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MINUTES OF COUNCIL MEETING HELD ON TUESDAY 20th JULY 2021, AT 7PM, AT FORD VILLAGE HALL

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

Absent: None.

Public: 8

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

23/2122 PRESENT & APOLOGIES FOR ABSENCE

The chair welcomed all present and explained procedures for the meeting

24/2122 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 declared.

b) *Dispensation requests*

None being sought.

c) *To declare any gifts or hospitality*

None declared.

25/2122 PUBLIC PARTICIPATION SESSION

A member of the public spoke re Ford Heath and surrounding area community broadband scheme. This would deliver a FTTP gigabit capable connection to a number of households, using government “Gigabit” vouchers. The cost of the infrastructure is nil to the householder and as a condition of the voucher they have to sign up to a broadband service that is the higher of double their current speed/ a minimum of 30 MBPs. Openreach have now given a final price for the project and the group need to fill in a form prior to signing a contract to confirm voucher claims.

The organisers of the proposed community event at the playing field spoke. In regard to the Risk Assessment it was noted that first aiders will have hi-vis and will be a first aid base. The organisers said they haven’t notified ambulance, police and fire service and it was suggested they are notified. The organisers are compiling an emergency plan . Licenses are in place.

Members of the public also spoke re a request to confirm a local connection but it was established that their site was in Pontesbury parish, so they were advised to contact Pontesbury PC.

A member of the public spoke re application 21/02681/FUL, explaining that the proposed development was for his disabled son.

26/2122 **CO-OPTION OF COUNCILLORS** – no applications received but one person is interested and Cllr. Horn agreed to approach a further member of the public, who may be interested. It was also agreed to approach a former councillor who may be interested.

27/2122 **MINUTES** - it was **RESOLVED** to confirm the minutes of the Annual Council Meeting dated 18th May 2021 as being a true record and to authorise the chairman to sign them.

28/2122 REPORTS

a) *Police Report*

The police are now asking for council policing priorities on a quarterly basis. It was agreed to notify the police that Ford PC’s priorities will stay as previously advised until the PC inform the

police otherwise. It was also agreed to highlight concerns re children/young people playing chicken on the roads (in particular a group of 6 young males) and also increased anti-social behaviour on the playing field.

Action: Clerk to email PS Thomas.

b) Shropshire Council

- Local Transport Plan 4 (LTP4) is in progress as the current LTP is being reviewed.
- 20mph limit outside schools – lines being put down outside schools.
- Low traffic neighbourhoods – effort to start them – mainly in urban areas.
- Community Governance (e.g. looking at parish boundaries)– SC setting up a working group
- Cllr. Horn had noticed the wildflower borders planted by Shrewsbury TC and praised them.
- Looking at recycling bins instead of boxes - £2.9 mil cost.
- Roadside maintenance – discussing spending £60 to £100 million
- Local Plan – approved for Submission to the Planning Inspectorate at an acrimonious SC meeting.
- Cllr. Evans spoke re Cllr. Tindall being sacked for voting against leadership on LP. He said that a three-line whip was used and the LP may not have been approved without this and it should, in his opinion, be a free vote.
- Cllr. Evans is aware of a developer with an option on the proposed allocation site. Emerging LP would be a material consideration if an application comes forward. Cllr. Evans suggested parish council starts conversation with developer to gain maximise from any application that comes forward.
- Ford PC highlighted that 93.4% of population against development in parish survey – if community fragments our case will be lost.
- Ford PC queried how robust is the LP re govt building agenda? Cllr. Evans said its target is 1,400 per annum vs 2,000 in Govt paper.

Action: Clerk to write to Planning Inspectorate complaining about procedures at SC meeting which approve the LP for Submission.

- A councillor expressed concern at the £9.1 million spent on NWRR to date
- A council asked how much the shopping centres worth now – Cllr. Evans said the auditor's report is due it soon.

c) Newsletter – deadline 15th August

d) Cardeston Brook Working Group – no update

e) Parish Councillor Reports (of external meetings attended)

- Cllr. Paterson attended a VH Committee Meeting which discussed events planned this weekend. It was noted that the hall had not agreed to a request to use the toilets but portaloos are being hired instead. The hall locks have been changed.
- Cllr. Horn attended a SALC meeting re defibrillators which was positive and reassuring as Ford was a beacon of good practice and Cllr. Horn had shared the management protocols for the defibrillator for the benefit of other parishes.

29/2122 **PLANNING NOTIFICATIONS – FOR INFORMATION**

None received at time of issuing agenda.

30/2122 **PLANNING APPLICATIONS – FOR CONSIDERATION**

- 1) 21/02923/FUL - 2 Portway Cottages, Ford, Shrewsbury, Shropshire, SY5 9LE
Proposal: Installation of 2no. first floor front bedroom dormer windows
Comments: It was **RESOLVED** to not comment.
- 2) 21/02829/FUL - 48 The Leasowes, Ford, SY5 9LU
Proposal: Erection of three storey side extension
Comments: It was **RESOLVED** to not comment.

- 3) 21/02681/FUL - Southerly, Chavel, Ford, Shrewsbury, Shropshire, SY5 9LB
 Proposal: Erection of two first floor extensions and roof terraces, and improvements to existing roof to create first floor accommodation to allow for disabled adult to live independently; installation of solar panels on south facing roof and an air source heat pump
Comments: It was **RESOLVED** to support the application.
- 4) 21/02699/FUL - 10 Manor Crest, Ford, Shrewsbury, Shropshire, SY5 9NZ
 Proposal: Erection of a single storey rear extension
Comments: It was **RESOLVED** to not comment.

31/2122 **PARISH MATTERS**

- a) *Highways maintenance matters* – road signs are on order and pot hole repairs still awaited.
Action: Clerk to chase with SC Highways.
- b) *Footpath matters* –repairs still outstanding and updated map not provided. It was noted . that there are nettles on the footpath at Quail Ridge.
Action: Clerk to follow up on outstanding issues and report nettles.
- c) *VAS signs* – a meeting with Highways England and a potential contractor is needed.
Action: Cllrs. Clyne, Horn, Paterson to attend. Preferred day Tuesdays.
- d) *Ford recreation ground – maintenance matters* – the clerk updated that the picnic bench has been delivered and the bin is due soon. Graham Taylor has agreed to fit both items, as the regular contractor des not have capacity to do this.
Action: Clerk to liaise with Graham Taylor.
- e) *Open space S106 money* – it was agreed that a working group would scope the options.
Action: Working group membership to be Cllr. Blyth and clerk to assist.
- f) *Charity football match* – it was **RESOLVED** to confirm consent for the event.
- g) *Road safety concerns re Trinity CE School, Ford* - the parking enforcement officer had organised some enforcement patrols to take place, and we will see if we can improve the situation. He observed that looking at the parking restrictions that are around the school, it may not be possible to make that much difference to the parking behaviour, so the traffic team may need to look at introducing new restrictions that will better support enforcement.
- h) *Broadband* – not being pursued.
- i) *Manor Crest Sign* –it was **RESOLVED** not to pursue moving the sign as no suitable place has been found to put a sign of its size and there are community objections.
- j) *Parish Council Ways of Working* – it was noted that it may be more efficient to make use of working groups to follow up on some tasks. It was agreed to have a group meeting for councillors after 2 new councillors have been appointed.
- k) *Storage of parish council files* – the clerk requested that the council find off site storage for some files.
Action: Cllr. Carlyle to visit a site at Shoot Hill and report on suitability via email.
- l) *Reports of other parish matters*
 - (i) Highways England had been called 6 times re the toilets and eventually they opened July 1st.
 - (ii) Greenbanks – agreed to request an update from SC and copy to Mark Barrow
Action: Clerk
 - (iii) Website accessibility testing
Action: Cllr. Horn to do the testing. Clerk to send him info needed.

32/2122 **FINANCIAL MATTERS**

- a) *Q1 bank reconciliation and budget report 2021/22* – the reconciled balance was noted as being £47,380.08, full report as per Appendix 1
- b) *Payments, including payments made between meetings* – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Method	Net	VAT	Gross
P13-2122	R Turner	Salary May	SO	£515.07	£0.00	£515.07
P14-2122	Landright Services	Grass cutting contract May	SO	£245.00	£49.00	£294.00
P15-2122	SCPF	Pension May	SO	£103.02	£0.00	£103.02
P16-2122	R Turner	Salary June	SO	£515.07	£0.00	£515.07
P17-2122	Landright Services	Grass cutting contract June	SO	£245.00	£49.00	£294.00
P18-2122	SCPF	Pension June	SO	£103.02	£0.00	£103.02
P19-2122	PWLB	Street light loan	DD	£641.77	£0.00	£641.77
P20-2122	Broxap	Picnic bench	BACS	£539.00	£107.80	£646.80
P21-2122	SCPF	Backpayment	BACS	£8.41	£0.00	£8.41
P22-2122	Web Orchard	Website	BACS	£209.59	£41.92	£251.51
P23-2122	Broxap	Litter bin	BACS	£365.95	£73.19	£439.14
P24-2122	DM Payroll	GDPR	BACS	£155.55	£0.00	£155.55
P25-2122	Shropshire Council	Street light electricity	BACS	£110.40	£22.08	£132.48
P26-2122	HMRC	PAYE	BACS	£9.80	£0.00	£9.80
P27-2122	R Turner	Expenses	BACS	£96.10	£0.00	£96.10
P28-2122	Ford Village Hall	Room hire	BACS	£15.00	£0.00	£15.00

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

Ref	Payee	Item	Amount
R5-2122	Lloyds	Interest	£0.15
R6-2122	Lloyds	Interest	£0.15

33/2122 **CORRESPONDENCE**

- a) *OPCC Annual Survey*
- b) *Report of driveway flooding - The Leasowes* – noted that the clerk had advised the resident to report this to SC Highways and the Village Hall committee.

34/2122 **NEXT MEETING**

- a) *Council Meeting – 21st September 2021, 7pm, at Ford Village Hall*
- b) *Items for next meeting agenda-* no requests.

35/2122 *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 36/2122 to Item 39/2122, due to the likely disclosure of confidential information*

36/2122 **LOCAL CONNECTION** – *request to confirm local connection* – this item was not pursued as the person's site was actually in Pontesbury parish and, as such, outside of the remit of Ford PC.

37/2122 **EMPLOYMENT MATTERS**

- a) *Clerk's appraisal* – it was **RESOLVED** to accept the findings and recommendations of the appraisal report.
- b) *Clerk's salary point* – it was **RESOLVED** to award the clerk a salary increment to SCP 20, backdated to 1st April 2021.

38/2122 **PLAY AREA MAINTENANCE CONTRACT WITH FORD VILLAGE HALL** – *to review and agree new bin emptying bin arrangements.*

Action: Cllr. Clyne to approach a local contractor and failing that the role will be advertised in the newsletter, with a view to it being a paid role suitable for a self-employed contractor

39/2122 **SUB-STATION LEASE SIGNING** – the lease does not need to be signed in the solicitor's office but clerk to query with solicitor if ID is needed.
Action: Clerk to liaise with solicitors and lease signatories.

Appendix 1: Q1 Bank reconciliation and budget report 2021/22

Budget report & bank reconciliation Q1 2021/22						
RECEIPTS	Actual 2020/21	Budget 2021/22	Q1 2021/22	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 25% & >£200)
Precept	£23,823.00	£23,823	£23,823.00	£0.00	100%	Paid upfront
Neighbourhood Fund (CIL)	£0.00		£0.00			
Bank Interest	£4.69		£0.45	£0.45		
VAT refund	£0.00		£3,862.61			
Defib donations	£347.77		£0.00			
Village Show	£0.00		£0.00			
Other	£0.00		£0.00	£0.00		
TOTAL RECEIPTS	£24,175.46	£23,823	£27,686.06	£0.45	100%	
PAYMENTS	Actual 2020/21	Budget 2021/22	Q1 2021/22	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 25% & >£200)
Administrative & Establishment Costs						
Clerk's Salary (incl. pension)	£7,416.08	£7,589	£1,854.27	£-5,734.73	24%	Expenses can vary throughout the year
Office Expenses	£711.05	£750	£52.00	£-698.00	7%	
Mileage	£0.00	£200	£22.05	£-177.95	11%	
Website	£200.00	£200	£0.00	£-200.00	0%	
Training/ AGM (Clerk/Councillors)	£114.00	£500	£0.00	£-500.00	0%	
Hire of meeting rooms	£0.00	£200	£15.00	£-185.00	8%	
Audit (Internal & External)	£240.00	£250	£40.00	£-210.00	16%	
Insurance	£590.28	£750	£598.63	£-151.37	80%	
Subscriptions (SALC)	£404.93	£350	£350.84	£0.84	100%	
ICO Registration	£35.00	£35	£0.00	£-35.00	0%	
Safe custody of papers	£0.00	£0	£0.00	£0.00		
Elections	£0.00	£1,100	£0.00	£-1,100.00	0%	
GDPR	£155.55	£156	£0.00	£-155.55	0%	
Sub Total Admin & Establishment	£9,866.89	£12,080	£2,932.79	£-9,146.76	24%	
Recreation Ground / Parish Hall						
Grounds Maintenance contract	£1,960.00	£1,960	£735.00	£-1,225	38%	Seasonal contract
Caretaker contract	£0.00	£804	£0.00	£-804	0%	
Additional grounds maintenance	£3,410.00	£500	£0.00	£-500	0%	
Maintenance/purchase of play equipment	£736.00	£3,000	£0.00	£-3,000	0%	
Inspections	£1,242.00	£900	£0.00	£-900	0%	
Bin collection	£132.00	£135	£0.00	£-135	0%	
Covid-19 measures	£392.41	£0	£0.00	£0		
Sub Total Recreation Ground / Parish Hall	£7,872.41	£7,299	£735.00	£-6,564	10%	
Street Lighting						
Electricity	£470.24	£500	£0.00	£-500	0%	Maintenance contract
Maintenance / Inspections	£550.03	£400	£183.45	£-217	46%	
PWLB	£1,283.54	£1,283	£0.00	£-1,283	0%	
Sub Total Street Lighting	£2,303.81	£2,183	£183.45	£-2,000	8%	
Ford Young Persons Group						
Youth worker	£0.00	£0	£0.00	£0		Youth group not running at present
Sub Total Ford Young Persons Group	£0.00	£0	£0.00	£0		
Projects /grants						
Newsletter	£570.00	£1,000	£135.00	£-865	14%	One edition to date this fin. year
Citizen of the Year	£28.70	£35	£30.84	£-4	88%	
Defibrillator	£94.88	£50	£0.00	£-50	0%	
GPC (previously S137)	£173.95	£500	£0.00	£-500	0%	
Sub total Projects /grants	£867.53	£1,585	£165.84	£-1,419	10%	
Other						
Other	£5.00	£671	£0.00	£-671	0%	This is a general contingency budget
Sub Total other	£5.00	£671	£0.00	£-671	0%	
VAT	£1,815.85		£189.85			
GRAND TOTAL PAYMENTS	£22,731.49	£23,818	£4,206.93	£-19,800.47	18%	
RESERVES	Actual balance 31.3.21	Contributions 2021/22	Expenditure 2021/22	Reserves as at Q1 2021/22		
Ringfenced Reserves						
R7 - Parish Plan Action Plan	£1,488.00	£0.00	£0.00	£1,488.00		
R11 - Election Costs	£900.00	£1,100.00	£0.00	£2,000.00		
R14 - Traffic Calming	£4,000.00	£0.00	£0.00	£4,000.00		
R15 - Village Show	£755.70	£0.00	£0.00	£755.70		
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		
R27- Youth reserve	£0.00	£4,000.00	£0.00	£4,000.00		
Total Ringfenced Reserves	£11,769.64	£5,100.00	£0.00	£16,869.64		
General Reserves (balance b/f less ringfenced reserves)	£12,131.31			£30,510.44		
Total Reserves	£23,900.95			£47,380.08		
Balance b/fwd from 31st March 2021			£23,900.95			
less payments			£4,206.93			
add receipts			£27,686.06			
BALANCE AS PER CASHBOOK			£47,380.08			
Represented by bank balances		Lloyds (current)	£29,649.03			
		Lloyds (saver)	£18,091.79			
		Total balances	£47,740.82			
Less unrepresented cheques & SO						
		P6-2122	£350.84			
		P7-2122	£9.90			
			£360.74			
Add uncredited receipts			£0.00			
RECONCILED BALANCE AS AT 30.6.21			£47,380.08			