

NEEN SAVAGE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 25th May 2022 at Neen Savage Parish Hall commencing at 7.35pm.

Chairman: Cllr Arthur Ratcliff.

Clerk: Mrs D McBride.

Present: Cllr Arthur Ratcliff, Cllr Michael Tomkinson, Cllr Chris Hardy, Cllr Julian Cleford, Cllr Olwen Sales, Cllr Sue Barrett and Cllr Sue Del Mar (in-part).

The Chairman welcomed everyone to the May Parish Council meeting.

364/01 Election of Chairman and receive signed Declaration of Acceptance of Office

Cllr Arthur Ratcliff was elected Chairman (proposed Cllr Tomkinson, seconded Cllr Hardy). Cllr Ratcliff signed the Declaration of Acceptance of Office.

364/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office

Cllr Michael Tomkinson was elected Chairman (proposed Cllr Ratcliff, seconded Cllr Sales). Cllr Tomkinson signed the Declaration of Acceptance of Office.

364/03 To receive and accept apologies and reasons for Absence from Members

Council accepted the following apologies:

Cllr Harris and Cllr Butler were not present as they had attended the Annual Parish Meeting and given an update on their most recent Annual Reports.

Cllr Del Mar may be late due to attending another meeting.

364/04 Declarations of Interest

There were no declarations of interest.

364/05 Public Participation Session

There were no members of public present.

364/06 To confirm the Minutes of Parish Council Meeting held on Wednesday 27th April 2022

It was RESOLVED that the Minutes of the Parish Council Meeting held on Wednesday 27th April 2022 be ADOPTED as a true record and signed, subject to one amendment to Minute No 363/05/iii "plan" to read "plant".

364/07 Matters Arising/Clerk and Councillors' Progress Reports since the last meeting

i) Clerk's Report

Plaque for Jubilee Tree

Prices and sizes for an engraved brass plaque for the Jubilee Tree were discussed. It was agreed to order one which is 6 x 4 inches which can be mounted onto a wooden base.

Theft of bench at Six Ashes

Cllr Ratcliff noticed a bench was missing on Sunday 8th May when he went to do the strimming. The theft has been reported to the police but there is no evidence to follow up on. The insurance excess is £250 and not worth claiming. Council agreed to look at a variety of designs for a replacement bench.

Ford CIL Project and Place Plan update

Vicky Turner has been in touch to say that there will be a meeting with Ffion Horton locally to provide an update on the various projects in the pipeline through CIL and the Internal Infrastructure Group as well as hopefully discussing any progress on the Place Plan. More information will be shared when available.

Parish Hall

Mr Hurley has written to say the Parish Hall Committee have been considering what action should be taken with regard to registering the asset of the land upon which the Parish Hall sits.

They have sought advice on this from Graham Betts at the Community Resource team and he has stated that at the moment the Parish Hall Charity, through the Trustees, are the beneficial occupier of the property; basically, the Charity owns it. The Parish Hall is 'unincorporated' ie it does not have a legal personality and must appoint other Trustees, such as individual people or a corporate body such as the Parish Council as Custodian Trustee. The vesting of the land is simple and would be done by the Parish Hall Committee and is free. However, they would need to engage a Solicitor, at whatever cost, to deal with the Land Registry amendments because this would constitute a change of title holder. If the Committee does this, they will also need to amend the Trust Deed.

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364/07 Matters Arising/Clerk and Councillors' Progress Reports since the last meeting (cont'd)

It is proposed to hold an on-line meeting with Graham Betts and as many representatives from each organisation to ensure everyone's understanding of what the current status is and what would be best for the future. Then, the representatives can form a proposal to take back to their respective organisations to consider ie get a solicitor to help sort the title/status out and consider sharing the cost of this piece of work. An estimate for the expected costs of legal work would be required.

The Parish Council does not have the 'title deeds' for the Parish Hall land (only for the piece of land from the Parish Hall to the Ford which was purchased at a later date) and this may be a sensible solution to sort this long-standing issue out.

We have a nominal value of £1 on our Asset Register for the land around the Parish Hall as the Parish Council was the body to whom the Hereford Diocese sold the land to in 1983 for the purpose of building a Parish Hall. This £1 listing has been queried by Graham Betts and also needs clarifying. As the Parish Council has a copy of the original Conveyance Document and the 1984 Trust Deed which states the Parish Council is the Custodian Trustee it was agreed that a meeting would be very useful to all parties.

- ii) Cllr Sales reported on the CrimeWatch WhatsApp Group. There had been a few reports of suspicious vehicles by participants over the past month.
- iii) Cllr Ratcliff has strimmed and tidied around the new Jubilee bench but just mowed a path along Pike Common due to the number of wildflowers in bloom. They will be cut back when gone to seed. Someone has dumped some garden waste on the Common. A work party will be arranged to make a plan on what further work is required at the Common and remove the fly-tipping too.
- iv) Cllr Sales' Parish Hall Report. There has been no response to the letter sent by the Parish Hall Committee's solicitor so the plan is to continue with the improvements to the boundary hedge this autumn. The Platinum Jubilee Lunch is being held on Sunday 5th June and plans for the Scarecrow Convention and Fete on Saturday 16th July are well underway. Research is progressing with regards to extending the Hall to create more storage space for tables and chairs. It is proposed to purchase new modern folding tables. Planning and building regulations advice is being sought. With regards to the Parish Hall issue the Clerk will summarize the documents the Parish Council has and what we have tried to do to register the land and send to the relevant parties before an online meeting is arranged.

364/08 Annual Review of Council Appointments, Policies and Procedures

- i) Council reviewed roles, appointments to committees and outside bodies which were agreed as follows:-

Councillor Duties and Parish Roles

Chairman	Cllr Arthur Ratcliff
Vice-Chairman	Cllr Michael Tomkinson
Employment Sub-Committee	Cllrs Olwen Sales, Chris Hardy, Sue Barrett and Sue Del Mar
Highways Sub-Committee	Cllrs Arthur Ratcliff, Michael Tomkinson and Julian Cleford
Flood Wardens	Highways Sub-Committee
Policies Sub-Committee	Cllrs Olwen Sales, Chris Hardy and Sue Barrett
Communications Sub-Committee	Cllrs Olwen Sales, Arthur Ratcliff and Sue Del Mar
Emergency Planning Officer	Cllr Sue Del Mar
Pike Common	Cllr Michael Tomkinson
Baveney Common	Cllr Michael Tomkinson

Appointments to Committees outside the Parish Council

LJC/Place Plan representative	Cllr Michael Tomkinson
Parish Hall Committee representative	Cllr Olwen Sales
SALC representatives	Cllrs Michael Tomkinson and Chris Hardy

Non-Councillor appointments to Parish Roles

Snow Warden	Mr George Haywood
Tree Warden	Mr Chris Butterworth

Non-Councillor appointments to Parish Charity

Edwards & Hinckesman's Foundation	Mrs Emma Haywood (re-appointed June 2021 – four-year term) Mr Charles Whitworth (re-appointed June 2021 – four-year term).
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- ii) Council RESOLVED to set the dates for Parish Council meetings for forthcoming year as follows:

Date of Meeting
Wednesday 22 nd June 2022
Wednesday 27 th July 2022
Wednesday 28 th September 2022
Wednesday 26 th October 2022
Wednesday 23 rd November 2022
Wednesday 28 th December 2022*
Wednesday 25 th January 2023
Wednesday 22 nd February 2023
Wednesday 22 nd March 2023
Wednesday 26 th April 2023
Wednesday 24 th May 2023

*The December meeting may not go ahead if there is no urgent business to discuss as it falls within the Christmas holiday period.

- iii) Standing Orders and Financial Regulations are on an annual review with all other policies on a four-year review. Council RESOLVED to approve the amendments to Standing Orders and Financial Regulations (covering roles, procurement and a few grammatical amendments).
- iv) Council considered and RESOLVED to approve the six-monthly review of risk assessments. The Asset Register had been updated with regards to the stolen bench and the newly installed Jubilee bench, together with current valuations for insurance purposes. Council RESOLVED to confirm the Asset Register was up-to-date. As the three-year insurance was ending two quotes were reviewed against our requirements and Council RESOLVED to confirm that BHIB offered the best value.

364/09 Financial Matters

- i) Council noted receipt of Precept - £5,800.00.
- ii) There were no conflicts of interest with PKF Littlejohn LLP.
- iii) Council received and noted the Internal Auditor's reports.
- iv) Council considered and RESOLVED to approve AGAR Section 1 – Annual Governance Statement 2021/22.
- v) Council considered and RESOLVED to approve the accounts and bank reconciliation for year ending 31st March 2022.
- vi) Council considered and RESOLVED to approve AGAR Section 2 – Accounting Statements 2021/22.
- vii) Council RESOLVED to certify the Parish Council's exemption from a limited assurance review. All sections of the Annual Governance and Accountability Return were completed and signed.

364/10 Payments

Council RESOLVED to approve the following payments and sign cheques:

- i) Mrs D McBride – Wages (May and back-dated pay) - £257.00 Cheque)
- ii) HMRC – PAYE (May) - £64.20 (Cheque)
- iii) BHIB Ltd - Annual insurance premium (three-year agreement) - £419.78 (Cheque)
- iv) D M Payroll Services - Internal Audit Fee - £90.00 (Cheque)

364/11 Unitary Councillors' Reports

Neither Unitary Councillor was present but they had sent their annual report and given a recent update at last week's Annual Parish Meeting. Their monthly reports will start again in June.

364/12 Parish Matters / Highways

- i) There were no new Parish Matters.
- ii) Cllr Tomkinson had logged two more issues on Fix My Street today and urged others to do the same. Most of the B4363 has now been surface dressed which has made a huge improvement.
- iii) Cllr Hardy gave a report on the Community Led Plan Review at the Annual Parish Meeting. The Review has also been publicly available on the website. There has been no further input and it was felt that the Parish Council could now consider formally adopting the Review at the next meeting. The Chairman thanked Cllr Hardy, Cllr Cleford, Cllr Tomkinson and Mr Hurlley for their efforts.
- iv) The forthcoming boundary review consultation was discussed at the Annual Parish Meeting and no changes were proposed. Council therefore agreed that the Clerk will write to Shropshire Council to inform them that our view is that no changes to the parish boundary are required.

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364/13 Future Agenda Items

There were no further items raised for the next meeting but it is hoped to have an update on the proposed meeting with the Place Plan Officer.

364/14 Date and Time of Next Meeting

The next Parish Council meeting will be held on Wednesday 22nd June 2022 at 7.30pm at Neen Savage Parish Hall.

The Chairman thanked everyone for attending and closed the meeting at 9pm.

It was agreed at the Parish Council Meeting (Minute Ref 365/04) that these minutes are a true record of the meeting, subject to the following corrections:-

Arthur Ratcliff

22nd June 2022

Signed.....Chairman

Date.....