

HORDLEY PARISH COUNCIL

MINUTES of the Annual Meeting of HORDLEY PARISH COUNCIL held on Thursday 16 May 2024 at 7:30pm in Hordley Village Hall

CHAired by: Cllr Frank Beech

CLERKED by: Rosemary Wood

PARISH COUNCILLORS PRESENT: Cllrs Frank Beech, John Tumelty, Chris Marland, Cara Holding, Stephen Jones (following co-option)

ALSO PRESENT: County Councillor Nick Bardsley; ABP representatives (two)

1.24	ELECTION OF A CHAIRMAN It was proposed and seconded that Cllr Beech be elected as Chairman and he was then duly ELECTED by a majority vote and signed an Acceptance of Office Form.
2.24	ELECTION OF A VICE CHAIRMAN It was proposed and seconded that Cllr Holding be elected as Vice Chairman and she was then duly ELECTED by a majority vote and signed an Acceptance of Office Form.
3.24	APOLOGIES FOR ABSENCE No apologies (all members present)
4.24	INTERESTS IN AGENDA ITEMS a) Declaration of any matter to be discussed at the meeting relating to anything included in a Member's Register (Disclosable Pecuniary Interests and Other Registerable Interests). None b) Declaration of any Non-Registerable Interests in any matter to be discussed at the meeting. None c) Any applications for dispensation delivered to the Clerk prior to the meeting. None
5.24	CASUAL VACANCIES NOTED that following receipt by the Chairman on 21 April 2024 of written resignation of Cllr Derek Clifford, a notice of casual vacancy was published on 29 April 2024. The Clerk was asked to email Derek Clifford to formally thank him for his work on the Parish Council.
6.24	CO-OPTION ONTO THE COUNCIL One application for co-option had been received and was considered. It was RESOLVED to co-opt the applicant Stephen Jones onto the council. Cllr Jones then signed a Declaration of Office and declared that he had an interest in item 20.24, being the owner of adjacent land.
7.24	MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21 MARCH 2024 It was RESOLVED to confirm the above minutes as a true record and the Chairman was instructed to sign the minutes as such.
8.24	PUBLIC PARTICIPATION SESSION No members of the public present.
9.24	PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES It was RESOLVED to nominate the following councillors to represent the Parish Council:

	<ul style="list-style-type: none"> a) SALC North Shropshire Area Committee – Cllrs Beech and Tumelty b) Hordley & Bagley Village Hall – Cllr Holding c) ABP Liaison Committee – Cllrs Beech and Tumelty d) Helicopter Noise Liaison Group – Cllr Jones e) Other – none
10.24	<p>REPORTS RECEIVED AND NOTED:</p> <ul style="list-style-type: none"> a) ABP – the representatives reported that they are still waiting for a response from Shropshire Council regarding the traffic calming project. Discussion followed about how to move matters forward with officers at Shropshire Council. <i>The ABP representatives left the meeting after giving their report.</i> b) Shropshire Council elected councillor – written report NOTED c) Clerk's report – written report NOTED d) Other reports - none
11.24	<p>YEAR END FINANCE/ANNUAL ARRANGEMENTS</p> <ul style="list-style-type: none"> a) Annual Arrangements: <ul style="list-style-type: none"> (i) Insurance policy – RESOLVED to proceed with quote from Zurich for premium of £243.01 (ii) SALC/NALC affiliation – RESOLVED to continue membership of SALC and NALC (iii) SLCC membership – RESOLVED to continue with Clerk's annual membership b) Banking – the following arrangements were reviewed: <ul style="list-style-type: none"> (i) Cheque signatories - RESOLVED that Cllrs Beech and Holding continue as signatories with Lloyds Bank and that Cllr Clifford be replaced with Cllr Tumelty (ii) Direct Debits – RESOLVED to continue the direct debit to the ICO for the council's annual data protection registration fee and the newly set up direct debit with HugoFox for the council's website. c) Year End 2023/24 Finance – RESOLVED to approve the following: <ul style="list-style-type: none"> (i) Bank Reconciliation (ii) Receipts and Payments account (iii) Budget Report (iv) Reserves Statement d) s137 Local Government Act 1972 – total payments of £0 for 2023/24 NOTED
12.24	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24 PART 2</p> <ul style="list-style-type: none"> a) Annual Internal Audit Report and written report – the report was considered and NOTED. b) Annual Governance Statement (Section 1) – Having considered the Internal Auditor's report, it was RESOLVED to complete positively the Annual Governance Statement and the Chairman and Clerk were authorised to sign it. c) Accounting Statements (Section 2) (as prepared and signed by the Responsible Financial Officer) – It was RESOLVED to approve the Accounting Statements and the Chairman was authorised to sign them. d) Certificate of Exemption – RESOLVED to approve the Certificate of Exemption and authorise the signing of it by the Responsible Financial Officer and the Chairman, for submission to the external auditor. e) Internal Auditor 2024/25 – RESOLVED to appoint Bernard Townson as internal auditor for 2024/25. f) Notice of Electors' Rights – The Clerk informed the Council of her intention to display the Notice of Electors' Rights, to commence on Monday 3 June 2024 and end on Friday 12 July 2024.
13.24	<p>FINANCE</p> <ul style="list-style-type: none"> a) Income received – NOTED: Shropshire Council, precept (£5,047) b) Outstanding Payments - It was RESOLVED to pay the following invoices and two of the authorised signatories were instructed to check the supporting paperwork for the cheques raised before authorising payment:

	<p>(i) Rosemary Wood, Clerk's net pay April 2024 (£299) (Chq No 735)</p> <p>(ii) Rosemary Wood, Clerk's net pay May 2024 (cheque postdated 1 June 2024) (£299) (Chq No 736)</p> <p>(iii) Rosemary Wood, Clerk's half yearly claim Oct 2023 to March 2024 (mileage £32.13, office consumables £6, home working allowance £31.92) (total £70.05) (Chq No 737)</p> <p>(iv) HugoFox, bronze website subscription 30 Apr 2024 to 29 Apr 2025 (£122.28) (incl VAT £20.38) NOTED that this had been set up on direct debit, so no cheque payment required.</p> <p>(v) Zurich Municipal, insurance premium 1 June 2024 to 31 May 2025 (£243.01) (Chq No 738)</p> <p>(vi) Hordley & Bagley Village Hall, grant award (£150) (Chq No 739)</p> <p>(vii)SALC, ALC Affiliation fees 1 April 2024 to 31 March 2025 (£167.47) (Chq No 740)</p> <p>c) Direct Debits – NOTED: ICO, data protection registration fee 2024-25 (£35)</p> <p>d) Other income/invoices received after agenda sent out – It was RESOLVED to pay the following invoice and two of the authorised signatories were instructed to check the supporting paperwork for the cheques raised before authorising payment: Bernard Townson, internal audit 2024/25 (£80) (Chq No 741)</p>
14.24	<p>PLANNING & HIGHWAY MATTERS</p> <p>a) Planning Applications notified by Shropshire Council – none</p> <p>b) Planning Decisions – the following decision notified by Shropshire Council was NOTED: Ref: 24/00830/FUL (validated 5 March 2024) Address: <u>The Stackyard</u>, Hordley, Ellesmere Proposal: Storage building to serve existing shop business Decision: Refuse</p> <p>c) Planning Correspondence or Decisions received after agenda sent out - none</p> <p>d) Planning submission 2023/24 – summary of planning submissions made by the Parish Council during 2023/24 NOTED</p>
15.24	<p>CONSULTATIONS</p> <p>Shropshire Local Plan Examination (further consultation focussing on additional material prepared in response to the Planning Inspector's interim findings) – considered. RESOLVED to delegate power to the Clerk and Chairman to make a submission following receipt of comments from Cllr Nick Bardsley and members.</p>
16.24	<p>TETCHILL BROOK</p> <p>Minutes were considered from a meeting of interested parties held on 20 March 2024 to discuss flooding concerns regarding Tetchill Brook. RESOLVED that the Parish Council wants to be kept informed and send a representative to any future meetings.</p>
17.24	<p>GRANT APPLICATION</p> <p>An out of time grant application from St Mary's Church, Hordley for £500 towards the cost of grass cutting in the burial ground was considered. RESOLVED to award a grant of £250 and to request that any future applications be for capital projects.</p>
18.24	<p>POLICIES AND PROCEDURES</p> <p>The following were reviewed:</p> <p>a) Standing Orders – RESOLVED that no amendments needed</p> <p>b) Financial Regulations - RESOLVED to adopt new NALC model Financial Regulations with agreed amendments</p> <p>c) Code of Conduct - RESOLVED that no amendments needed</p> <p>d) Scheme of Delegation - RESOLVED that no amendments needed</p> <p>e) Action Plan – RESOLVED to approve agreed amendments</p>
19.24	<p>ORDINARY MEETINGS OF THE PARISH COUNCIL 2024/25</p> <p>It was RESOLVED to hold meetings for the period June 2024 to May 2025 on the following dates: 18 July</p>

	2024, 19 September 2024, 21 November 2024, 16 January 2025, 20 March 2025, 15 May 2025
20.24	EXCLUSION OF PRESS AND PUBLIC To resolve 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 item to be considered involves the likely disclosure of confidential information: Planning Enforcement case – considered

Meeting closed: 10pm

Chairman's Signature: *F Beech*

Dated: *18 July 2024*