

HODNET PARISH COUNCIL

Minutes of a meeting of Hodnet Parish Council held on Thursday 13th May 2021 commencing 7.30pm at Lyon Hall, Hodnet.

Members Present: Cllrs Matthew Allen; Steve Freeman; John Parker; John Powell; Maryjayne Rees; Ross Underwood; Jason Watts. + ALAN COPE (SF)

Also Present: Gillian Bailey, Locum Clerk, Jayne Charman, Cllr Paul Gill

01 Apologies and reasons for absence

There were no apologies.

02 Appointments

b) Appointment of Chairman and Vice Chairman.

Following nomination by Cllr Powell, seconded by Cllr Parker it was RESOLVED to APPOINT Cllr Freeman as Chair of Hodnet Parish Council for the year 2021 – 22

Following nomination by Cllr Parker, seconded by Cllr Freeman it was RESOLVED to APPOINT Cllr Rees as Vice Chair of Hodnet Parish Council for the year 2021-22.

a) Appointment of Locum Officer

It was proposed by Cllr Watts, seconded by Cllr Parker and RESOVLED to APPOINT Gillian Bailey as Locum Clerk and Responsible Finance Officer.

c) Signing of declaration papers

Members signed their declaration to the office of Councillor, Chairman and Vice Chairman.

d) Co-option to fill four vacancies

It was proposed by Cllr Parker, seconded by Cllr Freeman and RESOLVED to CO-OPT Alan Cope and John Roberts as Councillors to Hodnet Parish Council. Cllr Cope signed the declarations of office.

03 Declarations of Interest

Cllr Parker declared a non-pecuniary interest in item 009 b) iii) planning application reference 21/01609/FUL.

04 Public session

Cllr Paul Gill introduced himself as the recently elected Unitary Cllr. He has been involved in local councils, previously serving on Prees Parish Council. He is keen to get to know his area and plans to attend as many meetings as he can.

005 Minutes from previous meetings

It was proposed by Cllr Powell, seconded by Cllr Rees and RESOLVED to APPROVED the minutes of the meeting held on 25th March 2021. The Chair to return signed minutes to the Clerk.

006 Reports

a) Clerk's report

Parish Magazine: Notice re dog mess still outstanding: Locum clerk to action
Defibrillator: Recruitment of volunteer to be discussed at next meeting
It was RESOLVED to NOTE the Clerks report.

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b) Unitary Councillor report

It was agreed to defer this item.

c) Reports from councillors ending meetings or training.

There were no reports from councillors.

007 Finance

a) Payments March and April

It was RESOLVED to NOTE the payments made against the March and April bank statements as presented.

b) Receipts March and April

It was RESOLVED to NOTE receipts against the March and April bank statements as presented

c) Bank Reconciliations March and April

It was proposed by Cllr Cope, seconded by Cllr Parker and RESOLVED to APPROVE the bank reconciliations for March and April as presented.

d) Payments for authorisation and payment in May 2021

Staff salary – final	£588.25	LGA 1972 s 112
Staff expenses	£155.87	LGA 1972 s 111
Zoom 28.03 to 27.04	£14.39	LGA 1972 s111
Highline Electrical	£146.26	PCA 1957 ss 3 (1)
Highline Electrical	£235.97	PCA 1957 ss 3 (1)
TRM Building & Renovations	£5,400.00	LGA 1976 S19
Zurich Insurance	£935.46	LGA 1972 s 111
Internal Auditor – B Townson	£150.00	LGA 1972 s 111
SALC	£611.25	LGA 1972 s 111
	£8,237.45	

In response to a question from Cllr Allen it was confirmed that the payment of £5,400 to TRM Building and Renovations was for repair work to the play area.

It was proposed by Cllr Parker, seconded by Cllr Powell and RESOLVED to APPROVE the payments for May 2021 as presented.

In response to a query from Cllr Rees, the locum clerk agreed to investigate:

- Payments made by the medical centre in the amount of £572 for years 19/2020 and 20/2021.

e) CIL Neighbourhood Fund

It was RESOLVED to NOTE that Hodnet Parish Council will receive £818.87 from the CIL Neighbourhood Fund in May 2021.

f) Insurance renewal

It was RESOLVED to NOTE the increase in the valuation of assets.

008 Annual Accounts Year End 2020/21

a) Internal Auditor's report

It was RESOLVED to NOTE the Internal Auditors report and actions required.

b) To receive year end cash book and budgets

In response to a question from Cllr Rees the locum clerk to review the receipts from Wayleaves.

It was RESOLVED to RECEIVE the year end cash book and budgets.

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c) To complete and sign the Annual Governance Statement 2020/21

Sections 1-9 of the Annual Governance Statement were completed in the positive. The Chair signed the Annual Governance Statement 2020/21.

d) To receive and sign the Accounting Statements for 2020/21

It was proposed by Cllr Parker, seconded by Cllr Watts and RESOLVED to RECEIVE and SIGN the Accounting Statements for 2020/21.

009 Planning matters

a) To note planning decisions:

i. Reference: 20/02769/FUL (validated: 13/07/2020)

Address: Field View House, Websters Lane, Hodnet, Market Drayton, Shropshire, TF9 3JH Proposal: Erection of a detached 3 bedroom dormer bungalow Decision: **Refused**

ii. Reference: 21/01115/ADV (validated: 05/03/2021)

Address: Bear Hotel, Shrewsbury Street, Hodnet, TF9 3NH
Proposal: Erect and display one internally illuminated hanging sign, one car park sign attached to post and two wall painted signs Decision: **Grant Permission**

iii. Reference: 20/05112/FUL (validated: 07/12/2020)

Address: Wollerton Meadows, Wood Lane, Wollerton, TF9 3NY
Proposal: Use of existing Timber lodge as holiday accommodation and siting of temporary dwelling to allow the owners of the land to live on site Decision: **Refused**

b) To discuss the following planning applications

i) Reference: 21/01853/TCA (validated: 12/04/2021)

Address: The Old Manor House, 3 School Lane, Marchamley, SY4 5LD Proposal: G1 - Lawson Cypress - Trim back to old growth points, H2 - Holly hedge - reduce to 2 metres in height, H3 - Yew - reduce in height by 0.6m, T4 - Ash - Crown reduce by up to 30% and H5 - Confer mixed - Reduce in height by up to 2.5 metres within Marchamley Conservation Area

It was agreed to record a response of NO OBJECTION to planning application 21/01853/TCA.

ii) Reference: 21/01636/FUL (validated: 19/04/2021)

Address: 7 School Lane, Marchamley, SY4 5LD
Proposal: Erection of covered seating area

It was agreed to record a response of NO OBJECTION to planning application 21/01636/FUL.

iii) Reference: 21/01609/FUL (validated: 30/03/2021)

Address: 61 Station Road, Hodnet, Shropshire, TF9 3JF
Proposal: Erection of a single storey extension to rear

It was agreed that there were no further comments on planning application 21/01609/FUL in addition to those already submitted [check on planning portal / past minutes what was submitted]

iv) Reference: 21/01699/FUL (validated: 06/04/2021)

Address: The Gables, Websters Lane, Hodnet, TF9 3JH
Proposal: Raising of roof to provide additional first floor accommodation

It was agreed that there were NO OBJECTIONS to planning application 21/01699/FUL.

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010 Draft Parish plan questionnaire

It was agreed to defer this item.

011 Cyber-security -

a) Dropbox

It was agreed that the use of Dropbox was a good way of storing and sharing documents. It was agreed that:

- Documents in the Dropbox needed organisation.
- Permissions needed to be checked to ensure that only current Councillors had access to the Dropbox and that only the clerk was able to administer the account.

b) Councillor email addresses

Members are strongly advised to set up email address for their Council business work.

012 Hodnet Recreation Ground

a) To consider quotations for litter bin emptying

Cllr Allen asked if the mowing contract could include litter bin emptying.

It was agreed to check when the annual contract was due for renewal and seek a quote from other contractors [Brian Knowles].

It was assumed that the quote from Shropshire Council was for fortnightly collection. At present there are four bins, it was agreed that it was unnecessary to have two at the social club and that arrangements would be made to collect one of them.

It was proposed by Cllr Parker, seconded by Cllr Watt and RESOLVED to APPOINT Shropshire Council to empty 3 litter bins (one at the social club, one at the play area and one in the Lyon Hall Car Park) at a cost of £125 per year per bin.

b) Litter pick volunteers

Cllr Allen advised that the Football Club were organising a litter pick on Sunday 6th June.

It was agreed to put a request on the Parish Council Website for volunteer litter pickers. Locum clerk to see what support was available from Shropshire Council.

013 Lyon Hall carpark - Streetlight replacement

It was proposed by Cllr Powell, seconded by Cllr Rees and RESOLVED to ACCEPT quotation B (Aspire lanterns) at a cost of £535 plus VAT subject to site survey, to replace the streetlight at Lyon Hall carpark.

014 Dates for Future Meetings

The following meeting dates were agreed.

24th June: Annual Parish Meeting

29th July:

2nd September:

14th October

25th November

Dates for 2022 to be agreed at the meeting in November.

015 Parish matters

- Website: requires updating with new Councillors and up to date information.
- Cllr Allen expressed concern about use of pesticides, particularly around the bin and the goal area, is it possible that these areas could be strimmed. Cllr Freeman to speak to contractor.
- Councillors discussed the creation of a Hodnet Community Group page. It was agreed this would need a volunteer to monitor content.

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- **Adopt a Kiosk Scheme:** <https://business.bt.com/campaigns/communities/adopt-a-kiosk/> It was agreed to put an article on the website to see if there was any interest from residents in adopting the 2 kiosks in the village.
- **Wollerton Village room.** Members have received an email regarding the state of disrepair of the village rooms. It was agreed that the Trustees were welcome to make an approach to the Parish Council. Councillors Parker and Powell agreed to speak with the Trustees.

016 Items for future agendas

None.

017 Exclusion of press and public

It was proposed by Cllr Parker, seconded by Cllr Powell and RESOLVED that in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information.

a) Appointment of Parish Clerk & RFO

It was proposed by Cllr Parker, seconded by Cllr Powell and RESOLVED to CONFIRM the decision of the interview panel and to appoint Jayne Charman as Parish Clerk and RFO.

Approval of the Minutes of the Parish Council Meeting on 13th May 2021

Minutes accepted and approved by Hodnet Parish Council at a meeting held on 24th June 2021

Signed by the Chairman..........

Hodnet Accounts March and April

Payments

March

Simba – hosting	£46.95 LGA 1972 s 111
Plus Net	£20.40 LGA 1972 s 111
Staff expenses	£95.35 LGA 1972 s 111
Zoom subscription – 59788056	£14.39 LGA 1972 s 111
Numbers Plus – 40706	£118.80 LGA 1972 s 111
Leverhulme Trust	£1.00 HA 1982 s 43, 50
Clerk Salary	£588.25 LGA 1972 s112
Information Commissioner's Office	£35.00 LGA 1972 s 111
E.ON	£368.12 PCA 1957 ss 3 (1)
Sutcliffe Playdirect – 00223	£69.96 LGA 1972 s111
Sutcliffe Playdirect – 100010583	£181.20 LGA 1972 s111
Plusnet -4269328	£20.40 LGA 1972 s 111
Zoom subscription – 65546054	£14.39 LGA 1972 s 111
Staff expenses	£70.07 LGA 1972 s 111
Purely Paper 84560	£39.05 LGA 1972 s 111
	£1,683.33

April

Staff salary	£588.25 LGA 1972 s 112
N Alldri – Lyon Hall carpark	£300.00 LGA 1972 s 111
E-On	£407.57 PCA 1957 ss 3 (1)
Plusnet	£20.40 LG(FP)A 1963 s5
	£1,316.22

Receipts

March

A Heath – Rent	£ 56.50
VAT	£4,247.85
Interest to 31st March – 2250	£ 0.07
Interest to 31st March – 9243	£ 0.18
Total	£4,304.60

April

Shropshire Council	£22,270.00
A Heath – Rent	£56.50
Interest – 01072250	£0.17 12
Interest – 40169243	£0.17
Total	£22,326.84 79

Bank reconciliations

MARCH

Balance brought forward from Year End 31st March 2020	£29,023.92
Add: Receipts to date	£28,366.55
Less: Payments to date	£27,179.12
Closing Balance at 31st March 2021	£30,211.35
Bank Balances as at 31st March 2021:	
Current account (6712)	£100.00
Business Reserve Account (2250)	£10,033.93
CIL Deposit Account (9243)	£20,077.42
less unrepresented cheques	£0.00
	£30,211.35

APRIL

Balance brought forward from Year End 31st March 2021	£30,211.35
Add: Receipts to date	£22,326.79
Less: Payments to date	£1,316.22
Closing Balance at 30th April 2021	£51,221.92

Bank Balances as at 30th April 2021:

Current account (6712)	£100.00
CIL Deposit Account (9243)	£20,077.59
Business Reserve Account (2250)	£31,044.33
less unrepresented cheques	£0.00
	£51,221.92