

HORDLEY PARISH COUNCIL

MINUTES of the ANNUAL MEETING OF HORDLEY PARISH COUNCIL held on Thursday 19 MAY 2022 at 7:30pm in Hordley Village Hall

CHAired by: Cllr Frank Beech (from item 2.22)

CLERKED by: Rosemary Wood

PARISH COUNCILLORS PRESENT: Cllrs Frank Beech, Derek Clifford, David Treloar, Cara Holding

ALSO PRESENT: Members of the public (two – ABP representatives)

1.22	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.
2.22	ELECTION OF A VICE-CHAIRMAN It was proposed and seconded that Cllr Treloar be elected as Vice-Chairman and he was then duly ELECTED by a majority vote and signed an Acceptance of Office Form.
3.22	APOLOGIES FOR ABSENCE Apologies for absence received: Cllr David Jones Absent: None Other apologies received from County Councillor Nick Bardsley
4.22	DISCLOSABLE PECUNIARY INTERESTS AND ANY OTHER INTERESTS IN AGENDA ITEMS 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 received. b) To consider any applications for dispensation. None received. c) Declaration of any other interests in agenda items. None received.
5.22	MINUTES OF THE PARISH COUNCIL MEETING HELD ON 17 MARCH 2022 It was RESOLVED to confirm the above minutes as a true record and the Chairman was instructed to sign the minutes as such.
6.22	PUBLIC PARTICIPATION SESSION No Member of the Public present except for ABP representatives.
7.22	PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES It was RESOLVED to nominate the following councillors to represent the Parish Council: a) SALC North Shropshire Area Committee – Cllr Treloar b) Hordley & Bagley Village Hall – Cllr Holding c) ABP Liaison Committee – Cllr Beech (It was RESOLVED to defer nomination of a second representative until the council's next meeting) d) Helicopter Noise Liaison Group – Cllr Clifford e) Other - None
8.22	REPORTS RECEIVED AND NOTED: a) ABP – the representatives answered questions from Members, including reporting that current

	<p>building work was to repair the roof.</p> <p>b) Shropshire Council elected councillor – written report NOTED</p> <p>c) Clerk's report – written report NOTED</p> <p>d) Other reports – None</p>
<p><i>The two ABP representatives left the meeting after giving their report at item 8.22(a).</i></p>	
9.22	<p>YEAR END FINANCE/ANNUAL ARRANGEMENTS</p> <p>a) Annual Arrangements:</p> <p>(i) Insurance policy – RESOLVED to proceed with quote from Zurich for premium of £224</p> <p>(ii) SALC/NALC affiliation – RESOLVED to continue membership of SALC and NALC</p> <p>(iii) SLCC membership – RESOLVED to continue with Clerk's annual membership</p> <p>b) Banking – the following arrangements were reviewed:</p> <p>(i) Cheque signatories - RESOLVED that Cllrs Clifford, Beech and Treloar continue as signatories with Lloyds Bank.</p> <p>(ii) Direct Debits – RESOLVED to continue the direct debit to the ICO for the council's annual data protection registration fee.</p> <p>c) Year End 2021/22 Finance – It was RESOLVED to approve the following and authorise two of the authorised signatories to sign them:</p> <p>(i) Bank Reconciliation</p> <p>(ii) Receipts and Payments account</p> <p>(iii) Budget Report</p> <p>(iv) Reserves Statement</p> <p>d) s137 Local Government Act 1972 – total payments of £0 for 2021/22 NOTED</p>
10.22	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 PART 2</p> <p>a) Annual Internal Audit Report and written report – the report was considered and NOTED. The Clerk was asked to minute Members' appreciation that the financial paperwork was in good order, as reported by the internal auditor.</p> <p>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.</p> <p>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.</p> <p>d) Certificate of Exemption – It was 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> <p>e) Explanation of Variances – It was RESOLVED to approve the Explanation of Variances.</p> <p>f) Internal Auditor 2022/23 – It was RESOLVED to appoint Bernard Townson as internal auditor for 2022/23.</p> <p>g) Notice of Electors' Rights – The Clerk informed the Council of her intention to display the Notice of Electors' Rights, to commence on Monday 13 June 2022 and end on Friday 22 July 2022.</p>
11.22	<p>FINANCE</p> <p>a) Income received – NOTED: Shropshire Council, precept (£4,566)</p> <p>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> <p>(i) Rosemary Wood, Clerk's net pay April (£239.40) (Chq No 625)</p> <p>(ii) Rosemary Wood, Clerk's net pay May (£239.40) (cheque postdated 1 June 2022) (Chq No 626)</p> <p>(iii) Rosemary Wood, Clerk's half yearly claim (mileage £33.48, office consumables £7.80, home working allowance £31.92) (total £73.20) (Chq No 627)</p>

	<p>(iv) SALC, ALC Affiliation fees 1 April 2022 to 31 March 2023 (£171.33) (Chq No 628)</p> <p>(v) SLCC, Clerk's Membership renewal (£40) (Chq No 629)</p> <p>(vi) Zurich Municipal, insurance premium 1 June 2022 to 31 May 2023 (£224) (Chq No 630)</p> <p>(vii) Bernard Townson, internal audit 2021-22 (£80) (Chq No 631)</p> <p>c) Other income/invoices received after agenda sent out – None</p>
12.22	<p>PLANNING & HIGHWAY MATTERS</p> <p>a) Planning Applications notified by Shropshire Council – None to note</p> <p>b) Planning Decisions – None to note</p> <p>c) Planning Correspondence or Decisions received after agenda sent out – None to note</p> <p>d) Road closures – None to note</p>
13.22	<p>POLICIES AND PROCEDURES</p> <p>The following policies were reviewed:</p> <p>a) Standing Orders – RESOLVED that no amendments required</p> <p>b) Financial Regulations – RESOLVED that no amendments required</p> <p>c) Code of Conduct – RESOLVED to maintain unamended, but to consider adopting NALC's new model Code of Conduct when Members have received appropriate training</p> <p>d) Scheme of Delegation – RESOLVED that no amendments required</p> <p>e) Action Plan – RESOLVED to agree amendments</p>
14.22	<p>PUBLIC ACCESS DEFIBRILLATOR</p> <p>a) Public Access Defibrillator – It was NOTED (contrary to what had been advised to the council by a village hall committee member at the council's March meeting) that at least some of the village hall committee were in favour of locating the defibrillator on the external wall of the village hall. Cllr Holding agreed to find out who was on the village hall committee and obtain written permission from the committee, if appropriate, to locate the defibrillator on the external wall at the corner nearest the entrance and facing the car park.</p> <p>b) Electrician – In view of item 14.22(a) it was agreed that two electrician quotes would be obtained, by Cllrs Holding and Treloar, for consideration at the council's July meeting.</p>
15.22	<p>GRANT APPLICATION</p> <p>An out of time grant application from the PCC of Hordley was considered. It was RESOLVED to award a grant of £500 to assist with the cost of grass cutting. The Clerk was asked to remind the PCC that any future applications should be submitted by the end of December in accordance with the council's Grant Awarding policy.</p>
16.22	<p>ORDINARY MEETINGS OF THE PARISH COUNCIL 2022/23</p> <p>It was RESOLVED to hold meetings for the period June 2022 to May 2023 on the following dates: 21 July 2022, 15 September 2022, 17 November 2022, 19 January 2023, 16 March 2023, 18 May 2023</p>

Meeting closed: 8:45pm

Chairman's Signature: *F Beech*

Dated: *21 July 2022*