

Minutes of the Annual Meeting of Hadnall Parish Council held on Monday 15th May 2023 at 7.30pm at Hadnall Village Hall

23/037 ELECTION OF CHAIRMAN – Cllr John Harrison was elected (prop: SP, sec: AB, unanimous).

23/038 ELECTION OF VICE-CHAIRMAN – Cllr Sarah Parker was elected (prop: JH, sec: AM, unanimous).

23/039 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

Present: Cllrs John Harrison (Chairman), Andy Brisbourne, Neil Duxbury, Harmesh Jassel, Andrew Marston, Sarah Parker.

Apologies: Cllr Nigel Clifford (travel delays).

Clerk: Alison Utting

Also: SC Cllr Simon Jones (left after item 23/054), 11 members of the public.

23/040 RESIGNATION

It was noted with regret that Cllr Barry Bell submitted his resignation on 16th March.

- a) This has resulted in a Casual Vacancy, which has duly been advertised as required by law. No election having been requested, the council is now required to fill the vacancy by Co-option as soon as practicable.
- b) Council resolved to amend the banking mandate (Unity Trust Bank), removing Barry Bell as a signatory to the account and the relevant form was signed accordingly by JH and ND.

23/041 CO-OPTION - There were no applications.

23/042 CHAIRMAN'S REPORT - This had been delivered during the preceding Annual Community Meeting and is available on the parish council website.

23/043 PUBLIC PARTICIPATION SESSION - Covered during the ACM.

23/044 DECLARATIONS OF INTEREST – None.

23/045 MINUTES - It was agreed that the Chairman should sign the minutes of the meeting held on 13th March 2023 as a true and correct record.

23/046 PROGRESS REPORT

- a) **Land Registry (Wedgefields)** - The Clerk has provided information to Cllrs on the options regarding this. Motion to be put to next meeting.
- b) **Installation of vehicle-activated speed sign (40 mph area)** - The sign has been installed and is working. Ideally, it should be situated further north but we are still awaiting installation of the pole.
- c) **Bus shelters** - The initial deep clean has been completed and an ongoing schedule agreed.
- d) **Tree maintenance at Wedgefields** – The contractor has been engaged and the work should soon be done.
- e) **Footpath at Wedgefields** - The contractor has been engaged and the work should soon be done. (Tree surgeon and footpath installer will liaise).
- f) **Investment account** – The forms for CCLA need re-doing following the change in approved signatories. To be completed as soon as possible.
- g) **RoSPA inspection** – JH, AM, AB and ND to meet and report to next meeting.
- h) **Streetlights** – ND to do a full survey, reporting any faulty lights to the Clerk, including any that are showing purple light. ND also to assist the Clerk in completing the locations of HPC streetlights on Parish Online.

23/047 OTHER REPORTS – None. Council asked the Clerk to repeat our request for occasional attendance to West Mercia Police.

23/048 PROPOSED ELECTORAL DIVISIONS

The proposed plan would result in Hadnall leaving Shawbury division and becoming part of Tern division (for Shropshire Council elections and administration). The parish would remain part of North Shropshire for parliamentary elections. Council resolved to ask for clarification from the Local Government Boundary Commission on how this would affect Hadnall.

23/049 PLANNING

- a) Council considered the following **planning application**:

23/01718/FUL Pinn Cottage, 7 Chapel Crescent, Hadnall SY4 4EQ

Erection of single storey rear extension.

Council agreed to support the application.

- b) To note that the Planning Advisory Group considered the following planning application (April) and agreed to submit no response:

23/01485/HHE 33 Shrewsbury Road, Hadnall SY4 4AG

Proposal: Erection of single storey rear extension.

- c) No further planning applications were received in advance of this meeting.
 d) No further planning decisions were published in advance of this meeting.

23/050 FINANCE

- a) Council noted the following **payments** made in April 2023:

Amount	Details	Power to spend
170.86	Electricity for streetlighting (Jan, Feb, Mar)	Parish Councils Act 1957 s3. Highways Act 1980 s301
278.40	Clerk's salary (Mar)	LGA 1972 s112

Council agreed to make the following **payments**:

Amount	Details	Power to spend
434.37	Clerk's salary & expenses	LGA1972s112, LGA (financial provisions) 1963 s5.
147.40	PAYE (months 12, 1)	LGA 1972 s112
9.40	Contribution to Office365 fees (Feb, Mar)	LGA 1972 s142
239.51	Website fees	LGA 1972 s142
424.97	SALC/NALC affiliation fee	LGA 1972 s111
130.00	Bus shelter cleaning	LGA(Miscellaneous Provisions) 1953, s4
65.30	Electricity for church floodlighting	Parish Councils Act 1957 s3. Highways Act 1980 s301
90.00	Internal audit fee	Audit and Accounts Regulation 2015
96.00	RoSPA inspection (play equipment)	LGA (Miscellaneous Provisions) 1976 s19
510.65	Insurance	Employers' Liability Act 1969. LGA 1972 s111

Council noted the following **receipts**:

Amount	Details	Power to accept
14631.00	Precept	Local Government Finance Act 1988 s68

- b) Council received and approved the **accounts** and **bank reconciliation** (end of year 2022-23).
- c) Council resolved that **online payments** may continue to be made from its current account (Unity Trust Bank) and that this is no longer subject to periodic review. (Prop: AM, Sec: ND, unanimous)
- d) Council reviewed the following **regular payments and subscriptions**:

Direct Debits/Standing Orders:

Scottish Power – variable payments (see also item 23/056)

Clerk's salary.

ICO (Data Protection Fee) - Payment annually in October £35.

Bank charges (Unity Trust Bank) - £18/quarter

Subscriptions:

SALC/NALC - Based on number of electors in parish. Fee for 2023-24 is £425.

23/051 AUDIT

Annual Governance and Accountability Return (AGAR) 2022-23:

- (i) Council received and noted the Internal Auditor's report. The Clerk pointed out that the objection raised by the IA regarding the 'missing' Risk Assessment was not valid as the document in question was clearly available on the HPC website. This was pointed out to the IA, but she would not delete the objection. It was also noted that the charge for the audit had been increased by £10, without prior notification.
- (ii) The external audit exemption certification was approved and signed by the Chairman and RFO.
- (iii) Council completed and approved the Annual Governance Statement (Section 1) and it was signed by the Chairman and RFO.
- (iv) Council approved the Accounting Statements (Section 2) and it was signed by the Chairman.
- (v) Electors' Rights – It was confirmed that the period for exercise of public rights shall be 05/06/2023 until 14/07/2023.

23/052 MEETINGS 2023-24

Council agreed to continue with bi-monthly meetings. The following dates were agreed: July 10th, September 11th, November 13th, January 8th, March 11th, May 13th (Annual Meeting).

23/053 ELECTION OF COMMITTEES and REPRESENTATIVES

Council unanimously resolved to appoint the following:

- a) Planning committee members – AB, NC, ND, AM, SP.
- b) Staffing Committee members – Chairman, Vice Chair, ND.
- c) Planning Advisory Group – AB, NC, SP.
- d) SALC representatives – ND, HJ.
- e) Village Hall representative – NC.
- f) RAF Shawbury Noise Liaison Group representative – AB.
- g) Highways liaison – NC, AM.
- h) Internal checker (finance) – SP.
- i) Community Led Plan reps – NC, ND, JH.

23/054 ASSET REGISTER

Council approved the 2023 Asset Register* and appointed AM to carry out the play equipment checks for 2023-24.

(*This was approved prior to item 23/051(iv) in order to confirm the figure on the Accounting Statement)

23/055 REVIEW OF POLICIES

Council reviewed the following policies of the parish council (as published on the website):

Standing Orders. Code of Conduct. Financial Regulations. Risk management. Publication Scheme. Planning policy. Planning Committee Terms of Reference. Staffing Committee Terms of Reference. Complaints Policy. Vexatious Complaints Policy. Dignity at Work, Bullying and Harassment Policy. Data Protection policy. Equality and Diversity Policy. Freedom of Information Policy. Grant Awarding Policy. Grievance and Discipline Policy.

Council agreed that the Digital Communication Policy requires updating. SP to liaise with the Clerk and present an amended policy to the next meeting for adoption.

23/056 ELECTRICITY SUPPLIER

Council considered the Clerk's report into possible savings to be made by switching from Scottish Power to West Mercia Energy. Council considered the quote previously given by WME and were unanimously in favour of the switch. Council agreed that the

Clerk in consultation with the Chairman should obtain another quote and, if the figures were similar, that the switch should go ahead.

23/057 CORRESPONDENCE

NALC – The Good Councillor’s Guide to Employment (2023 edition) has been published (emailed to Cllrs).

Tesco – Community Grant welcomes applications.

SALC – North Shropshire Area Committee next meeting 17th July.

RAF Shawbury – Landowner and Rider Awareness Day, Thursday 25th May.

Football Foundation – Grants for goalposts available.

23/058 EXCLUSION OF PRESS AND PUBLIC

Council resolved that members of the press and public be excluded from the meeting during consideration of the following agenda item to progress a confidential staffing matter, in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and the Data Protection Act 1998.

23/059 STAFFING COMMITTEE

JH and SP reported to council on the Clerk’s appraisal. No change to salary grade is proposed at present. A Job Description is being written and will be presented for approval at the next meeting. Council agreed to reimburse the Clerk for SLCC membership (Prop: AB, Sec: SP, unanimous).

The meeting closed at 9pm.

Signed: _____ Date: _____

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