

# Bedstone and Bucknell Parish Council

[www.bedstoneandbucknell.org/](http://www.bedstoneandbucknell.org/)

## Minutes of the Parish Council Meeting held on Tuesday 7th June 2016 in Bucknell Memorial Hall at 7.30pm.

### **PRESENT**

Mr J Kemp (Chairman), Mr A Faulkner, Mrs B Sharpe, Mrs F Hughes, Mr C Savery.

6 members of the public.

Mrs N Adams (Parish Clerk)

### **1 OPEN DISCUSSION**

Mr Willson asked why the Minutes and Agendas were no longer being emailed to him. The Chairman replied that the website was the main tool of communication. Mr Faulkner asked if the Minutes could be circulated within a week of the meeting. Clerk and Chairman said it had been agreed this would happen from now on.

Mrs Smith reported that the grass and nettles by the footpath at the ford were very long and hanging over the path. Chairman said that Ian Martin from Highways had been asked to provide a copy of the plan that identified the verge areas Shropshire were responsible for.

Mr Bates thanked the Parish Council for the quick response in cutting the long grass opposite the Baron of Beef. The Chairman said he was grateful that Bucknell Nurseries had dealt swiftly with our request to clear the area.

Miss Edwards said the supply of dog waste bags at the garage had run out. It was agreed that another supply be obtained.

Miss Stone raised the following points:

The fence was still down near the footbridge, possibly the responsibility of Highways, Chairman to check. The plan from Ian Martin mentioned earlier would help with this.

Expenses for February as detailed in the March Minutes seemed incorrect. Chairman and Clerk to investigate.

When would the Financial Regulations be issued? Chairman and Clerk to check.

When would the Transparency Code be fully implemented? Clerk replied that this was on the Agenda for this meeting.

There being no further questions, the Chairman closed the Open Meeting.

### **2 APOLOGIES FOR ABSENCE**

Mr I Owen (Vice Chairman), Mr W Davies.

### **3 DECLARATIONS OF INTEREST**

As and when required.

### **4 MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD 3.5.16**

Agreed unanimously and signed by the Chairman as a true and accurate record.

## **5           MATTERS ARISING:**

**St Mary's closed churchyard: steps to Chapel Lawn Road.** Mr Faulkner said that one quotation had been received. Chairman asked Mr Faulkner to encourage Les Morgan to provide a quote in time for the next meeting.

No report from Mr Hartin who was going to contact Glyn Shaw at Highways re: possible signage, etc in the road area by the steps.

**Land opposite The Tyndings.** No information from Mr Hartin re: felling of trees and possible flooding issues. Was planning permission required to fell the trees? Clerk to write to Mr Hartin and mention the items marked down to him.

**Footpath in Bucknell Wood.** Mr Hartin had agreed to follow this up.

## **6           TO RECEIVE REPORTS:**

**Shropshire Councillor N Hartin.** Mr Hartin to be asked for his report, which could be put on the website.

**Parish Plan Revision Steering Group.** The Chairman read a report from the Steering Group detailing progress made with the household survey: a report is expected by the end of the month. Further work is being planned to survey school age children.

**Daffodil Lane Development Steering Group.** Miss Edwards said that the Hall Committee had met on 23rd May and agreed in principle to the Parish Council planting a tree to commemorate HM Queen's 90th birthday on the new Hall field, but definitely not a Sequoia as its eventual size would be too big. It was felt that a native tree would be more suitable, Miss Edwards would pass a list of the current trees to Mr Kemp, who would speak to Bucknell Nurseries.

The changing rooms were still being rented as a workshop. There were other bookings during the summer which were generating income.

The responses to the questions about the new Hall in the Parish Plan Review were awaited before deciding about applying for further grants.

**South West Shropshire LJC.** The Chairman had circulated an email from Mathew Mead which showed the indicative increases in SWSLJC Parish Council precepts that would be needed to protect SpArC and the Library at Bishop's Castle. It was noted, however, that people from Bucknell did not use these services and therefore would not support increasing our precept. (AFTERNOTE: It has been confirmed that Bucknell Primary School children swim at Knighton.) A "summit" meeting was scheduled for Tuesday 14th June at 7pm in Bishops Castle Town Hall. Chairman would attend, and asked that other Parish Councillors and the Clerk attend also.

The Chairman opened the meeting to the floor, and great concern was expressed that Shropshire Council was likely only to be able to fund essential statutory services from next April. It was thought there may be another LJC at Craven Arms, that might possibly be more relevant to this parish.

## **7           ROADS/STREETSCENE**

**Pot holes** by the station had been filled again.

**Street light** outside Bright's Farm, Chapel Lawn Road had failed. Clerk to report this.

**Damaged street light on Old Post Office.** Clerk had contacted the owners of the lorry and asked our Contractors for a quotation for the repair. Clerk had also contacted the Parish Council's Insurers.

**"Road Narrows" sign in Weston Road.** Awaiting reply from Glyn Shaw, Highways.

**Status of the Causeway.** Clerk reported that the path was the responsibility of Highways, who had been informed that horses were using it.

**Severn Trent works at Weston Road/B4367.** Essential work by Severn Trent to the water main was required. Network Rail had advised that the B4367 would need to be closed at the rail crossing. The work was programmed to take 7 days in late July. Mr Hartin had arranged a site meeting with Severn Trent and Highways on 9 June to see if the impact on residents and through traffic could be lessened. The Chairman would attend.

## **8 PARISH COUNCIL MANAGEMENT**

**Implementation of Transparency Code/Assets Register.** Clerk said that the Transparency Code would need to be updated following the latest year end accounts.

The Assets Register would need to be compiled by the Parish Council as a whole. Clerk to circulate a provisional list for review.

**Review of Clerk's salary and conditions.** Clerk's backpay and missed upgrades since first employed by the Parish Council in 2011 had been sorted out. This resulted in a payment of £1,101.91 (gross) to bring the Clerk's salary up to date. Clerk to make enquiries re: payment of salary by BACS.

**Internal Financial Audit arrangements.** To be finalised by Chairman and Clerk.

**Management of Bank accounts.** Clerk had attended a meeting with a Barclays representative in Ludlow, who recommended the following:

Clerk should have a Simple Servicing Authority.

Chairman was not presently registered as a signatory, therefore this should be done.

Parish Councillor should have internet access to the Parish Council's accounts. Possibly the Chairman? Parish Councillors were unsure of the need or benefit of this.

Clerk gave the relevant forms to the Chairman, and will check with other Clerks as to their banking arrangements.

**Parish Council Vacancies.** There had been no request from the electorate to hold an election, and Councillors voted unanimously that the vacancies be advertised without delay. Chairman had drafted a nomination form and a notice for the boards, etc with a closing date of 27th June at 5.00pm so that applications could be considered at the July meeting.

**Parish Council communications.** The Chairman's Communication Strategy dated 1.3.16 was discussed and approved. It was noted that Mr Graves used to write a piece on Parish Council business for the newsletter and someone else was needed to do this.

## **9 FINANCE**

### **Account balances were reported as:**

Community (current) account		£17,771.29
Business Base Rate Tracker account		£10,957.64
of which:		
Parish Plan account	£1,954.49	
Parish Council account	£9,003.15	

### **It was agreed unanimously to pay the following:**

Mrs N Adams (May salary + underpayment)		£1,133.05
HMRC (PAYE)		£283.20
St Mary's Church (hire for Parish Plan meetings)	£90.00	
Shropshire RCC (printing, etc of Parish Plan)		£1,029.78
	(includes £171.63 VAT)	
Ray Davies (grasscutting, etc)		£367.75
Bucknell Memorial Hall (hire for meeting)		£10.00
Ms L Evans (refreshments for Annual Parish Assembly)		£25.33
SALC (Clerk's attendance at Audit Seminar 50/50 with Clunbury PC)		£11.00.

### **npower - outstanding invoice/s.**

Clerk had spoken to npower who would send an up-to-date statement and also details of how future bills could be paid by direct debit.

### **Accounts to year ended 31.3.16**

Clerk tabled the accounts which were discussed and approved unanimously. It was agreed that the Chairman and Clerk sign the Annual Return.

### **Appointment of Internal Auditor**

Chairman confirmed that Mrs Lyn Cordrey would do the internal audit and would pass the accounts on to her, and collect them in time for the July Parish Council meeting.

### **Forward budget plan**

Mr Savery reported that this was being updated in liaison with the Clerk and would be circulated to Parish Council members.

## **10 PLANNING**

### **Application No. 15/01153/FUL detached house and garage + access at Weir House, Bucknell.**

Notification of this had been received by email but no paper copy had been sent. Clerk to make enquiries.

**Application No. 16/01404/FUL porch to front elevation at Redlake Reach, Bridgend Lane** had been granted.

## **11 CORRESPONDENCE**

Spotlight leaflets for June. Distributed to those present.

There were no circulated emails for discussion.

## **12 ANY OTHER BUSINESS**

None.

**13 DATE AND VENUE FOR NEXT MEETING**

The next meeting will be held on Tuesday 5th July 2016 in Bucknell Memorial Hall at 7.30pm.

There being no further business the meeting closed at 9.20pm.

JK/NEA  
13.6.16