

COUND PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30pm ON 18th JANUARY 2018 AT THE COUND MOOR VILLAGE HALL

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

Clerk: Kathy Symonds

70.17 Apologies for Absence
All Councillors were present

71.17 Declarations of Interest
There were no declarations of interest.

72.17 Public Session and Matters of Concern/Parish Matters
There were no members of the public present.

73.17 Reports from Shropshire Councillor and/or local Police Officer
Shropshire Councillor Wild confirmed that the Environmental Maintenance Grant was being withdrawn in full for the coming financial year. Shropshire Council is on an increasingly tight budget for 2018/19, and further job cuts from Council staff are required. The annual adult social care costs budget has to increase by £12m which is putting budgets under pressure.

There was no representative from the local Police in attendance.

74.17 Minutes of the Parish Council Meeting held on 16 November 2017
The minutes of the previous meeting were presented.

Resolved (without opposition)

That the minutes of the Parish Council Meeting held on 16 November 2017 be accepted as a true record.

The minutes were signed accordingly.

75.17 Matters arising from those minutes

Re minute ref 63.17 defibrillators :

- Cllr Roberts reported that 48 people had attended for defibrillator training over two separate sessions.
- Cllr Roberts presented the defibrillator audit check list log for the period

- Regarding the 'Protocol for managing Defibrillators in Cound', Cllr Roberts had asked the trainer where the liability for data protection issues resides in the event of the defibrillator being called into use. The trainer had explained that the ID of casualty is not recorded until the paramedic responding to the emergency call places it into the hospital records. The responsibility for data protection then resides with the NHS. Cllr Roberts will update this point in the review of the protocol in November 2018.

76.17 Recent closure of Cound Arbour bridge, and associated road access issues

Thanks were passed to Cllr Wild for her quick response in getting the bridge open to traffic again.

Soon after the bridge was closed a driver had removed signs and cones and driven over the bridge, leaving it unsafe for any other road users. Cllr Roberts has the registration details of the vehicle thought to have been the perpetrator and will pass these to Cllr Wild to pass on to the Highways Dept.

A debate took place regarding the viability of having access restrictions put on the bridge. Cllr Wild said that no restrictions can be placed on the bridge, businesses need to have access to premises, farmers need to have access to land.

There have been a few traffic incidents over several years resulting in the bridge needing to be closed for repairs. There are plans to re-align the road to give vehicles an easier turn on to the bridge, but the timing of this is uncertain.

Action: Cllr Wild will email Chris Edwards/Steve Brown at Shropshire Council asking when the straightening work is likely to be scheduled, and whether it would be possible to include this at the same time as the bridge repairs. Clerk to follow up on this.

77.17 Maintenance of footpaths and bridleways

Cllr Green had raised concerns regarding the bridleway at Evenwood Farm being blocked by a tree. This happened early last year. The Acton Burnell Parish Council have been trying to get this remedied but have struggled to get a response from the Shropshire Council footpaths officer.

Action: Cllr Green will send photos and the exact OS co-ordinates of the blocked footpath to the Clerk who will take it up directly with the Shropshire Council footpaths officer.

Cllr Roberts asked for clarification from Cllr Scott as to what the procedure should be for reporting footpath issues. It was confirmed that as Footpaths Officer for Cound Parish, Cllr Scott should be the initial point of contact for reporting any issues. He would then deal directly with the incident and/or contact Shropshire Council to resolve.

78.17 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.
- Contacted Richard Hutchinson re quote for 2018/19 Highway Maintenance
- Correspondence and updates on Cound Arbour bridge to notice boards and website
- Completed the ICO/Data Protection registration for the PC
- Further consideration of the requirements of the General Data Protection Regulations (GDPR) and contacted DM Payroll Services for a quote for doing this for the PC. This is not a role that

can be undertaken by the Clerk or any Councillor as it requires independence and absence of conflict of interest.

- Researched £ precepts in other Parishes and cost per household at Council bands for Council
- Updated the 2018/19 draft budget/precept for PC consideration
- VAT claim for defibrillators

To do:

- Submit precept application by 30 Jan 18
- CilCA
- Consider Parish Plan - deferred until Spring 2018 due to other demands on time

79.17 General Data Protection Regulations (GDPR) effective May 2018, appointment of Data Protection Officer (DPO)

Under the GDPR legislation the Parish Council is obliged to appoint a DPO. This person must:

- have no conflict of interest regarding the data processed,
- have expert knowledge of GDPR
- have ability to undertake GDPR compliance tasks

The Clerk cannot be appointed as DPO as she will be the Data Controller and there would be a conflict of interest over data processed.

DM Payroll Services Ltd have offered to act as DPO for the Parish Council, to cover annual data audits, training for staff, sign off of the mandatory Data Protection Impact Assessment, advising on GDPR compliance and liaising with the Information Commissioner's Office (ICO).

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

Resolved (without opposition)

that the Clerk would contact DM Payroll Services to negotiate on the price of the contract. Subject to that being within the acceptable parameters noted at the meeting DM Payroll Services Ltd should be appointed as DPO.

80.17 Annual Governance and Accountability return 2017/18 - exemption certificate OR limited assurance review

The Clerk explained that the rules regarding the requirement for external audit and completion of the annual return by Parish Councils with a turnover below £25,000 changes this year.

Councils with an annual turnover of less than £25,000 may complete a 'certificate of exemption' from sending in the full Annual Return. The exemption certificate is then returned to the external auditor so that the council is not then subject to external review.

The Parish Council *may* itself request a 'limited assurance review' by the External auditor at a cost of £200 +VAT.

The requirement for review of the accounts by the Internal Auditor does not change.

If the Parish Council certifies itself as exempt, it must still abide by the requirements of various regulations, including the Transparency Code for Smaller Authorities, to publish various documents 'on a public website'. These include:

- The certificate of exemption
- The Annual Internal Audit Report
- Certain pages from the Annual Governance and Accountability Return

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

Resolved (without opposition)

that the Council shall certify itself exempt from the requirement for external audit and for submitting a full annual return for the 2017/18 financial year.

81.17 Appointment of Internal Auditor for 2017/18

An expression of interest in being appointed Internal Auditor for the Council for 2017/18 had been received from Sue Hackett of SDH Accountancy and Audit Services. The cost proposed was £100, subject to no additional work being required.

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

Resolved (without opposition)

that Sue Hackett be appointed Internal Auditor for 2017/18.

82.17 Environmental Maintenance Grant (EMG)/appointment of highway maintenance contractor 2018/19

The Council had been advised that the EMG received from Shropshire Council in previous years was being withdrawn and that all costs would therefore need to be covered from the precept.

Hutchinson Groundcare had submitted a proposal for the environmental maintenance contract for 2018/19 which included some minor cost savings on the previous year.

It was proposed by Councillor Clutterbuck and seconded by Councillor Hall and

Resolved (without opposition)

That the proposal from Hutchinson Groundcare for the environmental maintenance contract, dated 1st Jan 2018, value £1,157 plus £189.66 for the War Memorial maintenance be accepted.

83.17 Financial Statement

i) Accounts for payment December 17/January18

Date	Payee	Description	Amount
18.01.18	Mrs KJ Symonds	Clerk's net pay Dec 17/Jan 18	311.72
18.01.18	HMRC	PAYE re Dec/Jan Clerk's salary	78.00
18.01.18	Hutchinson Groundcare Ltd	Nov 17 Inv / 2217 Highway/War Memorial Maintenance	152.98
18.01.18	Mrs KJ Symonds	Clerk's expenses Dec 17/Jan 18	21.16
Total			563.86

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

Resolved (without opposition)

that the above accounts be approved for payment.

ii) Bank Reconciliation

The bank was reconciled at £3,036.26 on 12/01/18, being the online banking balances on the date the meeting Agenda was prepared. Of this, 'ring-fenced' cash was £761.89 relating to the Transparency Code funding. The bank reconciliation was agreed and signed by the Chairman.

iii) Projected year end accounts 2017/18

The Clerk told the meeting that the projected yearend figures had not moved significantly from those she presented at the last meeting. The balance at the bank at 31/03/18 is projected at £2,621.06.

iv) Budget and precept 2018/19

The Clerk re-iterated that due to the EMG in the current year not covering costs (as it had been restricted to around 70% of the claim) the Council had been forced to dip into reserves this year. As a result reserves carried forward would be below the required 50% of annual costs plus 'ring-fenced' cash. In addition, the Council will need to cover all costs of environmental maintenance from the precept in the next financial year as the EMG is being withdrawn. The precept will need to be increased quite significantly as a result.

The Clerk had prepared three budget/precept scenarios,

- Budget A with a precept of £5,756 that would cover 2018/19 costs and replenish the reserves to the '50% of costs plus ring-fenced cash' position
- Budget B with a precept of £5,311 that would leave reserves at the end of the 2018/19 year the same as projected to this yearend (i.e below the advised level)
- Budget C with a precept of £3,200, remaining at the same level as 2017/18

The Clerk also presented detailed background notes showing how:

- the level of precept in Cound is significantly below the other local Parishes, both overall and per household, and is one of the lowest in Shropshire in both respects
- the precept has remained static around the £3,000 mark for the last 5 years
- the required increase is very low in terms of %age impact on the overall Council tax bill per household, at 0.67% (Budget B), or 0.8% (Budget A) of the 2017/18 bills.

It was recognised by all that the precept could not remain at previous levels. The Councillors were divided as to whether to adopt Budget A or Budget B and so it was put to the vote. The votes were 5 votes for Budget A and 4 votes for Budget B.

It was proposed by Councillor Hall and seconded by Councillor Scott and

Resolved (without opposition)

That Budget A be accepted and that the precept for 2018/19 be set at £5,756.

Action: Clerk to apply to Shropshire Council for a precept of £5,756 for 2018/19

84.17 Planning applications

Applications:

Reference: 17/05747/FUL (validated: 29/11/2017)

Mccorquodale House Cound Park Gardens Cound Shrewsbury SY5 6BP

Erection of single storey rear extension

Approvals:

Reference: 17/05207/FUL (validated: 30/10/2017) Approved 18/12/2017

April Cottage 9 Cound Shrewsbury Shropshire SY5 6EJ

Erection of timber decking area to front and side of annexe

85.17 Correspondence

- NALC, Local Government Finance settlement
- Police Budget and Council Tax consultation
- General Data Protection Regulations - see Clerk's report
- Changes to Annual Return
- Further update from 'Connecting Shropshire' re the broadband program, planned for implementation locally in the next 3 years. Email circulated to Councillors.
- Buckingham Palace Garden Party - nominations. It was agreed to nominate Cllr Scott for the ballot for the Garden Party.

86.17 Date and time of next meeting

The next meeting will be held on Thursday 15th March at 7.30 pm at Coundmoor Village Hall.

The Chairman thanked everybody for attending and the meeting closed at 9.15pm.

Signed by Chairman: _____

Date: _____