

GREAT HANWOOD PARISH COUNCIL

Parish Clerk/RFO: Rebecca Turner, The Old Police House, Nesscliffe, SY4 1DB
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Minutes of Council Meeting held on 28th January 2020

At St Thomas Church Community Room, Hanwood at 7.30pm

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

Absent: 1

Clerk: Mrs R Turner

75/1920 **PRESENT & APOLOGIES FOR ABSENCE**

Cllr. Lewis had also sent apologies & Cllr. Evans had apologised for his potential late arrival.

76/1920 **DISCLOSURE OF PECUNIARY INTERESTS**

None.

77/1920 **DISPENSATION REQUESTS**

None received.

78/1920 **CO-OPTION OF COUNCILLOR(S) TO VACANT SEAT(S)**

It was **RESOLVED** to co-opt Andrew Chadwick. He duly signed his declaration of acceptance of office and joined the meeting.

79/1920 **PUBLIC PARTICIPATION SESSION**

The applicant spoke re application 19/04826/FUL, in relation to bridleway issues re the application.

Cllr. Evans entered the meeting.

80/1920 **MINUTES**

It was **RESOLVED** to approve the minutes as being a correct record and they were duly signed by the chairman to approve and sign the minutes of the Council meeting dated 26th November 2019.

81/1920 **REPORTS**

a) *Shropshire Council* – flooding between Edgebold and Hanwood, has been surveyed by Kier and representative from gas board, work due to start 4th Feb. Crossing – delays in SC fully signing the permit and SC are now asking for surfacing to be agreed and an increase specification on lighting on the crossing. Work will now be delayed until March as the slot with the contractor has been missed. Streetlights – starting in Shropshire in April and lights in Hanwood likely to be a high priority. SC reviewing highways procedures, such as how potholes are repaired. Accident outside the shop before Christmas involving a teenager being knocked down by a car. Car had turned right out of Weir Road and went through red light. Cllr. Evans has given an undertaking to the family to organise a meeting.

b) *Police Report*

Nov 2019:

Hanwood FB37 – 16 Recorded Incidents

Assault: 6
Criminal Damage: 0
Burglary Dwelling: 0
Vehicle Crime 0
Road Traffic Incident: 1
ASB Nuisance: 1
ASB Personal: 2
ASB Environmental: 2
Concern For Safety: 2
Theft: 0
Burglary Other: 0
Suspicious Circumstance: 2

Dec 2019

Hanwood FB37 – 17 Recorded Incidents

Assault: 2
Criminal Damage: 1
Burglary Dwelling: 0
Vehicle Crime 0
Road Traffic Incident: 3
ASB Nuisance: 1
ASB Personal: 3
ASB Environmental: 0
Concern For Safety: 4
Theft: 0
Burglary Other: 0
Suspicious Circumstance: 3

- c) *Youth Club* – committee met in January and the club continues to be successful.
- d) *Village Hall* – Cllr. Davies couldn't attend the meeting.
- e) *Caradoc Play Area* – no current safety issues. Poplar trees have been safety checked and no work needed. Consult with community about what type of equipment is wanted and ask YC, newsletter and on social media and letter drop to households.
- f) *Other parish councillor reports* – street lights out on Oaklands View – columns 1, 3 and 4.

82/1920 PLANNING NOTIFICATIONS - FOR INFORMATION

- 1) 19/04427/TPO - 24 Chestnut Close, Hanwood
Proposal: Reduce to previous pruning points, approx. maximum of 2m and deadwood 1no Field Maple (T1) protected by Shrewsbury & Atcham Borough Council (Woodlands Avenue, Chestnut Close, Hanwood) Tree Preservation Order 2003
Decision: Grant Permission

83/1920 PLANNING APPLICATIONS - FOR COMMENT

- 1) 19/03697/FUL - Coppice Court, Nobold, Shrewsbury, Shropshire, SY5 8N
Proposal: Erection of a replacement dwelling
Comments: It was **RESOLVED** to maintain the previous objection as there is not a significant difference between the revised and original application.
- 2) 19/04826/FUL - Proposed Residential Development Land South Of The Hawthorns, Orchard Lane, Hanwood, Shrewsbury, Shropshire
Proposal: Erection of two split level dwellings
Comments: It was **RESOLVED** that the PC notes that whilst the proposed junction improvements would be beneficial, it does not outweigh the other concerns, including Open Countryside location.

84/1920 PARISH MATTERS

- a) *Speeding/traffic calming scheme* – no update but info anticipated from SC in February.
- b) *White Lines/Junction Marking Weir Road/Orchard Lane* - refreshing of junction markings at Weir Road/Orchard Lane as a scoping request for next year's programme.
- c) *Road Surface by the Church* - there are no safety defects present at this time but this road is inspected monthly and any safety defects will be identified during those safety inspections
- d) *Collapsed gully edge opposite the new house, by the bridge* –info needed on location. JP to provide.
- e) *Crossing on A488* – see SC's report.
- f) *Illuminated sign for low bridge by Edgebold* – has been inspected and found to be working but the PC disagreed with this.
- g) *Illuminated warning triangle sign opposite Red Lane* – needs hedge cutting back, to be added to EMG works programme
- h) *Flooding between Hanwood and Edgebold roundabout* –works needed to resolve the issue but complicated by a gas main nearby
- i) *The Cock Inn, Hanwood & Bowling Green, Hanwood* – ACV listings – club to re-apply for The Cock Inn ACV. Bowling green expires in summer but can't be renewed until expiry.
- j) *Vehicles parking on path adj. Bridge Cottages, Hanwood* – a resident had raised an issue with the police re his neighbours parking on the path outside the property. This does not obstruct the use of the path but PC Cookson was asking for the PC's view on this. The PC had no comment.

- k) *Road traffic collision*- see SC's report.
- a) *EMG – revised works schedule* – **RESOLVED** to agree the following schedule of works:
- Cut back lay-by next to the school £200
 - Cut grass through village £150
 - Litter pick village £150
 - Red Lane – cut around sign
- b) *Assets Review*- Cllrs. Percival and Bromage to do.
- c) *Place Plan* – put on March agenda.
- d) *Reports of other parish matters*
- Pothole on bridge between Post Office Lane

Cllr. Evans left the meeting.

85/1920 **FINANCIAL MATTERS**

- a) *Q3 bank reconciliation & budget report* - it was **RESOLVED** to approve the report as per Appendix 1, the reconciled balance being £59,089.50 as at the end of Q3.
- b) *Budget and precept requirement for 2020/21* – it was **RESOLVED** to approve the budget, as per Appendix 2 and set a precept requirement of £29,850, this being a 0% increase per Band D household.
- c) *Mid-year review of internal controls* – defer to March, set a separate meeting.
- d) *Payments including payments made between meetings* – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Method	Net	VAT	Gross
P60-1920	Landright Services	EMG works	BACS	£200.00	£40.00	£240.00
P61-1920	SCPF	Pension Nov	SO	£86.74	£0.00	£86.74
P62-1920	R Turner	Salary Dec	SO	£532.18	£0.00	£532.18
P63-1920	SCPF	Pension Dec	SO	£86.74	£0.00	£86.74
P64-1920	R Turner	Salary Jan	SO	£532.18	£0.00	£532.18

- e) *Income received* – community donation £16,000

Ref	Payee	Item	Amount
R8-1920	Shropshire Homes	Community donation	£16,000.00

86/1920 **CORRESPONDENCE**

- a) *Climate Change seminar* – Cllr. Bromage to attend.
- b) *Training programme 2020* – noted, councillors to notify clerk if wish to attend any courses.
- c) *Speed restriction proposal Rea Valley* – would welcome a joint initiative and suggest a meeting is called.
- d) *Pound Lane* – closure 16th April 2020 for one day for BT works

87/1920 **NEXT MEETINGS**

- a) *Next council meeting* – 24th March 2020 at St Thomas PCC Community Room, at 7.30pm
- b) *Items for next agenda- to note requests*
- Assets Review Report
 - Place Plan
 - Cleaning of boards
 - VAS sign outside the church

*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 should be excluded during discussion of Items 88/1920 & 89/1920 as they concern exempt matters*

88/1920 **GROUNDS MAINTENANCE CONTRACT** – it was **RESOLVED** to continue with the current contractor, for a further 3 years.

89/1920 **PENSION ACTUARY VALUATION REPORT** – it was **RESOLVED** to accept and sign the actuary valuation report, revised employer contribution 13.4%, accepting the impact of the McCloud decision.

Appendix 1: Q3 Budget Report & Bank Reconciliation 2019/20

Q3 Budget report & bank reconciliation 2019/20						
RECEIPTS	2018/19	Budget 2019/20	Actual Q3 2019/20	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 75% & >£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	100%	Paid upfront
Environmental Maintenance Grant	£725.00	£1,225.00	£1,225.00	£0.00		
Cherry tree royalty	£201.20	£0.00	£0.00	£0.00		
VAT refund	£2,977.72	£0.00	£0.00	£0.00		
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	£375.99	£375.99		Salary overpaid & office sharing costs
TOTAL RECEIPTS	£35,093.92	£29,675.00	£55,528.57	£9,853.57		
PAYMENTS	2018/19	Budget 2019/20	Actual Q3 2019/20	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 75% & >£200)
Administrative & Establishment Costs						
Clerk's Salary (ind pension)	£7,082.00	£7,617	£5,594.68	£-2,022.14	73%	
Mileage	£253.10	£250	£142.45	£-107.55	57%	
Office Expenses	£951.95	£600	£528.87	£-423.08	88%	
Training/AGM (Clerk/Councillors)	£0.00	£150	£0.00	£-150.00	0%	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%	Paid upfront
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	£0.00	£-35.00	0%	
Election Costs	£100.00	£0	£0.00	£0.00		
GDPR Compliance	£360.00	£360	£204.44	£-155.56	57%	
VAT	£1,802.78		£1,826.39	£23.61		
Sub Total Admin & Establishment	£12,241.27	£11,082	£10,308.27	£-773.55	93%	
Street Lighting						
Electricity	£769.40	£800.00	£796.96	£-3.04	100%	
Maintenance / Inspections	£350.20	£220.00	£0.00	£-220.00	0%	Not due yet
Sub Total Street Lighting	£1,119.60	£1,020.00	£796.96	£-223.04	78%	
Caradoc Play Area & Village Hall grass cutting						
Inspections	£856.25	£700.00	£265.00	£-435.00	38%	Not billed yet
Repairs/maintenance	£1,020.00	£500.00	£195.00	£-305.00	39%	Depends on repairs needed
Grass cutting	£1,460.00	£1,600.00	£1,920.00	£320.00	120%	
Improvements		£0.00	£0.00	£0.00		
Sub Total Caradoc Play Area & Village Hall grass cutting	£3,336.25	£2,800.00	£2,380.00	£-420.00	85%	
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%	Grass cutting shown in play area budget
Env't Grant Works	£1,450.00	£2,450.00	£1,550.00	£-900.00	63%	
Sub Total Street Works/Projects	£4,433.33	£7,560.00	£5,867.00	£-1,693.00	78%	
Grants						
Village Hall - all grants	£2,500.00	£2,250.00	£0.00	£-2,250.00	0%	
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	£1,425.00	£-2,350.00	38%	
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	£20,777.23	£-8,897.77	70%	
RESERVES	Actual balance 31.3.19	Contributions 2019/20	Expenditure 2019/20	Reserves as at Q3 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	Relates to legal fees & sign erection	
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			£21,480.25		
Total Reserves	£24,338.16			£59,089.50		
BANK RECONCILIATION Q3 2019/20						
Balance b/fwd from 31st March 2019			£24,338.16			
less payments			£20,777.23			
add receipts			£55,528.57			
BALANCE AS PER CASHBOOK			£59,089.50			
Represented by bank balances	Lloyds		£50,452.60			
	Natwest		£8,636.90			
	Total balances		£59,089.50			
Less unrepresented payments			£0.00			
Total unrepresented payments			£0.00			
Add uncredited receipts			£0.00			
RECONCILED BALANCE			£59,089.50			

Appendix 2: Approved Budget & Precept 2020-21

<u>RECEIPTS</u>	<u>Budget 2020/21</u>
Precept	£29,850
Parish Portion - 15% CIL monies	
Environmental Maintenance Grant	£1,025
Cherry tree royalty	
Youth Grants	£0
Community donation from Shrop Homes	
Other	
TOTAL RECEIPTS	£30,875
<u>PAYMENTS</u>	<u>Budget 2020/21</u>
Administrative & Establishment Costs	
Clerk's Salary (incl. pension)	£7,938
Mileage	£250
Office Expenses	£700
Training/AGM (Clerk/Councillors)	£150
Hire of meeting rooms	£250
Audit (Internal & External)	£240
Insurance	£1,000
Subscriptions (SALC)	£420
Website	£210
ICO Registration	£35
Election Costs	£0
GDPR Compliance	£204
Sub Total Admin & Establishment	£11,397
Street Lighting	
Electricity	£369
Maintenance / Inspections	£220
Sub Total Street Lighting	£589
Caradoc Play Area, Village Hall & Memorial Garden grass cutting	
Inspections	£750
Repairs/maintenance	£1,500
Grass cutting	£1,920
Improvements	£0
Sub Total Caradoc Play Area & Village Hall grass cutting	£4,170
Street works/projects	
War Memorial	£125
Bus shelter	£60
Noticeboards and benches	£100
Youth Club	£4,000
Defibrillator	£100
Memorial garden	£100
Envt Grant works	£2,050
Sub Total Street Works/Projects	£6,535
Grants	
Village Hall - total grants	£2,500
Churchyard Maintenance	£1,100
Discretionary Charitable Grants & Donations	£250
Newsletter - grant to PCC	£325
Sub Total Grants	£4,175
Other	£0
Transfer to reserves	£4,009
GRAND TOTAL PAYMENTS	£26,866
TOTAL PAYMENTS & TRANSFER TO RESERVES	£30,875
<u>PRECEPT PER BAND D HOUSEHOLD FOR 2020/21</u>	<u>£72.55</u>