

Cressage, Harley and Sheinton PC

Minutes of Annual Council Meeting held on 8th May 2018

at Cressage Village Hall at 7.55pm

Present: Cllr. Lawrence (Chairman), Cllrs. Bott, Campbell, Esp, Quenby, Tipper and Todd

In attendance: Shropshire Cllr. Wild, 2 members of the public

Clerk: Mrs R Turner

01/1819 **ELECTION OF CHAIRMAN OF THE COUNCIL**

a) Members to elect a Chairman of the Council

Cllr. Tipper did not wish to stand for election. Nominations were invited and Cllr. Lawrence was proposed and seconded. Following a vote, it was **RESOLVED** to elect Cllr. Lawrence.

b) Chairman to sign Declaration of Acceptance of Office

Duly signed and witnessed by the clerk.

02/1819 **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

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

03/1819 **TO ACCEPT APOLOGIES FOR ABSENCE**

None.

04/1819 **DISCLOSURE OF PECUNIARY INTERESTS**

Cllr. Bott re grounds maintenance contract.

05/1819 **DISPENSATIONS**

None being sought.

06/1819 **PUBLIC PARTICIPATION SESSION**

A member of the public enquired about provision of a bus stop on The Moors. As a bus user, he felt this was needed. The chairman explained the issues, including lack of a suitable site, potential ASB. The member of the public was dissatisfied with this response.

07/1819 **MINUTES**

a) Minutes of council meeting on 10th April 2018

It was **RESOLVED** to approve the minutes as being a correct record and they were duly signed by the chairman.

b) Matters arising not covered elsewhere on agenda

None.

08/1819 **REPORTS**

a) Police Report - see APM minutes.

b) Shropshire Council - see APM minutes.

c) Parish Councillor Reports - none.

09/1819 **APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES & COMMITTEES**

It was **RESOLVED** as follows:

a) Local Joint Committee - left open to who can attend

b) Any other outside body - no appointments

c) Committees, TOR & membership - no committees needed

10/1819 **POLICY REVIEW**

*a) Code of Conduct & Dispensation Policy - **RESOLVED** to adopt.*

b) Standing Orders - to be revised for the next meeting with no reference to a staffing committee.

*c) Assets Register - **RESOLVED** to adopt.*

- d) *Data Protection Impact Assessment* - noted that this is currently being prepared by the council's appointed DPO, DM Payroll.
- e) *Local Council Award Scheme accreditation* - **RESOLVED** to work towards Foundation Level.

11/1819 **GENERAL POWER OF COMPETENCE**

It was **RESOLVED** that the council meets the conditions required to use the GPC and it was therefore **RESOLVED** to adopt the use of it.

12/1819 **END OF YEAR ACCOUNTS**

- a) *Bank Reconciliations and Budget Report* - it was **RESOLVED** to approve the bank reconciliation and budget report as below:

Budget report & bank reconciliation End year 2017/18

| <u>RECEIPTS</u> | Budget 2017/18 | Actual 31.3.18 |
|---------------------------------|-----------------------|-----------------------|
| Precept | £15,970.00 | £15,970.00 |
| Environmental Maintenance Grant | £3,000.00 | £2,262.96 |
| Transparency Grant | £0.00 | £1,295.04 |
| Neighbourhood Fund (CIL) | £0.00 | £4,018.12 |
| VAT refund | £250.00 | £483.89 |
| Pavilion hire | £0.00 | £90.00 |
| Credit of cancelled cheque | £0.00 | £20.00 |
| Overpayment to D Shaw (salary) | £0.00 | £25.84 |
| Bank Interest | £2.00 | £3.65 |
| TOTAL RECEIPTS | £19,222.00 | £24,169.50 |

| <u>PAYMENTS</u> | Budget 2017-18 | Actual 31.3.18 |
|--|-----------------------|-----------------------|
| Administrative & Establishment Costs: | | |
| Clerk's Salary | In admin | £5,835.53 |
| Mileage | In admin | £0.00 |
| Admin | £6,640.00 | £1,754.56 |
| Facilities | £2,500.00 | £581.31 |
| Grounds / minor highways | £13,540.00 | £9,324.12 |
| Lighting | £2,080.00 | £1,475.95 |
| Insurance | £1,800.00 | £1,808.98 |
| Parish Plan | £0.00 | £807.18 |
| S137 (Village Hall Grant) | £0.00 | £2,000.00 |
| VAT | £0.00 | £344.61 |
| GRAND TOTAL PAYMENTS | £26,560.00 | £23,932.24 |

BANK RECONCILIATION

| | | |
|------------------------------------|-----------------------|--------------------------|
| Balance b/fwd from 31st March 2017 | | £26,535.34 |
| less payments | | £23,932.24 |
| add receipts | | £24,169.50 |
| BALANCE AS PER CASHBOOK | | <u>£26,772.60</u> |
| Represented by bank balances | Current a/c | £19,396.23 |
| | Savings a/c | £7,396.37 |
| | Total balances | <u>£26,792.60</u> |
| Less unrepresented cheques & SO | | |
| | 2108 | £10.00 |
| | 2114 | £10.00 |

| | |
|---------------------------|--------------------------|
| | £20.00 |
| Add uncredited receipts | £0.00 |
| RECONCILED BALANCE | <u>£26,772.60</u> |

- b) *Internal Audit Report and action plan* -it was **RESOLVED** to accept the report and approve the action plan tabled by the clerk/RFO.
- c) *Exemption from external audit* - it was **RESOLVED** to certify the council as exempt from external audit.
- d) *Annual Governance Statement 2017/18* – it was **RESOLVED** to answer yes to all questions on the Annual Governance statement and the statement was approved and duly signed.
- e) *Accounting Statements 2017/18* - it was **RESOLVED** to approve the accounting statements and they were duly signed.

13/1819 **INSURANCE**

It was **RESOLVED** to confirm that the policy is adequate and to renew insurance with AXA on a 3-year long term agreement at a cost of £723.01 for year 1. It was noted that the war memorial is insured for nil value and the council **RESOLVED** to proceed on this basis.

14/1819 **PLANNING NOTIFICATIONS**– *For information only*

- 1) 18/01005/VAR - Christ Church CE School, Sheinton Road, Cressage, SY5 6DH
Proposal: Variation of condition no. 1 attached to application reference number: CC2007/0049 to allow for the retention of the demountable accommodation for a further temporary period of ten years
Decision: Grant Permission
- 2) 18/00483/FUL - The Eagles Inn, 1 Harley Road, Cressage, SY5 6DF
Proposal: Erection of 4No. dwellings and conversion of existing former Public House to form 2No. additional dwellings with associated car-parking and landscaping (re-submission)
Decision: Refuse

15/1819 **PLANNING APPLICATIONS** – *For comment*
None received.

16/1819 **PARISH MATTERS** – *To consider*

- a) *War memorial* - clerk to chase an update from Severn Trent
- b) *Trees by entrance to village of Harley* - bollards no longer available free via SC so the council needs to buy more and move the existing ones forward. Cllr. Bott to obtain a price for the next meeting based on using plastic bollards
- c) *Right of Way Eagles car park* - no action needed by the parish council.

17/1819 **FINANCIAL MATTERS (ROUTINE)**

- a) *Agreement for sharing of office costs with other parishes* - deferred to next meeting.
- b) *Payments* - it was **RESOLVED** to approve the following payments:

| Ref | Payee | Item | Chq | Net | VAT | Gross |
|----------|-------------------|---------------------------|------|---------|--------|---------|
| P5-1819 | SLB Groundcare | Maintenance contract | SO | £533.26 | £0.00 | £533.26 |
| P6-1819 | SDH Accounting | Internal audit | 2127 | £120.00 | £0.00 | £120.00 |
| P7-1819 | Came & Co | Insurance | 2128 | £723.01 | £0.00 | £723.01 |
| P8-1819 | R Turner | Salary April | 2129 | £331.55 | £0.00 | £331.55 |
| P9-1819 | Npower | Electricity street lights | 2130 | £360.42 | £18.02 | £378.44 |
| P10-1819 | R Turner | Expenses April | 2131 | £45.13 | £0.00 | £45.13 |

| | | | | | | |
|----------|--------------|-------------------------|------|---------|-------|---------|
| P11-1819 | Numbers Plus | Defibrillator telephone | 2132 | £118.80 | £0.00 | £118.80 |
| P12-1819 | SCPF | Pension April | 2133 | £89.45 | £0.00 | £89.45 |

c) *Income received* – noted as follows:

| Ref | Payee | Item | Amount |
|---------|--------------------|---------|------------|
| R2-1819 | Shropshire Council | Precept | £15,970.00 |

- d) *NALC revised pay scales* - it was **RESOLVED** to adopt the revised pay scales and to apply the pay award to the clerk's salary backdated to 1 April 2018.
- e) *To set up standing order for clerk's salary* - it was **RESOLVED** to set up a standing order for the clerk's salary and it was duly signed
- f) *Street light tariff review* – it was noted that Npower are changing their tariffs shortly. The cost will be affected by a number of factors. In particular, the clerk explained that an EU directive means that sodium lighting is being phased out by 2019 and the council would need to look at how to update its lighting stock. LED lights cost significantly less to run than sodium. As a first step, the clerk was asked to get a copy of the most recent condition report from the council's street light maintenance contractor.
- g) *Appointment of internal auditor for 2018/19* - it was **RESOLVED** to appoint SDH Accounting.

18/1819 **CORRESPONDENCE** – noted as follows.

- a) *Future Fit Update*
- b) *ICO update on GDPR*
- c) *Environmental Maintenance Grant consultation*
- d) *Rural Youth Activity fund*

19/1819 **ANY URGENT BUSINESS NOT COVERED BY THE AGENDA**

- Village Life – council to send the editor unedited minutes on the understanding the editors can edit them. This will be on the condition that the magazine states that the full version of the minutes are on the council website
- Light column 2 at 31/32 The Moors – repair outstanding.

20/1819 **NEXT MEETINGS**

- a) *Dates for 2018/19* – it was **RESOLVED** to meet on the following dates (Wednesdays):

| <u>Date</u> | <u>Venue</u> | <u>Time</u> |
|---|-----------------------|---|
| 6 th June 2018 | Cressage Village Hall | 7pm |
| 4 th July 2018 | Cressage Village Hall | 7pm |
| AUGUST 2018 | NO MEETING | NO MEETING |
| 5 th September 2018 | Cressage Village Hall | 7pm |
| 3 rd October 2018 | Harley Village Hall | 7pm |
| 7 th November 2018 | Cressage Village Hall | 7pm |
| 5 th December 2018 | Cressage Village Hall | 7pm |
| 9 th January 2019 | Harley Village Hall | 7pm |
| 6 th February 2019 | Cressage Village Hall | 7pm |
| 6 th March 2019 | Harley Village Hall | 7pm |
| 3 rd April 2019 | Cressage Village Hall | 7pm |
| 1 st May 2019 (Annual Parish Meeting) | Cressage Village Hall | 6.45pm |
| 1 st May 2019 (Annual Council Meeting) | Cressage Village Hall | 7.15pm (or following rising of the Annual Parish Meeting) |

- b) *Items for agenda- to note requests*

- Request to confirm local connection re SC affordable housing policy – applicant to be invited to the June meeting.