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## MINUTES OF COUNCIL MEETING HELD ON 21<sup>st</sup> JANUARY 2020 AT FORD VILLAGE HALL AT 7PM

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

**Absent:** Cllrs. Briggs, Carlyle, Clyne, Horn, Mapp

**Public:** 1

**In attendance:** R. Turner (Clerk), SC Roger Evans, PC Ross Cookson

- 64/1920 **PERSONS PRESENT AND ACCEPT APOLOGIES FOR ABSENCE**  
As above. Apologies received from Cllrs. Briggs, Clyne, Horn, Mapp and Mrs Carlyle.
- 65/1920 **DISCLOSURE OF PECUNIARY INTERESTS**  
None.
- 66/1920 **DISPENSATION REQUESTS**  
None received.
- 67/1920 **PUBLIC PARTICIPATION SESSION** – Mr Carlyle queried why public session not through the meeting. Pavement condition Cardeston to Ford.
- 68/1920 **CO-OPTION TO VACANT SEAT** –an application had been received from Mrs Betty Carlyle. It was **RESOLVED** to co-opt her to the vacancy and give her until to the next meeting to sign her declaration of acceptance of office.
- 69/1920 **MINUTES** – it was **RESOLVED** to approve the minutes of the council meeting dated 19<sup>th</sup> November 2019 as being a correct record and the chairman was instructed to sign them.
- 70/1920 **REPORTS**  
a) *Police Report* – December 2019  
**Ford – 10 Recorded Incidents**

Assault: 0	Criminal Damage: 0	Burglary Dwelling: 0
Vehicle Crime 0	Road Traffic Incident: 2	ASB Nuisance: 2
ASB Personal: 0	ASB Environmental: 0	Concern For Safety: 3
Theft: 0	Burglary Other: 0	Suspicious Circumstance: 3

- b) *Shropshire Council* – Alberbury Road B4393, SC has inspected the road and a number of safety issues were raised which will be addressed. Shoot Hill has drainage issues. Chief Exec. has set up board to oversee highways. Near Broadway Farm there are large potholes – a scoping exercise has been done and warning signs requested. SC Highways budget out to consultation – Cllr. Evans has queried why highways budget being reduced. Greenbanks Building Control have visited the site and felt doesn't present immediate danger. Andy Wigley, Conservation Officer, has advised that legislation to see improvement notice can only be used if they can write to the owner to serve notice and don't currently have a contact address/
- c) *Youth Club* – there are concerns regarding the future of the club. Lower numbers are attending and the club doesn't have enough volunteers. The club can pay for hire of the hall

until end of March but not enough to pay insurance. A public meeting will be held to see if the youth club should continue.

- d) *Ford Village Hall* – a new chairman has been elected, Katharine Robinson.
- e) *Recreation ground inspection reports* – noted.
- f) *Other parish councillor reports* – none.

71/1920     **PLANNING NOTIFICATIONS–FOR INFO ONLY**

- 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  
**Decision: Grant Permission**
- 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)  
**Decision: Grant Permission**

72/1920     **PLANNING APPLICATIONS – FOR COMMENT**

Noted that the parish council has made an application for tree works at the recreation ground and an application at West Bank has been made but not yet validated by SC.

73/1920     **PARISH MATTERS**

- a) *Highways matters*
  - (i) *Shoothill road condition (drains and gullies)* – clerk to ask SC Highways to confirm these are in the programme of works.
  - (ii) *Broadway Farm road condition* - scoping exercise has been done, warning signs to be placed whilst awaiting the permanent repair.
  - (iii) *Alberbury to Ford road condition* – checked by inspectors and any safety defects raised.
  - (iv) *Leaves/vegetation* – cleared.
  - (v) *Signage Ford Village Hall* – response awaited from Ian Walshaw
  - (vi) *Any other highway matter*
    - State of area around Dinky's Dinah re rats and litter. PC to write to Environmental Health/Public Protection.
    - Potholes on Back Lane
- b) *Recreation ground*
  - (i) *Update on repair works* – repairs to the bench and painting youth shelter outstanding
  - (ii) *Tree works update* – it was **RESOLVED** to accept schedule of works and a quote for £750 plus VAT to carry out the works once permission received.
- c) *Greenbanks* – see Cllr. Evans report.
- d) *Housing Needs Survey* – currently underway.
- e) *Flooding/drainage issues*

**Response received from Mark Darby, Severn Trent:**

*“With regards to Back Lane, we have a sewage pumping station next to the bridge, this was running at full flow from Friday through to Sunday. We carried out some modifications on this site around 2 years ago to increase the volume of sewage this site will pump. As you mention, over the weekend of the 26th and 27th October the level of Cardeston Brook rose significantly with unprecedented rainfall and runoff from fields (Nigel referred to this as a 1 in 1000 year flood). This also entered the sewer system causing surcharging. We did additional site visits over the weekend to ensure operation of the pumping station and everything was running at full flow.*

*Chavel – I am not aware of any issues here. We have a sewage pumping station, this was running normally over this weekend.”*

**Response received from SC:** *“Shropshire Council may be able to assist if there are issues at these locations with a lack of maintenance or obstructions within the watercourses. We can write to the appropriate riparian owners and ask that they maintain the section of watercourse they are responsible for. Perhaps a joint site visit would be useful?”*

Arrange site meeting with Severn Trent and Cllr. Jones and SC.

- f) *Ford newsletter – items for the spring edition – youth club, Annual Parish Meeting, budget 2020/21, brief update on the Local Plan, Place Plan.*
- g) *Local Lettings Policy – ask for cascade area to be more tightly defined to surrounding parishes*
- h) *S106 money for open space/recreation – defer to March meeting and raise at APM.*
- i) *Reports of other parish matters – none.*

74/1920 **FINANCIAL MATTERS**

- a) *Q3 bank reconciliation and budget report – noted, as per Appendix 1, reconciled balance £26,511.91.*
- b) *Budget and precept requirement for 2020/21 – it was **RESOLVED** to set a precept of £23,823, a Band D rise of 10%. Total income predicted to be £23,832 which balances to proposed expenditure. Full budget at Appendix 2.*
- c) *Payments including payments made between meetings – it was **RESOLVED** to approve the following:*

Ref	Payee	Item	Method	Net	VAT	Gross
P69-1920	R Turner	Salary Nov	SO	£486.65	£0.00	£486.65
P70-1920	SCPF	Pension	SO	£79.61	£40.00	£79.61
P71-1920	R Turner	Salary Dec	SO	£493.95	£0.00	£493.95
P72-1920	Lloyds	Safe custody fees	SO	£7.50	£0.00	£7.50
P73-1920	SCPF	Pension Dec	SO	£79.61	£53.66	£79.61
P74-1920	PWLB	Loan	DD	£641.77	£53.66	£641.77
P75-1920	R Turner	Expenses Nov to Jan	BACS	£95.50	£0.00	£95.50
P76-1920	Shropshire Council	Tree survey	BACS	£400.00	£80.00	£480.00
P77-1920	HMRC	PAYE Q3 underpaid	BACS	£11.40	£0.00	£11.40

d) *Income received*

Ref	Payee	Item	Amount
R12-1920	Lloyds	Interest	£0.69
R13-1920	Lloyds	Interest	£0.77

- e) *DD mandate for SC street light electricity contract – Cllr. Jones signed it, as per last meeting's resolution. One further signature needed.*
- f) *Signatory/internet banking user mandate – it was **RESOLVED** to add Cllrs. Horn and Paterson as signatories and internet banking users*
- g) *Risk assessment of assets – clerk to carry out and report to council.*

75/1920 **CORRESPONDENCE – noted as follows:**

- a) *SALC Info Bulletins*
- b) *Climate change seminar 10<sup>th</sup> Feb, 2pm to 4.30pm*
- c) *Severn Trent community fund*

76/1920 **NEXT MEETINGS**

- a) *Next Council meeting – 17<sup>th</sup> March 2020, 7pm at Ford Village Hall*
- b) *Items for agenda(s)- to note requests*
  - S106 money for open space
  - Housing Needs Survey results

*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 77/1920 to 79/1920 as they concern exempt matters*

- 77/1920     **SUBSTATION LEASE** – legal report received noted. It was **RESOLVED** that Cllr. Jones would attend the hall committee meeting to resolve outstanding issues of concern to the hall
- 78/1920     **GROUNDS MAINTENANCE CONTRACT** – it was **RESOLVED** to authorise the clerk to sign the contract on behalf of the council.
- 79/1920     **PENSION ACTUARY VALUATION REPORT** - it was **RESOLVED** to accept the report and future employer contribution rate of 13.4%, including potential McCloud impact (0%) w/effect from 01.04.2020.

#### **Appendix 1: Q3 budget report and bank reconciliation**

Budget report & bank reconciliation Q3 2019/20						
RECEIPTS	Actual 2018/19	Budget 2019/20	Q3 2019/20	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 75% & >£200)
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	£6.76	-£2.24	75%	
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		£45.00			
Other	£240.00		£0.00	£0.00		
TOTAL RECEIPTS	£22,502.86	£21,186.00	£26,350.00	£5,119	175%	
PAYMENTS	Actual 2018/19	Budget 2019/20	Q3 2019/20	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 75% & >£200)
Administrative & Establishment Costs						
Clerk's Salary (incl. pension)	£6,616.70	£6,973	£5,161.47	-£1,811	74%	
Office Expenses	£140.00	£500	£162.19	-£338	32%	Bill for cost sharing with Hanwood due
Mileage	£182.70	£200	£122.40	-£78	61%	
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	£120.00	-£30	80%	
Audit (Internal & External)	£240.00	£250	£40.00	-£210	16%	External audit not needed
Insurance	£679.52	£700	£699.91	£0	100%	
Subscriptions (SALC)	£0.00	£320	£304.34	-£16	95%	
ICO Registration	£35.00	£35	£0.00	-£35	0%	
Safe custody of papers	£15.00	£15	£7.50	-£8	50%	Next payment due
Election	£100.00	£0	£0.00	£0		
GDPR	£280.00	£285	£155.55	-£129	55%	
Sub Total Admin & Establishment	£8,660.79	£9,778	£6,973.36	-£2,805	71%	
Recreation Ground / Parish Hall						
Maintenance (incl caretaker)	£3,362.00	£3,500	£5,299.90	£1,800	151%	Repairs to play area needed
Inspections	£981.25	£850	£330.00	-£520		Not billed yet
Sub Total Recreation Ground / Parish Hall	£4,343.25	£4,350	£5,629.90	£1,280	129%	
Street Lighting						
Electricity	£896.11	£775	£1,388.76	£614	179%	Invoice for £268.31 paid twice - rebate due & delay in switching supplier
Maintenance / Inspections	£200.00	£200	£0.00	-£200	0%	Billed annually
PWLB	£1,283.54	£1,283	£641.77	-£641	50%	Paid bi annually
Sub Total Street Lighting	£2,379.65	£2,258	£2,030.53	-£227	90%	
Ford Young Persons Group						
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%	
Sub Total Ford Young Persons Group	£1,750.00	£4,000	£4,000.00	£0	100%	
Projects /grants						
Newsletter (S137)	£672.00	£700	£445.00	-£255	64%	
Citizen of the Year (s137)	£86.45	£90	£33.19	-£57	37%	
Defibrillator	£800.00	£10	£0.00	-£10	0%	
Noticeboard (s137)			£0.00	£0		
S137 (other)	£398.79	£0	£1,578.62	£1,579	0%	VH grants & boards & whist raffle
Village Show			£21.00			License fee
Sub total Projects /grants	£1,957.24	£800	£2,077.81	£1,257	260%	
Other						
Other	£76.75	£0	£220.50	£221		Legal fees re lease + balancing figure £45.50
Sub Total other	£76.75	£0	£220.50	£221		
VAT	£1,179.20		£1,821.42			
GRAND TOTAL PAYMENTS	£20,346.88	£21,186	£22,753.52	-£274.83	107%	
RESERVES	Actual balance 31.3.19	Contributions 2019/20	Expenditure 2019/20	Reserves as at Q3 2019/20		
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	£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		</

