

HORDLEY PARISH COUNCIL

MINUTES of the ANNUAL MEETING OF HORDLEY PARISH COUNCIL held on Thursday 20 MAY 2021 at 8pm in Hordley Village Hall

CHAired by: Cllr Derek Clifford

CLERKED by: Rosemary Wood

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

ALSO PRESENT: Shropshire Councillor Nick Bardsley; Members of the public (one)(left following item 11.21)

1.21	ELECTION OF A CHAIRMAN It was proposed and seconded that Cllr Clifford be elected as Chairman and he was then duly ELECTED by a majority vote and signed an Acceptance of Office Form.
2.21	ELECTION OF A VICE-CHAIRMAN It was proposed and seconded that Cllr Beech be elected as Vice-Chairman and he was then duly ELECTED by a majority vote and signed an Acceptance of Office Form.
3.21	DECLARATION OF ACCEPTANCE OF OFFICE It was reported by the clerk and NOTED that Declaration of Acceptance of Office forms had been duly signed by all councillors elected and present prior to commencement of the meeting.
4.21	APOLOGIES FOR ABSENCE Apologies for absence received and APPROVED: None Absent: None
5.21	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.
6.21	CO-OPTION ONTO THE COUNCIL It was NOTED that no applications had been received for co-option following the May election.
7.21	MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18 MARCH 2021 It was RESOLVED to confirm the above minutes as a true record and the Chairman was instructed to sign the minutes as such.
8.21	PUBLIC PARTICIPATION SESSION – No Member of the Public wished to speak.
9.21	PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES It was RESOLVED to nominate the following councillors to represent the Parish Council: a) SALC AGM/Conference – Cllr Treloar b) SALC North Shropshire Area Committee – Cllr Treloar c) Hordley & Bagley Village Hall – Cllr Jones d) ABP Liaison Committee – Cllrs Beech and Jones

	<p>e) Helicopter Noise Liaison Group – Cllr Clifford</p> <p>f) Other - None</p>
10.21	<p>REPORTS RECEIVED AND NOTED:</p> <p>a) ABP – no report</p> <p>b) Shropshire Council elected councillor – Cllr Bardsley reported on the progression of the Shropshire Local Plan Review and plans for the next ABP Liaison meeting.</p> <p>c) Clerk's report - NOTED</p> <p>d) Other reports – None</p>
11.21	<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 2020/21 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>
12.21	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 PART 2</p> <p>a) Annual Internal Audit Report and written report – The report was considered and NOTED.</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 2021/22 – It was RESOLVED to appoint Bernard Townson as internal auditor for 2021/22.</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 14 June and end on Friday 23 July 2021.</p>
13.21	<p>FINANCE</p> <p>a) Income received – NOTED:</p> <p>(i) Shropshire Council, precept (£4,491)</p> <p>(ii) Shropshire Council, CIL Neighbourhood Fund (£473.14)</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 (£235.20) (Chq No 602)</p> <p>(ii) Rosemary Wood, Clerk's net pay May (£235.20) (cheque postdated 1 June 2021) (Chq No 603)</p> <p>(iii) Rosemary Wood, Clerk's half yearly claim (mileage £9.81, office consumables £6.65, IT £14.39,</p>

	<p>home working allowance £31.92) (total £62.77) (incl £3.23 VAT) (Chq No 604)</p> <p>(iv) SALC, ALC Affiliation fees 1 April 2021 to 31 March 2022 (£160.10) (Chq No 605)</p> <p>(v) SLCC, Clerk's Membership renewal (£40) (Chq No 606)</p> <p>(vi) Zurich Municipal, insurance premium 1 June 2021 to 31 May 2022 (£224) (Chq No 607)</p> <p>(vii) Bernard Townson, internal audit 2020-21 (£80) (Chq No 608)</p> <p>c) Other income/invoices received after agenda sent out – It was RESOLVED to pay the following grant (as approved at January 2021 council meeting) and two of the authorised signatories were instructed to check the supporting paperwork for the cheque raised before authorising payment: Hordley PCC, grant £500 (Chq 609)</p>
14.21	<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>
15.21	<p>POLICIES AND PROCEDURES</p> <p>The following policies were reviewed:</p> <p>a) Standing Orders – RESOLVED that no amendments required</p> <p>b) Addendum to Standing Orders – RESOLVED that policy no longer required and to be removed</p> <p>c) Financial Regulations – RESOLVED that no amendments required</p> <p>d) Code of Conduct – RESOLVED to maintain unamended and review again when Shropshire Council has decided whether or not to adopt the new Code of Conduct</p> <p>e) Scheme of Delegation – RESOLVED that no amendments required</p>
16.21	<p>LOCAL POLICING AND COMMUNITY CHARTER CONSULTATION</p> <p>The consultation was considered and it was RESOLVED not to submit a response.</p>
17.21	<p>NEXT MEETING</p> <p>It was NOTED that the next meeting of the Parish Council is to be held at 7:30pm on Thursday 15 July 2021 in Hordley Village Hall.</p>

Meeting closed: 9.25pm

Chairman's Signature: *D Clifford*

Dated: *15 July 2021*