

HORDLEY PARISH COUNCIL

Chairman: Cllr Frank Beech

Clerk to the Parish Council: Rosemary Wood of 5 Newtown Gardens, Baschurch, Shrewsbury SY4 2HF

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9 May 2025

To: All Members of Hordley Parish Council

Dear Sir/Madam

NOTICE IS HEREBY GIVEN that the **Annual Meeting of Hordley Parish Council** will be held at **7:30pm** on **THURSDAY 15 MAY 2025** at Hordley Village Hall and Members are hereby summoned to attend for the purpose of transacting the following business.

R. A. Wood

Rosemary Wood

Clerk to the Parish Council

AGENDA

1.25	TO ELECT A CHAIRMAN, AND CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE
2.25	TO ELECT A VICE-CHAIRMAN, AND VICE CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE
3.25	DECLARATION OF ACCEPTANCE OF OFFICE – to note Declarations of Acceptance of Office signed by councillors and received prior to commencement of the meeting, and if necessary to consider permitting any councillor a delay in signing of their Declaration of Acceptance of Office until a later meeting fixed by the council.
4.25	TO RECEIVE APOLOGIES FOR ABSENCE
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). b) Declaration of any Non-Registerable Interests in any matter to be discussed at the meeting. c) To consider any applications for dispensation delivered to the Clerk prior to the meeting.
6.25	CO-OPTION ONTO THE COUNCIL To consider any applications for co-option for the three vacancies following the election on 1 May 2025.
7.25	TO RESOLVE THAT THE MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON 20 MARCH 2025 ARE A CORRECT RECORD
8.25	PUBLIC PARTICIPATION SESSION - a period of 15 minutes will be set aside for the public to speak on items on the agenda (this may be extended at the discretion of the Chairman).
9.25	PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES To nominate councillors to represent the Parish Council on the following bodies: a) SALC North Shropshire Area Committee b) Hordley & Bagley Village Hall c) ABP Liaison Committee d) Helicopter Noise Group e) Other

10.25	TO RECEIVE AND CONSIDER REPORTS <ul style="list-style-type: none"> a) ABP representatives b) Shropshire Council elected councillor c) Clerk's report d) Other reports - from councillors attending meetings, training sessions and site visits on behalf of the Parish Council (including an update from Cllr Beech on communications with Shropshire Council regarding Lower Hordley speed mitigation measures).
11.25	YEAR END FINANCE/ANNUAL ARRANGEMENTS <ul style="list-style-type: none"> a) Annual Arrangements: <ul style="list-style-type: none"> (i) Insurance policy - to consider renewal documentation (ii) SALC/NALC affiliation – to confirm renewal as per budget (iii) SLCC membership – to confirm renewal of Clerk's membership as per budget b) Banking – to review the following banking arrangements: <ul style="list-style-type: none"> (i) Bank mandate (ii) Direct debits (iii) Internet banking c) Year End 2024/25 Finance – to consider and 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 payments 2024/25 – to note payments of £0
12.25	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 PART 2 <ul style="list-style-type: none"> a) Annual Internal Audit Report and written report – to consider report and agree any action to take in response b) Annual Governance Statement (Section 1) – to complete and authorise the signing of it by the Chairman and Clerk c) Accounting Statements (Section 2) (as prepared and signed by the Responsible Financial Officer) – to approve and authorise the signing of it by the Chairman d) Certificate of Exemption – to approve for submission to external auditor e) Internal Auditor 2025/26 – to agree appointment f) Notice of Electors' Rights – to note Clerk's intention to display the Notice of Electors' Rights for the period commencing on Tuesday 3 June 2025 and ending on Monday 14 July 2025.
13.25	FINANCE <ul style="list-style-type: none"> a) Income received – to note the following income: Shropshire Council, precept 2025/26 (£5,515) b) Outstanding Payments - to approve: <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) c) Other income/invoices received after agenda sent out – to note/approve
14.25	PLANNING APPLICATIONS <ul style="list-style-type: none"> a) Planning Applications notified by Shropshire Council – none at time of issuing agenda b) Planning Decisions notified by Shropshire Council – none at time of issuing agenda c) Planning Correspondence or Decisions received after agenda sent out - to consider and note
15.25	HIGHWAYS To note the following road closure:

	<p><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) To review the following policies:</p> <ul style="list-style-type: none"> (i) Standing Orders (ii) Financial Regulations (iii) Code of Conduct (iv) Scheme of Delegation (v) Action Plan <p>b) Defibrillator logs – to review completed logs for 2024/25</p>
17.25	<p>ORDINARY MEETINGS OF THE PARISH COUNCIL 2025/26</p> <p>To agree dates to hold meetings for the period June 2025 to May 2026.</p>