

**MINUTES OF THE ANNUAL SHERIFFHALES PARISH MEETING HELD ON THE 14th MAY 2024 AT 7.00PM AT
SHERIFFHALES VILLAGE HALL**

Present Councillors: Mr J Horne (Chairman); Mrs S Whittam; Mr Gordon Tonkinson, Mrs P Hodgetts, Mrs A Sutcliffe, Mrs L Edwards, N Pulker and Unitary Cllr Mr K Turley.

Cllr Mr D Himsworth resigned as a Parish Councillor before the meeting started, the Clerk will organise the advertising of the vacancy as per the legal requirement. The Council recorded their sadness at his decision and he will be missed.

Also, in attendance Clerk to the Council – Mrs Jennifer Cree and Mrs Horne.

58/24. Election of Chairman of the Parish Council for the Council Year 2024-5.

There was 1 nomination for chairman Cllr J Horne, therefore he was duly elected as Chairman of the Parish Council. He signed his declaration of office form and took the chair for the remainder of the meeting. He thanked everyone for their support and commitment to the Council.

59/24. Appointment of Vice-Chairman of the Parish Council for the Council Year 2024-5.

There was 1 nomination for Vice chairman Cllr Mrs P Hodgetts, therefore she was duly elected as Vice Chairman of the Parish Council. She signed her declaration of office form.

60/24. Apologies for Absence.

Apologies of absence were received from Cllr Mr Alan Edwards.

61/24. Declaration of Councillors' Pecuniary Interests.

Cllrs N Pulker and Mrs L Edwards declared an interest in the application for tree works for the Rock 24/01558/TCA. They left the room for this item and took no part in the debate or decision on this application

62/24. To receive for confirmation and adoption, and agree the Minutes of the Parish Council meeting held on 9th April 2024.

The minutes of the above meeting were agreed as an accurate record of the meeting with the following amendment:- 52/24 – it should read charity not company. On a vote they were carried.

63/24. Public Participation

No members of the public present wished to speak.

64/24. To note authorisation of signatories for Cheques and internet banking access.

The cheque signatories are J S Cree, Cllr N Pulker, Cllr A Edwards and Cllr J Horne are the current signatories. This was noted.

65/24. To note existing standing orders, Financial Risk Assessment and Financial regulations.

The above documents having being circulated to all members prior to the meeting were noted. New Financial regulations have been issued and will be an agenda item for the next meeting.

66/24. To note inventory of land and assets including buildings and office equipment.

The above document having being circulated to all members prior to the meeting were noted. Copy to be re-circulated to all members.

67/24. To note insurance cover in respect of all insured risks for the Parish.

The above document having being circulated to all members prior to the meeting were noted.

68/24. To note the Council's complaints procedure including Health and Safety policy.

The above documents having being circulated to all members prior to the meeting were noted.

69/24. To note the Council's procedures for handling requests made under the FOI.

The above documents having being circulated to all members prior to the meeting were noted.

70/24. To note council policies Noticeboard, dealing with media/press and Grants

The above documents having being circulated to all members prior to the meeting were noted.

71/24. To agree meeting schedule for 2024-5

The meeting schedule below was accepted, all meetings are the second Tuesday of the month except December and August and meetings start at 7.00pm.

	SHERIFFHALES
JUNE 2024	4
JULY 2024	9
AUGUST 24	-
SEPT 2024	10
OCT 2024	8
NOV 2024	12
DEC 2024	10 IF REQ.
JAN 2025	14
FEB 2025	11
MAR 2025	11 (APM)
APRIL 2025	8
MAY 2025	13 AGM

72/24. Unitary Councillor feedback and questions (including update on 20's plenty)

Cllr K Turley reported:-

- 20's plenty – the following email was received from David Gradwell:-

“Shropshire Council's current policy is that we will only consider the introduction of 20mph speed restrictions for the following locations:

- Outside schools or where there are high numbers of vulnerable road users,
- On urban residential streets in specific cases (where wide community support can be demonstrated, where there is evidence that streets are being used by people on foot and on bicycles and where the characteristics of the street are suitable) and,
- On town centre streets/pedestrian dominated areas.

In view of the above, we are sorry, but we would not consider the introduction of a 20mph zone for Sheriffhales Village centre.

Regards
Dave”

- He suggested that the Parish Council look at the requirements of the Parish inline with Neighbourhood plan, this can be better footpaths parking round the school, making pull ins in laybys etc. So, if there is money coming forward from Shropshire Council then they are prepared with what to allocate it to.
- Planning application raised at the last meeting, has been refused although Parish and Unitary Councillor agreed to recommend approval.

Cllr K Turley left the meeting at this point.

73/24. Planning applications received, Decisions and Enforcement matters made by Shropshire Council

The following matters of decision was noted:-

Reference: 24/00668/FUL (validated: 19/02/2024) - Address: 66 Hilton Bank, Sheriffhales, Shifnal,
Proposal: Erection of single storey rear extension - Decision: Grant Permission

Reference: 24/01213/FUL (validated: 04/04/2024) - Address: Caravan And Camping Site SW Of New House Farm, Weston Cross Roads, Blymhill, Shropshire - Proposal: Formation of vehicular access, creation of hardcore pitches, vehicular track and the siting of a portable toilet and shower block to be used for Certified Location and camp site (Retrospective) - Decision: Grant Permission

The following planning application was received:-

24/01558/TCA -

PROPOSED TREE WORKS: Fell 1no Silver Birch within Sheriffhales Conservation Area

LOCATION: The Old House, The Rock, Sheriffhales – no objection.

24/01691/VAR DEVELOPMENT PROPOSED: Removal of condition 10 imposed on planning application 99/0490 to allow unrestricted occupation of Red Hill View LOCATION: Red Hill View, Sheriffhales – no comment made.

74/24. To receive an update on outstanding items from the list from the roles and responsibilities

Public Rights Of Way / Bridle Paths - Cllr G Tonkinson – Old paths need to be marked and put forward for re-instating. Village Hall Committee – Cllr Mrs P Hodgetts

Speed-watch – Cllr Mrs P Hodgetts / - first training session next week for first 5 volunteers

Community Events – Cllr Mrs P Hodgetts – D Day afternoon teas have been organised , 30+ silent type soldiers being prepared , need to be erected and also acrylic lamps of peace are being made. Flag and flagpole have arrived.

Highways issues – Cllr D Himsworth / Cllr G Tonkinson

Dogs – Training as Environmental warden – Cllr Mrs L Edwards – Cllr Mrs P Hodgetts

Tree Wardens – Cllr G Tonkinson & Cllr J Horne.

Village Maintenance noticeboards, grit bins, moles, litter bins, sight mirrors – Green Space maintenance – Cllr A Edwards Cllr Mrs P Hodgetts - (bin required at Heath Hill).

The Orchards – Cllr Mrs L Edwards – new trees have been planted and she has spoken to Dittons and agreed the path cutting for no mow May.

School Liaison – Cllr G Tonkinson Cllr Mrs A Sutcliffe.

Press Contacts - Chairman and Clerk.

Website Liaison – Clerk.

Community Solar Panel liaison –Cllr S Whittam she has completed an application form to the solar farm for the children's play area based on 2 items.

Grants and Finance – Cllr N Pulker

Planning – whole council (agenda item above).

Well Being of the area – whole council.

Childrens Play area – Cllr Mrs A Sutcliffe

75/24. To discuss development of the play area and potential additional funds

It was agreed to get a new quote for 2 pieces of equipment and pass this to Cllrs N Pulker and Mrs S Whittam.

76/24. Clerks report including

The following items were noted:-

SALC – importance of Hay making

Correspondence re Lightsource Funds

Celebrating Sheriffhales day

Request for pull in on Marsh Lane – forwarded to Cllr K Turley and responded to complainant funds are not available to undertake any changes to the road due to funds.

Gate way markers – The clerk brought forward the cost of £1975 + VAT, this would need to be funded from Light Source funds as it is for Community Benefit. She has not been able to get 3 quotes as only 1 company have been found that will undertake this work. It was proposed by Cllr J Horne and seconded by Cllr Mrs P Hodgetts, to install the markers and this be funded from Light Source funds. On a vote this was carried.

77/24. Accounts for payment including internal auditors report

The accounts for payment are detailed below:-

02/04/2024	458.42	1	Clerks' salary
02/04/2024	114.60	2	HMRC

02/04/2024	56.86	3	Expenses / Mobile phone / Microsoft licence for a month
02/04/2024	50.33	4	Viking direct
03/04/2024	30.07	5	Ionos
03/04/2024	229.08	6	Glasdon
05/04/2024	35.00	7	Salc
09/04/2024	162.00	8	Ditton services
11/04/2024	52.40	9	Flag pole amazon
12/04/2024	420.00	10	Noticeboard for Heath Hill
17/04/2024	28.80	11	Flag for D Day
30/04/2024	1920.00	12	Jamie Watts – tree works
30/04/2024	120.00	13	L Charles accounting – Internal audit
Total April	3677.56		

The Internal Auditors report is attached as appendix 1 to these minutes, it was proposed by Cllr J Horne and seconded by Cllr N Pulkter to agree acceptance of the report and to enable the Chairman and the Clerk / RFO to sign the AGAR for 2023-4. On a vote this was agreed and it was noted and agreed to reappoint the Internal Auditor for next year.

78/24. Future Agenda – Parish walks, Neighbourhood Plan, Promotion of the village/parish, Village honours, Place Plan, Chairs consort.

79/24. Dates of next meetings

11th June 2024
9th July 2024
10th September 2024
8th October 2024
12th November 2024
14th January 2025
11th February 2025
11th March 2025 (APM & Normal meeting)
8th April 2025
13th May 2025

Annual Internal Audit Report 2023/24

SHERIFFHALES PARISH COUNCIL

Sheriffhalesparishcouncil.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick 'not covered')			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/04/2024

Name of person who carried out the internal audit

MS. LIZHA A. CHARLES.

Signature of person who carried out the internal audit

[Signature]

Date

19/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).