

MINUTES OF THE SHERIFFHALES PARISH COUNCIL EXTRA ORDINARY VIRTUAL MEETING HELD ON THE 25TH JUNE 2020

Present: Councillors: Dr Alan MacWhannell (Chairman); Mr Nicholas Edwards (Vice Chairman); Mr John Horne; Mr Kevin Turley; Mr Stewart Edmondson; Mr Neil Pulker and Mr Alan Edwards.

In attendance Clerk to the Council – Mrs Jennifer Neal.

38/20. Apologies for Absence.

Apologies of absence were received and accepted from Councillor Barratt and Councillor Tonkinson who were unable to attend due to previous commitments. These apologies were noted and accepted.

39/20. Declaration of Councillors' Pecuniary Interests.

There were no declarations of interest.

40/20. To agree the previously circulated Minutes of the Parish Council meetings held on 12TH March and 11th May 2020.

It was proposed by Councillor MacWhannell, seconded by Councillor Horne, that these minutes were accepted as a true and accurate record of both proceedings and on a vote this was carried.

41/20. To agree any further actions required after receipt of the Clerks Report

Fibre broadband

Communication from the residents association at Burlington had been received concerning an alternative means of improving Broadband connectivity in this area using existing terrestrial cabling routes. It was also noted that a Satellite Broadband supplier was offering a service that may also be a solution across a wider area of the Parish.

Action: To progress this matter further through Shropshire Council where appropriate.

Flooding Burlington, Church Lane and Sandy Lane, Marsh Lane and Kettlemore Lane
Correspondence was circulated to all members on the above and is included in minutes.

Plans for mitigating Flood risks in these areas were in varying stages of development

Action: Clerk to progress with Shropshire Council, Severn Trent and other agencies as required

Training Events provided by SALC

An update on training events that were available virtually was provided.

Action: members who wish to attend training courses should let the Clerk know as soon as possible.

Traffic Lighting on A5

The Clerk reported that a meeting took place on site on Wednesday 23rd June. It was confirmed at the meeting that a safety review of the new traffic arrangements would be taking place within the next few weeks. Councillors Edwards and Turley attended the meeting on behalf of our Council

Councillor Edwards submitted notes and a list of actions arising and agreed as follows:

The lights work on a 3 phase operation, the A5 is stopped in each direction, where as the B4379 is a 2 way light sequence.

A 4 phase system is not an option as it slows the traffic too much on the A5. Feedback was taken from drivers when the temporary lights were in operation, to try to find out how drivers felt about the junction.

The points discussed to be addressed / reviewed area detailed below:-

- Arrows are required on the floor to show you can turn and go straight
- The hatched area needs to be clearly marked to show whether it can be used or not, as previously the hatched area has been used to turn.
- Speeding at the junction needs to be monitored.
- The surface of the junction needs to be repaired due to potholes causing issues for drivers on concentrating missing the damaged road surface and not concentrating on the traffic ahead.
- A copy of the audit has been requested.

Action: it was agreed that Councillor N Edwards will send forward comments from the meeting and the Clerk will put an update on the website.

Fly Tipping

No action to prevent Fly tipping has been undertaken yet but correspondence from Graham Downes was circulated to members. He is waiting for a costing from Kier to undertake the work.

Action: Councillor Pulker agreed to try to progress this item further.

Culvert and Closure of Back Road

No further update on when these works will be taking place.

Action: Councillor Turley will progress this further with Shropshire Council

A41 B4379 Junction Hedge Work

The hedge has now been cut back to improve visibility with some improvement in sight lines, but members agreed that this was still unsatisfactory. It was noted that the related Highways improvement required as part of Quarry Planning Permission were not completed. It was agreed to escalate to the Local Government Ombudsman.

Bus Shelter

The shelter on the B4379 needs some remedial works.

Action: Clerk / Chairman to look at the bus stop and have it assessed as to what works are required, also to place a request in the Parish Magazine to see if there are any volunteers in the village that would be willing to help with repair..

Playing Field Water supply

The quotes for the connection of the water supply were circulated to members.

Action: Chairman to take forward with Severn Trent.

Village Hall Boundary - no response has been received from the village hall re the Boundary

Action: Agenda for future meeting

42/20. To agree or note Planning applications, appeals or decisions received

Appeal relating to Hunger Hill Farm Planning Decision (19/04986/FUL).

Action: Members to pass any additional comments to the Clerk for submission to the Inspectorate.

Decision for Sunderland House was noted.

The following Recommendations were made to Shropshire Council

20/02218/FUL Quarry At Woodcote Hill, Bloomsbury, Shropshire, TF11 8RS
Application under Section 73A of The Town & Country Planning Act 1990 for
the installation of sand and gravel bagging plant with silo, hoppers, diesel
generator and storage areas

Recommend Refusal on the grounds that:-

The generator is stated as having a noise level of 96 db, there is no distance stated how far away from the generator is this level reached. We note that 80db can be heard from 1m away.

The emissions need to have taken into account as to the wind flow and impact on neighbouring properties / area.

On the original planning application conditions were put in place that have not been enforced, therefore no further applications should be considered until these matters (particularly with regard to Highway improvements) have been addressed.

This was proposed by Councillor MacWhannell and seconded by Councillor Pulker. On a vote this was carried.

20/02294/FUL

20/02295/LBC The Manor, Sheriffhales, Shifnal, Shropshire, TF11 8QY
Erection of single storey extension

No objection to this application.

43/20 To note results of tenders for Pathway on Church Lane (appendix 3)

Tender 1	£2500.00	Tender 2	£3563.60
----------	----------	----------	----------

Tender documents were circulated to 15 companies, posted on the website and Noticeboard. Two tenders were received with the least expensive Contractor receiving the Work which will commence in the third week in July.

Action: Confirm with contractor and ensure final path surface meets Conservation and Church requirements.

44/20 To agree the NALC revised standard for Councillor Conduct

It was proposed by Councillor MacWhannell and seconded by Councillor Horne to accept the revised standard for Councillor Code of Conduct. On a vote this was carried.

45/20 To receive and agree accounts for Payment from March–June 2020

It was proposed by Councillor MacWhannell and seconded by Councillor Alan Edwards to accept the accounts for payment as set out as appendix 4 to the agenda for this meeting. On a vote this was carried.

46/20 To receive and agree the year end accounts and Internal Auditors Report

It was proposed by Councillor Horne and seconded by Councillor Turley to accept the year end accounts as set out as appendix 1 to these minutes. On a vote this was carried.

Action: Clerk to submit the accounts to the external auditor.

47/20. To discuss and agree the use of devolved powers during Covid outbreak.

Members agreed in principal to having delegated powers, but wanted a framework to confirm the limitations for this power. Members also discussed the possibility of having more frequent meetings thus limiting the powers required.

Action: Clerk / Chairman to prepare a detailed proposal reflecting any delegation must be within the budget set for items, and the governance framework allowed for Parish Councils.

48/20. To agree a revised timeline for Playing Field refresh including purchase of benches for the site

.Members agreed that the benches should be purchased as budgeted for in the 2020/2021 budget.

Action: the Chairman to contact Councillor Barratt to get an update on the project. Council To purchase benches allocated in the plan agreed by the Parish Council which are 4 circular benches and 1 memorial bench funded from the reserves as per budget agreed.

49/20. To note and agree any further actions required to respond to Planning Applications 20/00821,20/00820 and 20/00822

No additional comments were required.

Action: Clerk to get confirmation that the request to speak at the meeting and have the applications considered at the Planning Committee not by officer delegation.

50/20. To agree the cost and design of a new Noticeboard purchase

It was proposed by Councillor MacWhannell and seconded by Councillor Turley to increase the budget to £1000 if a new noticeboard is required following trying to refurbish / repair the existing board. The additional funds to be taken from reserves. In a business sponsor can be found to help with the cost then this also to be allowed. On a vote this was carried.

Action: Clerk to get costs to refurbish noticeboard, and if not value for money to do this work then to purchase a new board and look for a business sponsor if possible also to consider at a future meeting additional noticeboards for other areas of the Parish.

51/20. To agree arrangements for War memorial work and improvement to Cemetery entranceway prior to Remembrance Day.

The grant for works to repair / refurbish the memorial has been submitted and is being processed.

Members did not feel at this time they could support the cost to improve the path at present as the cost is not known clear.at this time.

52/20. Items for a future agenda
Representatives / areas of responsibility, delegated authority, village hall boundary, additional noticeboards, Crime commissioner visit October

52/20. To agree Date of Next Meeting and Community Service.

The dates of the next meetings have been agreed as 30th July 2020 followed by 10th September 2020

It was agreed to have an agenda item at the next meeting to discuss the Community Service.

SHERIFFHALES PARISH COUNCIL

**BANK RECONCILIATION
2019/20**

		Date	31/03/20
Accounts	£	£	
Opening Balance Treasurer as at 01/04/19			52,996.28
Business account			3,543.52
Unpresented cheques			-
			1,271.59
			-
			<u>55,268.21</u>
Receipts 2019/20	15,529.57		
Payments 2019/20	<u>23,115.29</u>		
			-
			<u>7,585.72</u>
			<u>47,682.49</u>
Treasurers Account bank balance			45,175.14
Business Account bank balance			3,545.31
Unpresented cheques			-
			1,037.96
<u>Unpresented receipts</u>			-
			<u>47,682.49</u>

Balance date: 31/03/2020

Signed:.....Date:.....
Chairman

Prepared by J Neal, Parish Clerk/RFO

Unpresented cheques

1331	65.00
1365	50.00
1377	20.75
1347	127.99
1351	15.00
1353	36.00
1354	127.99
1383	24.00
1382	80.00
1381	137.88
1386	132.00
1387	93.36
1388	127.99

1037.96

BUDGET comparison 2019/20

Covering period : 01/04/19 - 31/03/20

	<u>Budget 2019/20</u>	<u>AMOUNT RECEIVED</u>	<u>BALANCE REMAINING</u>	
<u>Receipts</u>				
	15,000.0			
Precept	0	15,000.00	0.00	
Highways Grant emg	0.00	0.00	0.00	
Lightsouce Funds for Village Hall	0.00	5,000.00	-5,000.00	####
Interest	0.00	1.79	-1.79	
VAT Refund 2018-19	0.00	527.78	-527.78	
Total	15,000.00	20,529.57	5,529.57	

EXPENDITURE

	<u>Budget 2019/20</u>		<u>BALANCE REMAINING</u>	
<u>Payments</u>				
Salaries	5,750.00	6,263.50	-513.50	
Stationery/postage/printing/expenses	250.00	398.21	-148.21	
Telephone	100.00	78.00	22.00	
Transport Expenses	100.00	0.00	100.00	
Parish Magazine	220.00	0.00	220.00	
Adverts	200.00	120.00	80.00	
Audit	320.00	0.00	320.00	
Cllr/Clerks Training	150.00	157.00	-7.00	
Elections	200.00	0.00	200.00	
Subscriptions/fees	350.00	81.34	268.66	
General Power of Competence	90.00	0.00	90.00	
Insurance	350.00	411.89	-61.89	
Hire of Hall	250.00	155.00	95.00	
Neighbourhood Plan	1,280.00	0.00	1,280.00	
Community donation / Civic Service	150.00	1,196.24	-1,046.24	
Playing field rent/maintenance	1,500.00	3,186.41	-1,686.41	
Playing Field Loan	3,240.00	3,237.82	2.18	
Tree Work	0.00	450.00	-450.00	
S137 funding	0.00	480.75	-480.75	
Footpath Maintenance	0.00	75.00	-75.00	
Christmas	200.00	110.12	89.88	
War Memorial	500.00	48.87	451.13	
Website	100.00	1,067.12	-967.12	
Funding Village Hall	0.00	5,000.00	0.00	####
<u>Total Expenditure</u>	15,300.00	22,517.27	-7,217.27	

<u>Total Income</u>	15,000.00	20,529.57	5,529.57
----------------------------	------------------	------------------	-----------------

<u>Balance of budget</u>	300.00	-1,987.70	-1,687.70
---------------------------------	---------------	------------------	------------------

The figure of £22517.27 differs from the actual expenditure on the bank reconciliation by the VAT reclaim figure of £598.02
The figure of £20529.57 differs from the income received as there is £5000 from reserves on the income on this page.

####

Funded from Lightsource reserves

Version 1

25/06/2020 8

Certificate of Exemption – AGAR 2019/20 Part 2PM

to be completed by all Parish Meetings that neither received gross income nor incurred gross expenditure exceeding £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the Parish Meeting has certified itself as exempt at a Parish Meeting held between 1 April and 30 June 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

SHERIFFHALES PARISH COUNCIL

certifies that during the financial year 2019/20, the higher of the Parish Meeting's total gross income for the year or total gross annual expenditure for the year did not exceed **£25,000**

Total annual gross income for the Parish Meeting 2019/20:

15529 IT £00,000

Total annual gross expenditure for the Parish Meeting 2019/20:

23115 IT £00,000

There are certain circumstances in which an Parish Meeting will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If a Parish Meeting **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3PM to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- This parish has no Parish Council
- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the Parish Meeting or any entity connected with it
 - made a statutory recommendation to the Parish Meeting
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the Parish Meeting neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, and Annual Accounting Statements still need to be fully completed and, along with a copy of this certificate and notice of the period for the exercise of public rights, published or displayed before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this Parish Meeting on this date:

as recorded in minute reference:

DD/MM/YYYY

MINUTE REFERENCE

Email

Telephone number

EMAIL ADDRESS REQUIRED

TELEPHONE NUMBER

ONLY a copy of this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT.

2PM Annual Internal Audit Report 2019/20

SHERIFFHALLS PARISH COUNCIL

This Parish Meeting's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this Parish Meeting's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this Parish Meeting.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This Parish Meeting complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This Parish Meeting assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the Parish Meeting certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the Parish Meeting had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The Parish Meeting has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓

For any other risk areas identified by this Parish Meeting adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 23/04/20 DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit: EN Rita AME C Pulloz INTERNAL AUDITOR

Signature of person who carried out the internal audit: *Rita Pulloz* SIGNATURE REQUIRED

Date: 27/04/20

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Part 2PM Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

SHERIFFHALES PARISH METIC COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes' means that this Parish Meeting:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	/		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	/		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this Parish Meeting to conduct its business or manage its finances.	/		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	/		during the year gave all persons interested the opportunity to inspect and ask questions about this Parish Meeting's accounts.
5. We carried out an assessment of the risks facing this Parish Meeting and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	/		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	/		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of this Parish Meeting.
7. We took appropriate action on all matters raised in reports from internal and external audit.	/		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this Parish Meeting and, where appropriate, have included them in the accounting statements.	/		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

*For any statement to which the response is 'no', an explanation must be published or displayed

This Annual Governance Statement was approved at a Parish Meeting on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Signed by Chairman of the meeting where the Accounting Statements were approved