

GREAT HANWOOD PARISH COUNCIL

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MINUTES OF COUNCIL MEETING HELD ON MONDAY 25TH OCTOBER 2021 AT 7.45PM, AT THE COCK INN COMMUNITY ROOM, HANWOOD

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

Absent: Cllr. Glover

Public: 0

In attendance: R. Turner (Clerk)

54/2122 **PRESENT & APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr. Glover.

55/2122 **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 being sought.
- c) *Gifts or hospitality* – none declared.

56/2122 **PUBLIC PARTICIPATION SESSION**

No members of the public were present.

57/2122 **MINUTES** – it was **RESOLVED** to confirm the minutes of the Council Meeting dated 29th September 2021 as being a true record and to authorise the chairman to sign them.

58/2122 **REPORTS**

- a) *Police Report* – none. Noted that there will be a bi-annual police meeting on 11th November and any members that were free could attend.
- b) *Shropshire Council* – Cllr. Evans reported as follows:
 - *Review of planning committees* deferred to next SC Scrutiny.
 - *Mobile library van* now has personnel on board to help residents with SC related queries.
 - *Slurry sealing* – Cllr. Evans presented a map of works in the parish. It was agreed to inform the clerk of any pavements needing attention
 - *Parish boundaries* – SC has been informed by the Electoral Commission that Shropshire Councillor boundaries will be looked at first, by Autumn 2024. The idea is that each ward should have circa 3,500 voters, whereas at present there are some two member and one three member ward.
 - *MP boundaries* also being looked at.
- c) *Youth club*
 - Looking for more volunteers as current volunteers wanting to give up the role by Christmas.
 - The club may need extra support from parish council e.g. if extra staffing needed.
 - YC has £2,600 in the bank
- d) *Village Hall* – Cllr. Davies reported:
 - *Fun Run* happened on 16th Oct – there were 69 runners, food and it was a friendly event and made a small profit.
 - Bonfire - Sat Nov 6th.
 - *Tabletop Quiz* planned.
 - *Goals and basketball hoops* – SC officer has identified that the backboard is damaged and anti-vandal netting needed. The netting is damaged beyond repair and will cost £786.00 to replace and the hall are asking if the parish council will pay for it.
 - *Himalayan Balsam* – an issue with this in the parish was noted. Cllr. Evans said he didn't believe SC has a policy on it.
- e) *St Thomas PCC* – Cllr. Bromage reported:
 - *Messy Church* has started once a month at the village hall.

- Church starting to open up further and people can go in when they wish to.
- f) *Speed Camera Working Group* – Cllr. Evans and the clerk reported:
- Group meeting has taken place and group have been invited to re-apply by the PCC.
 - Likely total project cost £36,800, grant funding to be sought for half and the remaining 50% to be split three ways between the 3 parishes – Hanwood, Minsterley and Pontesbury. The cost includes extensive support from Charles Pedrick of Safer Speed Gloucs. Project to operate the cameras in Y1.
 - Parish council confirmed that in principle it supports the revised funding bid and project.
- g) *Open spaces/memorial garden/public realm working group*
- *Caradoc View play area* - survey being done online and on paper to all local residents. Response back by 7th Nov.
 - *Jubilee* - working group meeting to be set up re the jubilee – Cllr. Evans said he is also on a group for Pontesbury and Minsterley.
- h) *Pontesbury & Hanwood Joint CIL Working Group* – Pontesbury PC had its first CIL group meeting 10 days ago and agreed that Shingler CIL would be spent in local area where it came from.
- i) *Parish Councillor Reports (of external meetings attended)* – none.

59/2122 **FINANCIAL MATTERS**

- a) *Q2 budget report and bank reconciliation* – see Appendix 1, reconciled balance being £136,915.41 as at 30th September 2021
- b) *Payments including payments made between meetings* – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Method	Net	VAT	Gross
P41-2122	Copyright	Caradoc survey & YC volunteer letter printing	BACS	£57.00	£11.40	£68.40
P42-2122	DM Payroll	GDPR	BACS	£204.44	£0.00	£204.44
P43-2122	R Turner	Expenses Oct	BACS	£108.46	£14.33	£122.79
P44-2122	Hanwood CIC	Room hire	BACS	£125.00	£25.00	£150.00
P45-2122	RBL	Wreaths – 2020 & 2021	BACS	£100.00	£0.00	£100.00

It was further **RESOLVED** to approve the request for netting for Hanwood Village Hall and it agreed that this be ordered and paid for when invoiced and gifted to the hall.

It was also agreed to pay the EMG invoice, when received.

- c) *Income received* – none.

60/2122 **PLANNING NOTIFICATIONS – FOR INFORMATION**

None at time of issuing agenda.

61/2122 **PLANNING APPLICATIONS – FOR COMMENT**

None at time of issuing agenda.

62/2122 **PARISH MATTERS – updates and new matters**

- a) *Caradoc Play area* – survey to go out both online and on paper and back by 7th November. Cllr. Bromage had fitted the swing seats but sadly one has been bent already.
- b) *Dog mess signs* – agreed to order A5 signs with dog fouling crossed out.
- c) *Corporate logo & photos for website* – compilation of key landmarks – ask youth club for ideas/
- d) *Place Plan* – needs updating, to be looked at November council meeting.
- e) *Newsletter* – advertise for editor yet
- f) *Remembrance Sunday 2021* – wreath ordered. Cllr. Evans to lay wreath.

- g) *Himalayan Balsam in the parish* – Cllr. Davies reported that there is quite a lot in the village hall and other areas of the parish such as around the riverbank. It was agreed to put this on the November agenda and write to Longden / Hook a Gate and Pontesbury and ask them what they want to do & contact Environment Agency
- h) *Reports of other parish matters*
- Weir Rd/Orchard Lane – flooding.
 - *Lighting outside the school*– missing column reported to SC by Cllr. Evans and Pontesbury Parish.

63/2122 **CORRESPONDENCE**

- a) *Road closure at short notice on A488*- agreed that the parish council write complaining about the short notice and diversion route and ask if closing road affects the cost vs if work done without a closure. Also agreed to ask about budget to inform the public.
- b) *Invite to meeting to discuss local policing charter* – 11th Nov 2021
- c) *Pavement from church to the school condition* – see SC report.

64/2122 **NEXT MEETINGS**

- a) *Council Meeting(s)* – to agree date(s) – 22nd November 2021, 2022 - 24th January, 28th February, 28th March, 25th April
- b) *Items for next meeting agenda- to note requests*
- *Place Plan*
 - *Budget – draft*
 - *Logo*
 - *Youth club*

Appendix – Q2 Budget Report & Bank Reconciliation

Budget report & bank reconciliation 2021/22 Q2						
RECEIPTS	2020/21	Budget 2021/22	Actual Q2 2021/22	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 50% & >£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%	
Cherry tree royalty	£0.00		£0.00	£0.00		
VAT refund	£0.00		£0.00	£0.00		
Community donation	£4,000.00		£0.00	£0.00		
Covid-19 Grants	£500.00		£0.00	£0.00		
Other	£590.24		£0.00			
TOTAL RECEIPTS	£58,628.76	£33,777	£69,771.91	£423.50		
PAYMENTS	2020/21	Budget 2021/22	Actual Q2 2021/22	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 50% & >£200)
Administrative & Establishment Costs						
Clerk's Salary (incl pension)	£7,847.81	£8,240	£4,366.43	£-3,873.16	53%	
Mileage	£14.40	£250	£50.40	£-199.60	20%	
Office Expenses	£1,102.17	£700	£250.80	£-449.20	36%	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	£0.00	£-250.00	0%	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	£0.00	£-220.00	0%	Not invoiced yet
VAT	£3,105.11		£1,153.37	£1,153.37		
Sub Total Admin & Establishment Costs	£14,171.70	£12,895	£7,465.07	£-5,429.52	58%	
Street Lighting						
Electricity	£345.77	£387	£108.26	£-279.19	28%	Q2 bill not paid yet
Maintenance / Inspections	£198.34	£231	£0.00	£-231.00	0%	
Sub Total Street Lighting	£544.11	£618	£108.26	£-510.19	18%	
Caradoc Play Area & Village Hall grass cutting						
Inspections	£857.00	£788	£69.50	£-718.00	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	£1,560.00	£-520.00	75%	Partway through cutting season
Improvements	£0.00		£0.00	£0.00		
Sub Total Caradoc Play Area & Village Hall grass cutting	£3,560.53	£3,368	£2,677.83	£-689.67	80%	
Street works/projects						
War Memorial	£75.00	£125	£130.00	£5.00	104%	
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	£2,000.00	£-2,000.00	50%	
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	£0.00	£-2,050.00	0%	
Sub Total Street Works/Projects	£2,350.00	£7,438	£2,249.49	£-5,188.51	30%	
Grants						
Village Hall - annual grant	£7,452.00	£2,500	£2,500.00	£0.00	100%	Not claimed yet
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	0%	Not claimed yet
Sub Total Grants	£9,858.00	£10,425	£2,500.00	£-7,925.00	24%	
Other	£0.00	£0	£136.47	£0.00		
Transfer to/from general reserves		£-967				
GRAND TOTAL PAYMENTS	£30,484.34	£34,744	£15,137.12	£-19,606.42	44%	
RESERVES	Actual balance 31.3.21	Receipts 2021/22	Expenditure 2021/22	Reserves as at Q2 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			£43,967.73		
Total Reserves	£82,280.62			£136,915.41		
BANK RECONCILIATION Q2 2021/22						
Balance b/fwd from 31st March 2021			£82,280.62			
less payments			£15,137.12			
add receipts			£69,771.91			
BALANCE AS PER CASHBOOK			£136,915.41			
Represented by bank balances	Lloyds		£75,858.47			
	Natwest		£64,636.90			
	Total balances		£140,495.37			
Less unrepresented	P33-2122		£58.00			
	P34-2122		£213.36			
	P35-2122		£345.20			
	P36-2122		£83.40			
	P37-2122		£120.00			
	P38-2122		£2,400.00			
	P39-2122		£360.00			
TOTAL UNPRESENTED			£3,579.96			
Add uncredited receipts			£0.00			
RECONCILED BALANCE			£136,915.41			