolment declaration with a date of 1<sup>st</sup> April 2020.

## Appendix 1: Q2 bank reconciliation and budget report 2019/20

Budget report & bank reconciliation Q2 2019/20						
RECEIPTS	Actual 2018/19	Budget 2019/20	Q2 2019/20	Variance £	% budget to date	Variance explanation (if greater than 15%)
Precept	£20,000.00	£21,177.00	£21,177.00	£0.00	100%	
Neighbourhood Fund (CIL)	£0.00	£0.00	£2,327.57	£2,327.57		Ringfenced
Bank Interest	£9.09	£9.00	£4.51	£-4.49	50%	
VAT refund	£0.00		£2,793.17	£2,793.17		
Grants for Youth Club	£500.00		£0.00	£0.00		
Defib donations	£822.20		£0.00	£0.00		
Village Show	£931.57					
Other	£240.00		£0.00	£0.00		
<b>TOTAL RECEIPTS</b>	<b>£22,502.86</b>	<b>£21,186.00</b>	<b>£26,302.25</b>	<b>£5,116</b>	<b>150%</b>	

PAYMENTS	Actual 2018/19	Budget 2019/20	Q2 2019/20	Variance £	% budget to date	Variance explanation (if greater than 15% & >£200)
<b>Administrative &amp; Establishment Costs</b>						
Clerk's Salary (incl. pension)	£6,616.70	£6,973	£3,432.99	£-3,540	49%	
Office Expenses	£140.00	£500	£101.94	£-398	20%	
Mileage	£182.70	£200	£93.60	£-106	47%	
Website	£200.00	£200	£200.00	£0	100%	
Training/AGM (Clerk/Councillors)	£65.00	£150	£0.00	£-150	0%	
Hire of meeting rooms	£106.87	£150	£75.00	£-75	50%	
Audit (Internal & External)	£240.00	£250	£40.00	£-210	16%	
Insurance	£679.52	£700	£699.91	£0	100%	Paid upfront
Subscriptions (SALC)	£0.00	£320	£304.34	£-16	95%	Paid upfront
ICO Registration	£35.00	£35	£0.00	£-35	0%	
Safe custody of papers	£15.00	£15	£7.50	£-8	50%	
Election	£100.00	£0	£0.00	£0		
GDPR	£280.00	£285	£155.55	£-129	55%	Cost less than budgeted
<b>Sub Total Admin &amp; Establishment</b>	<b>£8,660.79</b>	<b>£9,778</b>	<b>£5,110.83</b>	<b>£-4,667</b>	<b>52%</b>	
<b>Recreation Ground / Parish Hall</b>						
Maintenance (incl caretaker)	£3,362.00	£3,500	£4,497.90	£998	129%	Repairs to play area
Inspections	£981.25	£850	£330.00	£-650		Not billed yet
<b>Sub Total Recreation Ground / Parish Hall</b>	<b>£4,343.25</b>	<b>£4,350</b>	<b>£4,827.90</b>	<b>£478</b>	<b>111%</b>	
<b>Street Lighting</b>						
Electricity	£896.11	£775	£598.47	£-177	77%	Transfer to new supplier delayed
Maintenance / Inspections	£200.00	£200	£0.00	£-200		Billed annually
PWLB	£1,283.54	£1,283	£641.77	£-641		Paid bi annually
<b>Sub Total Street Lighting</b>	<b>£2,379.65</b>	<b>£2,258</b>	<b>£1,240.24</b>	<b>£-1,018</b>	<b>55%</b>	
<b>Ford Young Persons Group</b>						
Youth worker	£1,750.00	£4,000	£4,000.00	£0	100%	Billed annually
Equipment for club/contingency	£0.00	£0	£0.00	£0	0%	
<b>Sub Total Ford Young Persons Group</b>	<b>£1,750.00</b>	<b>£4,000</b>	<b>£4,000.00</b>	<b>£0</b>	<b>100%</b>	
<b>Projects /grants</b>						
Newsletter (S137)	£672.00	£700	£288.00	£-412	41%	
Citizen of the Year (s137)	£86.45	£90	£33.19	£-57	37%	For 2018 award
Defibrillator	£800.00	£10	£0.00	£-10	0%	
Noticeboard			£514.31	£514		Not budgeted - for Butt Lane board
S137 (other)	£398.79	£0	£1,039.31	£1,039	0%	For VH The Leasowes noticeboard
Village Show			£21.00			2018 license fee
<b>Sub total Projects /grants</b>	<b>£1,957.24</b>	<b>£800</b>	<b>£1,895.81</b>	<b>£1,075</b>	<b>237%</b>	
<b>Other</b>						
Other	£76.75	£0	£175.00	£175		Legal fees re lease
<b>Sub Total other</b>	<b>£76.75</b>	<b>£0</b>	<b>£175.00</b>	<b>£175</b>		
VAT	£1,179.20		£1,621.41			
<b>GRAND TOTAL PAYMENTS</b>	<b>£20,346.88</b>	<b>£21,186</b>	<b>£18,871.19</b>	<b>£-3,957.15</b>	<b>89%</b>	

RESERVES	Actual balance 31.3.19	Contributions 2019/20	Expenditure 2019/20	Reserves as at Q2 2019/20
<b>Ringfenced Reserves</b>				
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	£884.15	£45.50	£0.00	£929.65
R16 - Invasive Weeds & Maintenance Grant	£107.00	£0.00	£100.00	£7.00
R17 - Computer equipment	£0.00	£0.00	£0.00	£0.00
R18 - Transparency Grant	£291.37	£0.00	£0.00	£291.37
R23 Play equipment	£1,000.00	£0.00	£0.00	£1,000.00
R24 - Noticeboards	£1,000.00	£0.00	£1,000.00	£0.00
R25 - Street lights	£1,000.00	£0.00	£0.00	£1,000.00
R26 - Neighbourhood Fund	£0.00	£2,327.57	£0.00	£2,327.57
<b>Total Ringfenced Reserves</b>	<b>£10,670.52</b>	<b>£2,373.07</b>	<b>£1,100.00</b>	<b>£11,943.59</b>
<b>General Reserves (balance b/f less ringfenced reserves)</b>				
	<b>£18,146.00</b>			<b>£18,402.90</b>
<b>Total Reserves</b>	<b>£28,816.52</b>			<b>£30,346.49</b>

### BANK RECONCILIATION AS AT Q2 2019/20

Balance b/fwd from 31st March 2019			£22,915.43
less payments			£18,871.19
add receipts			£26,302.25
<b>BALANCE AS PER CASHBOOK</b>			<b>£30,346.49</b>
Represented by bank balances	Lloyds (current)		£12,264.34
	Lloyds (saver)		£18,082.15
	<b>Total balances</b>		<b>£30,346.49</b>
Less unrepresented cheques & SO			£0.00
Add uncredited receipts			£0.00
<b>RECONCILED BALANCE</b>			<b>£30,346.49</b>