

MINUTES OF THE SHERIFFHALES PARISH COUNCIL MEETING HELD ON THE 14th NOVEMBER 2019 AT SHERIFFHALES VILLAGE HALL

Present: Councillors: Dr Alan MacWhannell (Chairman); Mr Nicholas Edwards (Vice Chairman); Ms Sarah Barratt; Mr John Horne; Mr Neil Pulker; Mr Gordon Tonkinson; Mr Kevin Turley.

In attendance Clerk to the Council – Mrs Jennifer Neal

110/19. Apologies for Absence.

Apologies of absence were received from Councillor Bubb and Councillor Edmondson.

The Council noted that Councillor Edmondson had been absent from meetings due to work commitments since attendance on 23rd May 2019. The Council notes and approves the reason for his absence. In accordance with section 85(1) of the Local Government Act 1972 this extension is for a further 6 months but cannot be extended again.

111/19. Public Participation – a maximum of 15 minutes for members of the public to address the Council

For note: The public participation is for the public to address the Parish Council on matters that they wish to raise. The Parish Council cannot comment or resolve action on any points raised at this time. If the item requires information being sent from the Council, the Clerk will do this following the meeting. If it is a matter for further discussion it may be added to a future agenda.

Two members of the public present. No one present wished to speak.

112/19. Declaration of Councillors' Pecuniary Interests.

Councillor Pulker declared an interest in any item relating to SaCREC as he is a trustee.

113/19. To receive for confirmation, adoption, and agree the Minutes of the Parish Council meeting held on 12th September 2019.

The Minutes of the meeting held on 12TH September 2019, having been circulated in advance of the current meeting, were agreed and signed as a true record of the proceedings at that meeting.

114/19. Report of the Clerk

The following was noted: -

Notes from presentation by Peter Nutting circulated with the agenda papers.

There had been no satisfactory response from Shropshire Council to our Complaint on service delivery, submitted in August, and we have requested the complaint be moved to Stage 2 of the complaint's procedure. The Clerk will circulate the correspondence to date to members.

It was noted that after registering our concern a response had been received re Woodcote Quarry

Councillor Kevin Turley reported that he had held a recent meeting with Officers from Shropshire Council in Sheriffhales to look at the following: -

- Evergreens – following the inspection on site, the Officers stated that the surface does not meet the regulations for repair. It was further noted that an email has been received by the residents of the Evergreen from Peter Nutting stating that the surface is to be programmed to be repaired. The Clerk to seek clarification on this matter.
- The Traffic lighting at Crackley Bank is due to be started in February / March 2020.
- The other items that were discussed included the Pathway to the Church Gate, and the safety audit recommendations for the highway at the centre of the village.

It was noted that on the Churches recent Health and Safety inspection on behalf of the PCC, the paths within the Church yard have been flagged up as having potential trip and slip hazards.

A copy of the Deed of Benefit document relating to use of Lightsource funds had been obtained and sent for legal opinion.

Public works and loan breakdown of loan balance (loan interest £32,135.05 over 30 years, initial loan amount £65,000.00).

Burlington – the recent flooding has resulted in significant community concern and is being investigated by Shropshire Council following a site visit. We have requested a copy of the report.

Fly tipping at Lilleshall has been reported and Clerk had requested that action is taken by Shropshire Council to deter this happening.

Speeding within the Parish has been reported to the local PCSO to request that a speeding operation is undertaken as soon as practicable.

Costings still awaited from the Stone Mason for re-gilding the war memorial, then a grant will be submitted for the work.

The above items were noted.

A Bus consultation document has been circulated to all members – comments are required to be sent by the 21st November to the Clerk. The funded service currently runs on a Saturday between Weston Heath and Bridgnorth with two busses running at 8.55am and 12.32pm, to Bridgnorth and returning at 11.50am and 16.57pm respectively. It was noted that SaCREC have allocated around £4000 funding for a taxi service with fares that are part funded by the end users eligible to use the service.

This year's Environmental Maintenance Grant needs to be submitted as soon as possible, the documents were circulated to all members prior to the meeting. It's noted that the funds have been reduced again this year, and match funding is still required. Ideas to be forwarded to the Clerk for inclusion in a grant application.

115/19. Appeals, Planning applications and decisions

Enforcement 19/06789/ENF Heath Hill Farm – Erection of phone mast – no Enforcement action is required.

Updates on the Old Blacksmiths following further complaints has been submitted to Environmental Health.

116/19. Annual Inspection of the Play area

Play area safety report was previously circulated to all members with the agenda papers. The following motions were put to the Councillors: -

To agree to accept the ROSPA report recently produced

The above motion was proposed by Councillor Horne and seconded by Councillor Pulker, and on a vote was carried.

To agree as all items are non-urgent actions arising from the report these be deferred and included within the project planning for the playing fields

The above motion was proposed by Councillor Pulker and seconded by Councillor Edwards, and on a vote was carried.

117/19. To agree action and liabilities relating to the access to the playing field.

Solicitors correspondence relating to access to playing fields (cost for work so far £350.) It was noted that in the papers produced, the Parish Council has a right of access over the land from Church Lane to the Playing field, as this has been clarified it was proposed by Councillor Nick Edwards and seconded by Councillor Kevin Turley that the Parish Council does not pursue formally adopting and registering the access to the playing field and that the area is looked at for improvement as part of the Playing field development / refurbishment. On a vote this was carried.

If the bark under the climbing frame requires filling further the Clerk to action this item as a matter of urgency.

It was proposed by Councillor Edwards and seconded by Councillor Turley, that the Clerk write to the owners of the bungalow at the bottom of the playing fields and ask if they have satisfied themselves that their boundary with the accessway is stable. On a vote this was carried.

118/19. To agree training to comply with the Localism Act / Code of Conduct training for new Councillors as per Standing Order 7b

The standing order reads: -

“All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.”

It was agreed that Councillors Edward, Barratt, Edmondson and Bubb undertake the training to comply. The Clerk will obtain costs for individual training course, and a price for the trainers to come to site for this topic and to obtain a revised quote for delivering the New Councillor course.

119/19. To agree Sheriffhales Parish Council representatives on outside bodies

The current positions were last reviewed / nominated in May 2016 as detailed below: -

Role	Comment
Planning	Planning committee not required (new procedure)
Community Council	Query retain – no Community Council
Highways Liaison	Query retain – No specific liaison route
Joint Local Committee	Chairman and Vice Chairman meetings no longer routinely called
Parish Footpaths	Query retain -

Press Contacts	Chairman and Clerk
Public Transport Contacts	Query retain – no specific forum
Road Safety Committee	No local or Council wide Committee
Solar (SCREC)	Query specific representation required
Tree Warden	Query retain
Village Hall Committee	Regular meetings and active representation
Website Liaison	Clerk
Young People and Children Officer	Query retain -

Items in red are external roles
Items in black are internal roles

It was proposed by Councillor Edward that the roles for the internal areas of responsibility as detailed below are adopted, and the above roles are no longer used, this was seconded by Councillor John Horne: -

- 1) Highways and Environment – to cover roads, footpaths, signage, street scene, traffic and grounds maintenance. Related to Shropshire Council land within the Parish.
- 2) Community events – e.g. Remembrance Day, Civic Service and Xmas lights etc.
- 3) Communications – to include website and media / press statements.
- 4) Grounds maintenance for areas are direct Parish Council responsibility – including specifically playing field maintenance, inspections and equipment.
- 5) Grant funding and Financial planning -

On a vote this was carried. Nominations for Councillors (either 1 or 2 for each role) to assume responsibility for the above items to be discussed at the next meeting. It was noted that Councillor Neil Pulker would like to put his name forward for Grant Funding and Planning.

It was proposed by Councillor Turley that the roles for the external representations as detailed below are adopted, this was seconded by Councillor Horne:-

Village Hall representation – Councillor Pulker

On a vote this was carried.

The future position of Parish Council representation on the SaCREC is to be decided after the Constitution has been reviewed by the Parish Council, this to be an agenda item for the next meeting.

120/19. To nominate lead Councillors for specific roles of responsibility within the Parish

Agreed in minute 119/19.

121/19. To set a budget and precept for 2020/2021(Appendix e) with the following motions

Councillor Turley proposed that the budget as set put as appendix 1 to these minutes, with an associated precept of £16000, and total expenditure of £20,900 is agreed, with the balance from the budget being funded from the Parish Councils General Reserves. This was seconded by Councillor Edwards and on a vote was carried with 5 votes for with Councillor Tonkinson recording his name as being against this motion.

It was proposed by Councillor Edwards and seconded by Councillor Horne that a press release / formal statement be prepared by the Chairman and the Clerk (and circulated to members before issuing) to explain the reasons for the increase in Precept and Expenditure.

The three-year projections will be presented at a future meeting for approval now that the budget for this year has been agreed.

The RFO reported that the reserves held by Parish and Town Councils vary with the size of the Council, as Sheriffhales is a small precepted Council holding a balance of up to 50% of the precept is acceptable.

It was proposed by Councillor Turley and seconded by Councillor Edwards to agree the general reserves for 2020/21 as detailed below, and that £5000 is ear marked for the Playing Field Refurbishment. On a vote there were 5 for and 1 abstention.

Parish Council Bank balance as at the 31/8/19	£37,732.39
Balance of projected expenditure up to 31/3/2020	
(£7564.34 spent up to 31/8/2019 giving circa	
£15000 to match precept)	£7,700.00
Reserves projected at 31/3/2020 (£37,732.39-	
£7700.00 =)	£30,032.39
Projected balance as at 31/3/2020 (rounded to	
whole pounds from £30032.39)	£30,000.00
Sum to balance 2020/21 budget which is	
proposed at £16000 precept and £21000	
expenditure)	-£5,000.00
Projected Parish Council reserves as at 1/4/2020	£25,000.00
Projected reserves as at 1/4/2020	£25,000.00
Breakdown of projected balance	
General reserves	£8,800.00
Ear Marked reserves (£2000 elections, £1200 Parish	
Plan and £8000 contingencies)	£11,200.00
Playing field refurbishment	£5,000.00

It was noted that these should be reviewed annually at the budget setting time.

122/19. To agree the commitment of the £25,500 Lightsource funds held by the Parish Council

Detailed below are the fund by the Parish Council that were received from Lightsource: -

Lightsource funds held by the Parish Council	£25,500.00
Breakdown of the £25500.00	
Paid in September 2019 - Village Hall extension	£5,000.00
Church Access path	£2,500.00
Future Community Projects	£5,000.00
Sheriffhales Playing field development	£13,000.00

It was proposed by Councillor Turley and seconded by Councillor Tonkinson that the above breakdown of ear marked funds is agreed. On a vote this was carried with 6 votes for.

123/19. To ratify and agree accounts for Payment.

The accounts for payment as set out on the agenda papers as appendix h were agreed.

124/19. To note and agree accounts up to 30th September 2019

The accounts as set out on the agenda papers as appendix i were agreed.

125/19 To agree the Internal audit arrangements and External Arrangements for accounting year 2019/20

It was proposed by Councillor Kevin Turley and seconded by Councillor John Horne that the internal auditor for 2019/20 is Rutelle, and that the Parish Council submits the accounts for external audit with Mazars. On a vote this was agreed.

126/19. Items for future Meetings

To agree war memorial policy; To discuss the General Power of Competence; 3-5 year financial projections; Update on SANDEV; Representative on SaCREC; Training for the Code of Conduct; Transfer of highways land on Church Lane to the Parish Council; To review SID signs with a view to add data logging software; To agree nominations for lead internal roles within the Parish Council; Playing field development. To discuss replacing Parish Noticeboard.

127/19. To agree dates of future meetings –

16th January 2020
12th March 2020
9th April 2020 APM
14th May 2020 AGM
9TH July 2020
10th September 2020
12th November 2020

Appendix 1 to the minutes of Sheriffhales Parish Council meeting held on the 14th November 2019

Proposed budget 2020/21			
Receipts	Budget	Proposed	
	2019/20	Budget	
		2020/21	
Precept	£15,000.00	£16,000.00	Proposed increase of 6.6%
Highways Grant	£0.00	£0.00	No longer received
Transparency Grant	£0.00	£0.00	No longer received
Interest	£0.00	£0.00	No longer received
VAT Refund	£0.00	£0.00	The income and expenditure budget is net of VAT figures so income should not be recorded for VAT
Total	£15,000.00	£16,000.00	
Payments	Budget	Budget	
	2019/20	2020/21	
Salaries	£5,750.00	£6,100.00	Increased to include expenses and possible salary increase from NALC
Stationery/postage/printing/exp.	£250.00	£200.00	Decreased based on expenditure to date
Mobile Telephone	£100.00	£80.00	Reduced as phone contract £6 per month
Transport Expenses	£100.00	£100.00	Remain the same
Parish Magazine this is S137 expenditure	£220.00	£220.00	Remain the same
Events	£0.00	£0.00	Moved to Civic Community events
Adverts	£200.00	£200.00	Remain the same
Audit	£320.00	£400.00	Increased as reviewing Internal auditor
Cllr/Clerks Training/conference	£150.00	£500.00	Increased to allow for training for all members on Council
Elections	£200.00	£200.00	The sum of £200 is put aside each year into a ear marked reserve for elections in the future, this figure currently stands at £2000
Subscriptions	£350.00	£600.00	Increased based on previous expenditure

General Power of Competence	£90.00	£90.00	Left in budget to allow this topic to be investigated further in the next financial year
Insurance	£350.00	£420.00	Increased for inflation
hire of venues	£250.00	£250.00	Remain the same
Community Based Planning Prev. Parish Plan	£1,280.00	£1,000.00	Reduced as not spent this year
Civic / Community events	£150.00	£1,000.00	To include, Remembrance Day, Xmas Lights (increased by £50 on last year to cover PAT Testing), Civic Service and Events
Community Grants This is S137 expenditure	£0.00	£1,000.00	As per grants policy agreed previously in September £500 on the 1st April and £500 on the 1st October
Playing field maintenance	£1,500.00	£1,500.00	This is the Grass cutting
Playing Field Loan	£3,240.00	£3,240.00	Set amount
Funding to deliver new prioritised programme fro EMG (match funding)	£0.00	£2,000.00	To allow for works to be undertaken as required
Christmas Display	£100.00	£0.00	Moved to Civic Community events
Specialist Services inc. Legal and professional advice	£0.00	£1,000.00	For surveys, legal fees etc
War Memorial / Remembrance	£0.00	£0.00	Moved to Civic Community events
Website	£100.00	£300.00	Increased based on costs from new supplier which includes support, and also domain name and email registration costs
Chairman's Discretionary exp.	£0.00	£500.00	As agreed previously at Council
Footpath Maintenance	£300.00	£0.00	No longer required as funded from EMG
Total Expenditure	£15,000.00	£20,900.00	
Total Income	£15,000.00	£16,000.00	
Difference	£0.00	£4,900.00	To be funded from reserves

S137

is approximately £1500, Adding Grants and the grant to the Parish Magazine this totals £1220 Leaving a balance of £280 approximately for other S137 expenditure for the year.