

**MINUTES OF THE NASH PARISH COUNCIL MEETING HELD ON THURSDAY 25<sup>th</sup> JUNE 2020**

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Website ; <https://www.hugofox.com/community/nash-parish-council-15024/home>

**PRESENT: Bob Young (Chairman), Peter Stubbs (Vice Chairman), Louise Roberts, Stuart Lapper,**

**IN ATTENDANCE: Sue Jones (Clerk), Richard Huffer (Shropshire Councillor) Mark Beaumont, Liz Troman, Fiona Hodgson and Val Smith.**

**The Meeting commenced at 7pm**

<u>ITEM</u>	<u>ACTION</u>
<p><b>1. Apologies:</b></p> <p>Apologies – None</p>	
<p><b>2. Declarations of Interest:</b></p> <p>2.1. None</p>	
<p><b>3. Question from the public</b></p> <p>3.1 Mark Beaumont and Liz Troman introduced themselves as interested parties to become Parish Councillors. They were asked to send a short CV about themselves and why they wanted to become a Parish Councillor to the clerk.</p>	<p><b><u>Clerk to send out information regarding becoming a Parish Councillors</u></b></p>
<p><b>4. St, John the Baptist repairs: Update by Bobbie Matulja, Church Warden</b></p> <p>4.1 Bobbie has been Church Warden since 2015. The problems with the Church Tower Spire have been on-going for 20-30 years. Every 5 years an Architect is employed to look at the Spire. The last report in 2018 there was a serious recommendation as it said that it cannot be continued to be patched up it needs more major repairs. The structure is under attack from Jackdaws, there have been 2 lots of storm damage and flooding. The insurance company would not honour the repairs as the underlying state of Tower was so poor - which subsequently emptied the Nash fabric fund. The last external inspection was far worse than expected and the costs of repair are in the region of £140K. The cost of the £11k for the survey has been raised by the Church and a Lottery Bid is being submitted for the work. The next stage will be having to go back out for 3 tenders for the work. Fiona Hodgson wanted to say thank you and what an amazing job Bobbie is doing, Stuart Lapper also wanted to offer any help that could be given. Bobbie was thanked for her input and asked to keep the Parish Council in the loop.</p>	
<p><b>5. Minutes of the Parish Council Meeting held on 14<sup>th</sup> May 2020</b></p> <p>5.1 The minutes of the meeting held on 14<sup>th</sup> May were approved</p>	
<p><b>6. Matters Arising:</b> Items that need to be brought to the attention of the meeting which are not of a policy or financial nature</p> <p>6.1 The clerk contacted Ben Corfield from WSP for an update on the Highways work and received this response:</p> <p>6.2 Of the 4 schemes WSP have been tasked with delivering, B4214 to Hints, Whatmore Court Farm and B4214 Burford to Knowle are now complete, minus one manhole ring, cover and frame that is awaiting delivery on the Hints scheme. When this arrives, it will be installed, and they will put the final outfall connection into the stream. Cornbrook culvert will be completed the middle of next week.</p>	

<p>6.3 They have also included B4214 to Hints, B4214 Burford to Knowle and the Cornbrook culvert road into a new surface dressing programme which we have just received additional funding for, from the DfT. They will endeavour to get these roads dressed this summer when they can get network availability for the diversion routes. It should only take 2 weeks to complete these 3 sites.</p> <p>6.4 Louise Roberts believed that the work on the Hints scheme is not complete and that there has been no work done to eliminate the flooding, Louise has suggested that Mr. Corfield has a site visit to discuss.</p> <p>6.5 The clerk contacted Community First to see if there would be a requirement for the Parish Council to insure the Village Hall once ownership has been established. They confirmed that as the Village Hall Committee are responsible for the day to day running and management of the hall and already insure it (with buildings cover included) the hall does not need to be added to the PC policy and be insured twice. The Parish Councils interest can be noted on the Hall's policy, with the management committee contacting their insurer.</p> <p>6.6 We have received the response from Her Majesty's Government:  Question:  To ask Her Majesty's Government whether parish councils are allowed to use the names and addresses as they appear on the electoral register to contact those living in the parish.  Answer: There are two versions of the electoral register – the edited or open register and the full register. The edited register is publicly available for anyone to use – including to contact listed electors. However, whilst parish councils are also entitled to a copy of the full register, they may only use it to establish whether any person is entitled to attend and participate in a meeting of, or take any action on behalf of, the parish or community.</p> <p>6.7 Question:  To ask Her Majesty's Government whether parish councils can access the names and addresses of parishioners held by unitary and council councils, other than those already on the electoral register, so that parish councils can contact parishioners not on the electoral register.  Answer:  As parish councils are not public authorities within the Data Protection Act 2018, principal authorities are prevented from sharing personal information with parish councils beyond that available on the electoral register.</p>	<p><b><u>Clerk to contact Ben Corfield to arrange</u></b></p> <p><b><u>Val Smith to arrange note to be included on the policy</u></b></p> <p><b><u>Clerk to obtain both registers for approved purposes as appropriate</u></b></p>
<p><b>7. Chairman's Items:</b></p> <p>7.1. The Chairman has given notice of his resignation from the Parish Council with effect from after the September meeting on account of his health issues and the COVID-19 limitations on his undertaking Parish Council responsibilities going forward.</p> <p>7.2. As there has been no Annual meeting due to COVID 19 this year the Chairman will be producing an 18-month report at that meeting.</p> <p>7.3 The Chairman reminded Councillors that although we have not had the Annual Meeting this year when we would normally review our policies and procedures Members should review our Standing Orders, Financial Regs &amp; Governance Toolkit</p> <p>7.4 The Chairman reminded Parish Councillors about the training available.</p> <p>7.5 In relation to the Deed for the Village Hall and its implications that are being investigated, Schedule II makes reference to Knowle Sports Association and it</p>	<p><b><u>Councillors to review and refresh knowledge of our Policies and Procedures</u></b></p> <p><b><u>Clerk to distribute latest training schedule</u></b></p>

<p>would be useful if the Parish Council had representation from that area, also the possibly some representation from the Village Hall Committee on the Parish Council.</p> <p>7.5 The Chairman discussed his attendance at the South Shropshire Area Committee and asked for the Minutes of the meeting to be distributed to everyone in future as there are matters off interest on them.</p>	<p><u>Clerk to distribute</u></p>																		
<p><b>8. Covid1-19- Update in Nash Parish</b> 8.1 No further updates</p>																			
<p><b>9. Highway Matters</b> 9.1 Ditching and Drainage Work: A local sub-contractor for SC has completed approximately 2500m of ditches, that were detailed on a map that that had been forwarded. In addition, he has also cleaned out the soakaway at the bottom of Knowle Wood, scraped mud from the road and layby at Underley, un-blocked and dug out 10 pipe ends and dug off 25 buried gullies.</p> <p>9.2 The map that was attached is a bit crude but the plan is for the information to be put onto the Shropshire Councils drainage asset data base so the information is not lost. COVID-19 has stalled Shropshire Council on this element of the work but it is hoped this will be picked up in the next week or two.</p> <p>9.3 Still no response to our January request for a speed limit review on the B4214 from Messrs Morgan and Davenport at Shropshire Council.</p>	<p><u>Clerk to chase Mssrs, Morgan &amp; Davenport again</u></p>																		
<p><b>10. Parish Plan Update</b> 10.1. Stuart Lapper advised that outstanding contributions have now been completed. 10.2 However Stuart suggested that the publication of the Plan was put on hold until a new Chairman was elected in September and new councillors co-opted. 10.3 The Chairman felt there was a danger that the survey results and consultation would be out of date if publication of the draft plan were delayed, undermining the investment, the Parish Council and community had made. 10.4 However the Chairman felt that the draft plan should not include specific land use including Community Cluster proposals as these must await the completion of a Comprehensive environmental assessment and further consultation.</p>																			
<p><b>11. Financial Items</b> 11.1 <u>To approve payment of accounts:</u></p> <table data-bbox="231 1697 1045 1892"> <tr> <td>Chq 290</td> <td>S Jones Salary</td> <td>£420.56</td> </tr> <tr> <td>Chq 291</td> <td>S Jones HMRC</td> <td>£105.00</td> </tr> <tr> <td>Chq 292</td> <td>SALC – Annual Subscription</td> <td>£188.52</td> </tr> <tr> <td>Chq 293</td> <td>S Jones (Zoom x 2 and Land Registry £3)</td> <td>£31.78</td> </tr> <tr> <td>Chq 294</td> <td>Community First</td> <td>£152.62</td> </tr> <tr> <td>Chq 295</td> <td>K Adams – Internal Audit</td> <td>£65.00</td> </tr> </table> <p>11.2 Payments made since last meeting: None</p> <p>11.3 Balance after above payments have been paid: £6,299.05</p>	Chq 290	S Jones Salary	£420.56	Chq 291	S Jones HMRC	£105.00	Chq 292	SALC – Annual Subscription	£188.52	Chq 293	S Jones (Zoom x 2 and Land Registry £3)	£31.78	Chq 294	Community First	£152.62	Chq 295	K Adams – Internal Audit	£65.00	<p><u>Cheques to be signed and distributed by the clerk</u></p>
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<p><b>11.4 Grant Application Form Review:</b></p> <p>The clerk sought direction on budgetary provision for grants in connection with the 2020/21 budget. It was agreed to consider grant awarding policy as part of a general budget review at the next meeting.</p>	<p><u>Clerk to add the item to the next agenda</u></p>
<p><b>12. 19/20 Audit</b></p> <p><b>12.1 Consider Internal Auditors Report</b> Noted that the recommendation for the completion of the Risk Register with particular reference to the Parish Plan be addressed at the next meeting.</p> <p><b>12.2 Consider and approve AGAR Section 1 Annual Governance Statement 2019/20</b> Statement completed and signed by the Chairman and Clerk</p> <p><b>12.3 Consider and approve AGAR Section 2 Accounting Statements 2019/20</b> Statement completed and signed by the Chairman and Clerk.</p> <p><b>12.4 Consider and approve Certificate of Exemption AGAR Part 2</b> Statement considered and signed by the Chairman and Clerk</p>	<p><u>Clerk to post all audit documents on the Parish Council website</u></p> <p><u>Clerk to query the Parish Council's asset position with the internal auditor</u></p> <p><u>Certificate of Exemption be sent to the External Auditors</u></p>
<p><b>13. Planning Items:</b></p> <p>13.1 There were no Planning Applications to consider.</p> <p>13.2 The Chairman noted the approval of the Parish hall planning application.</p>	
<p><b>14. Future Meetings:</b></p> <p>12.1 Although it had been agreed at the last meeting that the next two Parish Council Meetings should be conducted remotely through Zoom; it was hoped that a face-to-face meeting could be held in September subject to advice from SALC/SC.</p> <p>12.2 Next Meeting 17<sup>th</sup> September at 7.00pm</p>	
<p><b>15. Close of Meeting: 8.50</b></p>	