

# GREAT HANWOOD PARISH COUNCIL

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## MINUTES OF COUNCIL MEETING HELD ON THURSDAY 23<sup>RD</sup> JULY 2020 AT 6PM, REMOTELY VIA ZOOM

**Present:** Cllrs. Percival (Chairman), Bromage, Davies and Fox

**Absent:** Cllrs. Chadwick and Evans

**Public:** 0

**In attendance:** R. Turner (Clerk)

28/2021 **PRESENT & APOLOGIES FOR ABSENCE** – it was **RESOLVED** to accept apologies from Cllr. Evans (another meeting), Cllr. Chadwick (annual leave)

29/2021 **THE LATE GRAHAM LEWIS** – the council were sorry to hear of the passing of former councillor Graham Lewis. A one-minute silence was held and the council noted its condolences for the loss of former councillor Graham Lewis & formally minute thanks for his community service. Cllr Percival to attend funeral and pay respects on behalf of the council.

30/2021 **DISCLOSURE OF PECUNIARY INTERESTS** – none declared.

31/2021 **DISPENSATION REQUESTS** – none being sought.

32/2021 **PUBLIC PARTICIPATION SESSION** – no public present.

33/2021 **MINUTES**

- (i) It was **RESOLVED** to approve the minutes of the council meeting dated 28<sup>th</sup> May 2020 as being a correct record and the chairman was duly authorised to sign them,
- (ii) It was **RESOLVED** to approve the minutes of the council meeting dated 4<sup>th</sup> July 2020 as being a correct record and the chairman was duly authorised to sign them.

34/2021 **REPORTS & APPOINTMENT OF REPRESENTATIVE TO PCC**

- a) *Shropshire Council*
- b) *Police Report- April to June 2020*

### **Hanwood – 28 Recorded Incidents**

Assault: 5	Criminal Damage: 0	Burglary Dwelling: 0
Vehicle Crime 0	Road Traffic Incident: 1	ASB Nuisance: 5
ASB Personal: 8	ASB Environmental: 1	Concern For Safety: 4
Theft: 0	Burglary Other: 1	Suspicious Circumstance: 3

- c) *Youth Club* – committee meeting to be held early September. Virtual club sessions only at present.
- d) *Village Hall* -
- e) *Appointment of representative to St Thomas PCC* – it was **RESOLVED** to appoint Cllr. Bromage.
- f) *Other parish councillor reports of meetings attended (report issues in the parish under “any other parish matters)*

35/2021 **CARADOC VIEW PLAY AREA**

- a) *Inspections – to note findings*
- b) *Additional signage – to note installation*
- c) *Closure – to review closure and Risk Assessment* – re-open, max of 16 people.
- d) *Initial survey re play area refurbishment & payment of additional community donation ref Hanwood Bank development* – email comments over August with view to survey in October

36/2021 **LOCAL PLAN REVIEW- Pre-Submission Consultation** – noted that the consultation will be in August / Sep and agreed to organise a public meeting (via Zoom) and publicise an article in the newsletter.

37/2021 **PLANNING NOTIFICATIONS–FOR INFO ONLY**

- 1) 19/04503/FUL - Grangefield, Hanwood, Shrewsbury, Shropshire, SY5 8LJ  
Proposal: Erection of 2no. dwellings following demolition of existing bungalow  
**Decision: Grant Permission**
- 2) 20/01341/FUL - 1 Weir Road, Hanwood, Shrewsbury, SY5 8JZ  
Proposal: Demolition of garage outbuilding and erection of a single dwelling with new access and parking area (revised description)  
**Decision: Grant Permission**

38/2021 **PLANNING APPLICATIONS – FOR COMMENT**

- 1) 20/02233/FUL - Maple Fields, Orchard Lane, Hanwood, Shrewsbury, SY5 8LD  
Proposal: Application under section 73A of Town and Country Planning Act 1990 for the formation of a turning head including change of use of land to residential curtilage  
Comments: It was **RESOLVED** to not comment.

39/2021 **PARISH MATTERS**

- a) *Illuminated sign for low bridge by Edgebold* – reported to Jason Hughes, clerk to follow up.
- b) *Replacement streetlight outside Woods Garage, Hanwood & groundworks on forecourt of garage* – light installed, groundworks reported to planning enforcement.
- c) *VAS sign outside the church* – clerk to ask Jason Hughes where it has been decided to erect it.
- d) *Hanwood Bank crossing* – Cllr. Evans following up on timescales.
- e) *Vehicle(s) crossing red light by Hanwood shop* – follow up with police who were viewing footage from the shop
- f) *Network Rail bridge* – not repaired – raise again.
- g) *War memorial* – it was **RESOLVED** to pay for chippings and authorise volunteer to carry out maintenance works.
- h) *Parish newsletter* – items to include: Graham Lewis, Local Plan, councillor vacancies , play a rea opening.
- i) *Reports of other parish matters* – none.

40/2021 **FINANCIAL MATTERS**

- a) *Q1 budget report & bank reconciliation* – it was **RESOLVED** to approve the report, the reconciled balance being £103,853.18.
- b) *Payments including payments made between meetings* – it was **RESOLVED** to approve the following payments:

Ref	Payee	Item	Method	Net	VAT	Gross
P18-2021	Landright Services	Maintenance contract	SO	£260.00	£52.00	£312.00
P19-2021	SCPF	Pension June	SO	£106.45	£0.00	£106.45
P20-2021	SALC	Subs	BACS	£435.16	£0.00	£435.16
P21-2021	Shropshire Council	Streetlight electricity	BACS	£345.77	£69.15	£414.92
P22-2021	Web Orchard	Website & domain	BACS	£200.00	£40.00	£240.00
P23-2021	DM Payroll	DPO service	BACS	£204.44	£0.00	£204.44
P24-2021	R Turner	Expenses June July	BACS	£490.12	£79.26	£569.38

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

Ref	Payee	Item	Amount
R3-2021	Shropshire Council	Return of invoice paid twice due to DD issue	£300.00

R4-2021	Shropshire Council	Covid-19 grant	£500.00
R5-2021	Sign Shed	Refund	£20.04
R6-2021	Ford PC	Office expenses	£401.72

- d) *Update on set up of online banking with Natwest – it was **RESOLVED** not to proceed with this as Natwest do not offer a multi-user authorisation facility*

41/2021 **CORRESPONDENCE** – - noted as follows.

- a) *SALC Info Bulletins*
- b) *Covid-19 Bulletins, incl. Community Reassurance updates*
- c) *Hanwood Bowling Green – expiry of ACV listing- contact Ursula Longmore*
- d) *Shropshire Fire and Rescue Integrated Risk Management Plan – no comment.*

42/2021 **NEXT MEETINGS**

- a) *Date – 22<sup>nd</sup> September 2020, 7.30pm*
- b) *Items for next agenda(s)*
  - *Play area survey*

*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 be excluded during discussion of Item 43/2021 as it concerns exempt matters*

43/2021 **PLANNING ENFORCEMENT CASE NOTIFICATIONS**

- 1) 20/07243/ENF
- 2) 20/07248/ENF
- 3) 20/07308/ENF

*Meeting closed 19.15*

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<b>Budget report &amp; bank reconciliation 2020/21 Q1</b>						
<b>RECEIPTS</b>	<b>2019/20</b>	<b>Budget 2020/21</b>	<b>Actual Q1 2020/21</b>	<b>Variance £</b>	<b>% budget to date</b>	<b>Variance explanation (if greater than 15% variance from 25% &amp; &gt;£200)</b>
Precept	£28,450.00	£29,850.00	£29,850.00	£0.00	100%	Paid upfront
Parish Portion - 15% CIL monies	£9,477.58		£22,663.52			Not known when budget set
Environmental Maintenance Grant	£1,225.00	£1,025.00	£1,025.00	£0.00	100%	Paid upfront
Cherry tree royalty	£0.00		£0.00	£0.00		
VAT refund	£1,802.78	£0.00	£0.00	£0.00		
Community donation	£16,000.00		£0.00	£0.00		
Covid-19 Grants			£500.00			Not known when budget set
Other	£405.99		£300.00			Refund due to duplicate payment
<b>TOTAL RECEIPTS</b>	<b>£57,361.35</b>	<b>£30,875.00</b>	<b>£54,338.52</b>	<b>£0.00</b>		
<b>PAYMENTS</b>	<b>2019/20</b>	<b>Budget 2020/21</b>	<b>Actual Q1 2020/21</b>	<b>Variance £</b>	<b>% budget to date</b>	<b>Variance explanation (if greater than 15% variance from 25% &amp; &gt;£200)</b>
<b>Administrative &amp; Establishment Costs</b>						
Clerk's Salary (incl pension)	£7,451.44	£7,938	£1,896.18	£-6,041.97	24%	
Mileage	£170.80	£250	£0.00	£-250.00	0%	
Office Expenses	£937.28	£700	£33.34	£-666.66	5%	Less travel as remote meetings
Training/AGM (Clerk/Councillors)	£27.00	£150	£0.00	£-150.00	0%	
Hire of meeting rooms	£225.00	£250	£0.00	£-250.00	0%	Meetings being held remotely
Audit (Internal & External)	£240.00	£240	£40.00	£-200.00	17%	
Insurance	£964.53	£1,000	£650.11	£-349.89	65%	Cheaper policy found
Subscriptions (SALC)	£391.91	£420	£0.00	£-420.00	0%	Not due yet
Website	£190.00	£210	£0.00	£-210.00	0%	
ICO Registration	£35.00	£35	£0.00	£-35.00	0%	Not due yet
Election Costs	£0.00	£0	£0.00	£0.00		No elections
GDPR Compliance	£204.44	£204	£0.00	£-204.00	0%	Not due yet
VAT	£2,186.89		£268.54	£268.54		
<b>Sub Total Admin &amp; Establishment</b>	<b>£13,024.29</b>	<b>£11,397</b>	<b>£2,888.17</b>	<b>£-8,508.98</b>	<b>25%</b>	
<b>Street Lighting</b>						
Electricity	£796.96	£369	£0.00	£-369.02	0%	Not due yet
Maintenance / Inspections	£102.73	£220	£0.00	£-220.00	0%	Not due yet
<b>Sub Total Street Lighting</b>	<b>£899.69</b>	<b>£589</b>	<b>£0.00</b>	<b>£-589.02</b>	<b>0%</b>	
<b>Caradoc Play Area &amp; Village Hall grass cutting</b>						
Inspections	£765.00	£750	£546.00	£-204.00	73%	2019/20 inspections bill
Repairs/maintenance	£553.00	£1,500	£16.70	£-1,483.30	1%	Covid-19 sign (refunded)
Grass cutting	£1,920.00	£1,920	£780.00	£-1,140.00	41%	Seasonal contract
Improvements	£0.00	£0	£0.00	£0.00		
<b>Sub Total Caradoc Play Area &amp; Village Hall grass cutting</b>	<b>£3,238.00</b>	<b>£4,170</b>	<b>£1,342.70</b>	<b>£-2,827.30</b>	<b>32%</b>	
<b>Street works/projects</b>						
War Memorial	£122.00	£125	£0.00	£-125.00	0%	
Bus shelter	£0.00	£60	£0.00	£-60.00	0%	
Noticeboards and benches	£0.00	£100	£0.00	£-100.00	0%	
Youth Club	£4,000.00	£4,000	£0.00	£-4,000.00	0%	Club not running due to Covid-19
Defibrillator	£0.00	£100	£0.00	£-100.00	0%	
Memorial Garden	£195.00	£100	£0.00	£-100.00	0%	
Envt Grant Works	£2,050.00	£2,050	£0.00	£-2,050.00	0%	Seasonal
<b>Sub Total Street Works/Projects</b>	<b>£6,367.00</b>	<b>£6,535</b>	<b>£0.00</b>	<b>£-6,535.00</b>	<b>0%</b>	
<b>Grants</b>						
Village Hall - all grants	£2,500.00	£2,500	£0.00	£-2,500.00	0%	Not applied for yet
Churchyard Maintenance	£1,100.00	£1,100	£0.00	£-1,100.00	0%	Not applied for yet
Discretionary Charitable Grants & Donations	£0.00	£250	£500.00	£250.00	200%	Covid-19 grant payment to food bank
Newsletter - grant to PCC	£325.00	£325	£0.00	£-325.00	0%	Not applied for yet
<b>Sub Total Grants</b>	<b>£3,925.00</b>	<b>£4,175</b>	<b>£500.00</b>	<b>£-3,675.00</b>	<b>12%</b>	
<b>Other</b>	<b>£0.00</b>	<b>£0</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Transfer to general reserves</b>		<b>£4,009</b>				
<b>GRAND TOTAL PAYMENTS</b>	<b>£27,453.98</b>	<b>£30,875</b>	<b>£4,730.87</b>	<b>£-26,144.29</b>	<b>15%</b>	
<b>RESERVES</b>	<b>Actual balance 31.3.20</b>	<b>Contributions 2020/21</b>	<b>Expenditure 2020/21</b>	<b>Reserves as at Q1 2020/21</b>		
<b>Ringfenced Reserves</b>						
Pedestrian Crossing Safety Audit	£5,000.00	£0.00	£0.00	£5,000.00		
Election Expenses	£900.00	£0.00	£0.00	£900.00		
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	£9,477.58	£22,663.52	£0.00	£32,141.10		
Community donation ref Hanwood bank devt	£16,000.00	£0.00	£0.00	£16,000.00		
<b>Total Ringfenced Reserves</b>	<b>£37,609.25</b>	<b>£22,663.52</b>	<b>£0.00</b>	<b>£60,272.77</b>		
<b>General Reserves (balance b/f less ringfenced reserves)</b>	<b>£16,636.28</b>			<b>£43,580.41</b>		
<b>Total Reserves</b>	<b>£54,245.53</b>			<b>£103,853.18</b>		
<b>BANK RECONCILIATION Q1 2020/21</b>						
Balance b/fwd from 31st March 2020			£54,245.53			
less payments			£4,730.87			
add receipts			£54,338.52			
<b>BALANCE AS PER CASHBOOK</b>			<b>£103,853.18</b>			
Represented by bank balances	Lloyds		£83,535.48			
	Natwest		£20,636.90			
	<b>Total balances</b>		<b>£104,172.38</b>			
Less unrepresented cheques & SO	P12-2021		£319.20			
			<b>£319.20</b>			
Add uncredited receipts			£0.00			
<b>RECONCILED BALANCE</b>			<b>£103,853.18</b>			