

COUND PARISH COUNCIL

Chairman:	Cllr S D Scott Harnage Grange Cressage Shrewsbury SY5 6EB	Clerk:	Kathy Symonds 6, The Barns Upper Cound Farm Shrewsbury SY5 6BL
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MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30pm ON 17th MAY 2018 AT THE GUILDHALL, COUND

Present: Parish Councillors S Scott (Chairman), T Roberts (Vice Chairman), L Clutterbuck, S Green, S. James, J Hall, R Sartain, M Smith, Shropshire County Councillor C Wild

Clerk: Kathy Symonds

01.18 Election of Chairman

The Clerk asked for nominations for Chairman. It was proposed by Councillor Sartain and seconded by Councillor Roberts

that Councillor S. Scott be elected as Chairman for the ensuing municipal year.

02.18 Chairman to sign Declaration of Acceptance of Office

Councillor Scott signed the Declaration of Acceptance of Office, and this was acknowledged by the Parish Clerk.

03.18 Election of Vice Chairman

It was proposed by Councillor Scott and seconded by Councillor Hall

that Councillor T Roberts be elected as Vice- Chairman for the ensuing municipal year.

04.18 Apologies for Absence

An apology was received from Councillor J Nicholls. The reason given was accepted by the Council.

05.18 Public Session and Matters of Concern/Parish Matters

No members of the public present and no Parish Matters raised.

06.18 Declarations of Interest

There were no declarations of interest.

07.18 Minutes of the Parish Council Meeting held on 15 March 2018

The minutes of the previous meeting were presented.

It was proposed by Councillor Roberts and seconded by Councillor James and

Resolved (without opposition)

That the minutes of the Parish Council Meeting held on 15 March 2018 be accepted as a true record.

The minutes were signed accordingly.

08.18 Matters arising from those minutes

Re min. ref 79.17 and 88.17 General Data Protection Regulations (GDPR) effective May 2018. The Clerk is in the process of preparing policies and procedures to complete the compliance with the regulations.

Re min ref 92.17 War Memorial cleaning

Following correspondence with the War Memorials Trust the Clerk had concluded that any cleaning or maintenance could only be done by a professional, using specialist materials.

The War Memorial was cleaned and renovated in 2014 and is not currently in a poor state of repair. Council decided to postpone any further work on it pending discussion at the Nov 18 meeting ahead of the 2019/20 budgeting process.

Re min ref 90.17 Cound Arbour Bridge

The parts to repair the bridge have been ordered. The work will commence as soon as the Highways team have dealt with the multitude of potholes in the County. The feasibility study for the road straightening is scheduled for early 2019, following which the approved work will need to be scheduled into the program of works.

09.18 Appointment of member representatives for outside bodies

It was resolved that Councillor Roberts be appointed as LJC Representative and Councillor Green be appointed as SALC Area Committee Representative

10.18 Reports from Shropshire Councillor and/or local Police Officer

Councillor Wild had presented her report at the Annual Parish Meeting held immediately prior to the Parish Council Meeting and it is available in the minutes for that meeting.

There was no representative from West Mercia Police.

Action: Clerk to email the local Police Officer and invite him to join a meeting at his convenience in the next few months.

11.18 Review and adoption of updated Standing Orders

The Clerk had updated the Parish Council's Standing Orders based on the model Standing Orders issued by NALC in April 18 which incorporate a section for the GDPR regulations. These had been circulated for review by Councillors before the meeting.

It was proposed by Councillor Clutterbuck, seconded by Councillor James and **resolved (without opposition)** that the revised Standing Orders dated 06/05/18 be adopted by the Council.

12.18 Review and adoption of updated Financial Regulations

The Clerk had updated the Parish Council's Financial Regulations. These had been circulated for review by Councillors before the meeting.

It was proposed by Councillor Scott, seconded by Councillor Green and **resolved (without opposition)** that the revised Financial Regulations dated 06/05/18 be adopted by the Council

13.18 Revised asset register

Council considered the fixed asset register as at 31/03/18 and **resolved** to adopt it.

14.18 Updated risk assessment schedule

The Clerk had extensively updated the risk assessment schedule for all known risks. It was **resolved (without opposition)** that the revised risk assessment be adopted by the Council. The Chairman signed the hard copy.

ACTION: Clerk to purchase two additional memory sticks for computer backup purposes. Councillor Roberts will hold one backup at his home with the Clerk retaining the other.

15.18 Document and record retention policy

The Clerk had circulated this policy for review prior to the meeting. It was **resolved (without opposition)** that the document and record retention policy dated 09/05/18 be adopted by the Council.

16.18 Defibrillator audit check for the period

Councillor Roberts presented the defibrillator audit check for the period up to 17th May 2018. There were no issues to report.

17.18 Update on The Guildhall/To appoint Trustees to the Guildhall

Councillor Roberts advised that the site notice had been posted, surveys had been done and the Trustees were now awaiting a decision on the planning permission for the work to improve the Guildhall. Planning permission is required by 25 June at the latest to secure the grant.

The Parish Council currently only had two Trustees (of three allowed), being Councillor Clutterbuck and Councillor Roberts. It was **resolved (without opposition)** that Councillor Sartain be appointed as the third Guildhall Trustee from the Parish Council.

18.18 Arrangements for the Battle's Over - A Nation's Tribute - 11/11/18 (Min ref 57.16 and 50.17 and 64.17)

The beacon site is yet to be finalised but Councillor Scott suggested a site close to Harnage Grange which would give a clear view across the county. To be discussed again at the July Council meeting.

19.18 Clerk's Report

The Clerk reported some of the activities she had been involved in since the last meeting and on-going work:

- Minutes and admin from last meeting
- Regular correspondence, bank, bank recs, payments, etc.
- Completed year end 2017/18 accounts
- Prepared annual return
- Submitted files for Internal Audit. Sue Hackett reported no major issues
- Updated:
 - Standing Orders,
 - Financial Regulations
 - Risk Assessment schedule
- Commenced working through the files to make our document retention compliant with GDPR
- Prepared 'Document and Retention Policy' for adoption by Council
- Updated the asset register
- Sought advice on how to approach the task of 'a light clean' of the War Memorial from the War Memorials Trust. They confirmed that it requires a professional and must not be undertaken by volunteers.

- Met with Cllr Roberts to discuss approach for the Clerk's annual appraisal
- Sought insurance quotes
- Investigated War Memorial cleaning.
- Advised Cllrs of:
 - Opportunity to submit motions to NALC's Policy Committee
 - GDPR, Government proposed change to the GDPR regulations to exclude local councils from the requirement to appoint a DPO
 - Consultation on the Environmental Maintenance Grant
 - Consultation on the Great Outdoors Strategy
- Attended final CilCA half day training

To do:

- CilCA qualification - underway in earnest now
- Consider Parish Plan - to revisit over the Summer

20.18 To consider and approve NALC national salary award from 1 April 2018

The new NALC national pay scales were noted and the increase to the Clerk's hourly rate was approved.

21.18 Arrangements for Clerk's annual appraisal

It was agreed that Councillor Roberts should conduct the Clerk's annual appraisal at the earliest opportunity following his attending a SALC training session on appraisals recently.

22.18 To appoint insurers for the period 1/06/18 - 31/05/19

Three quotes had been sought although one insurer declined to give a quote. Of the other two the quote from Came and Co was the most competitive although this year they have added a £50 per annum 'admin fee'. The total premium for the twelve months is £218, up from £168 in 2017/18.

It was **resolved (without opposition)** that Came and Co be appointed as insurers for the period 01 June 18 - 31st May 18.

ACTION: Clerk to contact Came and Co and request a 3 year fixed fee as before.

23.18 Environmental Maintenance Grant consultation response

Shropshire Council is conducting a consultation on the proposed terms for application for the Environmental Maintenance Grant going forward. Council **resolved (without opposition)** to support the proposed terms.

ACTION: Clerk to make the online submission supporting the proposals in the consultation document on behalf of the Parish Council.

24.18 Annual Return for the year ended 31 March 2018

- a) Final bank reconciliation and accounts 2017/18
Council approved the year end bank reconciliation as checked by the Internal Auditor and the Chairman. The final year end detailed accounts were approved.
- b) Internal Audit report 2017/18
Council considered the Internal Audit report and noted that the Council's system of Internal Controls was operating effectively.
- c) Certificate of Exemption

Council confirmed that it meets the criteria for certifying itself as exempt from the full requirements for external audit. The RFO and the Chairman signed the Certificate of Exemption for submission to the external auditor.

d) Annual Governance statement

Council considered each internal control statement per The Governance Statement (1-9) and confirmed their agreement that each was met. The Clerk completed the Annual Governance Statement to this effect and the Chairman and Clerk signed the statement as approved.

e) Summary accounting statements for 2017/18

It was **resolved (without opposition)** to confirm the accuracy of the accounting statements. The Chairman signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

25.18 Current year financial matters

i) Accounts for payment Apr/ May 18

Date	Payee	Description	Amount
17.05.18	Mrs KJ Symonds	Clerk's net pay Apr/May 18	323.48
17.05.18	HMRC	PAYE re Apr/May Clerk's salary	80.80
17.05.18	Mrs KJ Symonds	Clerk's expenses Apr/May 18	27.70
17.05.18	SALC	Appraisals Training - Cllr Roberts	25.00
17.05.18	Hutchinson Groundcare	April Highways Contract	172.38
		Total	629.36

It was proposed by Councillor Roberts and seconded by Councillor Green and

Resolved (without opposition)

that the above accounts be approved for payment.

ii) Bank reconciliation as at 07/05/2018

The bank was reconciled at £7,963.39, being the online banking balances on the date the meeting Agenda was prepared. Of this, 'ring-fenced' cash was £703.45 relating to the Transparency Code funding. The bank reconciliation was agreed and signed by the Chairman.

26.18 Planning applications

Applications:

Ref: 18/01289/FUL

Validated: 28 Mar 2018

Address: The Guildhall Cound Shrewsbury Shropshire SY5 6EW

Proposal: Erection of new lobby, toilets and disabled toilet / baby changing facility following demolition of existing entrance and toilet

Status: Awaiting decision

Ref: 18/01873/FUL

Validated: 23 Apr 2018

Address: Cound Lodge Cound Shrewsbury Shropshire SY5 6AF

Proposal: Erection of first floor extension above existing rear extension, double doors with dormer from the main bedroom on the side elevation onto a glass and steel balustraded balcony with spiral stairs leading to the garden

Status: Awaiting decision

No objections nor comments were recorded on any of the above planning applications.

Approvals:

Ref: 18/00766/FUL

Validated: 27 Feb 2018

Address: The Old Rectory Cound Shrewsbury Shropshire SY5 6EW

Proposal: Erection of a triple garage and car port

Granted: Mon 30 Apr 2018

27.18 Correspondence

- Precept payment 2018/19 approved at £5,756
- HMRC VAT claim received at £629.20
- SALC consultation on future of Environmental Maintenance grant
- Email from NALC regarding proposed amendment of the GDPR regs regarding DPO for small councils

28.18 Date and times of 2018/19 meetings

The next meeting will be held on Thursday 19 July 2018 at 7.30pm at The Guildhall, Cound

Future meeting dates for 2018/19 are:

Thursday 20 September 2018 at 7.30 pm at The Guildhall, Cound

Thursday 15 November 2018 at 7.30 pm at Coundmoor Village Hall

Thursday 17 January 2019 at 7.30 pm at Coundmoor Village Hall

Thursday 21 March 2019 at 7.30 pm at Coundmoor Village Hall

Thursday 16 May 2019 at 7.30 pm at The Guildhall, Cound (APM and AGM)

Thursday 18 July 2019 at 7.30 pm at The Guildhall, Cound

The Chairman thanked everybody for attending and the meeting closed at 9.05pm.

Signed by Chairman: _____

Date: _____