

MINUTES OF THE SHERIFFHALES PARISH COUNCIL VIRTUAL MEETING HELD ON THE 8TH OCTOBER 2020

Present: Councillors: Dr A MacWhannell (Chairman); N Edwards (Vice Chairman); N Pulker and A Edwards.

In attendance Clerk to the Council – Mrs Jennifer Neal.

80/20. To receive apologies for Absence.

Apologies of absence were received and accepted from Councillors Miss S Barratt, Horne, Turley and Tonkinson.

These apologies were noted and accepted.

81/20. To receive members Declaration of Councillors' Pecuniary Interests.

Councillor Nick Edwards declared an interest in relation to the Community Orchard and took no part in the debate or decision on this item.
Councillor Neil Pulker declared an interest in relation to the traffic issues in the Clerks report.

82/20. To agree the previously circulated Minutes of the Parish Council meetings held on 10th September 2020.

It was proposed by Councillor N Pulker and seconded by Councillor A Edwards that these minutes were accepted as a true and accurate record of both proceedings. On a vote this was agreed.

83/20. Clerks Report

The Clerks report was set out as appendix 1 to the agenda papers, summary below:-

Telford and Wrekin Council SHELAA with detail on call for site extensions. Information received on the above and the deadline for submission noted. In discussion of this item it was reported that we did not automatically receive notifications from the neighbouring South Staffordshire Council but we had been informally told of significant development proposals east of the A41 that may impact the Parish.

Action: Clerk to contact South Staffordshire District Council re the proposed development on the bordering A41 and mechanism for being informed of relevant site allocations or Planning Proposals.

Memorial Bench – Heath Hill

It was noted that the bench had been removed by the Cycling club as it had deteriorated beyond repair. The group had requested the Parish Council's assistance in eliciting local support for maintenance of the area.

Action: Clerk to thank Club for the provision of the facility and their maintenance of the area over many years and advise placement of article in Parish Magazine and website to publicise need for volunteers to assist them.

Correspondence re flooding from Molverley Parish Council.

Action: Clerk to inform Molverley Parish Council that we have not been contacted about Shropshire Council's Proposals.

National Pavement Parking Consultation this was noted.

Traffic Issues within the Parish –Councillor Alan Edwards reported that he had on several occasions contacted our PCSO for information on these concerns but had not received a response. After discussion it was suggested Sergeant Picken be contacted.

Action: Councillor A Edwards to contact Sergeant Mathew Picken on this matter

Correspondence re Request by SACREC trustee for Demographic information and use of Council website for dissemination of information. This was noted

Correspondence received re Lack of detailed information on SACREC accounts being available on Council website. The Chairman has explained that SACREC has no relationship with the Parish Council although a member of the Council is a Trustee in a personal capacity and that the Council has written in November 2019 to SACREC to ask for clarity on the constitution of this organisation with unfortunately no response. This was noted.

Exception Site Correspondence – Following receipt of this information the Clerk had requested more specific information on why the sites had not been progressed and if were or could be resubmitted at a future time (don't understand this). No response received currently to email sent. This was noted.

Church Footpath from Church Lane across Shropshire Council Land – The clerk circulated to all members various options for bollards at the edge of the path. It was agreed that as Highways had offered to place the correct legal bollards on the verge at their cost that this be the agreed course of action.

Action: Clerk to contact Highways to confirm the bollards decision.

Response to Shropshire Council re Pre-Submission Draft of the Shropshire Local Plan to 2036

The response prepared by the Chairman had been circulated to all members. Agreed and submitted before the closing date.

Heath Hill Footpath – Correspondence received re overgrown footpath at Heath Hill, the Chairman has organised the path to be cut using the Environmental Maintenance Grant funds.

Action: Clerk to instruct contractor to do the work.

Correspondence re use of large poppies on lampposts as part of Community Remembrance

Action: It was agreed that the Clerk talk to the resident who has raised this issue to clarify perceived extent of dislike among the Community to these items and discuss what other solutions eg if a display elsewhere on the Church Gates or Heath Hill Butter Cross, Bus Shelter etc might be a better option. Summary to be circulated to Councillors for decision as soon as possible.

Remembrance Day Service

Action: The Clerk to contact the Church / Shropshire Council and see if they are holding traditional services this year due to Covid, and report back to the Council what is happening as soon as possible.

84/20. To agree the bench designs for the playing field and any further actions required

The Clerk circulated designs and costings as appendix 2 to the agenda papers, for the benches proposed for the playing fields.

Total cost (exc. VAT and installation) is £3755 for 4 picnic tables (suitable for wheelchair access (extended tops) and 4 traditional benches.

It was proposed by Councillor MacWhannell and seconded by Councillor Pulker to purchase the furniture as detailed in appendix 2 to the agenda papers, with suitable coloured benches for the various areas on the playing field, at the best possible price and to engage a local contractor to install the benches. On a vote this was agreed.

Action: Clerk to contact supplier to negotiate best price, order benches for delivery as soon as possible and find a local contractor to install them.

Councillor N Edwards left the meeting having declared an interest in this item.

Planting Programme Playing Field. Mrs Edwards and Councillor Barratt were thanked for their work on this item and for forwarding latest correspondence. Councillor Barratt has now a supplier for the fruit trees. The total cost of the trees is £203.00 with stakes and guards supplied FOC. It is understood that Volunteers will plant the trees in early November weather permitting. It was proposed by Councillor MacWhannell and seconded by Councillor Pulker that the trees are purchased and installed by the volunteers adhering to strict Covid guidelines. On a vote this was carried.

Action: Clerk to contact Mrs L Edwards to confirm that the trees can be ordered as soon as possible.

Councillor N Edwards returned to the meeting.

It was noted that both above items of expenditure are to be funded from the Lightsource funds as previously agreed in November 2019.

Further Playing Field Items:

The repairs to the play equipment have been costed by the contractor that has undertaken the work previously and this cost is £1268.60 with breakdown below: -

- 1/ To repair post on the multi play. £52.40 + VAT
- 2/ To repair wooden edging on bark pit. £58.25 + VAT
- 3/ To top up play bark 9 cubic metres of wood chip. £780.00 + VAT
- 4/ To replace missing safety caps on various play items. £36.00 + VAT
- 5/ To replace nylon bushes on the swings. £163.35 + VAT
- 6/ To replace rubber matting around springer. £178.60 + VAT

It was proposed by Councillor N Edwards that the above quote is accepted and that the ROSPA report due is undertaken before works start to the play area, so

that any additional repairs can be included. This was seconded by Councillor MacWhannell and on a vote was carried.

Action: Clerk to request ROSPA inspection pre work beginning and order the repairs to be booked in to be undertaken as soon as practicable.

85/20. To update members on the casual vacancy

The casual vacancy has yet to be filled and remains open.

86/20. To discuss any planning applications received

The planning application Appeals, Enforcement and Decisions were set out in Appendix 3 to the agenda papers and were noted.

Members asked the Clerk to contact Shropshire Council Planning Department to clarify what next steps are expected at the Hunger Hill Farm as the site is deteriorating. Correspondence relating to the construction of the Wall at the A41 Hand Lane junction had been received and a further update requested.

Action: Clerk to contact Shropshire Planning re items above.

87/20 To receive and agree the accounts up to 31st August 2020

The accounts up to 31st August are attached to these minutes as Appendix 1. It was agreed that the Clerk prepare specific cheque run dates so that the cheques can be prepared and signed regularly.

88/20. Update on the Parish Noticeboard / Bus Shelter

The contractor has told the Chairman that the cost to repair the notice board would be circa £350, and as a new one is £500, it was agreed to add to the benches order a notice board with installation costs of £100.

Regarding the bus shelter, the works to repair the woodwork will be 2-3 days labour and materials. It was agreed, if possible, to get this work undertaken before the winter sets in and further damage happens to the structure. Both items to be funded from Lightsource reserves.

Action: Clerk to engage contractor to undertake repairs to the bus shelter and add a notice board to the bench order.

89/20. Items for future meetings and date of next meeting and its format. To be with the Clerk by 3rd December 2020.

90/20. Date of next meeting

Budget workshop - 12th November 2020 – 7.00pm via zoom

10th December 2020 – 7.00pm via zoom

SHERIFFHALES PARISH COUNCIL		
BANK RECONCILIATION		
2020/21		
	£	£
		Date 31/03/2020
Accounts	£	£
Opening Balance Treasurer as at 01/04/20		45,175.14
Business account		3,545.31
Unpresented cheques		- 1,037.96
		<u>-</u>
		<u>47,682.49</u>
Receipts 2020/21	16,898.75	
Payments 2020/21	<u>5,960.39</u>	
		<u>10,938.36</u>
		<u>58,620.85</u>
Treasurers Account		55,284.82
Business Account		3,546.03
Unpresented cheques		- 210.00
<u>Unpresented receipts</u>		<u>-</u>
		<u>58,620.85</u>

Balance date: 01/09/2020

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

Prepared by J Neal, Parish Clerk/RFO

Unpresented cheques

11/08/2020	1417	210.00			
		210.00			

Expenditure for year up to 31st March 2021

April

Date	Amount received	Chq No	Supplier
Apr-20			
01/04/2020	380.67	1384	Administration
01/04/2020	95.40	1385	Inland Revenue
13/04/2020	90.00	1389	M Edwards
	0.00	1390	cancelled
27/04/2020	15.00	1391	Sheriffhales PCC
27/04/2020	162.00	1392	Neat n tidy
01/04/2020	8.44	dd	IONOS
01/05/2020	8.44	dd	IONOS
April total	759.95		
May-20			
11/05/2020	95.20	1393	Administration
11/05/2020	380.87	1394	Inland Revenue
01/05/2020	100.00	1395	RUtelle Accounting
15/05/2020	8.44	dd	IONOS
13/05/2020	127.99	1396	Dittons
15/05/2020	106.68	dd	IONOS
13/05/2020	0	1397	cancelled
22/05/2020	22.57	1398	Administration
May	841.75		
Overall total	1601.70		
	95.2	1399	HMRC
01/06/2020	380.87	1400	Administration
01/06/2020	127.99	1401	Dittons
01/06/2020	120	1402	Neat n Tidy
01/06/2020	127.99	1403	Dittons
01/06/2020	54.08	1404	Viking Direct
01/06/2020	330.73	1405	SALC
01/06/2020	42.67	1406	Administration
30/06/2020	100	1408	Neat n Tidy
01/11/2019	-65	1331	cancelled
07/11/2019	-50	1365	cancelled
06/01/2020	-20.75	1377	cancelled
June total	1243.78		
Overall Total	2845.48		
01/07/2020	95.2	1409	Inland Revenue
13/07/2020	127.99	1410	Dittons
27/07/2020	60	1411	Neat n Tidy
10/07/2020	35	dd	ICO
02/07/2020	380.87	1407	Administration
31/07/2020	8.44	dd	ionos

July	707.5		
Total to date	3552.98		
01/08/2020	95.2	1412	Inland Revenue
01/08/2020	380.87	1413	Administration
30/07/2020	52.93	1414	Viking Direct
11/08/2020	0	1415	cancelled
11/08/2020	0	1416	cancelled
11/08/2020	210	1417	Village Hall room hire
11/08/2020	49.5	1418	OCL – soil for path
03/08/2020	1618.91	dd	Public Works and Loan
August	2407.41		
Total to date	5960.39		

Income ledger up to 31st March 2021	
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April					vat	
Date	Name	Precept	EMG Grant	Interest	refund	total
27/04/2020	Shropshire Council	16000.00				16000.00
27/04/2020	Shropshire Council		300.00		0.00	300.00
09/04/2020	Llyods			0.15		0.15
11/05/2020	Llyods			0.16		0.16
11/06/2020	Llyods			0.14		0.14
09/06/2020	VAT				598.03	598.03
09/07/2020	Llyods			0.15		0.15
09/08/2020	Llyods			0.12		0.12
Total		16000.00	300.00	0.72	598.03	16898.75

Budget Comparison 2021/22

Receipts				
	Budget	Actual	Balance	%
	2020/21	Income	Remaining	Received
Precept	£16,000.00	£16,000.00	£0.00	100.00%
VAT Refund	£0.00	£598.03	£598.03	
Interest	£0.00	£0.72	£0.72	
EMG Grant	£0.00	£300.00	£300.00	
Total	£16,000.00	£16,898.75	£898.75	105.62
Payments	Budget	Actual	Balance	%
	2020/21	Expenditure	Remaining	Spent
Salaries	£6,100.00	£2,244.60	£3,855.40	36.80
Stationery/postage/printing/exp.	£200.00	£155.00	£45.00	77.50
Mobile Telephone	£80.00	£0.00	£80.00	0.00
Transport Expenses	£100.00	£0.00	£100.00	0.00
Parish Magazine this is S137 expenditure	£220.00	£0.00	£220.00	0.00
Adverts	£200.00	£0.00	£200.00	0.00
Audit	£400.00	£100.00	£300.00	25.00
Cllr/Clerks Training/conference	£500.00	£0.00	£500.00	0.00
Elections	£200.00	£0.00	£200.00	0.00
Subscriptions	£600.00	£365.73	£234.27	60.96
General Power of Competence	£90.00	£0.00	£90.00	0.00
Insurance	£420.00	£0.00	£420.00	0.00
hire of venues	£250.00	£225.00	£25.00	90.00
Community Based Planning Prev. Parish Plan	£1,000.00	£0.00	£1,000.00	0.00
Civic / Community events	£1,000.00	£0.00	£1,000.00	0.00
Community Grants This is S137 expenditure	£1,000.00	£0.00	£1,000.00	0.00
Playing field maintenance	£1,500.00	£1,618.91	-£118.91	107.93
Playing Field Loan	£3,240.00	£426.64	£2,813.36	13.17
Funding to deliver new prioritised programme fro EMG (match funding)	£2,000.00	£558.25	£1,441.75	27.91
Specialist Services inc. Legal and professional advice	£1,000.00	£0.00	£1,000.00	0.00
Website	£300.00	£117.02	£182.98	39.01
Chairman's Discretionary exp.	£500.00	£0.00	£500.00	0.00
Total Expenditure	£20,900.00	£5,811.15	£15,088.85	27.80
Total Income	£16,000.00	£16,898.75	£898.75	105.62
Difference	£4,900.00	-£11,087.60	£14,190.10	