

HODNET PARISH COUNCIL

Minutes of the Meeting of Hodnet Parish Council held at The Lyon Hall, Hodnet
on Thursday 3rd May 2018 immediately following the Annual Meeting of Hodnet Parish Council

Present: Councillors Maryjayne Rees, John Powell, John Parker, Karen Calder, Alan Cope, Steve Alden, Paul Nevins, and Steve Freeman and Jane Evans (Clerk)

1. **Welcome and Apologies** – Apologies were received from Councillors Chris Mackie, Howard Trevor and John Roberts.
2. **Declaration of Interest** – None
3. **Public Session** – There were no members of the public present.
4. **Minutes** – The minutes of the Parish Council Meeting held on the 29th March 2018 had previously been circulated and Cllr Alden proposed that these minutes were a true and accurate record of proceedings, Cllr Freeman seconded this and all agreed.
5. **Clerk's update regarding on-going matters** - The following information was provided to up-date the Council regarding various on-going issues:
 - a. The Clerk advised that Phil Wellings now had the bench and this would be installed shortly.
 - b. The Clerk confirmed that she had chased all the highways issues previously raised and read out a reply from Shropshire Council relating to the A442 advising that, although regularly monitored, this road is not due for resurfacing in the 18/19 budget. The Council instructed the Clerk to reply to Shropshire Highways stating their disappointment in this decision.
 - c. The Clerk had obtained a second quote relating to the two additional bays on the Hodnet Recreation Ground driveway but these was quite a bit more than the one already received. The Council instructed the Clerk to speak to the original contractor and confirm a price for the other side of the driveway if done together.
 - d. Benbows have put in for planning permission to cut down the trees next to the Lyon Hall.
 - e. The Clerk advised the Council of a wall mounted bike stand for £35 and it was unanimously agreed to order this.
 - f. BT Openreach had confirmed that a phone line will be installed into The Lyon Hall on 10th May after which Netplus will be putting in a broadband service.
 - g. The Clerk had spoken to Market Drayton Road Safety Group about hiring their vehicle speed indicator and this is on their list so hopefully will be installed in Marchamley for two weeks in the near future.
 - h. The Clerk had contacted the Dog Warden who was still looking for a dog poo bin for Hearne Lane.
 - i. The Clerk confirmed that the application for a flower bed on the grass in front of The Crescent had been forwarded to Shropshire Council.
 - j. Cllr Alden reported that he had meet with Shropshire Council's Country Parks & Sites Officer Shaun Burkey to look at the damage that had been done by agricultural machinery along the disused railway line from Wolleron to Hodnet. Shropshire Council are managing the wildlife in this area, are looking for any right of access agreement for anyone farming the adjacent fields and had padlocked the gate but unfortunately more damage had been done last weekend. The Parish Council were very disappointed with this situation and instructed the Clerk to write to Shropshire Council, the company farming the adjacent fields and their agents about this.
6. **Unitary Councillors Report** – Cllr Calder advised the meeting that Shropshire Council's Parking Strategy had now been approved and they would not be implementing the extended charging hours, to 8 pm, in Market Drayton. She also advised that the Future Fit consultation was due to run for 14 weeks from the end of May. She has ordered packs of information for each of her Parish Councils relating to this consultation as it is very important that people have their say. Cllr Calder went on to explain that the doctor's out of hours service is out for tender, currently Shropdoc, with a 111 service starting from July and the contract being awarded in September 2018.
7. **Report from Hodnet Parish Council representatives at recent meetings:** No meetings had been attended.

8. Planning – The Council considered the following planning applications and agreed the subsequent *comments*:

- a. **18/01549/FUL** - Erection of two storey front extension; conversion of detached garage to ancillary residential accommodation; erection of domestic storage outbuilding - Rakepark Lodge, Weston Under Redcastle, Shrewsbury, Shropshire, SY4 5JY – *Support*
- b. **18/01550/LBC** - Works to Listed Building to facilitate the erection of two storey front extension; internal works to include alterations to stairs, removal of partition walling, creation of openings, general re-configuration; conversion of modern detached garage to ancillary residential accommodation; erection of storage building - Rakepark Lodge, Weston Under Redcastle, Shrewsbury, Shropshire, SY4 5JY - *Support*
- c. **18/01736/OUT** - Outline application for the erection of 1No dwelling (all matters reserved) - Proposed Dwelling Adjacent The Garner House, Peplow, Market Drayton, Shropshire – *No comment to be made*
- d. **18/01787/LBC** - Remedial works to rear wall affecting a Grade II Listed Building - Bench Mark Cottage Rookery Lane Marchamley SY4 5LQ – *Support*

The Clerk advised the Council that a further planning application had been received relating to tree removal within the Hodnet Conservation Area. As these types of planning applications only have a 14 day consultation time period the Clerk suggested that the Council consider delegating future decisions relating to any comments, or if a planning meeting was necessary, for these type of application to the Chairman of the Planning Committee, currently Cllr Powell. The Council discussed this and Cllr Calder proposed this way forward in dealing with tree removal planning applications, Cllr Alden seconded this and all agreed.

Determination of Planning

None received.

9. Accounts

a. **Expenditure**

Payee	Details	Chq/DD	Amount	Authority
Jane Evans	Monthly Salary – April	SO	£478.83	LGA 1972 s 112
Highline Electrical Ltd	Street Light Maintenance	2054	£207.60	PCA 1957 ss 3 (1)
Zurich Municipal	Insurance	2055	£881.90	LGA 1972 s 111
SALC	Annual Membership Fees	2056	£551.26	LGA 1972 s 143
Hodnet P C C	Church Yard Maintenance Grant	2057	£1,000.00	LGA 1972 s 214 (6)
Hodnet Seniors Lunch Club	Annual Grant	2058	£100.00	LGA 1972 s 145
Severn Hospice	Annual Grant	2059	£100.00	Localism Act 2011 ss 1-5
	Total		£2,840.76	

These expenses were proposed by Cllr Cope, seconded by Cllr Calder and the cheques were duly signed.

b. **Bank Reconciliation** – The Bank Reconciliation at the end of the previous month:

Balance brought forward at beginning of year	£ 40,552.47
Add receipts for year to date	£ 27,218.92
Less payments for year to date	£ 39,410.80
Balance to be carried forward	£ 28,360.59

Bank Balances as at 28th February 2018:

Current Account	£ 100.00
Reserve Account	£ 26,831.79
C I L Reserve Account	£ 21,392.96
Adjustment req'd for unpresented cheques	£ 19,964.16
Total of Reconciled Bank Balances	£ 28,360.59

c. **Internal Auditor's Report** – Prior to the meeting the Clerk had circulated this report which was reviewed and accepted by the Parish Council.

- d. **Annual Governance Statement** – The Council reviewed each point raised in this document and unanimously agreed to each of the statements and Cllr Rees and the Clerk signed this document.
 - e. **Year End Statement of Accounts** – Prior to the meeting the Clerk had circulated the financial statements for the Year Ending 31st March 2018, these were reviewed and unanimously agreed to be correct and Cllr Rees and the Clerk signed the document.
 - f. **Insurance Renewal** – A renewal figure of £881.90 had been received, last year £865.08, and the Clerk confirmed that the bench, projector, screen and lap top were covered and this had not increased the renewal premium. As alternative quotes had been obtained last year the Council agreed to renew this cover with Zurich.
- 10. Policy Documents** – Prior to the meeting the following documents had been circulated to the Parish Council and these were reviewed and adopted:
- a. Standing Orders – This was discussed and Cllr Rees proposed using the NALC model Standing Orders, Cllr Calder seconded this and all agreed.
 - b. Financial Regulations
 - c. Risk Assessment Schedule
 - d. Parish Council Code of Conduct
 - e. Publication Scheme, including ICO Model Publication Scheme
 - f. Records Management Policy
- Cllr Rees signed all the relevant Policy documents and these will be published on the Hodnet Website.
- 11. Highways and Environmental Health** – The following points were made and the Clerk will take forward:
- a. Potholes from A53 towards Hodnet Shooting Ground.
 - b. Potholes from Marchamley to The Rock
 - c. Pothole marked round but not filled on Tern Hill to Wollerton road.
 - d. Potholes on entrance to the Lyon Hall car park – this land is owned by the Parish Council
- 12. Proposed footpath from Peplow to Stoke on Tern** – Cllr Alden explained that both Hodnet and Stoke on Tern Parish Council had supported the formalising of a right of way footpath between Ollerton Lodge and the Chapel at Peplow, through the Peplow Estate. As rights of way needed by law to be established before 2025 and there was a significant backlog at Shropshire Council Cllr Alden was concerned that this issue would not be deal within the period available. Cllr Calder agreed to take this matter forward.
- 13. Street Lighting** – There are currently no repairs required.
- 14. GDPR** – Prior to the meeting the Clerk had circulated a report to the Council detailing how this new legislation would effect the Parish Council and what steps need to be taken before 25th May 2018. The Council formally adopted the action plan, the Personal Data Management & Audit Policy and the Subject Access Policy but Cllr Freeman suggested that the Privacy Policy and Consent Review should be reviewed to make them more specific to the Parish Council.
- 15. Community-led Grant Applications** – The Council has received a grant application from Hodnet Angling Club and another application is due shortly from Wollerton Tennis Club. The Council discussed this matter and decided to have a second application period with a closing date of 31st August 2018 after which all the applications could be reviewed in the same way that the previous applications were. The Clerk will publicise this second application period on the website.
- 16. Playground at Hodnet Recreation Ground** - The Clerk had received a further quote from Ray Parry Playgrounds for the removal of all the wet-pour under the slide and turf the area over, as this firm would not consider the Council’s previous suggestion of squares of wet-pour. The Clerk suggested that the Recreation Ground Committee meet and review the options for the area under the slide after she had got a further quote from another contractor for turfing the area.

Exclusion of press and public: That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of sensitive/confidential information

17. Matters relating to Council Staff – The Clerk’s resignation and other issues highlighted in the Internal Auditors Report were discussed.

18. Correspondence – The following correspondence has been received and discussed:

- a. An email relating to the AED suggesting that it not be locked up – The Parish Council considered this but decided that it should remain locked.
- b. The Hodnet Website – The current webmaster has been considering the future of the website and his involvement in it and this was discussed. Cllr Cope advised the meeting that a security certificate was now advisable to get, costing £15 per annum, without which certain search engines would not show the website, the Council unanimously agreed to this expenditure and the Clerk will liaise with the webmaster. Cllr Rees suggested that she ask Cllr Mackie to look into the relative costs of the different type of websites and systems for the Council.

19. Parish Matters – There were no further matters discussed.

20. Agenda Items for Next Meeting to be held on Thursday 21st June 2018 at Lyon Hall, Hodnet – The Clerk suggested that if no-one had yet submitted a response to the current Local Police Survey this should be discussed at the next meeting, all agreed.

There being no other business the Chairman declared the meeting closed at 9.50 pm

Approval of the Minutes held on 3rd May 2018

Minutes accepted and approved by Hodnet Parish Council at a meeting held on 21st June 2018

Signed by the Chairman