

GREAT HANWOOD PARISH COUNCIL

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MINUTES OF COUNCIL MEETING HELD ON THURSDAY 3RD FEBRUARY 2022 AT 7.30PM, AT HANWOOD VILLAGE HALL, HANWOOD

Present: Cllr. Evans (Chairman), Bromage, Butler Chadwick, Dowley, Fox, Jones

Absent: Cllr. Davies

Public: 2

In attendance: R. Turner (Clerk)

76/2122 PRESENT & APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr. Davies. It was noted that Cllr. Glover had resigned and he was thanked for his service.

77/2122 DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS

- a) *Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests*- none declared.
- b) *Dispensation requests* – none.
- c) *Declaration of any gifts or hospitality* – none declared.

78/2122 PUBLIC PARTICIPATION SESSION

The applicant spoke re item 82/2122 (2), planning application 21/05996/FUL. They are aiming to build an eco-friendly and energy efficient house. Her partner makes kitchen and barbecue stations; the parts are prepared off site and he assembles them. The parts are quite big hence looking for a larger workshop than what is on site at present. The building also needs to be taller as a winch is used to lift the granite. The workshop generates no smell, very little noise, no anti-social hours and few vans coming, mostly Luton type vans. Original application was filed incorrectly re the workshop as their agent hadn't put commercial use on form, hence this re-application. Likely to be circa 30 units a year sold. Deliveries possibly once a month.

79/2122 **MINUTES** – it was **RESOLVED** to confirm the minutes of the Council Meeting dated 22nd November 2021- as being a true record and to authorise the chairman to sign them.

80/2122 REPORTS

- a) *Police Report* – none.
- b) *Shropshire Council* – Cllr. Evans reported as follows:
 - *Council Tax Base* has been set by Shropshire Council, as circulated. SC will be setting its Council Tax at end of Feb.
 - *Oxon P & R* now stopping at RSH.
 - *Purple recycling bins* available to order - delivery circa Spring, residents can keep current boxes. A lot of efficiencies proposed in the budget.
 - *Library strategy* – was pulled from Cabinet at last meeting.
 - *Community Governance Review* – expressions of interest are being invited. PC to discuss at Feb meeting.
 - *Speed consultation* Edgebold to Hanwood – it was agreed to send a letter of support and publicise the consultation. It was also agreed to request a tapered speed zone approaching Hanwood from the other end and request enforcement of the new limit.
- c) *Youth club* – youth worker leaving post, it was agreed to provide extra support if needed up to £1,500.
- d) *Village Hall*
CIL Projects
Cllr. Davies has asked the hall to outline applications relating to CIL money and has emphasised the 15th Feb deadline.

- The hall chairman is seeing a builder re extending the village hall and changing the entrance and looking to improve flooring of village hall.
- The hall are keen to put solar lighting along the footpath from crossing by shop. Clerk to write to Pontesbury PC and ask how much their solar lighting cost and Cllr. Evans to speak to residents who back onto the footpath alongside the river to back of the village hall, although ownership is unknown.
- The hall is also keen to repair/replace the fencing.

Other matters

- Large pothole at entrance to village hall on SC side – Cllr. Evans to look into this
 - Events – 12th March, Quiz & Curry Night, 23rd April, horse racing evening (possibly at The Cock Inn), 3rd June – picnic in the park
- e) *St Thomas PCC* – no meeting has taken place.
- f) *Speed Camera Working Group* – group has had a site meeting to identify locations. First preference is on the lamppost next to Post office Lane, second preference for “speed check area” post by Vine Close. The council supported these locations.
- g) *Open spaces/memorial garden/public realm working group*- clerk to call meeting of the group to look at Caradoc play area survey findings, to include evaluating options both on and off the current site for where to install play equipment. The group will also review the request to make up footpath between The Oaklands and Oaklands View.
- h) *Pontesbury & Hanwood Joint CIL Working Group* – no meeting.
- i) *Parish Councillor reports (of external meetings attended)* – none.

81/2122 **FINANCIAL MATTERS**

- a) *Payments including payments made between meetings* -it was **RESOLVED** to approve the following:

Ref	Payee	Item	Method	Net	VAT	Gross
P50-2122	SCPF	Pension Nov	SO	£112.20	£0.00	£112.20
P51-2122	R Turner	Salary Nov	SO	£204.44	£0.00	£204.44
P52-2122	J Heathorn	Hedge	SO	£108.46	£14.33	£122.79
P53-2122	R Turner	Expenses Nov	BACS	£36.80	£0.00	£36.80
P54-2122	HMRC	PAYE Q3	BACS	£26.00	£10.80	£36.80
P55-2122	Shropshire Council	Street light electricity	BACS	£108.26	£21.65	£129.91
P56-2122	Huck Nets	Football nets	BACS	£786.60	£157.32	£943.92
P57-2122	SCPF	Pension Dec	SO	£112.20	£0.00	£112.20
P58-2122	R Turner	Salary Dec	SO	£448.77	£0.00	£448.77
P59-2122	SCPF	Pension Jan	SO	£112.20	£0.00	£112.20
P60-2122	R turner	Salary Jan	SO	£448.77	£0.00	£448.77
P61-2122	CCC4 Business	Consultancy re ANPR	BACS	£346.50	£69.30	£415.80
P62-2122	R Turner	Expenses	BACS	£62.80	£0.00	£62.80
P63-2122	Landright Services	Tree limb removal Caradoc	BACS	£130.00	£26.00	£156.00
P64-2122	Minsterley PC	ANPR grant	BACS	£5,396.17	£0.00	£5,396.17
P65-2122	Pontesbury PC	ANPR grant	BACS	£5,396.17	£0.00	£5,396.17

- b) *Income received* – noted as follows:

Ref	Payee	Item	Amount
R4-2122	Forestar Ltd	Cherry tree royalty 2020	£274.50
R5-2122	Forestar Ltd	Cherry tree royalty 2021	£21.60
R6-2122	West mercia Police	SRF Grant	£18,650.00
R7-2122	HMRC	VAT refund	£5,292.00

- c) *To authorise applying for pre-paid credit card* – deferred so clerk can research this further.
- d) *Clerk's hours –increase to 15 hours per week w/effect from 1st February 2022* – it was **RESOLVED** to approve this to reflect increased workload.
- e) *Q3 budget report and bank reconciliation* – noted, as per Appendix 1, the reconciled balance being £131,363.74.
- f) *Budget & precept requirement 2022/3* – it was **RESOLVED** to set the budget as per Appendix 2 and set a precept requirement of £32,309.00, this being a 0% increase per Band D household.

82/2122 **PLANNING NOTIFICATIONS – FOR INFORMATION**

- 1) 21/04839/FUL - 7 Oak Road, Hanwood, Shrewsbury, SY5 8RE
Proposal: Erection of a first floor extension creating an ensuite shower room
Decision: Grant Permission
- 2) 21/05659/FUL - Meadowsweet , Post Office Lane, Hanwood, Shrewsbury, SY5 8LR
Proposal: Erection of bungalow and workshop following demolition of existing bungalow and detached garage/outbuilding
Decision: Withdrawn

83/2122 **PLANNING APPLICATIONS – FOR COMMENT**

- 1) 21/05763/FUL - 7 Post Office Lane, Hanwood, Shrewsbury, SY5 8LR
Proposal: Erection of single storey garden room extension; first floor bedroom and en suite extension; external balcony to the South East elevation; North East elevation changing involving installation of bifold doorset; Alterations and improvements associated with the described works.
Comments: It was **RESOLVED** to support the application.
- 2) 21/05996/FUL - Meadowsweet , Post Office Lane, Hanwood, Shrewsbury, SY5 8LR
Proposal: Erection of bungalow and business unit (Class E(g)) with workshop following demolition of existing bungalow and detached garage/outbuilding
Comments: It was **RESOLVED** to support subject to the following conditions:
 - Weekdays, 8am-8pm
 - Weekends: Not after 1pm on Saturday or on bank holidays
 - Deliveries within the above hours
 - S106 agreement to tie the workshop to ownership and living in premises.
 - Workshop not to considered as a similar building and converted to residential in future

84/2122 **PARISH MATTERS**

- a) *Corporate logo* – clerk to obtain quote from Morgan Creative.
- b) *Environmental Maintenance Grant works* – schedule of works to be obtained from contractor
- c) *Request for footpath between The Oaklands and Oaklands View to be “made up”* – open spaces working group to investigate and report back to council.

85/2122 **NEXT MEETINGS**

- a) *Council Meeting(s)* – 24th February 2022, 7.30pm at The Cock Inn Function Room, Hanwood.
- b) *Items for next meeting agenda*
 - Place Plan
 - CGR

Appendix 1: Q3 Budget Report and Bank Reconciliation

Budget report & bank reconciliation 2021/22 Q3						
RECEIPTS	2020/21	Budget 2021/22	Actual Q3 2021/22	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 75% & >£200)
Precept	£29,850.00	£32,700	£32,700.00	£0.00	100%	Paid upfront
Parish Portion - 15% CIL monies	£22,663.52		£35,571.91			Not known when budget set
Environmental Maintenance Grant	£1,025.00	£1,077	£1,500.00	£423.50	139%	Applied for larger grant
Cherry tree royalty	£0.00		£296.10	£296.10		2020 & 2021 payment
VAT refund	£0.00		£0.00	£0.00		
Community donation	£4,000.00		£0.00	£0.00		
Covid-19 Grants	£500.00		£0.00			
Safer Roads Fund Grant	£0.00	£0	£0.00			
Other	£590.24		£0.00			
TOTAL RECEIPTS	£58,628.76	£33,777	£70,068.01	£719.60		
PAYMENTS	2020/21	Budget 2021/22	Actual Q3 2021/22	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 75% & >£200)
Administrative & Establishment Costs						
Clerk's Salary (incl pension)	£7,847.81	£8,240	£6,385.94	£-1,853.65	78%	
Mileage	£14.40	£250	£72.00	£-178.00	29%	
Office Expenses	£1,102.17	£700	£374.46	£-325.54	53%	Less travel as remote meetings pre May
Training/AGM (Clerk/Councillors)	£177.00	£300	£0.00	£-300.00	0%	
Hire of meeting rooms	£0.00	£250	£125.00	£-125.00	50%	Not invoiced yet
Audit (Internal & External)	£340.00	£340	£340.00	£0.00	100%	
Insurance	£650.11	£750	£659.37	£-90.63	88%	
Subscriptions	£495.66	£550	£444.70	£-105.30	81%	
Website	£200.00	£210	£200.00	£-10.00	95%	
ICO Registration	£35.00	£35	£0.00	£-35.00	0%	
Election Costs	£0.00	£1,050	£0.00	£-1,050.00	0%	Not invoiced yet
GDPR Compliance	£204.44	£220	£204.44	£-15.56	93%	Not invoiced yet
VAT	£3,105.11		£1,715.07	£1,715.07		
Sub Total Admin & Establishment Costs	£14,171.70	£12,895	£10,520.98	£-2,373.61	82%	
Street Lighting						
Electricity	£345.77	£387	£216.52	£-170.93	56%	Q2 bill not paid yet
Maintenance / Inspections	£198.34	£231	£0.00	£-231.00	0%	
Sub Total Street Lighting	£544.11	£618	£216.52	£-401.93	35%	
Caradoc Play Area & Village Hall grass cutting						
Inspections	£857.00	£788	£69.50	£-771.00	9%	Regular inspections not invoiced yet
Repairs/maintenance	£363.53	£500	£1,048.33	£548.33	210%	Includes additional maintenance needed
Grass cutting	£2,340.00	£2,080	£1,820.00	£-260.00	88%	Partway through cutting season
Improvements	£0.00		£30.00	£30.00	100%	
Sub Total Caradoc Play Area & Village Hall grass cutting	£3,560.53	£3,368	£2,967.83	£-399.67	88%	
Street works/projects						
War Memorial	£75.00	£125	£310.00	£185.00	248%	
Bus shelter	£0.00	£63	£0.00	£-63.00	0%	
Noticeboards and benches	£0.00	£100	£0.00	£-100.00	0%	
Youth Club	£0.00	£4,000	£2,027.00	£-1,973.00	51%	
Defibrillator	£0.00	£100	£119.49	£19.49	119%	
Memorial Garden	£0.00	£1,000	£0.00	£-1,000.00	0%	
Envt Grant Works	£2,275.00	£2,050	£1,400.00	£-650.00	68%	
Sub Total Street Works/Projects	£2,350.00	£7,438	£3,856.49	£-3,581.51	52%	
Grants						
Village Hall - annual grant	£7,452.00	£2,500	£3,286.60	£786.60	131%	Grant & goal nets
Village Hall - extra grant for equipment (not from NF)	£0.00	£1,000	£0.00	£-1,000.00	0%	Not claimed yet
Churchyard Maintenance	£1,036.00	£1,100	£0.00	£-1,100.00	0%	Not claimed yet
Discretionary Charitable Grants & Donations	£875.00	£500	£0.00	£-500.00	0%	Not claimed yet
Newsletter - grant to PCC	£0.00	£325	£0.00	£-325.00	0%	Not claimed yet
Speed camera project	£495.00	£5,000	£0.00	£-5,000.00		
Other						Litter picking kits
Sub Total Grants	£9,858.00	£10,425	£3,287	£-7,138.40	32%	
Other	£0.00	£0	£136.47	£0.00		
Transfer to/from general reserves		£-967				
GRAND TOTAL PAYMENTS	£30,484.34	£34,744	£20,984.89	£-13,758.65	60%	
RESERVES	Actual balance 31.3.21	Receipts 2021/22	Expenditure 2021/22	Reserves as at Q3 2021/22		
Ringfenced Reserves						
Traffic Calming	£4,505.00	£0.00	£0.00	£4,505.00		
Election Expenses	£900.00	£1,050.00	£0.00	£1,950.00		
Play Equipment CVPA	£2,000.00	£0.00	£0.00	£2,000.00		
War Memorial	£500.00	£0.00	£0.00	£500.00		
Memorial Garden	£1,731.67	£0.00	£0.00	£1,731.67		
Parish Plan review	£2,000.00	£0.00	£0.00	£2,000.00		
Neighbourhood Fund	£24,689.10	£35,571.91	£0.00	£60,261.01		
Community donation ref Hanwood bank devt	£20,000.00	£0.00	£0.00	£20,000.00		
Total Ringfenced Reserves	£56,325.77	£36,621.91	£0.00	£92,947.68		
General Reserves (balance b/f less ringfenced reserves)	£26,064.18			£38,416.06		
Total Reserves	£82,280.62			£131,363.74		
BANK RECONCILIATION Q3 2021/22						
Balance b/fwd from 31st March 2021			£82,280.62			
less payments			£20,984.89			
add receipts			£70,068.01			
BALANCE AS PER CASHBOOK			£131,363.74			
Represented by bank balances	Lloyds		£68,254.07			
	Natwest		£64,636.90			
	Total balances		£132,890.97			
Less unrepresented	P52-2122		£80.00			
	P53-2122		£36.80			
	P54-2122		£336.60			
	P55-2122		£129.91			
	P56-2122		£943.92			
TOTAL UNPRESENTED			£1,527.23			
Add uncredited receipts			£0.00			
RECONCILED BALANCE AS AT 31.12.2021			£131,363.74			

Appendix 2: Budget 2022-3

Budget 2022-23	
RECEIPTS	Budget 2022-3
Precept	£32,309
Parish Portion - 15% CIL monies	
Environmental Maintenance Grant	£1,500
Cherry tree royalty	£20
Community donation	£0
Covid-19 Grants	£0
Safer Roads Fund Grant	
Other	£0
Draw from general reserve	£2,231
TOTAL RECEIPTS	£36,060
PAYMENTS	Budget 2022-3
Administrative & Establishment Costs	
Clerk's Salary (incl pension)	£14,000
Mileage	£275
Office Expenses	£750
Training/AGM (Clerk/Councillors)	£330
Hire of meeting rooms	£250
Audit (Internal & External)	£350
Insurance	£700
Subscriptions	£525
Website	£200
ICO Registration	£35
Election Costs	£100
GDPR Compliance	£215
Computer equipment replacment	£400
Sub Total Admin & Establishment Costs	£18,030
Street Lighting	
Electricity	£500
Maintenance / Inspections	£240
Sub Total Street Lighting	£740
Caradoc Play Area & Village Hall grass cutting	
Inspections	£800
Repairs/maintenance	£500
Grass cutting	£2,080
Improvements	
Sub Total Caradoc Play Area & Village Hall grass cutting	£3,380
Street works/projects	
War Memorial	£125
Bus shelter	£65
Noticeboards and benches	£100
Youth Club	£4,000
Defibrillator	£120
Memorial Garden	£1,000
Envt Grant Works	£3,000
Jubilee	£500
Sub Total Street Works/Projects	£8,910
Grants	
Village Hall - annual grant	£2,500
Village Hall - extra grant for equipment (not from NF)	
Churchyard Maintenance	£1,100
Discretionary Charitable Grants & Donations	£500
Newsletter	£1,000
Speed camera project	£2,778
Sub Total Grants	£5,100
Other	£0
GRAND TOTAL PAYMENTS	£36,060