

HORDLEY PARISH COUNCIL

MINUTES of the Annual Meeting of HORDLEY PARISH COUNCIL held on Thursday 15 May 2025 at 7:30pm in Hordley Village Hall

CHAired by: Cllr Frank Beech

CLERKED by: Rosemary Wood

PARISH COUNCILLORS PRESENT: Cllrs Frank Beech, John Tumelty, Robert Thompson

ALSO PRESENT: County Councillor Robert Jones

1.25	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.
2.25	ELECTION OF A VICE CHAIRMAN It was proposed and seconded that Cllr Tumelty be elected as Vice Chairman and she <i>he FB</i> was then duly ELECTED by a majority vote and signed an Acceptance of Office Form.
3.25	DECLARATION OF ACCEPTANCE OF OFFICE It was reported by the Clerk and NOTED that Declarations of Acceptance of Office forms had been duly signed by all councillors elected and present and received by the Clerk prior to commencement of the meeting. It was RESOLVED to permit Cllr Stephen Jones a delay in signing his Declaration of Acceptance of Office until a later meeting.
4.25	APOLOGIES FOR ABSENCE Apologies for absence received: Cllr Stephen Jones (work commitments)
5.25	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
6.25	CO-OPTION ONTO THE COUNCIL NOTED that no applications had been received for co-option onto the council for the three vacancies following the election on 1 May 2025.
7.25	MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20 MARCH 2025 It was RESOLVED to confirm the above minutes as a true record and the Chairman was instructed to sign the minutes as such.
8.25	PUBLIC PARTICIPATION SESSION No members of the public present.
9.25	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 Thompson and Tumelty b) Hordley & Bagley Village Hall – Cllr Jones was nominated, with appointment pending his acceptance at the next council meeting. c) ABP Liaison Committee – Cllrs Beech and Tumelty d) Helicopter Noise Liaison Group – NOTED that no longer operating e) Other – none
10.25	<p>REPORTS RECEIVED AND NOTED:</p> <ul style="list-style-type: none"> a) ABP – no report b) Shropshire Council elected councillor – County Councillor Robert Jones introduced himself and explained some of the objectives of the new administration, particularly the desire to rebalance the relationship between Shropshire Council and Town and Parish Councils, so that the county council is more responsive. He also asked members what the issues were for the Parish Council and was told that these were around unspent ABP s106 monies; Park House Farm enforcement; Shropshire Council’s lack of respect for requests for planning applications to go to committee; the state of the roads, particularly the Rednal straight. He confirmed that he would be willing to take on the role of chairing the ABP Liaison Committee. c) Clerk’s report – written report NOTED d) Other reports – Cllr Beech outlined his efforts to chase Shropshire Council officers regarding the Lower Hordley speed mitigation measures, and advised that a meeting had been arranged for the following week.
11.25	<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 £229.28 (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 - NOTED that Cllrs Beech, Tumelty, Thompson and Jones had been set up as signatories on the new Unity Trust Bank account. (ii) Direct Debits – RESOLVED to continue the direct debit to the ICO for the council’s annual data protection registration fee and to set up a new direct debit (at the payee’s request to replace the pre-existing one) with Hugo Fox for the council’s website. (iii) Internet banking – NOTED that internet banking had been set up with the new Unity Trust Bank account, with two signatories required to authorise payments. c) Year End 2024/25 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 (v) Explanation of Variances d) s137 Local Government Act 1972 – total payments of £0 for 2024/25 NOTED
12.25	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 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.

	<p>e) Internal Auditor 2025/26 – RESOLVED to appoint Bernard Townson as internal auditor for 2025/26.</p> <p>f) Notice of Electors’ Rights – The Clerk informed the Council of her intention to display the Notice of Electors’ Rights, to commence on Tuesday 3 June 2025 and end on Monday 14 July 2025.</p>
13.25	<p>FINANCE</p> <p>a) Income received – the following income was NOTED: Shropshire Council, precept 2025/26 (£5,515)</p> <p>b) Outstanding Payments – 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> <ul style="list-style-type: none"> (i) Rosemary Wood, Clerk’s net pay April 2025 (£291) (ii) Rosemary Wood, Clerk’s net pay May 2025 (£291) (iii) HMRC, income tax April (£20.60) and May 2025 (£20.60) (total £41.20) (iv) Rosemary Wood, Clerk’s net pay June 2025 (£290.80) (v) HMRC, income tax June 2025 (£20.80) (vi) Rosemary Wood, half yearly payment Oct 2024 to Mar 2025: mileage (£33.48), stationary (£6.80), home work allowance (£31.92) (total £72.20) (vii) Zurich Municipal, insurance premium 1 June 2025 to 31 May 2026 (£229.28) (viii) SALC, ALC affiliation fees 2025/26 (£189.60) (ix) Bernard Townson, internal audit fee 2024/25 (£80) <p>c) Other income/invoices received after agenda sent out – 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: SLCC, Clerk’s annual membership fee 2025/26 (pro rata with West Felton Parish Council) (£53.20)</p>
14.25	<p>PLANNING APPLICATIONS</p> <p>a) Planning Applications notified by Shropshire Council – none</p> <p>b) Planning Decisions notified by Shropshire Council – none</p> <p>c) Planning Correspondence or Decisions received after agenda sent out - none</p>
15.25	<p>HIGHWAYS</p> <p>The following road closure was NOTED: <u>Unnamed road from Bagley to Weston Lullingfields</u> Start Date: 11 July 2025; End Date 11 July 2025; Purpose: Road Closure - Rework CW patch and verge area; Works Promoter: Severn Trent Water; Enforcement pattern: 8.00 - 18.00hrs; Diversion route: https://one.network/?tm=141316157</p>
16.25	<p>POLICIES AND PROCEDURES</p> <p>a) The following policies were reviewed:</p> <ul style="list-style-type: none"> (i) Standing Orders – RESOLVED that no amendments required (ii) Financial Regulations – RESOLVED that no amendments required (iii) Code of Conduct – RESOLVED that no amendments required (iv) Scheme of Delegation – RESOLVED that no amendments required (v) Action Plan – RESOLVED to amend as agreed <p>b) Defibrillator logs – completed logs for 2024/25 reviewed and NOTED</p>
17.25	<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: 17 July 2025, 18 September 2025, 20 November 2025, 15 January 2026, 19 March 2026, 21 May 2026</p>

Meeting closed: 8:55pm

Chairman’s Signature: *F Beech*

Dated: *17 July 2025*