

# GREAT HANWOOD PARISH COUNCIL

## Minutes of Annual Council Meeting held on 28<sup>th</sup> May 2019

### At St Thomas Church Community Room, Hanwood at 7.30pm

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

**Absent:** None

**Clerk:** Mrs R Turner

**Public:** 0

01/1920 **ELECTION OF CHAIRMAN OF THE COUNCIL**

a) *Members to elect a Chairman of the Council*

It was **RESOLVED** to elect Cllr. Percival.

b) *Chairman to sign Declaration of Acceptance of Office*

Cllr. Percival duly signed the declaration, witnessed by the clerk and took the chair.

02/1920 **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

It was **RESOLVED** to elect Cllr. Evans.

03/1920 **PRESENT & APOLOGIES FOR ABSENCE**

All present. Cllr. Davies advised he would have to leave early.

04/1920 **DISCLOSURE OF PECUNIARY INTERESTS**

None declared.

05/1920 **DISPENSATION REQUESTS**

None being sought.

06/1920 **PUBLIC PARTICIPATION SESSION - on matters on the agenda**

No members of the public present.

07/1920 **MINUTES**

a) *Minutes dated 26<sup>TH</sup> March 2019*

It was **RESOLVED** to approve the minutes as being a correct record and they were duly signed by the chairman.

08/1920 **REPORTS**

a) *Shropshire Council* – bus consultation completed and report to Cabinet due 12<sup>th</sup> June. College bus passes – proposal modified so that low income families pass now costs £250. Agreed to help parents/carers whose pre-school, children need to attend Severndale. Green bins not to be charged for but leaves £1million hole in future budget. Bring Banks – removal process from supermarkets started. £50mil governments funding given for NW Relief Road, SC to do rest. Business case underway. Strategic sites not part of LP e.g. Ironbridge – to be considered shortly; no such sites locally. LED light paper going to Cabinet in Sep. Nursery meeting in council building in Sundorne lease being terminated so has no alternative meeting place.

b) *Police Report* – April 2019

*(stats copied across wrong in reports)*

|                 |                          |                            |
|-----------------|--------------------------|----------------------------|
| Assault: 1      | Criminal Damage: 1       | Burglary Dwelling: 0       |
| Vehicle Crime 0 | Road Traffic Incident: 9 | ASB Nuisance: 2            |
| ASB Personal: 3 | ASB Environmental: 1     | Concern For Safety: 3      |
| Theft: 1        | Burglary Other: 0        | Suspicious Circumstance: 0 |

c) *Youth Club* – committee meeting last week. Club successful.

d) *Other parish councillor reports* – none.

09/1920 **APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES & COMMITTEES & MEMBERSHIP RENEWALS**

- a) *Local Joint Committee* – Cllr. Fox
- b) *SALC Area Committee* – Cllr. Evans, Cllr. Davies as reserve.
- c) *Hanwood Village Hall Committee* – Cllr. Davies, Cllr. Bromage as reserve.
- d) *Hanwood Youth Club* – Cllr. Evans
- e) *Renewal of SALC subscription* – **RESOLVED** to renew.
- f) *Any other outside body* – none.
- g) *Committees* – none, as current membership only 6 councillors total.

10/1920 **POLICY REVIEW**

- a) *Standing Orders* – RESOLVED to
- b) *Financial Regulations*
- c) *Assets Register*
- d) *Risk Assessment*
- e)

11/1920 **ANNUAL FINANCIAL MATTERS**

- a) *Renewal of use of Direct Debits / SOs* – it was **RESOLVED** to renew use of DDs/SOs for the following: ICO (DD); Clerk's Salary (SO), street light electricity – currently Npower but in process of switching to Shropshire Council (DD), Landright Services maintenance contract (SO), SCPF pension payments (SO)
- b) *Banking arrangements with Lloyds Bank, Natwest & signatories* – it was **RESOLVED** to continue as at present and to keep the Natwest account open so the council can split funds and in so doing ensure all funds are protected by the FSCS £85,000 compensation limit.
- c) *Insurance arrangements* – it was **RESOLVED** to renew insurance through Came and Company.
- d) *2018/19 – end year budget report and bank reconciliation* – it was **RESOLVED** to approve the report, as per Appendix 1, the reconciled end of year balance being £24,338.16.
- e) *Annual Governance and Accountability Return 2018/19*
  - (i) Internal Auditor's report – noted, no concerns raised
  - (ii) Section 1 - Annual Governance Statement – it was **RESOLVED** to answer "Yes" to statements 1 to 8 with statement 9 not being applicable. The chairman and clerk duly signed Section 1, as instructed by council.
  - (iii) Section 2 - Accounting Statements - it was **RESOLVED** to approve the accounting statements. The chairman and RFO duly signed Section 2, as instructed by council.
  - (iv) Electors' Rights – the RFO confirmed the intention to display the notice and dates for exercise of electors' rights would be 17<sup>th</sup> June to 26<sup>th</sup> July 2019
- f) *Internal auditor for 2019/20* – it was **RESOLVED** to appoint Richard Groome.
- g) *Internal control procedures –template and proposal to carry out mid-year review* – it was **RESOLVED** to adopt the template and to do a mid-year review using the template.
- h) *Pension return – to approve* – it was **RESOLVED** to approve the end of year return.
- i) *GDPR service – renewal* – it was **RESOLVED** to renew the service with DM Payroll on a 3 year contract at a cost of £204.44 for 2019/20.
- j) *Renewal of equipment/cost sharing with other parishes* – admin and training costs to continue to be split where possible.

12/1920 **PLANNING NOTIFICATIONS - FOR INFORMATION**

- 1) 19/01016/FUL - Lydham Villa, Hanwood, Shrewsbury, Shropshire, SY5 8LS  
Proposal: Erection of single storey extension and associated alterations and improvements; erection of open porch  
**Decision: Grant Permission**

13/1920 **PLANNING APPLICATIONS - FOR COMMENT**

- 1) 19/02205/FUL - Proposed Residential Development Land South Of The Hawthorns, Orchard Lane, Hanwood, Shrewsbury, Shropshire  
Proposal: Erection of two split level detached dwellings  
Comments: See if 11<sup>th</sup> June suitable, 7pm site visit, 7.30pm. Site visit by council and public meeting to follow. State council will visit to view at 7pm.

*Cllr. Davies left the meeting*

14/1920 **PARISH MATTERS**

- a) *Traffic lights crossing camera/signage* - More work carried out this evening on the crossing, to replace more of the ‘in-road sensors’ so hopefully all have now been changed. All works now done.
- b) *30mph sign* - gateway sign not cut back, on right hand side as go out of Hanwood. It was **RESOLVED** to ask Landright Services to do this
- c) *Caradoc play area – inspections, damage, repairs and warden role* – there had been multiple incidents of recent damage, a missing bin (replacement on order from SC) and anti-social behaviour. All equipment has been made safe. Following a post by the clerk via the community Facebook page local resident, Maria Downes had offered to act as caretaker for the play area (voluntary) and was thanked for this offer. She had cleared some rubbish and cleaned some graffiti on the swings. Cllr. Evans was also arranging a meeting with Tricia Meddings of Severnside Housing.
- d) *Damage to noticeboard by Caradoc bus stop* – now repaired.
- e) *Speeding/traffic calming scheme* – PC Cookson had done a spot check on speeds and advised as follows: *I attended Hanwood yesterday as promised, along with a colleague from our 'traffic department' and conducted speed enforcement for about an hour adjacent to 'The White House' opposite Vine Close. This gave us the opportunity to speed check cars coming down Hanwood Bank towards Pontesbury, and we were able to 'catch' them as soon as they came into view using the laser device (so we could see them before they had chance to see us and react) We checked dozens of vehicles, some clearly warned by other motorists but on occasions, when it went quiet and we had chance to 'honestly' appraise the speed of vehicles - there were only about 10 motorists worthy of having an advisory chat & nobody speeding at a level that would justify a ticket. Frustratingly all but one of these motorists were local and knew the area well, so it is local people abusing their own village.*

*I had hoped to use a roof mounted 'vas' type sign to clearly show all passing traffic what we were doing but police politics got in the way and the equipment was not available. I will attempt to arrange another 'day of action' in the near future with colleagues from our 'traffic' department' as we have now have Special Constables trained in the use of hand held devices, which does mean we can issue tickets to motorist, if the need arises.”*

- f) *Bridleway adj. to 46 Woodlands Avenue, Hanwood* – the owners of the property had provided the following update from SC Rights of Way team: *“I have discussed your proposal with Shona Butter to put in a 4ft wooden gate close to the bridleway 0418/10/4 behind your property at 46 Woodland Avenue. Because of the long-standing issues with this path, that make the route impossible to use we are happy for you to continue with your plans to install the new gate and complete the chain link fencing. We understand that you will not lock the gate which will allow access to the edge of the Rea Brook. The right of way continues to be legally crossing this area and possibly in the future it may be reinstated as a usable path for horses, cycles and pedestrians. Should his ever happen a new gate of at least 5ft would be needed. Thank you for meeting with me today. I have made a record of this decision on our Countryside Access Management System.”*
- g) *Dogs by footbridge* – reported to PC Cookson. Fencing at the property has been altered to address the issue.
- h) *Memorial garden– transfer of land & erection of display board* – the transferees had written to say they want to start the wall but has not had confirmation of completion of the land transfer, although the PC had been advised completion had taken place. It was agreed to check that the solicitor had informed the transferees of completion.

Erection of display board – Ursula Longmore had asked Cllr Percival if the board can be erected in the garden by the community games. Richard Greenwell to The clerk and Cllr. Percival were asked to arrange for it to be erected, 6ft erect it 6ft in from pavement.

- i) *War memorial damage* – Tracy Jones’ husband has put right recent damage to the area around the memorial
- j) *Reports of other parish matters*
  - *Bench at Caradoc bus stop – leg loose* – Landright Services to repair.
  - *Grass cutting* – noted that there had been a delay in it being cut.

15/1920 **FINANCIAL MATTERS (ROUTINE)**

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

| Ref     | Payee              | Item                 | Method | Net     | VAT    | Gross   |
|---------|--------------------|----------------------|--------|---------|--------|---------|
| P1-1920 | Landright Services | Maintenance contract | SO     | £240.00 | £48.00 | £288.00 |
| P2-1920 | SCPF               | Pension March        | SO     | £83.90  | £0.00  | £83.90  |
| P3-1920 | Npower             | Electricity          | DD     | £69.77  | £3.49  | £73.26  |

|          |                    |                      |      |           |        |           |
|----------|--------------------|----------------------|------|-----------|--------|-----------|
| P4-1920  | Npower             | Electricity          | DD   | £177.78   | £8.89  | £186.67   |
| P5-1920  | Cock Inn           | Room hire            | BACS | £30.00    | £0.00  | £30.00    |
| P6-1920  | R Turner           | Expenses             | BACS | £30.87    | £0.00  | £30.87    |
| P7-1920  | St Thomas PCC      | Grants               | BACS | £1,425.00 | £0.00  | £1,425.00 |
| P8-1920  | R Turner           | Salary               | BACS | £545.80   | £0.00  | £545.80   |
| P9-1920  | Landright Services | Maintenance contract | SO   | £240.00   | £48.00 | £288.00   |
| P10-1920 | SCPF               | Pension              | BACS | £88.95    | £0.00  | £88.95    |
| P11-1920 | St Thomas PCC      | Room hire            | 130  | £15.00    | £0.00  | £15.00    |
| P12-1920 | Wace Morgan        | Legal fees           | 131  | £17.00    | £0.00  | £17.00    |
| P13-1920 | St Thomas PCC      | Room hire            | 132  | £90.00    | £0.00  | £90.00    |
| P14-1920 | R Turner           | Salary               | SO   | £545.80   | £0.00  | £545.80   |

b) *Income received* – noted as follows:

| Ref     | Payee              | Item                           | Amount     |
|---------|--------------------|--------------------------------|------------|
| R1-1920 | Shropshire Council | Precept                        | £28,450.00 |
| R2-1920 | Shropshire Council | Neighbourhood Fund (CIL Local) | £9,477.58  |
| R3-1920 | R Turner           | Overpaid salary                | £13.62     |

c) *Transfer of street light electricity* – in process of being done.

d) *Notification of award of EMG* – noted that £725 has been awarded. It was **RESOLVED** to instruct Landright Services to carry out the schedule of works outlined in the grant application.

16/1920 **CORRESPONDENCE** – noted as follows:

- a) *SALC Info Bulletins*
- b) *CIL Local EOIs – update and request for feedback on the process*
- c) *Police & Crime Commissioner Annual Survey*
- d) *We Don't Buy Crime offer from PCC (Smartwater).*
- e) *Rural Crime Prevention evenings – 25th & 27th June*
- f) *CCG updates*
- g) *LEAF – funding for community litter picks*
- h) *VE Day 75 – 8th to 10th May 2020*
- i) *Planning & CIL Training – 7th June, 2pm-4pm – clerk to attend.*
- j) *Housing Needs Surveys – leave for now.*

17/1920 **NEXT MEETINGS**

a) *Dates and times of council meetings for 2019/20*

11<sup>th</sup> June  
22<sup>nd</sup> July  
24<sup>th</sup> Sep  
26<sup>th</sup> Nov  
28<sup>th</sup> Jan  
24<sup>th</sup> Mar  
28<sup>th</sup> Apr - APM  
26<sup>th</sup> May

b) *Items for next agenda- to note requests*

- Place Plan on 11<sup>th</sup> June
- PCC 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 18/1920 as it concerns exempt matters**

18/1920 **PLANNING ENFORCEMENT** – notification of case 19/06545/ENF (*for information*)