



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 COUNCIL MEETING HELD ON TUESDAY 21<sup>st</sup> JULY 2020, AT 7PM, REMOTELY VIA ZOOM

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

**Absent:** Cllrs. Carlyle and Mortimer

**Public:** 0

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

23/2021 **PRESENT & APOLOGIES**

It was **RESOLVED** to accept apologies from Cllrs. Carlyle. Let Cllr. Mortimer membership lapse.

24/2021 **DISCLOSURE OF PECUNIARY INTERESTS** – none declared.

25/2021 **DISPENSATION REQUESTS** – no dispensations being sought.

26/2021 **PUBLIC PARTICIPATION SESSION** -

27/2021 **MINUTES**

- (i) *Minutes of the Annual Council Meeting dated 19<sup>th</sup> May 2020* – it was **RESOLVED** to approve the minutes as being a correct record and the chairman was duly instructed to sign them.
- (ii) *Minutes of the Extraordinary Council Meeting dated 6<sup>th</sup> July 2020* - it was **RESOLVED** to approve the minutes as being a correct record and the chairman was duly instructed to sign them.

28/2021 **REPORTS**

a) *Police Report*

Assault: 0	Criminal Damage: 0	Burglary Dwelling: 0
Vehicle Crime: 0	Road Traffic Incident: 2	ASB Nuisance: 8
ASB Personal: 0	ASB Environmental: 2	Concern For Safety: 7
Theft: 0	Burglary Other: 3	Suspicious Circumstance: 6

We Do Not Buy Crime had contacted Ford PC to see if want to join the scheme. Ford PC already has signage on approach to village. Not to invite her.

Removal notices been placed on 2 vehicles abandoned at the Village Hall

- b) *Shropshire Council* – Cllr. Evans reported that Sc had hold a virtual Council meeting which was very lengthy. Clive of India Statue staying but with a plaque to be added to explain context. Shirehall – looking for smaller premises in Shrewsbury and in some of the market towns and increased remote working. Park and Ride buses in operation and SC has grant to extend P&R to 7.30pm in evening. Buses may be altered and putting extra bus service in between Telford and Shrews hospitals.
- c) *Recreation ground inspection reports* – bench repair outstanding.
- d) *Newsletter* – Cllr. Horn was thanked for the last newsletter, still had most of the paper copies. Community Food Hub – ongoing (Tracey Greenside to write an article). Extra cost due to LP. Could omit adverts to reduce cost. Circa 20 pages – circa £253 @2.7p per page, extra if any in colour. Distribute house to house. Cllr. Evans planning to organise a meeting about the Local Plan in August, newsletter due out 1<sup>st</sup> Sep.

e) *Other parish councillor reports*

29/2021 **PLANNING NOTIFICATIONS–FOR INFO ONLY**

- 1) 20/01509/TCA - 40 The Leasowes, Ford, SY5 9LT  
Proposal: Pollard at 3m 1no Ash within Ford Conservation Area  
**Decision: Consent by Right - Trees**
- 2) 20/01693/TCA - Bridge Cottage, Ford, Shrewsbury, Shropshire, SY5 9LJ  
Proposal: To Fell 1no Sycamore and 1no Poplar tree within Ford Conservation Area  
**Decision: Consent by Right – Trees**

30/2021 **PLANNING APPLICATIONS – FOR COMMENT**

- 1) 20/01987/FUL - 39 The Leasowes, Ford, Shrewsbury, Shropshire, SY5 9LT  
Proposal: Application under Section 73A of The Town & Country Planning Act 1995 for erection of two storey side extension with removal of existing chimney, single storey rear extension and covered garages and stores (part retrospective)  
Comments: It was **RESOLVED** to comment neutrally that the development must be in keeping with its surroundings
- 2) 20/02013/TCA - 62 The Leasowes, Ford, Shrewsbury, Shropshire, SY5 9LU  
Proposal: To carry out side pruning works to trees on Parish land overhanging 62 The Leasowes details as per attached plan within Ford Conservation Area  
Comments: It was **RESOLVED** to monitor the progress of this application.
- 3) 20/2363/FUL - Clifton Cottage Ford Shrewsbury Shropshire SY5 9LZ  
Proposal: Erection of single storey side extension and single storey rear extension following removal of existing conservatory  
Comments: It was **RESOLVED** to not comment.

31/2021 **LOCAL PLAN REVIEW –Pre-Submission Consultation**

It was **RESOLVED** to hold a public meeting on 8<sup>th</sup> September, 7pm. Village Hall or Bicton Village Hall. Publish LP pages on Ford (not hierarchy) and consultation. Put intro letter with overview of hierarchy,

Cllr. Evans explained:

Reg 18 consultation upcoming incl. Bridgnorth land and land in Sc area towards Black Country target + Ironbridge Station and Ternhill. Reg 18 is not the Pre-Plan consultation

Cabinet then to consider this in Oct/Nov. Then Pre-Submission Reg 19 consultation in Dec 2020, Council then to agree the Submission document in Jan 2021.

Ford totally slightly increased

32/2021 **PARISH MATTERS**

a) *Highways matters*

- (i) *Manor Crest cul-de-sac sign* – SC Highways confirmed the hedge around the current sign has been cut.
- (ii) *“Give way” signs just off A458* – SC Highways reported that the sign on the Butt Lane side is now cleared and the sign the other side of the A458 is to be monitored during SC inspections. Both give way signs on Butt Lane – AH doesn’t think Butt Lane signs done.
- (iii) *Albany Court sign* – repaired and back up.
- (iv) Any other highway matter(s)
  - A trailer with asbestos in on Butt Lane has been cleared.

b) *Footpaths condition* – Cllr. Horn had mapped a series of issues that need addressing. These had bene reported to SC, who had logged them, but advised they cannot give a timescale for addressing them. H& S issues. Voluntary repairs not suitable.

c) *Street light maintenance* – a light which has required re-painting has bene done.

d) *Recreation ground*

- (i) *Temporary play area closure* – it was **RESOLVED** to remain closed.

- (ii) *Tree report and survey* – remain disappointed and want money for second survey.
- (iii) *Any other play area maintenance matters* – BMX track signs.
- (iv) *S106 monies* – defer to September
- e) *Covid-19 Risk Assessment (general)* – it was **RESOLVED** to approve.
- f) *Reports of other parish matters*

33/2021 **FINANCIAL MATTERS - ROUTINE**

- a) *Q1 bank reconciliation and budget report* – it was **RESOLVED** to note the report, the reconciled balance being £41,855.53.
- b) *Payments including payments made between meetings* – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Method	Net	VAT	Gross
P16-2021	R Turner	Salary May	SO	£501.45	£0.00	£501.45
P17-2021	Landright Services	Maintenance May	SO	£245.00	£49.00	£294.00
P18-2021	SCPF	Pension May	BACS	£100.30	£0.00	£100.30
P19-2021	HMRC	VAT refund paid in error	BACS	£456.88	£0.00	£456.88
P20-2021	The Sign Shed	Signs	BACS	£38.25	£7.65	£45.90
P21-2021	R Turner	Salary June	SO	£501.45	£0.00	£501.45
P22-2021	Landright Services	Maintenance June	SO	£245.00	£49.00	£294.00
P23-2021	Lloyds	Safe custody fees	SO	£7.50	£0.00	£7.50
P24-2021	SCPF	Pension June	SO	£100.30	£0.00	£100.30
P25-2021	PWLB	Loan	DD	£641.77	£0.00	£641.77
P26-2021	A Horn	Citizen of Year award	BACS	£34.44	£0.00	£34.44
P27-2021	R Turner	Expenses June to July	BACS	£259.92	£47.98	£307.90
P28-2021	Info Solutions	Website	BACS	£200.00	£40.00	£240.00
P29-2021	DM Payroll	DPO	BACS	£155.55	£0.00	£155.55
P30-2021	EON	Maintenance	BACS	£100.00	£20.00	£120.00
P31-2021	Shropshire Council	Street light electricity	BACS	£117.56	£23.51	£141.07
P32-2021	Great Hanwood PC	Office expenses 11.17 to 3.20	BACS	£401.72	£0.00	£401.72
P33-2021	Canopy Tree Care	Survey	BACS	£300.00	£60.00	£360.00
P34-2021	Shropshire Council	Bin collection	BACS	£132.00	£0.00	£132.00

- c) *Income received* – it was **RESOLVED** to note the following:

Ref	Payee	Item	Amount
R6-2021	Lloyds	Interest June	£0.72
R7-2021	The Sign Shed	Refund	£45.90
R8-2021	Lloyds	Interest July	£0.74
R9-2021	Lloyds	Returned SO safe custody	£7.50

34/2021 **CORRESPONDENCE**

- a) *SALC Info Bulletins*
- b) *Coronavirus related updates*
- c) *GDPR Newsletter*

35/2021 **NEXT MEETING**

- a) *Council Meeting – 15<sup>th</sup> September 2020, 7PM*
- b) *Items for next agenda(s)- to note 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 should be excluded during discussion of Item 36/2021 as it concerns exempt matters

36/2021

**TREE WORKS**

It was **RESOLVED** to arrange a site meeting with the owner of No 62 The Leasowes. It was **RESOLVED** to go back to one of the parties who quoted and ask him if he would like to re-look at his price as the other contractor had submitted a revised price.

*Meeting closed 21.12pm*

<b>Budget report &amp; bank reconciliation Q1 2020/21</b>						
<b>RECEIPTS</b>	<b>Actual 2019/20</b>	<b>Budget 2020/21</b>	<b>Q1 2020/21</b>	<b>Variance £</b>	<b>% budget to date</b>	<b>Variance explanation (if greater than 15% variance from 25% &amp; &gt;£200)</b>
Precept	£21,177.00	£23,823	£23,823.00	£0.00	100%	Paid upfront
Neighbourhood Fund (CIL)	£2,327.57		£0.00			
Bank Interest	£9.01	£9	£2.28	-\$6.72	25%	
VAT refund	£2,793.17		£0.00			
Defib donations	£0.00		£347.77			
Village Show	£45.50		£0.00			
Other	£0.00		£456.88	£456.88		VAT paid in error by HMRC - has been returned
<b>TOTAL RECEIPTS</b>	<b>£26,352.25</b>	<b>£23,832</b>	<b>£24,629.93</b>	<b>£450.16</b>	<b>125%</b>	
<b>PAYMENTS</b>	<b>Actual 2019/20</b>	<b>Budget 2020/21</b>	<b>Q1 2020/21</b>	<b>Variance £</b>	<b>% budget to date</b>	<b>Variance explanation (if greater than 15% variance from 25% &amp; &gt;£200)</b>
<b>Administrative &amp; Establishment Costs</b>						
Clerk's Salary (incl. pension)	£6,930.15	£7,440	£1,806.96	-\$5,633.04	24%	
Office Expenses	£212.19	£500	£20.00	-\$480.00	4%	
Mileage	£165.60	£200	£0.00	-\$200.00	0%	
Website	£200.00	£200	£0.00	-\$200.00	0%	
Training/AGM (Clerk/Councillors)	£0.00	£150	£54.00	-\$96.00	36%	
Hire of meeting rooms	£120.00	£150	£0.00	-\$150.00	0%	
Audit (Internal & External)	£40.00	£250	£40.00	-\$210.00	16%	Internal audit
Insurance	£699.91	£725	£590.28	-\$134.72	81%	
Subscriptions (SALC)	£304.34	£320	£0.00	-\$320.00	0%	
ICO Registration	£35.00	£40	£0.00	-\$40.00	0%	
Safe custody of papers	£15.00	£15	£0.00	-\$15.00	0%	
Elections	£0.00	£0	£0.00	£0.00		
GDPR	£155.55	£156	£0.00	-\$156.00	0%	
<b>Sub Total Admin &amp; Establishment</b>	<b>£8,877.74</b>	<b>£10,146</b>	<b>£2,511.24</b>	<b>-\$7,634.76</b>	<b>25%</b>	
<b>Recreation Ground / Parish Hall</b>						
Grounds Maintenance contract	£1,845.00	£1,960	£735.00	-\$1,225	38%	Seasonal contract
Caretaker contract	£804.00	£804	£0.00		0%	
Additional grounds maintenance	£1,365.00	£225	£280.00		124%	Extra spend due to covid and moles
Maintenance/purchase of play equipment	£2,151.90	£2,000	£0.00		0%	
Inspections	£461.69	£875	£546.00		62%	Bill for 2019-20
Bin collection	£129.00	£0	£0.00			Omission from budget of bin collection
Covid-19 measures	£0.00	£0	£38.25			
<b>Sub Total Recreation Ground / Parish Hall</b>	<b>£6,756.59</b>	<b>£5,864</b>	<b>£1,599.25</b>	<b>-\$1,225</b>	<b>27%</b>	
<b>Street Lighting</b>						
Electricity	£1,388.76	£502	£0.00	-\$502	0%	
Maintenance / Inspections	£0.00	£200	£200.00	£0	100%	Maintenance contract
PWLB	£1,283.54	£1,283	£0.00	-\$1,283	0%	
<b>Sub Total Street Lighting</b>	<b>£2,672.30</b>	<b>£1,985</b>	<b>£200.00</b>	<b>-\$1,785</b>	<b>10%</b>	
<b>Ford Young Persons Group</b>						
Youth worker	£4,000.00	£4,000	£0.00	-\$4,000	0%	Youth group not running at present
<b>Sub Total Ford Young Persons Group</b>	<b>£4,000.00</b>	<b>£4,000</b>	<b>£0.00</b>	<b>-\$4,000</b>	<b>0%</b>	
<b>Projects /grants</b>						
Newsletter	£604.00	£1,000	£46.00	-\$954	5%	
Citizen of the Year (s137)	£33.19	£90	£0.00	-\$90	0%	
Defibrillator	£0.00	£10	£94.88	£85	949%	
S137	£1,578.62	£500	£0.00	-\$500	0%	
<b>Sub total Projects /grants</b>	<b>£2,215.81</b>	<b>£1,600</b>	<b>£140.88</b>	<b>-\$1,459</b>	<b>9%</b>	
<b>Other</b>						
Other	£220.50	£237	£456.88	£220	193%	Return of VAT refund paid in error by HMRC
<b>Sub Total other</b>	<b>£220.50</b>	<b>£237</b>	<b>£456.88</b>	<b>£220</b>	<b>193%</b>	
<b>VAT</b>	<b>£2,046.76</b>		<b>£322.83</b>			
<b>GRAND TOTAL PAYMENTS</b>	<b>£26,810.70</b>	<b>£23,832</b>	<b>£5,231.08</b>	<b>-\$15,883.86</b>	<b>22%</b>	
<b>RESERVES</b>	<b>Actual balance 31.3.20</b>	<b>Contributions 2020/21</b>	<b>Expenditure 2020/21</b>	<b>Reserves as at Q1 2020/21</b>		
<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	£929.65	£0.00	£0.00	£929.65		
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		
<b>Total Ringfenced Reserves</b>	<b>£11,943.59</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£11,943.59</b>		
<b>General Reserves (balance b/f less ringfenced reserves)</b>	<b>£14,568.32</b>			<b>£29,912.24</b>		
<b>Total Reserves</b>	<b>£26,511.91</b>			<b>£41,855.83</b>		
Balance b/fwd from 31st March 2020			£22,456.98			
less payments			£5,231.08			
add receipts			£24,629.93			
<b>BALANCE AS PER CASHBOOK</b>			<b>£41,855.83</b>			
Represented by bank balances		Lloyds (current)	£23,766.90			
		Lloyds (saver)	£18,088.93			
		<b>Total balances</b>	<b>£41,855.83</b>			
Less unrepresented cheques & SO			£0.00			
Add uncredited receipts			£0.00			
<b>RECONCILED BALANCE</b>			<b>£41,855.83</b>			