



Parish Clerk/RFO: Rebecca Turner
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MINUTES OF ANNUAL COUNCIL MEETING HELD ON MONDAY 20TH MAY 2024 AT 7.30PM, AT THE COCK INN FUNCTION ROOM, HANWOOD

Present: Cllr. Evans (Chairman), Bromage, Chadwick, Davies, Dowley, Greenwell, Jones

Absent: Cllrs. Butler, Fox.

Public: 1

In attendance: R. Turner (Clerk)

01/2425 ELECTION OF CHAIR FOR MUNICIPAL YEAR 2024/5

(i) Election of Chair

The outgoing chair invited nominations. It was **RESOLVED** to elect Cllr. Evans as chair for the municipal year 2024/5.

(ii) Declaration of Acceptance of Office

The chair signed the declaration of acceptance of office, duly witnessed by the clerk.

02/2425 PERSONS PRESENT AND TO RECEIVE APOLOGIES FOR ABSENCE

Noted as above.

03/2425 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 declared.

c) Gifts or hospitality

None declared.

04/2425 ELECTION OF VICE CHAIR FOR MUNICIPAL YEAR 2024/5

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

05/2425 PUBLIC PARTICIPATION SESSION

Cllrs. Chadwick and Fox entered the meeting.

Fred Palmer spoke regarding the Hanwood village hall lights. A hawthorn tree needs cutting back and quotes are needed for this. A map of land ownership is needed. The parish council asked for three quotes to be sought. It has been agreed that the light nearest the main road can have a double headed standard. Some of the lights will be powered from the changing rooms, one off Z5 on the main road and others will run off hall. Decision to be made at the June council meeting.

06/2425 MINUTES – it was **RESOLVED** to confirm the minutes of the Council Meeting dated 22ND April 2024 as being a true record and to authorise the chairman to sign them.

07/2425 **APPOINTMENT OF COMMITTEES, WORKING GROUPS**

a) *Personnel Committee*

(i) *TOR*

It was **RESOLVED** to adopt the TOR, with committee to elect its own chair.

(ii) *Members and arrangements for appointing a Chairman*

It was **RESOLVED** to appoint the following members:

Cllr. Bromage, Chadwick, Evans, Fox, Greenwell, Jones.

b) *Speed Camera WG*

It was **RESOLVED** to appoint Cllrs. Chadwick and Evans.

c) *Open spaces/memorial garden/public realm WG*

It was **RESOLVED** to appoint Cllrs. Bromage, Butler, Greenwell, Fox.

d) *Other required working groups and committees*

None.

08/2425 **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

a) *SALC Area committee*

It was **RESOLVED** to appoint Cllrs. Davies and Evans.

b) *Youth club committee*

It was **RESOLVED** to appoint Cllrs. Evans and the clerk.

c) *Village Hall committee*

It was **RESOLVED** to appoint Cllr. Davies.

09/2425 **REVIEW OF KEY POLICIES**

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

a) *Standing Orders*

b) *Risk Management Policy*

c) *Asset Register as at 31.3.24*

d) *Insurance*

e) *Disciplinary Procedure*

f) *Grievance Procedure*

10/2425 **ANNUAL FINANCIAL MATTERS**

a) *Q4 bank reconciliation 2023/4, budget report & variances explanation*

It was **RESOLVED** to approve the reconciliation, as per Appendix 1, the reconciled balance being £86,172.78.

b) *Annual Governance and Accountability Return (AGAR)*

(i) *AGAR - Internal Auditor's report*

It was **RESOLVED** to approve, no issues of concern.

(ii) *AGAR - Section 1 - Annual Governance Statement*

It was **RESOLVED** to approve, answering Yes to all applicable assertions.

(iii) *AGAR - Section 2 - Accounting Statements*

The RFO signed the statement. It was **RESOLVED** to approve the Statement.

(iv) *Electors' Rights dates*

It was **RESOLVED** to delegate to the clerk to set dates within the statutory timeframe.

c) *Use of Direct Debits and Standing Orders for certain payments*

It was **RESOLVED** to use the following automated payments

SOs: Salary, pension, grounds maintenance

DDs: ICO, HMRC PAYE

- d) *EMG application 2024/5*
It was **RESOLVED** to approve the application for £1,500.
- e) *Renewal of software applications*
It was **RESOLVED** to approve use of the following, costs shared with other parishes:
Zoom, anti-virus, Backblaze, Office 365, Brightpay, Adobe.

11/2425 **REPORTS**

- a) *Police Report*
None received. It was noted that mobile speed cameras have been active in the village.
- b) *Shropshire Council*
Cllr. Evans said the situation is very similar to his report at the APM. Voluntary severance scheme now closed with insufficient uptake, meaning there may now be compulsory redundancies as not sufficient voluntary numbers.
- Consultations active on Empty Homes, school library service, recycling centre, homelessness, Local Plan Review. Sports village consultations closed 9th May.
- Community Governance Review finished on 10th May. It is assumed that the area of land the other side of the A5 will be transferred to Shrewsbury Town Council at the May 2025 elections.
- Dog control orders will be effective from 1st June. The University Centre closes in August.
- Buses received a £1.3 million grant to cover to March 2025.
- NWRR - SC agreed to spend £44 million on business case which includes putting in roads for the new scheme.
- White lines on road to Edgebold Roundabout – no info.
- c) *Youth club*
No update. Needs volunteers.
- d) *Village Hall*
It was **AGREED** to see what information Mathew Mead can collate on ownership within 2 weeks and thereafter to proceed to do a search.
- Cllr. Davies said that a Vehicles of Interest day will be held on 22nd June.
- e) *Speed Camera WG*
A reply is awaited from senior officers re changes to the scheme; the option of writing to Mr Campion has not been ruled out. It was noted that the councils may wish to also pass on untaxed and uninsured drivers details to the police.
- f) *Open spaces/memorial garden/public realm WG*
No update.
- g) *Newsletter*
Due out July.
- h) *Parish Councillor Reports (of external meetings attended)*
Cllr. Evans reported that he had chaired the SALC Shrewsbury Area Committee – the committee was asked if parishes would take on some non-statutory items Shropshire Council does.

12/2425 **FINANCIAL MATTERS**

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

Ref	Payee	Item	Type	Net	VAT	Gross
P4-2425	R Turner	Salary April	SO	£1,011.71	£0.00	£1,011.71
P5-2425	Landright Services	Maintenance contract	SO	£390.83	£78.17	£469.00
P6-2425	SCPF	Pension	SO	£300.61	£0.00	£300.61
P7-2425	SCPF	Pension extra actuary charge	BACS	£100.00	£0.00	£100.00
P8-2425	First Rescue Training	Defib battery	BACS	£289.00	£57.80	£356.80
P9-2425	SD Hackett	Internal audit	BACS	£180.00	£0.00	£180.00
P10-2425	CCC4 Business	Speed project contract	BACS	£74.25	£14.85	£89.10
P11-2425	Zurich	Insurance	BACS	£840.99	£0.00	£840.99
P12-2425	Telford and Wrekin	GDPR/Legal	BACS	£221.00	£44.20	£265.20
P13-2425	SALC	Subs	BACS	£569.28	£0.00	£569.28
P14-2425	R Turner	Expenses	BACS	£41.75	£0.00	£41.75
P15-2425	G Taylor	Bench repairs	BACS	£390.00	£78.00	£468.00
P16-2425	J R Butler	Bench removal	BACS	£100.00	£0.00	£100.00

b) *Income received* – noted as follows:

Ref	Payee	Item	Amount
R1-2425	Shropshire Council	Precept	£33,804.00

c) *Update on Lloyds bank mandate updates and opening of Nationwide BS account*

It was noted that changes to the Lloyds mandate are complete. Nationwide BS have ceased accepting new applications. It was therefore **RESOLVED** to open an account with The Cambridge BS instead.

d) *Church grant application for churchyard maintenance*

It was **RESOLVED** to award a grant of £1,390 – this is the same as last year but less than requested. It was also agreed to ask the church to let us now by November what grant they need for this year and why.

e) *Data protection contract renewal*

It was **RESOLVED** to renew with Telford and Wrekin Council.

13/2425 **PLANNING NOTIFICATIONS – FOR INFORMATION**

None at time of issuing agenda.

14/2425 **PLANNING APPLICATIONS – FOR COMMENT**

None at time of issuing agenda.

15/2425 **PARISH MATTERS**

a) *Highways matters - updates*

(i) *Flooding road to Edgebold*
No update.

(ii) *Flooding New Station Cottage*
No update.

(iii) *Orchard Lane*
No update.

- (iv) *VAS at Edgebold*
No update.

Actions: The clerk was asked to enquire about the following:

- Ask what is happening on road between Hanwood and edge bold roundabout and white marks.
 - When is the A488 street cleaning to be done.
 - Z398 – potholes near railway bridge.
- b) *Lights at Hanwood Village Hall*
See above.
- c) *D day 2024 event*
The plaque for the time capsule has arrived.
Action: Clerk to ask the school their preferred arrangements for burying. An auger will be needed to dig the hole.
- d) *Asset repairs*
Benches now repaired
Action: Clerk to get a quote for a new bench opposite church.
- e) *Bollards, Rectory Gardens*
Ownership unclear but doesn't seem to be SC or parish council.
Action: Clerk to make enquiries with Homes Plus.
- f) *Caradoc play area maintenance matters*
None.
- g) *PO Box Address and Council phone number*
It was **RESOLVED** to approve to pay 1/3rd towards a Royal Mail PO Box and a 36 month EE phone contract in GNLN PC's name, cost to be split 3 ways with GNLN PC PC and Great Hanwood PC.
Action: Clerk to set up and council will be billed 1 year in arrears.
- h) *Other parish matters – reports*
(i) Request traffic lights at Edgebold via Jason Hughes as a CIL Local project.
(ii) Clerk to write to no 22 Caradoc View re overgrown hedge obstructing the path.

16/2425 **CORRESPONDENCE AND CONSULTATIONS - to consider response**

- a) *SALC Bulletins*
- b) *SC School Library Service consultation*
It was **RESOLVED** to object.
- c) *Green Waste charging consultation*
It was **RESOLVED** to object – the potential closure of 2 recycling centres is a major issue and concern re fly tipping increases.
- d) *Empty Homes consultation*
No comments.
- e) *Draft Independent Living and Specialist Accommodation Strategy*
No comments.
- f) *Local Plan Review consultation*
No comments.

17/2425 **NEXT MEETING**

- a) Monday, 24th June 2024, - Council Meeting, 7.30pm, The Cock Inn Function Room
- b) Items for agenda
 - Financial Regulations
 - Lights
 - Speed camera

18/2425 *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 19/2425 to 20/2425 due to the likely disclosure of confidential information*

19/2425 **WEBSITE AND EMAILS**
Deferred to June.

20/2425 **PENSION ANNUAL RETURNS**
It was **RESOLVED** to approve the returns.