

# 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 16th NOVEMBER 2017 AT THE COUND MOOR VILLAGE HALL

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

**Clerk:** Kathy Symonds

### 57.17 Apologies for Absence

Apologies were received from Councillors S. Green and J Nicholls. The reasons given were accepted by the Council.

### 58.17 Declarations of Interest

There were no declarations of interest.

### 59.17 Public Session and Matters of Concern/Parish Matters

There were no members of the public present.

### 60.17 Reports from Shropshire Councillor and/or local Police Officer

Shropshire Councillor Wild was not able to attend and sent her apologies.

There was no representative from the local Police in attendance.

### 61.17 Minutes of the Parish Council Meeting held on 21 September 2017

The minutes of the previous meeting were presented.

#### **Resolved (without opposition)**

That the minutes of the Parish Council Meeting held on 21 September 2017 be accepted as a true record.

The minutes were signed accordingly.

### 62.17 Matters arising from those minutes

The swathe of daffodils at the back of the War Memorial had been planted by Hutchinson Groundcare and will be left uncut in the Spring until the blooms have died down.

### 63.17 Update on defibrillator/s project

Cllr Roberts updated the Council on the defibrillators project. 32 people have expressed an interest in training in the operation of a defibrillator. There will probably be 3 separate training sessions of 2 hours duration at different times of day to suit as many people as possible. There is one free training session per defibrillator, so it is likely that another one will need to be paid for at a cost of £55.

Various defibrillator 'signage' had been purchased from the excess funds raised and displayed around the area.

As agreed in the last meeting Cllr Roberts had prepared a document, 'Protocol for managing defibrillators in Cound', proposing the detail of the responsibility for monitoring the kit and the recording and auditing of the records. This was circulated before the meeting and is attached to these minutes as Appendix 1, 16/11/17 along with a proposed 'Defibrillator Audit' log as Appendix 2, 16/11/17

It was

**Proposed** by Councillor James  
and  
**Seconded** by Councillor Sartain

**Resolved (without opposition)** that the Parish Council should adopt the 'Protocol for managing defibrillators in Cound' dated 16/11/17

Cllr Roberts will take responsibility for overseeing the management of the AEDs for the time being. This will be reviewed at the November 18 Parish Council meeting.

- 64.17 Battle's Over 'A Nation's Tribute' 11/11/18 -(Min ref 57.16 and 50.17) update Cllr Roberts**  
A further email had been received from the organisers with a guide to taking part. This has been posted on the Parish Council website. A bugler has agreed to play 'The Last Post' at the beacon site and the Tower Captain of St Peter's Church Cound has agreed in principle to arranging a peel of bells 'Ringing out for peace'.

Arrangements for the siting of the beacon will be an agenda item at the May 18 meeting.

#### **65.17 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 daffodils at War Memorial and arranged the planting.
- Prepared letter to Shropshire Council in support of resident applying for affordable housing scheme
- Received Highways Maintenance grant following Cllr Wild intervening to chase up again
- Submitted response to Shropshire Council's Environmental Maintenance Grant questionnaire
- Attended 'What to do and when training for Clerks', full day on 20/10/17
- Circulated revised/updated form for Councillors to complete regarding Register of Members' interests
- Started to consider the requirements of the General Data Protection Regulations (GDPR) which, amongst other things, impose a requirement on Public Authorities, including Parish Councils, to appoint a Data Protection Officer, either internally from the Parish Council, or externally which will result in an additional cost. These regulations are due to replace the Data Protection Act 1998 in May 2018.

- Prepared half yearly accounts review figures and narrative and started preparation for 2018/19 budget

To do:

- Claim VAT on defibrillators
- Draft budget and precept application preparation for 2018/19
- CilCA
- Consider Parish Plan - deferred until Spring 2018 due to other demands on time

## 66.17 Financial Statement

### i) Accounts for payment October/ November 17

Date	Payee	Description	Amount
16.11.17	Information Commissioner's Office	Registration for Data Protection Act	35.00
16.11.17	Mrs KJ Symonds	Clerk's net pay Oct/Nov 17	311.92
16.11.17	HMRC	PAYE re Oct/Nov 17 Clerk's salary	77.80
16.11.17	Hutchinson Groundcare Ltd	Sept/Oct 17 Invs /2052 Highway/War Memorial Maintenance	369.98
16.11.17	Hutchinson Groundcare Ltd	Planting of 250 bulbs at War Memorial	70.00
16.11.17	Mrs KJ Symonds	Clerk's expenses Oct/Nov 17	61.26
16.11.17	Art and Vision	Signage defibrillators	273.60
16.11.17	Mazars	External audit fee	30.00
16.11.17	SALC	What to do when Clerk's training	65.00
16.11.17	British Legion	Poppy Appeal	30.00
<b>Total</b>			<b>1,324.56</b>

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

**Resolved (without opposition)**

**that the above accounts be approved for payment.**

**ii) Bank Reconciliation**

The bank was reconciled to 12/11/17, being the online banking balances on the date the meeting Agenda was prepared.

The bank account was reconciled at £4,360.66. Of this, 'ring-fenced' cash was £878.77 relating to the Transparency Code funding. The bank reconciliation was agreed and signed by the Chairman.

**iii) Half yearly accounts and review**

The Clerk talked through the half yearly accounts position to September 17 and the projection for the full year.

It is anticipated that:

- receipts will fall short of budget by £203, made up of the shortfall in the Highways Maintenance grant of £400, balanced against VAT recovered on prior year expenses of £197
- payments will exceed budget by £177, mainly due to higher printing postage training and insurance costs, plus the £70 spend on daffodils for the War Memorial, balanced against £100 budgeted but not spent on election expenses (which will come into 2018/19) and £50 budgeted for upkeep of the Jubilee bench (deferred spend to 2018/19)
- Overall, on current projections the budget will be exceeded by £380

The current year's budget included a spend of £702 from brought forward reserves. The actual spend from brought forward reserves is projected at £1,082 due to receipts falling short of and payments exceeding budget as detailed. Reserves at 31/03/17 are forecast at £2,602, including £762 of 'ring-fenced' funds. The Clerk expressed concern regarding the low level of reserves and advised that this would need to be considered carefully in regard to budget expenditure and setting the precept level for the next financial year. A 'rule of thumb' for Parish Councils is that reserves should be no less than 50% of annual expenditure exclusive of any ring-fenced amounts.

The Clerk also provided Councillors with three possible scenario 'draft budget proposals' for 2018/19 for further consideration at the January '18 meeting.

**67.17 Planning applications**

*Applications:*

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

April Cottage 9 Cound Shrewsbury Shropshire SY5 6EJ

Erection of timber decking area to front and side of annexe

*Approvals:*

Reference: 17/03891/FUL (validated: 11/09/2017) Approved 27/10/17

Venus Pool Nature Reserve, Cross Houses, Shrewsbury, Shropshire

Single storey extension to 2 wooden bird watching hides and relocation of an existing wooden structure designed as a bird nesting wall)

#### **68.17 Correspondence**

- General Data Protection Regulations - see Clerk's report
- Battle's Over update (Min ref 64.17)
- Environmental Maintenance Grant questionnaire from SALC - Clerk responded
- SALC Planning for the Right Homes in the Right Places consultation - Councillors emailed and requested to respond individually
- LJC meeting - Monday 27/11/17 at 7pm Cressage Village Hall

#### **69.17 Date and time of next meeting**

The next meeting will be held on Thursday 18th January at 7.30 pm at Coundmoor Village Hall.

The Chairman thanked everybody for attending and the meeting closed at 8.29pm.

Signed by Chairman: \_\_\_\_\_

Date: \_\_\_\_\_