

# CLIVE PARISH COUNCIL

## ANNUAL COUNCIL MINUTES 18 MAY 2023

Minutes of the Clive Parish Annual Council meeting, held in Clive Village Hall on Thurs 18<sup>th</sup> May 2023, at 7.00pm.

**Present:** Cllrs Carly Bushill (arrived 7.13), Rob Dennis, Ian Donoghue, Sandy Goldwyn (Vice Chairman), Peter Slark, Peter Walters (Chairman)

**In attendance:** Lydia Bardsley (Proper Officer), Shropshire Cllr Simon Jones, Public: 3  
Meeting started at 7.00pm

### 01/23: ELECTION OF CHAIRMAN

After nominations and a vote, it was **RESOLVED** to elect Cllr Walters as Chairman of the Parish Council, who duly signed the declaration of acceptance of office and took the chair.

### 02/23: ELECTION OF VICE CHAIRMAN

After nominations and a vote, it was **RESOLVED** to elect Cllr Goldwyn as Vice Chairman of the Parish Council. He duly signed the declaration of acceptance of office.

### 03/23: CHAIRMAN'S WELCOME

The Chairman welcomed everyone and formally opened the meeting. It was **NOTED** that Cllrs Alexander and Good had sadly decided to resign from the Parish Council. Statutory notices had been published and the PC would consider next steps at the June meeting depending on whether or not any by-elections are called.

### 04/23: TO RECEIVE APOLOGIES FOR ABSENCE

No apologies were received.

### 05/23: DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS

None received.

### 06/23: OPEN FORUM

A period set aside to allow the public the opportunity to speak on an agenda item (maximum 3 minutes per person).

**Public participation is only permitted during this session and is at the chairman's discretion.**

No comments.

### 07/23: MINUTES

It was **RESOLVED** to approve and sign the [meeting minutes dated 20 April 2023](#) as an accurate record.

### 08/23: AUDIT: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022-23

#### a) Annual Internal Audit report (to note)

It was **RESOLVED** to note the Internal Audit report, which was positive and confirmed that the Parish Council meets all legislative requirements and best practice.

#### b) Section 1 – Annual Governance Statement

The Council reviewed the effectiveness of its system of internal control. It considered the statements on section 1 of the AGAR and it was **RESOLVED** to approve the Annual Governance Statement. The Chair and clerk signed the relevant sections on the form.

#### c) Section 2 – Accounting Statements

The Council considered the Annual Accounting Statements for 2022-23, and **RESOLVED** to approve these, and the Chair signed the statement.

#### d) Explanation of variances report (to note)

The Council considered and **NOTED** the explanation of variance report for 2022-23.

#### e) Period for exercise of public rights – RFO to confirm dates

The clerk/Responsible Financial Officer informed the Council they would be setting the following dates for the exercise of public rights: Monday 5<sup>th</sup> June to Friday 14<sup>th</sup> July 2023, during which time electors could inspect the unaudited accounts for the year 2022-23.

### **09/23: APPOINTMENT OF COUNCIL REPRESENTATIVES**

It was **RESOLVED** to appoint Councillors as representatives to local groups as follows:

- a) Clive Village Hall Management Committee – Cllr Donoghue
- b) Grinshill Hill User Group – no representative needed
- c) RAF Shawbury Liaison – Cllr Donoghue
- d) AED Working Group – Cllrs Goldwyn, and Walters
- e) Renshaw’s Field Committee – Cllr Bushill
- f) Staffing Committee and Sub-Committee – Staffing Committee – all Cllrs. Sub-Committee – Cllrs Walters, Slark and Goldwyn
- g) Neighbourhood Plan Steering Group – Cllrs Dennis, Donoghue, and Walters
- h) Local Plan Review Committee – all Cllrs
- i) SALC North Shropshire Area Committee – Cllrs Slark and Walters

### **10/23: APPOINTMENT OF WARDENS**

It was **RESOLVED** to appoint the following wardens:

- a) Guardian of Millennium Stones – Ann Harrison
- b) Tree warden – Clerk will contact Ken Benbow to check if he is happy to continue to do this.
- c) Snow warden – Cllr Slark will contact Adam Page to check if he is happy to continue to do this.

### **11/23: REVIEW OF REGISTERS OF INTEREST**

Council to receive updated register of interests from all councillors

Cllrs all confirmed there were no changes to their Register of interests.

### **12/22: REPORTS**

#### **a) Sansaw Estates**

Clerk read out the [annual report from Sansaw Estate](#) which will be available as an appendix to these minutes.

It was **NOTED** that the previous complaint from horse riders about low hanging branches from church towards dog rescue to Grinshill Village Hall still hasn’t been dealt with. Clerk will re-report this to Sansaw Estate.

Cllr Bushill arrived at the meeting at 19.13.

#### **b) Reports from meetings/ training**

No reports

#### **c) AED checks**

It was **NOTED** that AED checks had been completed on 04.05.2023 and everything is in order. These checks were logged for PC records. It was **NOTED** that another check is due tomorrow/over the weekend.

#### **d) Community Speed Watch**

It was **NOTED** that Cllr Alexander has resigned from the Council but is willing to carry on as coordinator of CSW. Cllr Donoghue is happy to download VAS data every quarter, so it was **AGREED** to arrange with former Cllr Alexander for handover over of cables (and keys for Quarry View sign).

#### **e) Clerk’s report**

Clerk read out the following report, which was **NOTED**:

- **Planning apps** – Additional comment submitted for Land east of Quarry View (ref: 23/00692/FUL).
- **Newsletter** – June copy sent to editor and printer.
- **Road markings (bottom of Glatt)** – In Programme of works but no further update on timeframes.
- **Yorton bridge signs** – Triangle sign on approach to bridge from Yorton is still missing. Updated FMS report 28.04.2023, no update rec’d.
- **Sign for Village Hall bottom of Drawwell** – SC say it is in programme of Works and closed original FMS report. Re-reported 28.04.2023 to say still missing, awaiting response.
- **Brown sign for Corbet Wood** – SC raised a job 20.01.2023 with Keir but no timeframe given for work to be

completed.

- **Directional signage** – Sansaw Heath broken sign, reported in January by someone else. Clerk added photo and asked for update in April 2023. SC say it is in Programme of Works and have closed report.
- **Wild Flower Meadow/verges** - Clerk has contacted RSVP Coordinator about giving a talk in Clive in either June/July.
- **Toposcope** – Cllr Goldwyn has had a second attempt to remove the graffiti which has made a big difference.
- **Website** – News articles posted re. Emergency alert system test and bus route diversion during road closures on 29-30<sup>th</sup> May.
- **Hillside/Sandy Lane** – Phone call with resident with concerns about wording on blue signage.

After discussion it was **AGREED** that the Council will monitor the situation, and if any negative consequences arise the PC will review this again. The Clerk will reply to the resident to explain this.

Cllr Goldwyn informed the Council that the name change (from Sandy Lane to Hillside) has been accepted on Google maps apparently, but seems to be being overridden somewhere. It may depend on what the Shropshire Council definitive map says, but it may mean the byway name can't be changed. It was **AGREED** no further action for time being, Council will wait to see if Google make change.

### 13/23: POLICIES TO APPROVE

It was **RESOLVED** to approve and adopt the following:

- a) Standing Orders
- b) Financial Regulations

### 14/23: PARISH MATTERS – Council to discuss and agree actions

- a) Highways concerns – Council to receive update and agree further actions

**Traffic calming** – It was **NOTED** that a mobile police camera had been set up by old telephone box opposite Back Lane on 03.05.2023.

Response from PCC John Campion – Letter didn't say anything new in terms of resources/officers, and didn't really address any Clive-specific issues, but does seem to have made clear to Wem police that PCC is aware of this correspondence, and Inspector Greenaway is aware of comments made. It was **AGREED** no further actions at present.

**Pot holes** – nothing urgent to report. Some are starting to reappear, but have already been outlined in white.

- b) 511 bus service timetable changes - Council to receive update and agree actions

Clerk had drafted but not yet sent letter to Arriva, SC, and Helen Morgan, as some amends were needed. It was **AGREED** that the PC should also put in a FOI request to Arriva regarding how many complaints there have been re. punctuality that has supposedly led to the need to review timetable in relation to Clive parish. It was **AGREED** that the Council will need to monitor this carefully to see if the new bus services do materialise as suggested by Arriva.

- c) Wem Road VAS sign – Council to consider quotes and choose supplier

After consideration it was **RESOLVED** to liaise with TWM about putting in an order for 1qty Mini plus 300 at a cost of £6458.20 (incl. £1076.37 VAT) but that this would be dependent on outcome of police grant application. Clerk to liaise with SC Highways about whether Traffic management would be needed for installation, as it may reduce cost if not. It was **NOTED** that the West Mercia Police grant funding window was now open, so Clerk would prepare an application and get this submitted asap.

- d) Local Plan Review – Council to receive update (if available) and agree any actions

There were still no updates on dates for Stage 2 hearings since last meeting. Hearings on Minerals and Waste matters had been held in May but these did not impact Clive's interest in the LPR. It was **AGREED** that the Council will continue to monitor carefully for updates.

### 15/23: PLANNING APPLICATIONS – Council to agree/ratify responses

No applications received.

### 16/23: SHROPSHIRE COUNCIL PLANNING DECISIONS

It was **RESOLVED** to **NOTE** the following decisions:

1. [Proposed Agricultural Building East Of Quarry View, Clive, ref: 23/00692/FUL](#) – Withdrawn
2. [3 Sunnybank, Station Road, Clive, ref: 23/01127/FUL](#) – Refused

## 17/23: FINANCE – Council to consider and approve

It was **RESOLVED** to **NOTE** and approve the following (a-c).

- a) Receipts and Payments April 2023
- b) Bank Statement April 2023
- c) Bank Reconciliation for April 2023

It was **FURTHER AGREED** that Cllr Goldwyn would undertake to check and sign the bank statements as well as bank reconciliations moving forwards, as per Financial Regulations.

- d) Annual financial arrangements (standing orders/direct debits)

It was **RESOLVED** to continue paying the following by direct debit:

ICO annual registration fee - usually £35/year.

NEST pension scheme - variable amount/month.

PWLB – Renshaw’s Field Loan repayment: £2087.52, twice per year

PWLB – Village Hall Loan repayments: £429.13, twice per year

It was **FURTHER AGREED** to remove Cllr Emma Good from the Council’s bank mandate, but to wait to add another signatory once new Councillors had been co-opted.

- e) Council insurance – Council to consider quotes and choose insurer

After consideration it was **RESOLVED** to renew insurance with Zurich for 1 year at a cost of £300.00 (no VAT)

- f) Internal controls checks

It was **AGREED** that Clerk will liaise with Cllr Bushill about what is involved in doing the 6-monthly internal controls checks.

## 18/23: PAYMENTS

- a) Payments to be approved at the meeting

It was **RESOLVED** to approve the following payments:

- Clerk, May staffing costs, £684.45 (no VAT)
- NEST, May pension contributions (emp’ee and emp’er), £47.41 (no VAT), by direct debit.
- Clive All Saints Church, donation lieu of room hire, £20.00 (no VAT)
- Renshaw’s Field Association, wall repair project, £1500.00 (no VAT)
- SALC, affiliation fees, £292.41 (no VAT)
- SDH Accounting, internal audit 2022-23, £150 (no VAT). It was **NOTED** that bank details had been changed for this supplier.

As per min. ref 17/23e Council insurance, it was **FURTHER RESOLVED** to authorise and set up a BACS payment after the meeting for the following:

- Zurich Municipal, Council insurance premium, £300.00 (no VAT).

This is in order to ensure no gaps in cover, as the Council’s current policy was due to expire at the end of May 2023.

- b) Invoices received after the agenda was set

None

## 19/23: CORRESPONDENCE RECEIVED

It was **RESOLVED** to note the following:

- a) SALC May bulletin (05.05.2023)
- b) NALC invite for views on DLUHC CIL Consultation (deadline 19.05.2023) –

It was **AGREED** no response required.

- c) Response from Police and Crime Commissioner

This was discussed under agenda item 14/23a.

- d) [Local Cycling & Walking Infrastructure Plan Consultation](#) (deadline 16.06.2023)

It was **AGREED** that clerk will add **this** to June agenda.

- e) Place Plan engagement with Town and Parish Councils 26.04.2023 (deadline 07.08.2023).

It was **AGREED** that the clerk would **aim to** set up an informal Zoom meeting to discuss Place Plan priorities before the June Council meeting, and add to June agenda

- f) D-Day 80 Guide (6<sup>th</sup> June 2023)

It was **AGREED** no actions.

- g) Roadworks, Wem Rd, Clive (originally scheduled for 17-21.04.2023, but on hold currently)

h) Roadworks: Station Road, Clive (Severn Trent, 29-30.05.2023).

It was **NOTED** that diversion info had been shared locally already.

i) Roadworks: High Street Clive, (Severn Trent, 13.08.2023).

It was **NOTED** that this is a Sunday so will not impact bus service.

## **20/23: FUTURE AGENDA ITEMS**

Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision making.**

- Casual vacancies
- Place Plans
- Local Plan Review
- LCWIP
- Residents had raised concerns with Cllrs about the condition of wall outside All Saints Church. It was **NOTED** that the PC Chairman had given landowner a photo of the wall in same condition from 1932, when this was discussed a few years ago. Residents were concerned that render has been deteriorating and falling off. It was **AGREED** that Cllr Walters will mention these concerns to landowner.
- Corner of church wall by Lych Gate – It was **NOTED** that the stones on top of the wall on road at bottom of churchyard are being pushed apart by plant growth. It was **AGREED** that the Clerk will mention this to the church.
- Mine Bank – It was **NOTED** that the wall appears to be moving, but Google Streetview images seem to show condition has not changed (it shows a section of the wall being rebuilt from over 5 years ago and the section in question does not appear to have changed since then.) It was **AGREED** to report this to Sansaw.
- Electoral division review

## **21/22: NEXT MEETING – Council to agree**

After discussion, it was **RESOLVED** that the next ordinary Council meeting would be held on **Thurs 15<sup>th</sup> June 2023**, 7.30pm at Clive Village Hall.

There being no further business, the chairman thanked everyone for their participation and closed the meeting at: 19.57pm.

Confirmed as accurate: \_\_\_\_\_ Chairman      Date: \_\_\_\_\_