

GREAT HANWOOD PARISH COUNCIL

Parish Clerk/RFO: Rebecca Turner, The Old Police House, Nesscliffe, SY4 1DB

Telephone: 01743 741611, email: greathanwoodpc@gmail.com

Website: www.greathanwoodpc.org.uk

MINUTES OF ANNUAL COUNCIL MEETING, HELD ON THURSDAY 28TH MAY 2020 AT 7.30PM, REMOTELY VIA ZOOM

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

Absent: None.

Public: 0

In attendance: R. Turner (Clerk)

1/2021 **ELECTION OF CHAIRMAN**

Cllr. Percival, the outgoing Chair, chaired this item and nominations were invited. It was **RESOLVED** to elect Cllr. Percival.

2/2021 **DECLARATION OF ACCEPTANCE OF OFFICE FOR CHAIRMAN**

It was **RESOLVED** to give the chairman an extension until the next council meeting held at a physical venue to sign the declaration of acceptance of office.

3/2021 **PRESENT & APOLOGIES & CASUAL VACANCY**

It was **RESOLVED** to declare that Cllr. Lewis seat is now vacant due to 6 months' non-attendance as of 25.05.2020. The council expressed its regret at his departure and thanked him for all the time he had committed to the role.

4/2021 **ELECTION OF VICE-CHAIRMAN**

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

5/2021 **DISCLOSURE OF PECUNIARY INTERESTS**

None declared.

6/2021 **DISPENSATION REQUESTS**

None being sought.

7/2021 **PUBLIC PARTICIPATION SESSION**

No public present.

8/2021 **MINUTES**

It was **RESOLVED** to approve the minutes of the council meeting dated 28th January 2020.

9/2021 **REPORTS**

a) *Shropshire Council* – Cllr. Evans updated on the flooding between Hanwood and Edgebold – as far as he knew this has now been addressed and the blocked drain has been cleared; initially it was believed it had collapsed but it seems to have cleared having been jetted. Flooding/drainage in Orchard Lane - a lot of the stones washed away with heavy rain, awaiting a SC inspection.

Hanwood Bank crossing - bureaucracy now sorted but works delayed due to Covid-19.

Covid-19 – Hanwood Village Hall taken over assisting many local residents. Radbrook Co-op delivering when needed using volunteers as is Hignetts.

First SC Planning Committee has happened online but has limitations e.g. parish councils cannot speak and instead have to submit a statement with a word limit 5 days in advance which is then shared with the applicant.

b) *Police Report* – none received. Cllr. Evans observed there have been a lot of minor burglaries in the wider area e.g. Exford's Green, Lyth Hill. People were urged to be vigilant.

c) *Youth Club* – no committee meeting as club closed due to Covid-19.

- d) *Village Hall* – the hall committee has been active in regard to supporting people but village hall itself inactive due to Covid-19. The committee were thanked for their efforts and community involvement.
- e) *Caradoc Play Area* – play area remains closed but footpath route accessible.
- f) *Other parish councillor reports of meetings attended* - Cllr. Evans reported that Hanwood primary school has remained open for key workers. It will be re-opening next week on a phased approach, starting with the younger end of the school.

10/2021 **APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES & COMMITTEES**

It was **RESOLVED** to make the following appointments:

- a) *Renewal of SALC subscription and membership of SALC Area Committee* – Cllr. Evans and Cllr. Davies.
- b) *Hanwood Village Hall Committee* – Cllr. Davies
- c) *Hanwood Youth Club* – Cllr. Evans
- d) *Finance Committee* – agreed not to have a committee whilst PC membership low
- e) *Planning Committee* – agreed not to have a committee whilst PC membership low

11/2021 **POLICY REVIEW** – it was **RESOLVED** to adopt the following:

- a) *Scheme of Delegation re Covid-19*
- b) *Standing Orders*
- c) *Financial Regulations (temporary changes in Covid-19 Scheme of Delegation will apply)*
- d) *Risk Assessment*

12/2021 **ANNUAL FINANCIAL MATTERS**

- a) *Renewal of use of Direct Debits / SOs* – it was **RESOLVED** to confirm their use for salary, grounds maintenance contract, pension, ICO, safe custody fees. It was **RESOLVED** to cancel the SC direct debit as whilst this was signed for electricity, it also takes all other SC bills automatically which was not the intention.
- b) *Banking arrangements with Lloyds Bank & signatories* – it was **RESOLVED** to retain the current signatories and add Cllr. Chadwick and to set up online banking with Natwest. It was **RESOLVED** to transfer £12,000 from Lloyds to Natwest account to stay below the FSCS compensation limit in each account.
- c) *Assets Register as at 31.3.20 & insurance arrangements* – It was **RESOLVED** to renew on a 3 year LTA with Zurich as their quote was cheaper than the current provider. It was further **RESOLVED** to adopt the asset register and noted that all the defibrillator batteries etc are in date.
- d) *2019/20 – end year budget report and bank reconciliation* – it was **RESOLVED** to approve the report, as per Appendix 1, the end of year balance being £54,245.53.
- e) *Annual Governance and Accountability Return 2019/20*
 - (i) Internal Auditor’s report - it was **RESOLVED** to note the report, no issues raised.
 - (ii) Section 1 - Annual Governance Statement – it was having reviewed Section 1, it was **RESOLVED** to answer “Yes” to all applicable questions and approve the Annual Governance Statement.
 - (iii) Section 2 - Accounting Statements - having reviewed Section 2, it was **RESOLVED** to approve the Accounting Statement.
 - (iv) Electors’ Rights – it was **RESOLVED** to advertise the period for electors to exercise their rights, dates 15th June to 24th July 2020.
- f) *Internal auditor for 2020/21* – it was **RESOLVED** to appoint Richard Groome.
- g) *Internal control procedures* -it was **RESOLVED** to adopt the procedure and do a mid-year check.

13/2021 **PLANNING NOTIFICATIONS–FOR INFO ONLY**

- 1) 19/04826/FUL - Proposed Residential Development Land South Of The Hawthorns, Orchard Lane, Hanwood, Shrewsbury, Shropshire
Proposal: Erection of two split level dwellings
Decision: Refuse
- 2) 19/03697/FUL - Coppice Court, Nobold, Shrewsbury, Shropshire, SY5 8NJ
Proposal: Erection of a replacement dwelling
Decision: Grant Permission
- 3) 19/04565/FUL - Residential Development Land West Of Caradoc View, Hanwood
Proposal: Erection of 5no dwellings (substitution of house type approved under 18/01057/FUL)
Decision: Grant Permission

- 4) 19/05149/OUT - Proposed Dwelling East Of Greenwood Meadow, Hanwood
Proposal: Outline application (all matters reserved) for the erection of one detached dwelling and garage
Decision: Refuse

14/2021 **PLANNING APPLICATIONS – FOR COMMENT**

- 1) 19/04503/FUL – Grangefield, Hanwood, SY5 8LJ
Proposal: Erection of 2no. dwellings following demolition of existing bungalow,
Comments: (agreed by email between meetings due to Covid-19) – it was **RESOLVED** to ratify the following comments:

Comment submitted date: Mon 04 May 2020:

The Parish Council objects to the revised application:

- The rear windows on the first floor invade the privacy of the houses to the rear. There is no mention of this in any statements.

- The application is an overdevelopment of the site.

- The picture and information shown on the revised street elevation dated 5 March is showing a road outside of the application site which is not recognisable . There is no bend in the road. It is relatively straight and many vehicles speed along it. This drawing, which does not state it is superseded, also shows land to either side of the properties which disappears with the garages. The scale is 1/100 on these drawings but it is hard to actually quantify what the actual distances between the buildings is.

- Under SAMDev Hanwood has many more houses than was originally proposed and it has met all its obligations as per SAMDev.

- The Planning Design and Access Statement has not been amended to reflect the revised plans. One has to look at drawings which contain no measurements.

- It is not possible to confirm the size of the garage. The scale is 1/50 but since no measurement are shown on the actual drawing and not sure of the original submission size of the plan drawings. Query if it is possible to park a modern car in the garages. Note that the date on the revised drawing is apparently 08/19

A planning enforcement issue re starting work before permission is in place was noted. Cllr. Evans to speak to the case officer.

It was further **RESOLVED** to add to the comments a further objection stating that the council has have seen the further plans and is still against the plans for the reasons previously stated and due to the new drawings not addressing the issues raised.

It was further **RESOLVED** to ask planning for further information about Wood's Garage as there has been extensive excavation next to the forecourt and concrete block wall at the new ground level.

- 2) 20/01341/FUL - 1 Weir Road, Hanwood, Shrewsbury, SY5 8JZ
Proposal: Demolition of garage and outbuilding and erection of a single dwelling
Comments (agreed by email between meetings due to Covid-19) – it was **RESOLVED** to ratify the following comments:

Comments submitted 19th April – Objection as follows “Great Hanwood PC objects to this application. There are safety problems with the existing junction of Weir Road/Orchard Lane/Shop Parking/A488 Junction. This proposal would remove an existing building, which was the Old Smithy and introduce a new dwelling meaning additional traffic. It would also mean the removal of an existing boundary hedge on Orchard Lane. There is also an existing Power Cable on a pole on the boundary and also existing overhead BT Lines on a pole. There is no mention in the design information of the fact that Orchard Lane is a Bridleway/Cartway and unadopted. The proposal would also cause problems with the existing Car Sales Business opposite, in particular from a highway safety perspective.”

Comments submitted 7th May ref revised plans/further info – Objection as follows: “The Parish Council notes the revised plans, the agent's response to its comments and the comments of the highways and conservation teams. The PC maintains its objection and would like to emphasise the following:

Highways issues

1) The parking for this dwelling is not clearly demonstrated and it is on a corner where vehicles already park on the street

2) This is a very busy 5-way junction and an additional dwelling poses safety issues

- 3) Orchard Road is an unadopted road
 4) Pedestrian safety - this area has a lot of footfall and hence reduced safety of the junction would place pedestrians at risk and there is a history of accidents in this area, around the crossing.
 5) If HGVs ignore the low bridge warning, they often use this junction to turn in adding to safety issues

Design - the proposal for a 3 storey house is inappropriate to the historical context of Weir Cottages. The velux rooflights on front elevation and design of house are out of character with the 1800s buildings.

SAMDEV - Hanwood has exceeded the SAMDEV target and hence this inappropriate development is not needed to contribute towards the target.

It would have been preferable if the applicants had consulted with the PC as part of the pre-app process”

It was further **RESOLVED** to add a further objection stating that the PC have seen the further plans and are still against the plans for reasons previously stated and the fact the new drawings don't address the issues raised. There is no re-collection of Orchard Lane being used to access the garage.

15/2021 PARISH MATTERS

- a) Illuminated sign for low bridge by Edgebold – not working at all, meaning vehicles have to turn, report again to Jason Hughes.
 b) Flooding between Hanwood and Edgebold roundabout – see SC report.
 c) Covid-19 grant application – it was **RESOLVED** to apply for £500 towards support such as food parcels for people in the parish, to be donated to Pontesbury co-ordination centre.
 d) Replacement streetlight outside Woods Garage, Hanwood & groundworks on forecourt of garage – this issue has been resolved.
 e) VAS sign outside the church – no progress as connected to streetlight replacement in the village but progress has halted on this. Clerk to chase with Jason Hughes.
 f) Parish newsletter – online only. Cllr. Evans to write an article.
 g) Reports of other parish matters
- Local Plan due for publication early July with 8-week consultation.

16/2021 FINANCIAL MATTERS (ROUTINE)

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

Ref	Payee	Item	Method	Net	VAT	Gross
P65-1920	Shropshire Council	Trees	DD	£250.00	£50.00	£300.00
P66-1920	SCPF	Pension Jab	SO	£86.74	£0.00	£86.74
P67-1920	R Turner	Salary Feb	SO	£532.18	£0.00	£532.18
P68-1920	Landright Services	Envnt grant works	BACS	£500.00	£100.00	£600.00
P69-1920	G Taylor	Play area repairs	BACS	£358.00	£71.60	£429.60
P70-1920	Shropshire Council	VOID - tree	DD	£250.00	£50.00	£300.00
P71-1920	SALC	Training	BACS	£27.00	£0.00	£27.00
P72-1920	R Turner	Expenses	BACS	£142.27	£18.55	£160.82
P73-1920	EON	Light repairs	BACS	£102.23	£20.55	£123.28
P74-1920	Hanwood Village Hall	Grant	BACS	£2,500.00	£0.00	£2,500.00
P75-1920	SCPF	Pension	SO	£86.74	£0.00	£86.74
P76-1920	ICO	Registration	DD	£35.00	£0.00	£35.00
P77-1920	R Turner	Salary	SO	£532.18	£0.00	£532.18
P78-1920	R Turner	Expenses	BACS	£294.49	£49.80	£344.29
P1-2021	Landright Services	Maintenance contract	SO	£260.00	£52.00	£312.00
P2-2021	SCPF	Pension Mar	SO	£86.74	£0.00	£86.74
P3-2021	Shropshire Council	Play area checks	DD	£546.00	£109.20	£655.20

P4-2021	R Turner	Salary	SO	£425.78	£0.00	£425.78
P5-2021	Landright Services	Maintenance contract	SO	£260.00	£52.00	£312.00
P6-2021	SCPF	Pension Apr	SO	£86.74	£0.00	£86.74
P7-2021	R Turner	Salary	SO	£425.78	£0.00	£425.78
P8-2021	SCPF	Pension Apr underpaid	BACS	£19.71	£0.00	£19.71
P9-2021	R L Groome	Audit	BACS	£40.00	£0.00	£40.00
P10-2021	R Turner	Expenses	BACS	£33.34	£0.00	£33.34
P11-2021	Zurich	Insurance	BACS	£650.11	£0.00	£650.11
P12-2021	HMRC	PAYE Q1	BACS	£319.20	£0.00	£319.20

b) *Income received* – it was **RESOLVED** to note the following income:

Ref	Payee	Item	Amount
R9-1920	HMRC	VAT refund 2018-19	£1,802.78
R10-1920	Wace Morgan	Overpaid fees	£30.00
R1-2021a	Shropshire Council	Precept 2020/21	£29,850
R1-2021b	Shropshire Council	CIL Local (Neighbourhood)	£22,663.52
R2-2021	Shropshire Council	EMG 2020/21	£1,025.00*

*Net of £200 underspend from 2019/20

17/2021 **CORRESPONDENCE** – noted as follows:

- a) *SALC Info Bulletins*
- b) *Covid-19 Bulletins*
- c) *PCC & SC grant schemes re Covid-19*
- d) *Community Speedwatch*
- e) *Training programme 2020*

18/2021 **NEXT MEETINGS**

- a) *Dates for 2020/21* – it was **RESOLVED** to agree the following dates, to be held via Zoom until further notice due to Covid-19.

2020:

- 14th July
- 22nd Sep
- 27th Oct
- 24th Nov

2021:

- 26th Jan
- 23rd March
- 27th April – APM
- 13th May 2021 – Annual Council Meeting (provisional – to be confirmed depending on election timetable)

- b) *Items for next agenda(s):*

- Place Plan
- Local Plan Review
- Caradoc Play Area consultation- come up with a draft list of questions of what people want there.

*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 19/2021 as it concerns exempt matters*

19/2021 **PENSION** – it was **RESOLVED** to agree the end of year reconciliation & governance statement.

Appendix 1: Q4 Budget report and bank reconciliation 2019/20

Q4 Budget report & bank reconciliation 2019/20						
RECEIPTS	2018/19	Budget 2019/20	Actual Q4 2019/20	Variance £	% budget	Variance explanation (if greater than 15% variance from 100% & >£200)
Precept	£27,500.00	£28,450.00	£28,450.00	£0.00	100%	Paid upfront
Parish Portion - 15% CIL monies	£0.00	£0.00	£9,477.58	£9,477.58		
Environmental Maintenance Grant	£725.00	£1,225.00	£1,225.00	£0.00	100%	Paid upfront
Cherry tree royalty	£201.20	£0.00	£0.00	£0.00		
VAT refund	£2,977.72	£0.00	£1,802.78	£1,802.78		100%
Youth Grants	£500.00	£0.00	£0.00	£0.00		
Community donation			£16,000.00			Shropshire Homes ref Caradoc View
Other	£3,190.00	£0.00	£405.99	£405.99		Salary overpaid & office sharing costs
TOTAL RECEIPTS	£35,093.92	£29,675.00	£57,361.35	£11,686.35		
PAYMENTS	2018/19	Budget 2019/20	Actual Q4 2019/20	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 100% & >£200)
Administrative & Establishment Costs						
Clerk's Salary (incl pension)	£7,082.00	£7,617	£7,451.44	£-165.38	98%	
Mileage	£253.10	£250	£170.80	£-79.20	68%	
Office Expenses	£951.95	£600	£937.28	£337.28	156%	Includes 2020/21 bill for payroll software of £249
Training/AGM (Clerk/Councillors)	£0.00	£150	£27.00	£-123.00	18%	Depends on need for training
Hire of meeting rooms	£270.00	£250	£225.00	£-25.00	90%	
Audit (Internal & External)	£240.00	£240	£240.00	£0.00	100%	
Insurance	£936.44	£950	£964.53	£14.53	102%	
Subscriptions (SALC)	£0.00	£420	£391.91	£-28.09	93%	
Website	£210.00	£210	£190.00	£-20.00	90%	
ICO Registration	£35.00	£35	£35.00	£0.00	100%	
Election Costs	£100.00	£0	£0.00	£0.00		
GDPR Compliance	£360.00	£360	£204.44	£-155.56	57%	
VAT	£1,802.78	£0.00	£2,186.89	£2,186.89		
Sub Total Admin & Establishment	£12,241.27	£11,082	£13,024.29	£1,942.47	118%	
Street Lighting						
Electricity	£769.40	£800.00	£796.96	£-3.04	100%	
Maintenance / Inspections	£350.20	£220.00	£102.73	£-117.27	47%	
Sub Total Street Lighting	£1,119.60	£1,020.00	£899.69	£-120.31	88%	
Caradoc Play Area & Village Hall grass cutting						
Inspections	£856.25	£700.00	£765.00	£65.00	109%	
Repairs/maintenance	£1,020.00	£500.00	£553.00	£53.00	111%	
Grass cutting	£1,460.00	£1,600.00	£1,920.00	£320.00	120%	Includes memorial garden cutting
Improvements		£0.00	£0.00	£0.00		
Sub Total Caradoc Play Area & Village Hall grass cutting	£3,336.25	£2,800.00	£3,238.00	£438.00	116%	
Street works/projects						
War Memorial	£170.00	£100.00	£122.00	£22.00	122%	
Bus shelter	£40.00	£60.00	£0.00	£-60.00	0%	
Noticeboards and benches	£0.00	£100.00	£0.00	£-100.00	0%	
Youth Club	£0.00	£4,000.00	£4,000.00	£0.00	100%	Paid upfront
Defibrillator	£0.00	£100.00	£0.00	£-100.00	0%	
Memorial Garden	£2,773.33	£750.00	£195.00	£-555.00	26%	Just memorial board cost & legal fees not grass cuts
Envt Grant Works	£1,450.00	£2,450.00	£2,050.00	£-400.00	84%	Less works needed than anticipated
Sub Total Street Works/Projects	£4,433.33	£7,560.00	£6,367.00	£-1,193.00	84%	
Grants						
Village Hall - all grants	£2,500.00	£2,250.00	£2,500.00	£250.00	111%	10%
Churchyard Maintenance	£0.00	£1,000.00	£1,100.00	£100.00	110%	
Discretionary Charitable Grants & Donations	£0.00	£250.00	£0.00	£-250.00	0%	
Newsletter - grant to PCC	£0.00	£275.00	£325.00	£50.00	118%	
Sub Total Grants	£2,500.00	£3,775.00	£3,925.00	£150.00	104%	
Other	£310.00	£0.00	£0.00	£0.00		
Transfer to general reserves		£3,438.18				
GRAND TOTAL PAYMENTS	£23,940.45	£29,675.00	£27,453.98	£-2,221.02	93%	
RESERVES	Actual balance 31.3.19	Contributions 2019/20	Expenditure 2019/20	Reserves as at Q4 2019/20		
Ringfenced Reserves						
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	£1,926.67	£0.00	£195.00	£1,731.67		
Parish Plan review	£2,000.00	£0.00	£0.00	£2,000.00		
Neighbourhood Fund	£0.00	£9,477.58	£0.00	£9,477.58		
Community donation ref Caradoc development	£0.00	£16,000.00	£0.00	£16,000.00		
Total Ringfenced Reserves	£12,326.67	£25,477.58	£195.00	£37,609.25		
General Reserves (balance b/f less ringfenced reserves)	£12,011.49			£16,636.28		
Total Reserves	£24,338.16			£54,245.53		
BANK RECONCILIATION Q4 2019/20						
Balance b/fwd from 31st March 2019			£24,338.16			
less payments			£27,453.98			
add receipts			£57,361.35			
BALANCE AS PER CASHBOOK			£54,245.53			
Represented by bank balances	Lloyds		£45,608.63			
	Natwest		£8,636.90			
	Total balances		£54,245.53			
Less unrepresented payments			£0.00			
Total unrepresented payments			£0.00			
Add uncredited receipts			£0.00			
RECONCILED BALANCE			£54,245.53			