

# 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 21st SEPTEMBER 2017 AT THE GUILDHALL, COUND

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

**Clerk:** Kathy Symonds

### 41.17 Apologies for Absence

All Councillors attended the meeting.

### 42.17 Declarations of Interest

There were no declarations of interest.

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

There were no members of the public present.

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

Regarding the Shropshire Libraries consultation which runs until 6<sup>th</sup> October, Cllr Wild reported that the Parish is likely to lose the Coundmoor Village Hall library 'stop' due to low take-up. Arrangements for the 'Home Library Service' can be made for people who are physically unable to access a library.

The Shropshire Parking Strategy consultation is underway and runs until 17<sup>th</sup> October. Cllr Roberts reported that he had attended the briefing by Shropshire Council along with the Clerk.

**ACTION:** Cllr Roberts and the Clerk to email Cllr Wild with their concerns regarding the poor quality of the presentation itself.

Cllr Wild updated the meeting regarding the reduction in staff in Shropshire Council. 900 staff have been made redundant in the last two years due to the reduction in Government funding.

There was no representative from West Mercia Police. The monthly Police Newsletter detailing reported incidents in the Parish is now published on the Cound Parish Council website as received.

### 45.17 Minutes of the Parish Council Meeting held on 20 July 2017

The minutes of the previous meeting were presented.

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

That the minutes of the Parish Council Meeting held on 20 July 2017 be accepted as a true record.

The minutes were signed accordingly.

**46.17 Matters arising from those minutes**

Daffodils at the War Memorial - minute ref 39.17.

The Clerk had received a reply in response to the letter to the local resident regarding concerns about the early cutting of the grass meaning the daffodils are cut back too early. The resident had 'reluctantly agreed' that a reasonable compromise was the replanting of a swathe of daffodils at the back of the War Memorial which would then be left uncut in the Spring until the blooms had died down.

**Resolved (without opposition)**

That the Parish Council would purchase 150 daffodils of a single variety to plant an area of about two metres depth, parallel with the hedge but no further forward than the two small trees.

**ACTION:** The Clerk to contact Richard Hutchinson who holds the contract for the Highway Maintenance for a quote for buying and planting the bulbs. If the quote is in line with previous plantings the work would go ahead as soon as possible.

**47.17 Maintenance of the War Memorial site and the Jubilee Bench**

Cllr Hall had recently provided materials and painted the posts at the War Memorial. He declined an offer of re-imburement for materials.

A budget of £50 for the painting of the Jubilee bench is included in the 2017/18 budget but is unlikely to be spent this year. The need for re-painting or other maintenance of the bench will be reviewed again at the March '18 Parish Council meeting and a provision made in the 2018/19 budget.

**48.17 Update on defibrillator/s project**

The funds raised from private and local business contributions and the fund raising BBQ to date was £2,620. Adding in the £500 from the 2017/18 budget the total available funds stood at £3,120. A further £10 contribution was received at the meeting.

Cllr Roberts advised the Council that the defibrillators were both now installed and operational. Training in the use of the defibrillator is to be provided for all interested parties. A flyer would be included in the October 'Village Life' magazine and Cllr Roberts said he would email out to his contact list regarding the available training. The training would be open to anybody whether or not they are resident in the Parish.

A debate followed regarding the use and maintenance of the apparatus. Cllr Roberts drew attention to the document he had prepared headed 'Arrangements for Managing Defibrillators in Cound' which he had presented to the meeting on 6<sup>th</sup> June 2017 and which had been accepted and resolved at that meeting (Minute Ref 25.17)

A formal arrangement detailing the responsibility for monitoring the kit and the recording and auditing of the records is required.

**ACTION:** Cllr Roberts agreed to draft the formal monitoring, record keeping and auditing arrangement and circulate the proposals to Councillors prior to the next meeting. This will be an item presented for formal approval on the November '17 agenda.

The Clerk advised that insurance is in the process of being arranged. [Subsequent to the meeting the Clerk was advised that cover for defibrillators to the value of £5,000 is included in the Council's policy at no extra cost].

Cllr Hall raised a query regarding the excess defibrillator funds. Including the £500 in the current budget the total funds available exceed the cost of the apparatus by £212. This will be discussed at the next meeting when any late contributions have been taken into account.

#### **49.17 British Legion Remembrance Wreath**

The remembrance wreath from the prior year was in good order and is in safe keeping.

It was

**Proposed** by Councillor Roberts

and

**Seconded** by Councillor Nicholls

**Resolved (without opposition)** that the Parish Council would make a donation of £30 to this year's British Legion Poppy Appeal and will re-use the previous year's wreath.

#### **50.17 November 2018 Beacons (Minute ref 57.16, 19/01/17 PC meeting)**

No further correspondence had been received regarding the chain of beacons to be lit at 7pm on 11<sup>th</sup> November 2018 in commemoration and remembrance of the end of the First World War. Cllr Scott said that it is anticipated that the site for the Parish beacon will be by Wild's Quarry, above the reservoir. Item to be carried forward to the May '18 meeting agenda unless any correspondence is received in the interim period.

#### **51.17 Consideration of shortfall on Highways Maintenance grant**

The Highways Maintenance grant had still not been received and the Clerk had chased this up twice. The grant has now been increased to £700, but that still leaves a shortfall of £228 against the cost incurred. If costs cannot be reduced by dropping some elements of the work then future shortfalls will need to be met from the precept.

**ACTION:** The Clerk to bring the Highways Maintenance cost schedule to the next meeting as a basis to discuss where work can possibly be reduced to cut the cost.

**ACTION:** The Clerk to forward the email correspondence regarding the non payment of the grant to Cllr Wild to follow up.

#### **52.17 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 and wrote to Mr and Mrs England re daffodils (see correspondence)
- Applied for and setup online banking with Lloyds
- Received approval of 2016/17 accounts from External Auditor - one comment relating to recording reclaimable VAT on purchases separately and recording asset values (for computer, printer etc NET of VAT)
- Annual accounts and annual return posted on the website and notice of completion of audit to notice boards
- Chased up the Highways Maintenance grant for the second time. Again told it will be received soon (14/09/17)
- Received, tracked and banked defibrillator contributions. Letters of acknowledgment and thanks sent for larger contributions
- Circulated correspondence re Shropshire Council's consultations on Parking and on Libraries
- Attended Shropshire Council Parking Strategy consultation meeting on 11/09 and circulated slides

- Prepared new schedules to show split of designated funds (defibrillators and Transparency Code funding) out of bank accounts

To do:

- Research and prep up for Parish Plan
- CilCA study
- Claim VAT on defibrillators
- Half yearly accounts review for next meeting and preparation for 2018/19 budget
- ‘What to do and when’ training by SALC for Clerk 20/10/17

### 53.17 Financial Statement

#### i) Accounts for payment August/ September 17

#### Authorised Payments for Aug/Sept 17 from Treasurers' Account

Date	Payee	Description	Amount
21.09.17	Mrs KJ Symonds	Clerk's net pay Aug/Sept 17	311.72
21.09.17	HMRC	PAYE re Aug/Sept 17 Clerk's salary	78.00
21.09.17	Hutchinson Groundcare Ltd	July/Aug 17 Invs 1998/2052 Highway/War Memorial Maintenance	305.96
21.09.17	Mrs KJ Symonds	Clerk's expenses Aug/Sept 17	26.56
21.09.17	Cound Guildhall Management Committee	Hall Hire for meetings May/June/July/Sept	84.00
21.09.17	Heartstart Midlands	2 x defibrillators	3,501.60
<b>Total</b>			<b>4,307.84</b>

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

**Resolved (without opposition)**

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

#### ii) Bank Reconciliation

The bank was reconciled to 18/09/17, being the online banking balances on the date the meeting Agenda was prepared.

The bank account was reconciled at £7,958.35. Of this, ‘ring-fenced’ cash was £937.21 relating to the Transparency Code funding, and £3,120 relating to funds for the defibrillators. The bank reconciliation was agreed and signed by the Chairman.

### 54.17 Planning applications

*Applications:*

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

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)

*Approvals:*

Reference: 17/02502/FUL (validated: 09/06/2017) Approved 07/08/17

Cound Arbour House, Cound, Shrewsbury, Shropshire, SY5 6AF

Erection of garage/workshop with family/games room above and single storey link to existing dwelling

**55.17 Correspondence**

- Shropshire Council consultation on draft parking strategy
- Shropshire Council consultation on draft library services strategy
- Mr and Mrs England regarding daffodils
- SALC diary, notice of Conference and AGM 28/10/17 10.00 am Shirehall, 2 free places per member Council
- Letter from local resident asking the Parish Council to confirm to Shropshire Council that she has strong 'local connection' in support of her eligibility for the 'Build Your Own' Affordable Housing Scheme. This was unanimously supported by the Councillors.

**ACTION:** The Clerk to prepare the letter to Shropshire Council as an urgent matter.

**56.17 Date and times of next meeting**

The next meeting will be held on Thursday 16th November at 7.30 pm at Coundmoor Village Hall.

The Chairman thanked everybody for attending and the meeting closed at 8.47pm.

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

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