



## MINUTES OF ANNUAL COUNCIL MEETING HELD ON 21<sup>ST</sup> MAY 2019 AT FORD VILLAGE HALL AT 7PM

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

**Public:** 0

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

### 01/1920 **ELECTION OF CHAIRMAN OF THE COUNCIL**

- a) *Members to elect a Chairman of the Council* – it was **RESOLVED** to elect Cllr. Jones
- b) *Chairman to sign Declaration of Acceptance of Office* - Cllr. Jones duly signed the declaration, witnessed by the clerk.

### 02/1920 **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

It was **RESOLVED** to elect Cllr. Horn.

### 03/1920 **PERSONS PRESENT AND ACCEPT APOLOGIES FOR ABSENCE**

It was reported that Cllr. Walton had resigned on 20<sup>th</sup> May 2019 and the clerk will arrange for the vacancy notice to be published. All other councillors were present.

### 04/1920- **DISCLOSURE OF PECUNIARY INTERESTS**

None declared.

### 05/1920 **DISPENSATION REQUESTS**

None.

### 06/1920 **PUBLIC PARTICIPATION**

No members of the public were present.

### 07/1920 **MINUTES**

- a) *Minutes of the council meeting dated 19<sup>th</sup> March 2019* – it was **RESOLVED** to approve the minutes as being a correct record and they were duly signed by the chairman.
- b) *Minutes of the council meeting dated 16<sup>th</sup> April 2019* - it was **RESOLVED** to approve the minutes as being a correct record and they were duly signed by the chairman.

### 08/1920 **REPORTS**

- a) *Shropshire Council* – Post 16 transport charge being changed to £280 for those on low income. Climate emergency declared but no date linked to it. Planning committees – from September, the current three committee structure will reduce to two. Ford will fall under an increased Southern Planning Committee. Bus service changes – Ford not affected directly but some other indirect services may be affected. Green waste bins will now not be charged. NW Relief Road - £51 million towards NW Relief Road has been given by Central Government; Cllr. Evans is concerned that the cost was £105 million originally – this has now reduced to £71 million but any cost over runs are to be borne by Shropshire Council and the cost does not cover changes needed to ancillary interlinking roads.
- b) *Youth Club* – no report.
- c) *Ford Village Hall* – the clerk had met with the hall who are applying to register as a charity. The hall is also seeking funds for works, such as replacing kitchen equipment and rubber feet for chairs and tables. The clerk has given them a grant application form.
- d) *Other parish councillor reports* – none.

### 09/1920 **APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES & COMMITTEES**

It was **RESOLVED** to appoint the following:

- a) *Local Joint Committee* – Cllr Clyne.

- b) *Renewal of SALC subscription and membership of SALC Area Committee* – clerk and Cllr. Jones.
- c) *Ford Village Hall Committee* – Cllr. Southan.
- d) *Helicopter Noise Liaison Group* – no rep but PC would like to see papers.
- e) *Finance Committee* – Cllrs. Briggs, Jones, Horn, Mapp & Mortimer.
- f) *Need for any other committees/working groups/appointments*
  - Playing field working group Cllrs. Clyne & Southan.
  - Neighbourhood Watch representative – Cllr. Briggs.

10/1920 **POLICY REVIEW**

It was **RESOLVED** to adopt the following:

- a) *Standing Orders*
- b) *Financial Regulations*
- c) *Risk Assessment*

11/1920 **ANNUAL FINANCIAL MATTERS** –

- a) *Renewal of use of Direct Debits / SOs* – it was **RESOLVED** to renew use of the following: ICO (D/Debit); Clerk’s Salary (SO), street light electricity – currently Npower but in process of switching (DD), Landright Services maintenance contract (SO), SCPF pension payments (SO) PWLB street lights (DD)
- b) *Banking arrangements with Lloyds Bank & signatories*- it was **RESOLVED** to add Cllr. Horn and add Cllr Briggs as internet banking
- c) *Assets Register as at 31.3.19 and insurance arrangements*- it was **RESOLVED** to adopt the register and to confirm insurance is adequate and to renew with the current provider.
- d) *2018/19 – end year budget report and bank reconciliation* – it was **RESOLVED** to adopt the report – see Appendix 1.
- e) *Annual Governance and Accountability Return 2018/19*
  - (i) Internal Auditor’s report – noted, no actions required
  - (ii) External audit exemption certification – it was **RESOLVED** to certify the council as exempt from external audit.
  - (iii) Section 1 - Annual Governance Statement – it was **RESOLVED** to answer Yes to questions 1 to 8 and N/A to question 9 of the Annual Governance Statement.
  - (iv) Section 2 - Accounting Statement – it was **RESOLVED** to approve the Statement.
  - (v) Electors’ Rights – the RFO advised that the period for exercise of electors’ rights will be 1<sup>st</sup> July to 9<sup>th</sup> August 2019 and this will be duly advertised.
- f) *Internal auditor for 2019/20* – it was **RESOLVED** to appoint Richard Groome.
- g) *Internal control procedures* – it was **RESOLVED** to agree the template and the Finance Committee to be delegated to do the first review of the accounts in October/November. One member of the committee to do the review and report to the committee.
- h) *Pension return* – it was **RESOLVED** to approve the reconciliation showing £33.90 overpaid in 2018/19, which has been deducted off the May 2019 payment (i.e. the April 2019 contributions).
- i) *GDPR service* – it was **RESOLVED** to renew the GDPR contract with DM Payroll on a 3-year contract at a cost of £155.55 per year.

12/1920 **PLANNING NOTIFICATIONS**– *For information only*

- 1) 19/00513/TPO - Willow Brook, 18 Manor Crest, Ford, Shrewsbury, SY5 9NZ  
Proposal: Fell 1no Alder protected by the Shrewsbury and Atcham Borough Council (Bank Farm, Ford) Tree Preservation Order 1988 (Ref: SA/161)  
**Decision: Grant Permission**
- 2) 18/04534/OUT - Proposed Dwelling North Of Appleby, Ford, Shrewsbury  
Proposal: Outline application (all matters reserved) for the erection of a detached dwelling and garage  
**Notice of Appeal**

13/1920 **PLANNING APPLICATIONS FOR COMMENT**

- 1) 19/01439/FUL - Heathfield House, Shoot Hill, Shrewsbury, Shropshire, SY5 9NR  
Proposal: Erection of single storey extension

Comments: None.

14/1920 **PARISH MATTERS**

- a) *Noticeboard at school* – it was **RESOLVED** to gift the board at the school to the school/PTA. It was further **RESOLVED** to seek quotes to replace the board at the Butt Lane end of the Village Hall - the board to be plywood with cushion board stuck to it and a lipped edge with a locked noticeboard area for PC notices. Cllr. Clyne and the clerk to liaise to seek quotes. It was further **RESOLVED** to request permission to site a board at the garage. It was **RESOLVED** that PC notices are just to be placed on West View and Butt Lane boards.
- b) *S106 open space commuted sum & update on football team proposal* – it was agreed to ask football team organiser for more specific proposal of what is needed in terms of facilities etc.
- c) *Bowling Green* – up for sale. Cllr. Evans to find out if it was proposed as a housing site through the Local Plan Review consultation.
- d) *Play area repairs update* – main repairs now complete and fence moved and black poplar trees planted. It was **RESOLVED** not to replace the back for the bench and Perspex at the youth shelter as not safety concerns – to be reviewed when annual ROSPA done.
- e) *Housing Needs Study* – meeting requested with SC.
- f) *Greenbanks* – Andy Wigley, SC Conservation had advised as follows: “I visited the property yesterday afternoon and would agree that, due to its current condition, it is having a detrimental impact on the amenity of that part of the Ford Conservation Area. Our Building Control Team will also assess whether the building is dangerous in any way.

*I have conducted a Land Registry search on the property but unfortunately they hold no details, I assume because the building has been with the same owner(s) for a considerable period of time. I note, however, that the Parish Council has details for the owner. If you are prepared to share these with me I will write a formal warning letter to the owner setting out our enforcement powers under section 215 of the Town and Country Planning Act 1990.*

*Whilst service of a s215 Notice would not result in CPO proceedings (which the Council would only enter into in extremis), it would enable Shropshire Council to address the various problems that are currently affecting the property if the owner remains unwilling or unable to do so themselves.”*

It was further agreed that Cllr. Jones would attempt to contact the owner of Greenbanks.

- g) *Substation lease* – being progressed.
- h) *Compton Mews – street lights and road surface* – this is a private road but some potholes have been repaired now. The street light is maintained by SC. Manhole needs repairing. Cllr. Southan to check and report back.
- i) *Helicopter Noise Liaison Group minutes & date of next meeting* – noted.
- j) *Street naming on Shropshire Housing Group development* – it was **RESOLVED** to request Cross Gates Piece as this relates to historic field names.
- k) *Place Plan draft* – it was **RESOLVED** to ask for highways projects to go in the CIL Local section and to add noticeboards and improvements to open space to the Neighbourhood section.
- l) *Reports of other parish matters* – road condition over Pontesbury Parish boundary on Shoothill to Cruckton Road. Reported to SC highways

15/1920 **FINANCIAL MATTERS**

- a) *Street light maintenance contract renewal* – it was **RESOLVED** to renew the contract with EON.
- b) *Payments including payments made between meetings* – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Method	Net	VAT	Gross
P6-1920	Landright Services	Maintenance contract	SO	£200.00	£40.00	£240.00
P7-1920	Npower	Electricity	DD	£70.28	£3.51	£73.79
P8-1920	Npower	Electricity	DD	£214.04	£10.70	£224.74
P9-1920	R Turner	Salary Apr	SO	£501.45	£0.00	£501.45

P10-1920	SCPF	Pension (balanced to end Mar 19)	SO	£45.71	£0.00	£45.71
P11-1920	Landright Services	Maintenance contract	SO	£200.00	£40.00	£240.00
P12-1920	R Turner	Expenses Mar & Apr	BACS	£63.20	£0.00	£63.20
P13-1920	Graham Taylor	Play area repairs	BACS	£2,151.90	£430.50	£2,582.40
P14-1920	PJ Pest Control	Moles	BACS	£380.00	£0.00	£380.00
P15-1920	DM Payroll	Subscription	BACS	£155.55	£0.00	£155.55
P16-1920	Ford VH	Room hire	BACS	£15.00	£0.00	£15.00
P17-1920	R Groome	Internal audit	BACS	£40.00	£0.00	£40.00
P18-1920	Came & Co	Insurance	BACS	£699.91	£0.00	£699.91
P19-1920	Dave Greenside	Tree planting & moving fence	BACS	£135.00	£0.00	£135.00
P20-1920	HMRC	PAYE Q1	BACS	£11.00	£0.00	£11.00

c) *Income received* -noted as follows:

Ref	Payee	Item	Amount
R1-1920	Lloyds	Interest	£0.72
R2-1920	Shropshire Council	Precept CIL Local	£21,177.00 £2,327.57
R3-1920	Lloyds	Interest	£0.74

16/1920

**CORRESPONDENCE** – noted as follows

- a) *SALC Info Bulletins*
- b) *CIL Local EOIs – update and request for feedback on the process*
- c) *Police & Crime Commissioner Annual Survey*
- d) *We Don't Buy Crime offer from PCC (Smartwater)*
- e) *Rural Crime Prevention evenings – 25<sup>th</sup> & 27<sup>th</sup> June*
- f) *CCG updates*
- g) *LEAF – funding for community litter picks*
- h) *VE Day 75 – 8<sup>th</sup> to 10<sup>th</sup> May 2020*
- i) *Planning & CIL Training – 7<sup>th</sup> June, 2pm-4pm*
- j) *Request to gain access to recreation ground – it was **RESOLVED** to agree in principle to allow access to the field for a property doing building work but to make clear the applicants are liable for any damage.*

17/1920

**NEXT MEETINGS**

- a) *Next Council meetings – to set dates for 2019/20 – 16<sup>th</sup> July, 17<sup>th</sup> Sep, 15<sup>th</sup> Oct (Finance Committee), 19<sup>th</sup> Nov, 21<sup>st</sup> Jan, 17<sup>th</sup> Mar, 21<sup>st</sup> Apr (Annual Parish Meeting), 19<sup>th</sup> May.*
- b) *Items for agenda(s)- to note requests*  
Dog fouling

**Meeting closed 21.20**