MINUTES OF THE SHERIFFHALES PARISH COUNCIL MEETING HELD ON THE 10th MAY 2022 AT SHERIFFHALES VILLAGE HALL

Present Councillors: Mr J Horne (Chairman), Mr D Himsworth (Vice Chairman), Mr G Tonkinson, Mrs A Robinson, Mr N Pulker and Unitary Councillor K Turley.

In attendance Clerk to the Council – Miss Jennifer Cree

A minutes silnce was observed in memory of Councillor N Edwards who sadley passed away in February.

33/22. Election of Chairman of the Parish Council for the Council Year 2022/3.

There was only 1 nomination for Chairman of the Council, Councillor J Horne. Therefore he was elected to the office of Chairman and duly signed his acceptance of office form.

34/22. Appointment of Vice-Chairman of the Parish Council for the Council Year

2022/3.

There was only 1 nomination for Vice Chairman of the Council, Councillor D Himsworth. Therefore he was elected to the office of Chairman and duly signed his acceptance of office form.

35/22. To agree a vote of thanks to the former Vice-Chairman.

Members agreed to send a letter of thanks to Mrs Lorraine Edwards in recognition of Former Councillor N Edwards contribution to the Parish Council and the Parish of Sheriffhales.

36/22. Apologies for Absence.

Councillor A Edwards and Unitary Councillor K Turley sent their apologies for the meeting.

37/22. Declaration of Councillors’ Pecuniary Interests.

Councillor G Tonkinson stated that he does live near the property but would not declare a pecuniary interest in the application for 95 Damson Lane.

38/22. To receive for confirmation and adoption, and agree the Minutes of the Parish Council meeting held on 8th February 2022.

The minutes of the meeting held on the above date, was agreed as a true and accurate record of the meeting. Councillor G Tonkinson recorded that he did not vote for these minutes to be accepted.

39/22. Public Participation.

Standing Orders were raised to enable Mrs Himsworth to speak.

She raised an issue relating to APM / public participation.

It was noted that if a member of the public has items they wish to have on the agenda item for a future meeting. Interest needs to be looked at to try to get residents interested in the work of the Parish Council.

The Annual Parish meeting format was discussed, and it was agreed that the Chairman will make refence to encourage people to take part in Council life.

Standing orders were reinstated.

40/22. To note authorisation of signatories for Cheques and internet banking access.

The cheque signatories are J S Cree, Cllr N Pulker, Cllr A Edwards, Cllr J Horne these were noted and agreed.

41/22. To note existing standing orders, Financial Risk Assessment and Financial regulations.

The above documents having being previously circulated to all members were noted.

42/22. To note inventory of land and assets including buildings and office equipment.

Total value of assets held by the Council on 31 March 2022

Date purchased Description Cost

£

Infrastructure 80,475

18/06/2004 Bus Shelter 5,475

28/03/2015 Sheriffhales Playing Field 75,000

Furniture/equipment 2,343

23/04/2013 Rainbow picnic bench 387

10/09/2013 Rainbow 3-seater bench 308

31/08/2011 Rubbish bin 500

20/09 & 15/11/07 Noticeboards 337

Chairman’s Chain 100

19/02/2016 Clerk Mobile 100

11/09/2019 Laptop 350

30/08/2016 Printer 199

Community 17,502

19/09/2013 2 Goal Posts 200

31/08/2011 Play equipment 15,302

08/02/2008 Small area of amenity land by road side. 2,000

Nov 2020 Benches / Noticeboard 3,791

May 2021 New Benches 5000

The above fixed assets were agreed as an accurate representation and noted.

43/22. To note insurance cover in respect of all insured risks for the Parish.

The Parish Councillors insurance cover is with Came and Company and is due for renewal on the 4th December 2022

44/22. To note the Council’s complaints procedure including Health and Safety policy.

The above documents having being previously circulated to all members were noted.

45/22. To note the Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

The above documents having being previously circulated to all members were noted.

46/22. To note additional policies:- Noticeboard and Grants.

The above documents having being previously circulated to all members were noted.

47/22. To note the Council’s policy for dealing with the press/media.

The above documents having being previously circulated to all members were noted.

48/22. To agree meeting schedule for 2022-23.

The meeting schedule as detailed below was agreed:-

SCHEDULE OF MEETINGS FOR 2022/23

|  |  |
| --- | --- |
|  | **Council meetings** |
| MAY 2022 | 24th APM |
| JUNE 2022 | No meeting |
| JULY 2022 | 12 |
| AUGUST 2022 | No meeting |
| SEPT 2022 | 6 |
| OCT 2022 | No meeting |
| NOV 2022 | 15 (budget meeting included in the normal PC meeting) |
| DEC 2022 | No meeting |
| JAN 2023 | 10 |
| FEB 2023 | No meeting |
| MARCH 2023 | 14 (apm at 6.30pm followed by normal pc meeting at 7.30pm) |
| APRIL 2023 | No meeting |
| MAY 2023 | 9 AGM |

49/22. Unitary Councillor feedback and questions.

Councillor K Turley was not in attendance.

50/22. Update on QPJ celebrations

The Clerk has requested an update from Pippa Hodgetts, but it was reported that this has not been able to be organised. The school are organsiing an afternoon tea for residents to attend at the end of May. It was agreed to look at a village event for next year to be organised by the Parish Council. Perhaps the Scarecrow festival or a Christmas event after switch on.

51/22. Planning applications received, Decisions and Enforcement matters made by Shropshire Council

**Planning Applications received**

22/01720/FUL Lillishall Hall, Lillishall

22/01721/LBC Drainage improvements, and refurbishment of existing raised patio area and external under croft.

**No comment.**

22/00795/FUL The Stable, Lillihurst Cottage, Lilllihurst

Demolition of cottage and replace with 1 no dwelling.

**Recommend Refusal due to the loss of a small dwelling in the country side. We request that the application is discussed at the Planning Committee not decided by the Officers and they look at the historic / conservation aspects of the site.**

**Comments to be copied to Cllr K Turley**

22/01901/FUL 95 Damson Lane, Weston Heath, Sheriffhales,

Erection of self contained accommodation ancillary to main dwelling

**No objection but we would like the visual impact of the proposed development could be more aesthetically pleasing and match existing properties in the area.**

**Planning Decision received**

Lillishall Hall, National Sports Centre – Provision of 29 parking spaces and all-weather pitch – permission granted

Annexe, Heath Hill Farm, Heath Hill – change of use from commercial to habitable and enlarge annexe – permission granted.

22/00931/FUL The Yews, Kingstreet Grange Barns, Sheriffhales, Shifnal,

Erection of a garden gazebo- Grant Permission

20/02330/VAR Woodcote Wood, Bloomsbury,

Variation of Condition 12a attached to planning permission 17/03661/EIA dated 20 August 2018 to vary the permitted opening hours to allow up to eight delivery vehicles to arrive, load processed excavated sand and depart outside of normal working hours (06:00 to 20:00 Mondays to Fridays, 06:00 to 13:00 Saturdays) to serve a 24-hour Mortar Plant in Bilston and other customers' sites (temporary trial permission for 24 months) - Grant Permission

Enforcement – Signes on the A5 – Cllr K Turley to look at progressing this further. The items attached to the agenda papers were noted.

52/22. To discuss the Celebrating Sheriffhales Day details and date of the event.

Celebrating Sheriffhales Service is to be held on 17th July at 3pm all members of the Council are invited. It was noted that funds cannot be given to the Church as the Parish Council do not have authority to do this. The Clerk to write to the Church with the Councils decision re funding. This was noted.

53/22. To discuss the duties required to be filled as undertaken by the previous chairman.

The duties are listed below and Councillors responsible were agreed as detailed alongside the duty:-

Defib – Cllr Alan J Edwards has agreed to do this previously.

Newsletter article - Chairman.

Noticeboard – the board is unlocked now – Cllr Alan J Edwards

Key holder for village hall – Cllr D Himsworth

Opening gates on playing field when required – local councillor as required – additional keys to be cut and kept by members in-case they are needed.

Accepting deliveries – local councillor as required.

54/22. Clerks report.

* Fence at Village Hall completed
* Smart water Pack distribution - All smartwater packs have been distributed and we have received a positive response to those asking for us to register them.
* Boundary letters re playing field have been sent out to all residents in that area and naming of the orchard
* Update on Countess Arms Path from Cllr K Turley.
* It was agreed to name the orchard on the playing field - details to follow. The Clerk to obtain quotes for a plaque to be erected.

The above items were noted.

55/22. To discuss / confirm the 3 main Policing priorities in the Parish requested by the PCC.

The 3 policing priorities previously sent to the PCC were: -

1. Speeding through the Parish

2. Anti-social Driving (driving too fast near horse riders and pedestrians)

3. Thefts (Outbuilding) – ask for police presence in the parish of Sheriffhales for reassurance for residents

It was agreed that these priorities were agreed to send back to the PCC.

56/22. To discuss applying for EMG grant for 2022/23.

The grant for 2022/23 is due for submission by 31/5/22, it was agreed to submit an application for the maximum of £1500 for the use of employing a contractor to cut back hedges by junctions, the path to Heath Hill to improve safety in the Parish, to clear ditches that flood. Members of the Council to look at areas that need to be cut and bring back ideas to the next Council. not to submit an application this year. This was agreed.

56/22. To receive the year end accounts and the Internal Auditors report.

It was noted that the Playing Field Maintenance was over budget, this was due to play area repairs.

It was proposed by Cllr J Horne and seconded by Cllr Mrs A Robinson that the accounts as set out as appendix 1 to these minutes were agreed. On a vote this was carried.

A note of thanks was given to the Clerk for the preparation for the accounts.

57/22. Future Agenda items.

Lezley Picton; PCC and Gemma Lawley to make presentations to the Council.

To discuss Parish Council liabilities.

To discuss an event to be organised by the Parish for next year.

Countess Arms review in May 2023.

EMG Expenditure for the financial year.

Village Hall support - letter to be requested – Cllr G Tonkinson

58/22. Dates and Times of future meetings. .

24th May 2022 APM at 7.00pm

12th July 2022 at 7.00pm

Appendix 1 to the minutes of Sheriffhales Parish Council held on the 10th May 2022

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SHERIFFHALES PARISH COUNCIL** | | | | | | |
| **BANK RECONCILIATION** | | | | | | |
|  |  | **2021/22** |  |  |  |  |
|  |  |  |  |  | **Date** | 31/03/2021 |
|  |  |  |  |  |  |  |
| **Accounts** |  |  | £ |  | £ |  |
| Opening Balance Treasurer as at 01/04/21 | |  |  |  | 38,279.99 |  |
| Business account |  |  |  |  | 3,546.24 |  |
| Unpresented cheques | |  |  |  | - 1,361.96 |  |
|  |  |  |  |  | - |  |
|  |  |  |  |  | **40,464.27** |  |
| Receipts 2021/22 |  |  | 18,394.70 |  |  |  |
| Payments 2021/22 | |  | 23,071.58 |  |  |  |
|  |  |  |  |  | - 4,676.88 |  |
|  |  |  |  |  | **35,787.39** |  |
|  |  |  |  |  |  |  |
| Treasurers Account | |  |  |  | 32,240.82 |  |
| Business Account |  |  |  |  | 3,546.57 |  |
| Unpresented cheques | |  |  |  | - |  |
| Unpresented receipts | |  |  |  | - |  |
|  |  |  |  |  | **35,787.39** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Balance date: | 31/03/2022 |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Signed:......................................................................Date:............................................... | | | | 01/04/2022 |  |  |
| Chairman |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Prepared by J Cree, Parish Clerk/RFO | |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Unpresented cheques** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total unpresented chqs |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Comparison** |  |  |  |  |
|  |  |  |  |  |
| Receipts |  |  |  | Proposed |
|  | Budget | Actual | Balance | Budget |
|  | 2021/2 | Income | Remaining | 2022/23 |
| Precept | £16,000.00 | £16,000.00 | £0.00 | £16,800.00 |
| EMG Grant | £0.00 | £640.00 | £640.00 | £0.00 |
| Interest | £1.00 | £33.00 | £32.00 | £1.00 |
| Balance from reserves | £4,500.00 | £0.00 | £0.00 | £4,019.00 |
| **Total** | **£20,501.00** | **£16,673.00** | **-£3,828.00** | **£20,820.00** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | Proposed |
| Payments | Budget | Actual | Balance | Budget |
|  | 2021/22 | Paid | Remaining | 2022/23 |
| Salaries | £6,250.00 | £6,553.15 | -£303.15 | £6,250.00 |
| Stationery/postage/printing/exp. | £250.00 | £1,012.35 | -£762.35 | £250.00 |
| Mobile Phone | £80.00 | £144.97 | -£64.97 | £240.00 |
| Transport Expenses | £100.00 | £90.00 | £10.00 | £120.00 |
| Parish Magazine this is S137 expenditure | £220.00 | £30.00 | £190.00 | £220.00 |
| Adverts | £200.00 | £0.00 | £200.00 | £0.00 |
| Audit | £100.00 | £100.00 | £0.00 | £100.00 |
| Cllr/Clerks Training/conference | £150.00 | £103.42 | £46.58 | £150.00 |
| Elections | £250.00 | £0.00 | £250.00 | £0.00 |
| Subscriptions | £600.00 | £471.74 | £128.26 | £600.00 |
| General Power of Competence | £90.00 | £0.00 | £90.00 | £0.00 |
| Insurance | £420.00 | £603.75 | -£183.75 | £450.00 |
| hire of venues | £250.00 | £0.00 | £250.00 | £250.00 |
| 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 | £1,000.00 |
| Community Grants This is S137 expenditure | £1,000.00 | £2,930.48 | -£1,930.48 | £1,000.00 |
| Playing field maintenance | £1,500.00 | £4,403.62 | -£2,903.62 | £3,000.00 |
| Playing Field Loan | £3,240.00 | £3,237.82 | £2.18 | £3,240.00 |
| Funding to deliver new prioritised programme fro EMG (match funding) | £2,000.00 | £690.00 | £1,310.00 | £2,000.00 |
| Christmas Display | £0.00 | £90.00 | -£90.00 | £100.00 |
| Specialist Services inc. Legal and professional advice | £1,000.00 | £0.00 | £1,000.00 | £1,000.00 |
| War Memorial / Remembrance | £0.00 | £0.00 | £0.00 | £50.00 |
| Website | £300.00 | £382.19 | -£82.19 | £300.00 |
| Chairman's Discretionary exp. | £500.00 | £500.00 | £0.00 | £500.00 |
| Tree Work | £0.00 | £0.00 | £0.00 | £0.00 |
| **Total Expenditure** | **£20,500.00** | **£21,343.49** | **-£843.49** | **£20,820.00** |
|  |  |  |  |  |
| **Total Income** | **£20,501.00** | **£16,673.00** | **£3,828.00** | **£20,820.00** |
|  |  |  |  |  |
| **Difference** | **-£1.00** | **£4,670.49** | **-£4,671.49** | **£0.00** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 3 Parish Council Reserves** | |  |  |
|  |  |  |  |
| **Bank Balance as at 31/3/22** | |  | **£ 35,787.39** |
|  |  |  |  |
| Expenditure allocated to balance | |  |  |
| The budget 2022/23 | from general reserves | | £ 4,019.00 |
|  |  |  |  |
| Total Reserves Balance \* | |  | £ 31,768.39 |
| Of which Lightsource Balance to be | |  | £ 20,500.00 |
| removed from the total |  |  |  |
|  |  |  |  |
| Total sum of reserves as at 31/3/22 available | | | **£11,268.39** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Parish Council Earmarked funds as at 31/3/22** | | |  |
|  |  |  |  |
| Playing Field Refurbishment | |  | £3,644.00 |
| (some funds spent already on repairs to play area) | | | |
| Elections |  |  | £2,000.00 |
| Parish Plan |  |  | £1,200.00 |
| General Reserve |  |  | £0.00 |
| Contingencies |  |  | £0.00 |
|  |  |  | £4,424.39 |
|  |  |  |  |
| **Total** |  |  | **£11,268.39** |
|  |  |  |  |
|  |  |  |  |
| **Lightsource funds as at 31/03/2022** | |  | **£20,500.00** |
| To be allocated for the following projects:- | |  |  |
| Community Plan |  |  |  |
| War Memorial |  |  |  |
| Playing field refurbishment | |  |  |

Text

Description automatically generatedText

Description automatically generatedText

Description automatically generatedText

Description automatically generated with medium confidenceGraphical user interface, application, Word

Description automatically generatedA picture containing table

Description automatically generated