



Parish Clerk/RFO: Rebecca Turner, The Old Police House, Nesscliffe, SY4 1DB  
Telephone: 01743 741611, email: greathanwoodpc@gmail.com  
Website: [www.greathanwoodpc.org.uk](http://www.greathanwoodpc.org.uk)

Minutes of Annual Council Meeting of Great Hanwood Parish Council, held at The Cock Inn Function Room, Hanwood on Monday, 22<sup>nd</sup> May 2023 at 7.30pm

**Present** Cllr. Evans (Chairman), Cllrs. Bromage, Butler, Chadwick, Dowley, Fox, Jones  
**Absent:** Cllr. Davies  
**In attendance:** No members of the public  
**Clerk** Mrs R. Turner

1/2324 **ELECTION OF CHAIRMAN**

- (i) *Election of chair for the 2023/4 municipal year* – it was **RESOLVED** to elect Cllr. Evans.  
(ii) *Declaration of acceptance of office* – Cllr. Evans signed the declaration of acceptance of office duly witnessed by the clerk.

2/2324 **PRESENT & APOLOGIES FOR ABSENCE**

Apologies received from Cllr. Davies.

3/2324 **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 received.  
c) *Declaration of any gifts or hospitality*  
None declared.

4/2324 **ELECTION OF VICE CHAIRMAN** – it was **RESOLVED** to elect Cllr. Chadwick as vice chair for the 2023/4 municipal year.

5/2324 **PUBLIC PARTICIPATION SESSION**

No members of the public present.

6/2324 **MINUTES** – it was **RESOLVED** to confirm the minutes of the Council Meeting dated 24<sup>TH</sup> April 2023 as being a true record and to authorise the chairman to sign them.

7/2324 **REPORTS**

- a) *Police Report* – it was noted that a bi-annual report has not been received. Cllr. Butler offered to install the poo bag holder.  
Actions: Highlight fly tipping to police and ask for report.  
b) *Shropshire Council* – Cllr Evans reported:
- No update on progress on savings but CX says it is all going OK.
  - PWC appointed to give advice on how to operate within budget.
  - Smithfield Gyrotory has received £18 million from Levelling Up.
  - Solar farms – consultation in progress.

- Motion re dark skies – looking at if streetlights are needed in the context of climate change and dark skies.
- Quarry pool re-opening in July.
- LCWIP consultation re cycling and walking network - this includes a route into Hanwood from Shrewsbury but the route is potentially dangerous.
- SC now has legal authority to take action on drivers in moving vehicles for contravening Highways Code.

*Cllr. Chadwick entered.*

c) *Youth club*  
No update.

d) *Village Hall*

Cllr. Davies had provided a written report:

“The VH held a successful get-together in the grounds on Sunday May 7th as part of the Coronation weekend. Despite it being organised at short notice there were well over 100 people who attended at some point. (People came and went at times to suit themselves.) The rounders match was particularly enjoyed by yours truly!!

Plans are well advanced for the Fun-Day with "Interesting" Vehicles in September and Bonfire to be held in November.

#### VH LIGHTING

The main current issue is the proposal to put lighting along the footpaths.

As reported to the last PC we have had meetings with reps from 2 firms that supply solar powered lights and with Jason Hughes from Shropshire Council.

Jason said that when the street light near the main entrance is upgraded he will arrange for a double light that will light not only the road but also the entrance to the VH grounds.

He has also sent us details of a firm that supply lights that are dual powered by a combination of wind and solar. This could be a solution to the problem that the trees will, unless cut back significantly, cause for solar only lights. Fred Palmer has contacted the firm asking for details and prices. As yet he has not heard from them.

Fred has also contacted the electricity supplier re the trees in the vicinity of the electric cables (wires) that supply the VH and run through the trees close to the car-park. Again he is waiting for a response.

The trees are the main stumbling block and the lack of response from Network Rail is disappointing. Until we know what, if anything, Network Rail are willing to do regarding the trees on their property we cannot finally decide how we should proceed. Hopefully we will hear something in the near future so that the VH Management Committee can decide on the best solution and invite quotes.

As the PC is not due to meet again until late July I would like to ask colleagues to agree that if progress is made in the interim that the Chair, the Clerk and I can act on behalf of the PC to respond to requests from the VH. I ask this as I would hope the lights can be erected and operational by the autumn and if that is to happen we need to be able to act quickly and efficiently now.

If you have any questions on this please email me - but please cc Fred Palmer and Keith Packer both of whom know much much more about lights and lighting than me. If there are developments and / or questions Fred is willing to attend next Monday's meeting and speak during the public session.”

One estimate for the lights was for circa £26,000+ . It was agreed that more info is needed as both the installation and maintenance needs to be affordable. There was also a question mark over whether a lower spec footway lighting system has been ruled out.

Action: It was agreed to put this as a distinct item on the next agenda and invite Chair of Hanwood Village Hall, Will Hanmer and Committee Member, Fred Palmer.

- e) *Speed Camera WG* – the chair and clerk updated the group. EROS reports are to be submitted from early June.
- f) *Open spaces/memorial garden/public realm WG*
  - It was noted that flower boxes have been purchased and sent to Ursula Longmore, who is kindly co-ordinating the project.
  - Quotes being sought for ramp on memorial garden.
  - Caradoc play area works to start on 5<sup>th</sup> June.
- g) *Joint CIL WG* – the group is not currently meeting. Hence, this item will be removed from future agendas.
- h) *Parish Councillor Reports (of external meetings attended)* – none.

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#### **ANNUAL ITEMS**

It was **RESOLVED** to approve items a to d.

- a) *Standing Orders* -changes to procurement limits noted.
- b) *Financial Regulations* - changes to procurement limits noted.
- c) *Risk Management Policy* – removal of reference to Covid-19 noted.
- d) *Asset Register as at 31.3.23*
- e) *Insurance* – it was **RESOLVED** to enter into an LTA for 3 years with Zurich, with new play equipment at Caradoc to be insured.
- f) *Banking arrangements and signatories* – no changes to present signatories but agreed to look at investment accounts.  
Action: The clerk was asked to look into CCLA/Public sector deposit fund
- g) *Committees and working groups and memberships* – it was **RESOLVED** to appoint:
  - (i) *Speed Camera WG (with Minsterley PC and Pontesbury PC)* - Cllrs. Evans and Chadwick (Cllr Bromage reserve).
  - (ii) *Open spaces/memorial garden/public realm WG* – Cllrs. Bromage, Davies, Chadwick, Dowley.
  - (iii) *Joint CIL group (with Pontesbury PC)* - Cllrs. Davies, Evans, Jones, Cllr. Davies, Cllr. Evans.
  - (iv) *Any other required working groups and committees* - none.

Each group to appoint its own chair.

- h) *Representatives of outside bodies* – it was **RESOLVED** to nominate the following councillors to represent Great Hanwood PC on:
  - (i) *SALC Area committee* – Cllr. Davies, Evans.
  - (ii) *Youth club committee* – Cllr. Evans, Cllr. Bromage.
  - (iii) *Village Hall committee* – Cllr. Davies.
- i) *Annual Financial matters (2022/3 ACCOUNTS)*
  - (i) *Q4 bank reconciliation, budget report & variances explanation* – the report was approved as per Appendix 1.
  - (ii) *AGAR Internal Auditor's Report* - it was **RESOLVED** to note the report, no actions being required.
  - (iii) *AGAR - Section 1 - Annual Governance Statement* – it was **RESOLVED** to approve the AGAR Section 1, answering Yes to assertions 1 to 8, assertion 9 being N/A. The chairman duly signed the statement.

(iv) *AGAR - Section 2 - Accounting Statements* – the RFO had signed the statements prior to the meeting. It was **RESOLVED** to approve the AGAR Section 2. The chairman duly signed the statement.

(v) *Electors' Rights dates* – it was **RESOLVED** to set a period for exercise of electors' rights from 15th June 2023 to 27th July 2023.

j) *Confirmation of use of DDs and SOs for certain payments* – it was **RESOLVED** to confirm the following:

- Clerk's salary and pension payments – SO
- Grounds maintenance contractor – SO
- ICO – DD

k) *EMG* - It was noted that that the EMG for 2022/3 has been spent and the clerk was delegated to apply for a 2023/4 grant of £1,500 based on this year's work schedule

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#### FINANCIAL MATTERS

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

Ref	Payee	Item	Method	Net	VAT	Gross
P89-2223	R Turner	Salary March	SO	£793.93	£0.00	£793.93
P90-2223	SCPF	Pension March	SO	£198.54	£0.00	£198.54
P91-2223	Landright Services	Maintenance contract	SO	£312.50	£62.50	£375.00
P1-2324	R Turner	Salary April	SO	£793.93	£0.00	£793.93
P2-2324	SCPF	Pension April	SO	£198.54	£0.00	£198.54
P3-2324	Landright Services	Maintenance contract	SO	£312.50	£62.50	£375.00
P4-2324	R Turner	Expenses Mar & April	BACS	£524.63	£91.82	£624.55
P5-2324	Hanwood Bowling Club	Part grant	BACS	£2,180.00	£0.00	£2,180
P6-2324	SALC	Subs	BACS	£541.01	£0.00	£541.01
P7-2324	R Groome	Internal audit	BACS	£49.00	£0.00	£49.00
P8-2324	Shropshire Council	Electricity	BACS	£155.36	£31.07	£186.43
P9-2324	SYA	Youth club worker	BACS	£4,500.00	£900.00	£5,400.00
P10-2324	G Taylor	Fitting benches	BACS	£732.86	£146.57	£879.43
P11-2324	R Turner	Expenses May	BACS	£40.40	£0.00	£40.40
P12-2324	Zurich	Insurance	BACS	£790.52	£0.00	£790.52
P11-2324	R Turner	Salary May & backpay	BACS	£1,108.25	£0.00	£1,108.25
P12-2324	Landright Services	Maintenance contract	SO	£312.50	£62.50	£375.00
P13-2324	SCPF	Pension	SO	£278.47	£0.00	£278.47

b) *Income received* – noted as follows:

Ref	Payee	Item	Amount
R1-2324	Pontesbury PC	GPS device	£9.99
R2-2324	Shropshire Council	Precept	£33,278.00
R3-2324	Shropshire Council	CIL (NF)	£1,646.14

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PLANNING NOTIFICATIONS – FOR INFORMATION

None received.

11/2324 **PLANNING APPLICATIONS – FOR COMMENT**

None received.

12/2324 **PARISH MATTERS**

- a) *Caradoc play area* – see item 7/2324(f)
- b) *Planters* – see item 7/2324 (f)
- c) *Place Plan Review* – consultation, closing date 7<sup>th</sup> August. The Place Plan identifies infrastructure priorities and is the basis for spending and applying for CIL funding and for Local Plan policies. It was agreed to make a final decision at the July meeting and to seek community opinions. Provisional summary below:

**CURRENT PLACE PLAN ITEMS**

- Pedestrian crossing at Hanwood bank – done.
- Low bridge height advance warning - done.
- Edgebold – markings relooked at – done.
- VAS signs replaced – done.
- Traffic calming started with ANPR scheme – partially actioned.
- Metalled Footpaths - done.
- Pedestrian access to recreation facilities, including footway lighting shop to village hall – ongoing.
- Road splay at Edgebold - done as widened.
- Lighting – no change unless residents ask for it.
- Energy saving lights – done.
- Pedestrian crossing by the school – not done.

**TO ADD**

- Request for footpath between The Oaklands and Oaklands View to be “made up” (in progress).
- Community sports facilities, including bowling club – requirement to improve for all residents.
- Weir Road junction safety improvements (in progress).
- Hanwood VH play area improvements.
- Hanwood VH improvements (in progress – floor, CCTV, fire safety doors done, further ideas to be developed).

**PRIORITIES**

- Hanwood Heights to Caradoc walkway – no 1
- Bowling Club improvements no 2
- Weir Road junction – no 3
- Traffic calming on south side of the village – no 4
- Village hall, Caradoc play area and other recreational improvements no 5

d) *Shropshire Council Divisional boundary review – consultation*

Cllr. Evans summarised the Boundary Commission’s consultation plans. It is proposed to ward the parish with an Upper Edgebold ward with one councillor and Hanwood ward with 8 councillors. The Upper Edgebold ward only has 3 properties and the idea is that Upper Edgebold will later join with Shrewsbury TC, after the urban extension. Nobold is proposed to remain in the parish

It was noted that the parish could flag up that it wants the school and Shinglers’ development in Pound Lane within the future Great Hanwood parish council area.

Action: Final comments to be agreed at June meeting.

e) *Dog fouling* – noted that there is an issue at Vine Close at the bottom of the railway.

Action: Poo bag holder to be fitted.

f) *Tree pruning*

Action: Clerk to investigate but can't be done until September

- g) *Other parish matters*
- Weir Road junction plans – no response from SC  
Action: Clerk to send to Andy Wilde and copy Cllr. Evans.
  - Orchard Lane drainage, no response from SC  
Action: Clerk to email Andy Wilde and copy Cllr. Evans.
  - Footpath Oaklands to Oaklands View  
Action: Clerk to send to Andy Wilde and copy Cllr. Evans.

13/2324 **CORRESPONDENCE**

- a) *Road Closure: A488 Hanwood Village, Hanwood, 17th July 2023 to 18th July 2023*  
Purpose: Road Closure - Network Rail for detailed examinations of underbridge.  
Road to be closed between 23:00 - 06:00 only. Enforcement pattern for A488 Hanwood Village, Hanwood: Monday - Tuesday 23:00 - 06:00.  
You can view the closure and diversion route by clicking here:  
<https://one.network/?tm=134114616>
- b) *Mousecroft Lane, Shrewsbury – surfacing and white lining works – between 23 May and 7 June (closed for first period, stop/go boards second period)*
- c) *Road closed signs between Pontesbury and Minsterley.*

14/2324 **NEXT MEETING**

- a) *Next meeting – Council Meeting 26<sup>th</sup> June 2023, The Cock Inn Function Room, Hanwood, 7.30pm*
- b) *Items for next meeting agenda- Place Plan Review and Boundary Commission Review of SC Divisional boundaries.*
- c) *Meeting dates for 2023/4 municipal year*  
Action: Clerk to book dates and update at next meeting.

15/2324 *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 Items 16 to 17/2324 due to the likely disclosure of confidential information*

16/2324 **EMPLOYMENT MATTERS** – it was noted that the clerk had a successful appraisal and it was **RESOLVED** to endorse the recommendations of the appraisal and award the clerk a salary increment to SCP25, backdated to 1<sup>st</sup> April 2023. In light of additional work re the Speed Camera WG, it was further **RESOLVED** to increase the clerk's hours to 17.5 hours per week backdated to 1<sup>st</sup> April 2023. It was also agreed to ask Minsterley PC and Pontesbury PC to contribute the equivalent of 0.5 hrs per week each towards the clerk's salary and pension costs to allow for the fact the Speed Camera Working Group is a tri-council group and the clerk leads the clerking of the group.

17/2324 **PENSION ANNUAL RECONCILIATION & GOVERNANCE FORM** – it was **RESOLVED** to approve the completed and reconciled forms.

## Appendix 1: Q4 budget report and bank reconciliation 2022/3

Budget report & bank reconciliation 2022/3 Q4						
	2021/22	Budget 2022/3	Actual Q4 2022/3	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 100% & >£200)
Precept	£32,700.00	£32,309	£32,309.00	£0.00	100%	Paid upfront
CIL NF (Great Hanwood)	£35,571.91		£4,069.01	£4,069.01		Amount unconfirmed when budget set
CIL NF (Pontesbury)	£0.00	£0	£24,276.00	£24,276.00		Amount unconfirmed when budget set
Environmental Maintenance Grant	£1,500.00	£1,500	£1,500.00	£0.00	100%	Paid upfront
Cherry tree royalty	£296.10	£20	£0.00	£-20.00	0%	
VAT refund	£5,292.00	£0	£0.00	£0.00		
Community donation	£0.00	£0	£0.00	£0.00		
Covid-19 Grants	£0.00	£0	£0.00	£0.00		
Safer Roads Fund Grant	£18,650.00	£0.00	£0.00	£0.00		
Other	£400.00	£0.00	£400.00	£400.00		
<b>TOTAL RECEIPTS</b>	<b>£94,410.01</b>	<b>£33,829</b>	<b>£62,554.01</b>	<b>£28,725.01</b>		
PAYMENTS						
	2021/2	Budget 2022/3	Actual Q4 2022/3	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 100% & >£200)
<b>Administrative &amp; Establishment Costs</b>						
Clerk's Salary (incl pension)	£7,847.81	£14,000	£14,798.06	£798.06	106%	
Mileage	£14.40	£275	£77.40	£-197.60	28%	Less than anticipated
Office Expenses	£1,102.17	£750	£452.46	£-297.54	60%	
Training/AGM (Clerk/Councillors)	£177.00	£330	£0.00	£-330.00	0%	No training booked
Hire of meeting rooms	£0.00	£250	£170.83	£-79.17	68%	
Audit (Internal & External)	£340.00	£350	£380.00	£30.00	109%	
Insurance	£650.11	£700	£715.64	£15.64	102%	
Subscriptions	£495.66	£525	£505.94	£-19.66	96%	
Website	£200.00	£200	£450.00	£250.00	225%	Not invoiced yet
ICO Registration	£35.00	£35	£35.00	£0.00	100%	
Election Costs	£0.00	£100	£100.00	£0.00	100%	
GDPR Compliance	£204.44	£215	£0.00	£-214.66	0%	Not invoiced yet
Computer equipment replacement	£0.00	£400	£0.00	£-400.00	0%	
Newsletter	£0.00	£1,000	£1,604.00	£604.00	160%	Now published by parish council
VAT	£3,105.11		£4,242.28	£4,242.28		
<b>Sub Total Admin &amp; Establishment Costs</b>	<b>£14,171.70</b>	<b>£19,130</b>	<b>£23,531.61</b>	<b>£4,401.95</b>	<b>123%</b>	
<b>Street Lighting</b>						
Electricity	£345.77	£500	£321.80	£-178.20	64%	
Maintenance / Inspections	£198.34	£240	£0.00	£-240.00	0%	
<b>Sub Total Street Lighting</b>	<b>£544.11</b>	<b>£740</b>	<b>£321.80</b>	<b>£-418.20</b>	<b>43%</b>	
<b>Caradoc Play Area &amp; Village Hall grass cutting</b>						
Inspections	£857.00	£800	£693.50	£-106.50	87%	Not invoiced yet
Repairs/maintenance	£363.53	£500	£4,175.75	£3,675.75	835%	Unforeseen repairs/removals
Grass cutting	£2,340.00	£2,080	£1,872.50	£-207.50	90%	
Improvements	£0.00	£0	£10.00	£10.00		
<b>Sub Total Caradoc Play Area &amp; Village Hall grass cutting</b>	<b>£3,560.53</b>	<b>£3,380</b>	<b>£6,751.75</b>	<b>£3,371.75</b>	<b>200%</b>	
<b>Street works/projects</b>						
War Memorial	£75.00	£125	£285.00	£160.00	228%	
Bus shelter	£0.00	£65	£0.00	£-65.00	0%	
Noticeboards and benches	£0.00	£100	£218.23	£118.23	218%	
Youth Club	£0.00	£4,000	£4,000.00	£0.00	100%	Billed upfront
Defibrillator	£0.00	£120	£0.00	£-120.00	0%	
Memorial Garden	£0.00	£1,000	£1,659.72	£659.72	166%	
Envt Grant Works	£2,275.00	£3,000	£2,950.00	£-50.00	98%	Seasonal
Jubilee	£0.00	£500	£0.00	£0.00	0%	
<b>Sub Total Street Works/Projects</b>	<b>£2,350.00</b>	<b>£8,910</b>	<b>£9,112.95</b>	<b>£202.95</b>	<b>102%</b>	
<b>Grants</b>						
Village Hall - annual grant	£3,286.60	£2,500	£2,500.00	£0.00	100%	
Village Hall - extra grant for equipment (not from NF)	£0.00	£0.00	£0.00	£0.00		
Churchyard Maintenance	£0.00	£1,100	£2,540.00	£1,440.00	231%	2021-22 grant paid
Discretionary Charitable Grants & Donations	£250.00	£500	£0.00	£-500.00	0%	Not claimed yet
Speed camera project	£16,803.08	£2,778	£4,029.14	£1,251.14	145%	
<b>Sub Total Grants</b>	<b>£20,339.68</b>	<b>£6,878</b>	<b>£9,069.14</b>	<b>£2,191.14</b>	<b>132%</b>	
Other	£0.00	£0	£468.33	£468.33	£0	Memorial to HM Queen Elizabeth II
<b>TOTAL PAYMENTS (EXCLUDING CIL)</b>	<b>£40,966.02</b>	<b>£39,038</b>	<b>£49,255.58</b>	<b>£10,218</b>	<b>126%</b>	
<b>CIL Projects</b>						
Village Hall upgrades (Hanwood CIL)			£0.00			
Village Hall upgrades (Pontesbury CIL)			£14,858.40			
Village Hall Play area (CIL source TRC)			£0.00			
Speed cameras - capital costs not met from grant (Hanwood CIL)	£4,930.75		£0.00			
Hanwood Bowling Club (Hanwood CIL)			£0.00			
Weir Rd junction (Hanwood CIL)			£0.00			
Caradoc Play Area (Hanwood CIL)			£0.00			
VAS sign Edgebold (Hanwood CIL)			£0.00			
Footpath link Caradoc to Oaklands (Hanwood CIL)			£0.00			
<b>Sub Total CIL Projects</b>	<b>£4,930.75</b>	<b>£0.00</b>	<b>£14,858.40</b>			
<b>GRAND TOTAL PAYMENTS (INCL CIL)</b>	<b>£45,896.77</b>	<b>£39,038</b>	<b>£64,113.98</b>			
RESERVES						
	Actual balance 31.3.22	Receipts 2022/3	Expenditure 2022/3	Reserves as at Q4 2022/3		
<b>Ringfenced Reserves</b>						
Traffic Calming	£4,505.00	£0.00	£0.00	£4,505.00		
Election Expenses	£1,950.00	£100.00	£100.00	£1,950.00		
Play Equipment CVPA	£2,000.00	£0.00	£2,000.00	£0.00		
War Memorial	£500.00	£0.00	£200.00	£300.00		
Memorial Garden	£1,731.67	£0.00	£1,659.72	£71.95		
Parish Plan review	£2,000.00	£0.00	£0.00	£2,000.00		
CIL Neighbourhood Fund (Hanwood)	£55,330.27	£4,069.01	£0.00	£59,399.28		
CIL Neighbourhood Fund (Pontesbury)	£0.00	£24,276.00	£14,858.40	£9,417.60		
Safer Roads Funds	£1,846.92	£0.00	£1,846.92	£0.00		
Community donation ref Hanwood bank devt	£20,000.00		£10.00	£19,990.00		
<b>Total Ringfenced Reserves</b>	<b>£89,863.86</b>	<b>£28,445.01</b>	<b>£20,675.04</b>	<b>£97,633.83</b>		
<b>General Reserves (balance b/less ringfenced reserves)</b>	<b>£31,981.85</b>			<b>£22,651.91</b>		
<b>Total Reserves</b>	<b>£121,845.70</b>			<b>£120,285.73</b>		
BANK RECONCILIATION Q4 2022/3						
Balance b/fwd from 31st March 2022			£121,845.70			
less payments			£64,113.98			
add receipts			£62,554.01			
<b>BALANCE AS PER CASHBOOK</b>			<b>£120,285.73</b>			
Represented by bank balances	Lloyds		£42,648.83			
	Natwest		£77,636.90			
	<b>Total balances</b>		<b>£120,285.73</b>			
Less unrepresented cheques & SO			£0.00			
Add uncredited receipts			£0.00			
<b>RECONCILED BALANCE</b>			<b>£120,285.73</b>			