

GREAT HANWOOD PARISH COUNCIL

Minutes of Annual Council Meeting held on 22nd May 2018

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

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

In attendance: Liam Cowden, Principal Planning Policy Officer, Shropshire Council

Clerk: Mrs R Turner

01/1819 **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*

Duly signed and witnessed by the clerk.

02/1819 **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

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

03/1819 **APOLOGIES FOR ABSENCE & NOTE RESIGNATION OF CLLR. GRANT**

None, all present. Cllr. Grant's resignation was noted.

04/1819 **DISCLOSURE OF PECUNIARY INTERESTS**

None declared.

05/1819 **DISPENSATION**

None being sought.

06/1819 **PUBLIC PARTICIPATION SESSION**

Liam Cowden, Principal Planning Policy Officer, spoke regarding the Local Plan Review. He explained that when SAMDEV was adopted the Inspector asked SC to do an early review. Hanwood is a proposed community hub, not Hanwood Bank, which is proposed to be classed as open countryside. The next steps for community hubs are to identify a dwelling guideline, development boundary and sites. The cumulative total committed/built in Hanwood to date is likely to be in excess of the 30 dwellings allocated in SAMDEV. Any new houses at Hanwood Bank would not count when assessing the future development guideline as the hub is just Hanwood, not Hanwood Bank.

Cllr. Evans asked why is the school included in the hub but the new houses next door to the school are not being included. He said that Hanwood and Hanwood Bank have always said no to development on the north side of Hanwood. There is very little land in Hanwood. Liam Cowden said that services are linked to hubs based on the closest settlement to them. Liam said that there is not a need to include all services in the development boundary and the services are not in this parish. Liam said development boundaries do not have to follow the parish boundary. Cllr. Evans said SC will need to consult with Pontesbury Parish Council, whose parish the services are in. Liam Cowden said the Shingler Homes development by the school/village hall will not be counted against the closest settlement i.e. Hanwood. The new plan period is 2016 to 2036. Cllr. Evans said that Hanwood Bank is associated with Hanwood facilities so why are the houses at Hanwood Bank not counted against cumulative total of housing to date?

Cllr. Evans said that Pontesbury has a Neighbourhood Plan Area (NP) designated for the whole parish and they are likely to resist development in the Cruckton end of Pontesbury parish – this could therefore be inconsistent with the NP. Liam said the NP is a lower order document to the Local Plan so the NP could be asked to change.

Cllr. Evans highlighted that in regard to CIL, Hanwood is in the Mary Webb School catchment area but the CIL for Hanwood is linked to the Shrewsbury Place Plan area not Hanwood and this is illogical as CIL is not being invested in the school serving the parish.

07/1819 **MINUTES**

a) *To approve and sign the minutes dated 24th April 2018*

It was **RESOLVED** to approve the minutes and they were duly signed by the chairman.

08/1819 **REPORTS**

a) *Police Report*

Assault: 0	Criminal Damage: 0	Burglary Dwelling: 1
Vehicle Crime: 1	Road Traffic Incident: 9	ASB Nuisance: 0
ASB Personal: 0	ASB Environmental: 0	Concern for Safety: 4
Theft: 1	Burglary Other: 0	Suspicious Circumstance: 3

It was noted that the police statistics are now grouped with Longden parish and therefore it was agreed to ask the police to disaggregate them as the information is not useful otherwise. It was agreed to ask Longden parish to write as well.

b) *Shropshire Councillor Report*

The LP Review is running 6 months late due to a combination of staffing and the number of responses. Hub discussions will take place over the summer with a view to an officer report in September. 2,500 homes to be allocated to the rural areas.

LJC – there is a proposal that LJC areas should now align with the Place Plan area – this would place Hanwood in the old Shrewsbury and Atcham area which does not include Minsterley and Pontesbury. Youth funding is to be discussed at the LJC meeting on 23rd May. Officers are saying that SC has a £12,000 contract for Minsterley and Westbury.

Orchard Lane is an unadopted road and a bridleway open to all traffic. SC have agreed to repair the pot holes by the main road. A site meeting is to take place with Richard Knight, SC Countryside Maintenance Manager, regarding the rest of Orchard Lane.

The police have been asked to put a camera on the traffic lights by the bridge. The temporary traffic lights by Hanwood Bank are to remain in place at present for safety reasons.

A site meeting is taking place with SC Highways re the potential crossing at Hanwood Bank. The 30mph illuminated sign heading out of Hanwood towards Shrewsbury is being made safe and a replacement is being investigated.

c) *Other parish councillor reports*

Cllr. Fox spoke regarding the bus shelter. A parishioner had complained about the cost of maintenance and the condition – it was felt that the condition is reasonable given the frequency of the cleaning schedule which is quarterly.

Cllr Davies reported that a resident had reported bonfires at anti-social times of day. An article will be placed in the community newsletter asking people to be thoughtful when lighting fires.

Cllr. Percival reported the sad loss of Bill Longmore who was a much-valued member of the community having contributed to the parish council and recently setting up a Community Interest Company to purchase The Cock Inn and bowling green. Commiserations go to his family. It was agreed to send a condolence card.

09/1819 **APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES & COMMITTEES**

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

a) *Local Joint Committee* – Cllr. Fox.

b) *SALC Area Committee* – Cllr. Evans.

c) *Hanwood Village Hall Committee* – deferred to next meeting.

d) *Local Plan working group* – Cllr. Percival, Cllr. Bromage, Cllr. Fox, Cllr. Lewis and the clerk. The meeting is to be minuted. Cllr. Evans said it is important to agree a base date as 2016.

e) *Any other outside body* – none.

- f) *Committees*
- (i) **Planning Committee** – Cllrs. Percival, Bromage, Davies, Evans & Lewis.
 - (ii) **Finance & General Purposes Committee** – Cllrs. Percival, Bromage, Davies, Fox and Lewis.

10/1819 **POLICY REVIEW**

It was **RESOLVED** to adopt the following:

- a) *Standing Orders*
- b) *Financial Regulations*
- c) *Assets Register*
- d) *Risk Assessment*
- e) *Data Protection Impact Assessment, Privacy Policy & Privacy Notice*

11/1819 **END OF YEAR ACCOUNTS**

- a) *Bank Reconciliations and Budget Report* - it was **RESOLVED** to approve the end of year reconciliation, as per Appendix 1.
- b) *Internal Audit Report* - noted
- c) *Annual Governance Statement 2017/18* – it was **RESOLVED** to approve answering yes to statements 1 to 8 and confirming that statement 9 is N/A. The Annual Governance Statement was duly signed.
- d) *Accounting Statements 2017/18* – **RESOLVED** to approve and duly signed by the chairman. The Accounting Statements was duly signed.

12/1819 **INSURANCE**

The policy was reviewed and confirmed as adequate. It was **RESOLVED** to renew the policy with Inspire at a cost of £936.44.

13/1819 **PLANNING NOTIFICATIONS**– *For information only*

- 1) 18/00910/FUL - 20A Woodlands Avenue, Hanwood, Shrewsbury, Shropshire, SY5 8NG
Proposal: Installation of roof window to front elevation
Decision: Grant Permission

14/1819 **PLANNING APPLICATIONS FOR COMMENT**

- 1) 18/02032/HHE - 4 Weir Road, Hanwood, Shrewsbury, Shropshire, SY5 8JZ
Proposal: Erection of a rear single storey extension to a terraced dwelling, dimensions 6.0 metres beyond rear wall, 3.0 metres maximum height, 2.45 metres high to eaves

Comments: It was **RESOLVED** to not comment.

15/1819 **PARISH MATTERS**

- a) *Caradoc View play area – repairs* – repairs to the trim trail have been done.
- b) *Pothole – Orchard Lane/A488 junction* – SC Highways have ordered repairs.
- c) *Traffic lights crossing* – see item 08/1819b
- d) *VAS sign* – see item 08/1819b
- e) *30mph sign* - see item 08/1819b
- f) *Caradoc View sign and street light* – sign now back
- g) *Reports of other parish matters*
 - (i) Post Office Lane – sign is missing – clerk to report.
 - (ii) Walkabout re EMG – Cllr. Evans to organise.

16/1819 **FINANCIAL MATTERS (ROUTINE)**

- a) It was **RESOLVED** to approve the following payments:

Ref	Payee	Item	Chq	Net	VAT	Gross
P7-1819	R Turner	Salary Apr	SO	£478.37	£0.00	£478.37
P8-1819	Landright Services	Maintenance contract	SO	£200.00	£40.00	£240.00
P9-1819	Landright Services	Memorial garden	397	£1650.00	£330.00	£1980.00

P10-1819	Landright Services	Maintenance contract	SO	£200.00	£40.00	£240.00
P11-1819	Atcham PC	Equip refund	BACS	£95.55	£0.00	£95.55
P12-1819	Battlefield Surveys	Survey	BACS	£300.00	£60.00	£360.00
P13-1819	Buildwas PC	Equip. refund	BACS	£91.29	£0.00	£91.29
P14-1819	Came & Co	Insurance	BACS	£936.44	£0.00	£936.44
P15-1819	DM Payroll	Advisory services	BACS	£360.00	£0.00	£360.00
P16-1819	Landright Services	Maintenance & late payment compensation	BACS	£110.00	£10.00	£120.00
P17-1819	R L Groome	Audit	BACS	£40.00	£0.00	£40.00
P18-1819	R Turner	Expenses	BACS	£112.57	£0.00	£112.57
P19-1819	Shropshire Council	Play inspections	BACS	£341.25	£68.25	£409.50

b) *Income received – noted as follows:*

- A sum of £180 had been received as compensation from Lloyds due to their error in setting up a SO to Landright Services which had resulted in the contractor being paid late. Part of the compensation was to compensate for the clerk's time/expenses in sorting out this matter. It was therefore **RESOLVED** that the council keep one third of the compensation, the clerk claim one third as expenses and the contractor receive one third as an apology for late payment.
 - Precept - £27,500.
- c) *NALC revised pay scales* – it was **RESOLVED** to adopt and apply to the clerk's salary with effect from 1st April 2018.
- d) *Standing order for clerk's salary* – it was **RESOLVED** to amend the standing order to take account of item c above and new tax code.
- e) *Appointment of internal auditor for 2018/19* – it was **RESOLVED** to appoint Richard Groome.

17/1819 **CORRESPONDENCE** – *to note and consider response*

- a) *GDPR updates* - noted
- b) *A5 Woodcote Roundabout (Montgomery roundabout) overnight closures* – work starting 16th July.
- c) *SALC Bulletins* - noted
- d) *SC Great Outdoors Strategy consultation* – councillors to read before the next meeting to enable a response to be agreed.
- e) *Hanwood Speed Reduction Scheme* – the scheme is not being progressed by SC due to funding.
- f) *Youth funding updates* – noted.

18/1819 **NEXT MEETINGS**

- a) *Dates for 2018/19*
- 26th June 2018 – 7.30pm at St Thomas Community Room
- b) *Items for agenda- to note requests*

*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 Items 19 to 21, they concern exempt matters*

19/1819 **PENSION YEAR END FORMS**

It was **RESOLVED** to note that the clerk has submitted the forms and they reconciled.

20/1819 **CLERK'S APPRAISAL**

It was **RESOLVED** that Cllr. Percival would carry out the clerk's appraisal.

21/1819 **HANWOOD MEMORIAL GARDEN** – *progress update and transfer of section of land to Messrs. Phillips.*

It was **RESOLVED** to transfer part of the land, which does not form the core part of the garden, to Messrs. Phillips further to a recent site meeting. Messrs. Phillips to erect a wall in exchange at their cost.