

# COUND PARISH COUNCIL

Chairman:	Cllr Simon James Glebe Farm Upper Cound Shrewsbury SY5 6AT	Clerk:	Lisa Harris
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## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held at 7.30pm on 26 May 2022 at Cound Moor Village Hall

**Present:** Parish Councillors T Roberts, R Davies, J Hall, S James, R Sartain, K Symonds, and Shropshire County Councillor C Wild

**Clerk:** Lisa Harris

One member of the public was present

### 01.22 Election of Chairman

Councillor Roberts asked for nominations for Chairman.

**It was proposed** by Councillor Roberts and seconded by Councillor Hall and **resolved (without opposition)**

that Councillor James be elected as Chairman for the ensuing municipal year.

### 02.22 Chairman to sign Declaration of Acceptance of Office

Councillor James signed the Declaration of Acceptance of Office, and this was acknowledged by the Clerk.

### 03.22 Election of Vice Chairman

Councillor Roberts was nominated by Councillor James and seconded by Councillor Symonds. Councillor Hall was nominated by Councillor Davies and seconded by Councillor Sartain. A show of hands resulted in a tie. The Chairman had the casting vote and it was

**resolved**

that Councillor Roberts be elected as Vice Chairman for the ensuing municipal year.

### 04.22 Apologies for Absence

Apologies were received from Councillors S Scott and S Green.

### 05.22 Disclosable Pecuniary Interests

- a) No disclosable pecuniary interests were declared
- b) There were no applications for a dispensation regarding disclosable pecuniary interests

**06.22 Public Participation Session** – *a period of 15 minutes will be set aside for the public to speak, with a strict 5-minute limit per speaker. Members of the public may speak on matters appearing on the agenda. However, if a matter does not appear on the agenda, a written request should be submitted to the Clerk no later than 2 working days before the meeting.*

The one member of the public present did not wish to speak.

#### **07.22 To approve the minutes of the Parish Council Meeting held on 17 March 2022**

The minutes of the previous meeting had been circulated.

**It was proposed** by Councillor James and seconded by Councillor Davies and  
**resolved (without opposition)**

that the minutes of the Parish Council Meeting held on 17 March 2022 be accepted as a true record. The minutes were signed accordingly.

#### **08.22 Clerk's report on matters arising since the Parish Council Meeting of 17 March 2022**

- Emailed Shropshire Council's Engineering Services and Bridges Manager with feedback relating to the proposed temporary experimental road layout trial at Cound Arbour Bridge.
- Responded to Right of Way Consultant appointed by Shropshire requesting the Parish Council's current stance on the lane between Golding Hall and Pitchford.
- Applied to the Henry Angell-James Memorial Trust for a community defibrillator for Cound Park.
- Councillor Scott had sourced a replacement cherry tree for the War Memorial site which has now been planted.
- Submitted application for the Environmental Maintenance Grant from Shropshire Council.
- Finalised end of year accounts and submitted files to SDH Accounting for audit.
- Completed the 2021/22 AGAR.
- Awarded CiLCA qualification in April.

#### **09.22 To receive report from Shropshire Councillor**

Councillor Wild had presented her report at the Annual Parish Meeting held immediately prior to the Parish Council Meeting. She therefore had nothing further to report apart from to issue a warning regarding scams taking place in the area by an electricity supply company. She asked councillors to spread the work to parishioners to take care regarding this and to also be aware that there had been some unpleasant burglaries in the area recently.

#### **10.22 To receive the defibrillator audit check for the period**

Councillor Roberts had performed the audit checks for the period up to 22 May and had advised that the adhesive pads will be expiring shortly. Councillor Roberts sought permission to purchase four new sets of pads.

**It was agreed (without opposition)** that replacement pads can be purchased although Councillor Roberts is to check before doing so whether two sets of pads are required for each defibrillator and only to buy the necessary number.

**ACTION:** Councillor Roberts to purchase replacement defibrillator pads.

#### **11.22 Appointment of member representative for outside bodies**

**It was resolved that**

Councillor Roberts be appointed as LJC Representative and

Councillor Symonds be appointed as SALC Area Committee Representative.

#### **12.22 To review and re-adopt updated Standing Orders**

The Standing Orders had been circulated for review by Councillors before the meeting.

**It was agreed (without opposition)** that the Standing Orders dated May 2022 be re-adopted by the Council and signed accordingly.

#### **13.22 To review and re-adopt Financial Regulations**

The Financial Regulations had been circulated for review by Councillors before the meeting.

**It was agreed (without opposition)** that the Financial Regulations dated May 2022 be re-adopted by the Council and signed accordingly.

#### **14.22 To review and adopt Code of Conduct**

The revised Code of Conduct, written by the LGA and adopted by Shropshire Council, had been circulated for review by Councillors before the meeting.

**It was agreed (without opposition)** that the Code of Conduct dated May 2022 be adopted by the Council and signed accordingly.

#### **15.22 To receive and review the Risk Assessment Schedule**

The Risk Assessment Schedule had been circulated for review by Councillors before the meeting.

**It was agreed (without opposition)** that the Risk Assessment Schedule dated May 2022 be adopted by the Council and signed accordingly.

#### **16.22 To receive and review the Asset Register as at 31/03/22**

The Clerk presented the Asset Register at the year end. No additional assets had been added during the year with two assets (laptop and printer) being disposed of.

**It was agreed (without opposition)** to adopt the Asset Register as presented. The Chairman and Clerk signed the copy Asset Register.

#### **17.22 To appoint insurers for the period 01/06/21 – 31/05/22**

Gallaghers (formerly Came & Co) had provided a quote for insurance of £617.83 for the next year. This was an increase of nearly £400 on last year's premium. The Clerk had rejected the quote as there were insufficient funds in the budget to allow for this and had obtained alternative quotes. Zurich had quoted £241.

It was **agreed (without opposition)** that Zurich be appointed as insurers for the period 01/06/22 – 31/05/23.

#### **18.22 Annual Return for the year ended 31 March 2022**

**Council to receive, approve and sign (as appropriate) the following:**

##### **a) Final bank reconciliation and accounts 2021/22**

Council approved the year end bank reconciliation as checked by the Internal Auditor and Councillor Symonds. The final year end detailed accounts were approved.

##### **b) Internal Audit Report 2021/22 (AGAR part 2 page 4)**

Council considered the Internal Audit Report and noted that the Council's system of Internal Controls was operating effectively.

**c) Certificate of Exemption 2021/22 (AGAR part 2 page 3)**

Council confirmed that it meets the criteria for certifying itself as exempt from the full requirements for external audit. The RFO and the Chairman signed the Certificate of Exemption for submission to the external auditor.

**d) Annual Governance Statement 2021/22 (AGAR part 2 page 5)**

Council considered each internal control statement per The Governance Statement (1-9) and confirmed their agreement that each was met. The Clerk completed the Annual Governance Statement to this effect and the Chairman and Clerk signed the statement as approved.

**e) Summary accounting statements (AGAR part 2 page 6)**

It was **agreed (without opposition)** to confirm the accuracy of the accounting statements. The Chairman signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

**19.22 Guildhall Matters**

Councillor Sartain provided a brief update: The floor in the Guildhall has been installed and looks excellent and will make a real difference in terms of letting and use. The agreed heating scheme will hopefully be sorted shortly.

**20.22 Current Year Financial matters**

**a) Payments**

**Authorised payments for April and May 2022 from Treasurer's Account**

Date	Payee	Description	Amount
26/05/2022	Miss L Harris	Clerk's expenses Apr/May	£ 65.82
26/05/2022	Miss L Harris	Clerk's Salary Apr/May	£ 469.36
26/05/2022	HMRC	PAYE on Clerk's salary	£ 117.20
26/05/2022	SDH Accounting	Audit Fee	£ 150.00
26/05/2022	Zurich	Annual Insurance Premium	£ 241.00
26/05/2022	SALC	Affiliation Fees 2022/23	£ 242.79
26/05/2022	D Burns	Environmental Maintenance Apr/May	£ 280.00
<b>TOTAL</b>			<b>£1566.17</b>

**It was proposed** by Councillor Roberts and seconded by Councillor James and **resolved (without opposition)**

that the above accounts be approved for payment.

**b) Bank reconciliation to 21 May 2022**

The bank was reconciled at £11,465.19, being the online banking balances on the date the meeting Agenda was prepared. The bank reconciliation was agreed and signed by Councillor Symonds.

## 21.22 Planning

### 1. Decisions to note:

#### a) Ref: 22/01403/DIS

Address: Harnage, Butlers House War Memorial Junction To Moreton Roundabout  
Cound Shrewsbury Shropshire SY5 6EJ

Description: Discharge of conditions 7 (landscaping), 8 (external lighting), 10 (historic building record), 11 (exterior services), 12 (details of services), 14 (roof materials), 16 (stonework repairs) 17 (joinery) and 21 (decorative finishes) on planning permission 21/02818/FUL

Validated: 23 Mar 2022

Status: Granted

#### b) Ref: 22/01406/DIS

Address: Harnage, Butlers House War Memorial Junction To Moreton Roundabout  
Cound Shrewsbury Shropshire SY5 6EJ

Description: Discharge of conditions 3 (external fittings), 4 (details of services), 6 (roof details), 7 (rooflights), 8 (stonework repairs), 9 (joinery), 13 (decorative finishes) and 14 (photographic survey) on planning permission 21/02819/LBC

Validated: 23 Mar 2022

Status: Granted

### 2. Planning applications for consideration:

#### a) Ref: 22/01912/FUL

Address: Riverside Cottage Cound Shrewsbury Shropshire SY5 6AF

Description: Erection of first floor extension over existing garage, installation of dormer windows to be formed in existing bedroom

Validated: 11 May 2022

Status: Pending Consideration

No objections nor comments were recorded on any of the above planning applications.

## 22.22 Correspondence

- Email from Mr Stephen Crack – objection to proceedings at meeting of 17 March 2022  
Discussed and agreed no response necessary.
- Email from Henry Angell-James Memorial Trust – outcome of AED grant application  
Unfortunately no grant will be awarded and therefore the residents of Cound Park will need to self-fund the purchase and installation of a defibrillator although the upkeep and maintenance will be incorporated into the defibrillator scheme for the Parish.
- Message via website from Mr and Mrs Loasby - maintenance of footpaths on PROD  
Discussed and agreed no response necessary.
- Email from Mr Chris Lewis – speeding on A458  
After discussing the matter again, the Council agreed that there is nothing further that they can do regarding this issue. However, if other parishes get together to plan a combined approach to putting the case to West Mercia Police for a reduced/enforced speed limit on the A458, then Cound Parish Council will send representation to any such meetings.

- Email from Councillor Bill Howarth – resignation as a councillor with Cound Parish Council. Thanks were extended to Councillor Howarth for his help and support on the Council over the last year.

**ACTION:** Clerk to contact the Returning Officer at Shropshire Council to advise of the resignation and to follow the correct process for advertising the casual vacancy.

- Email from DEFRA – appeal decision regarding Church Lane  
Shropshire Council have 12 months to make a decision on whether to add to the Definitive Map.
- Email from Miss Bianca Perrett – The Guildhall teashop  
Councillor Sartain, as Chairman of The Guildhall Trust, to respond.

**23.22 To consider speeding on the A458**

Item withdrawn

**24.22 To consider commemoration for The Queen’s Platinum Jubilee**

Councillor Roberts presented his research into an information board/plaque for Cound Arbour Bridge, as agreed at the March meeting. Information was also provided on The Red Wheel Scheme run by The National Transport Trust.

**It was proposed** by Councillor Roberts and seconded by Councillor Hall and  
**resolved (without opposition)**

that Councillor Roberts purchase an A3-sized cast aluminium plaque at a cost of £366 (including VAT) to be sited near Cound Arbour Bridge to commemorate The Queen’s Platinum Jubilee. Councillor Hall to arrange the installation of the plaque.

**25.22 To consider the accessibility of stiles and footpaths on public rights of way within parish**

Item withdrawn

**26.22 Minor matters not included elsewhere on agenda and future agenda items**

- Councillor James suggested that the Council adopt a Press/Media policy.

**ACTION:** Clerk to research and present a protocol for consideration at July’s meeting

**27.22 Dates of next meetings**

Thursday 21 July 2022 at 7.30pm at The Guildhall, Cound

Thursday 15 September 2022 at 7.30pm at The Guildhall, Cound

Thursday 17 November 2022 at 7.30pm at Cound Moor Village Hall

Thursday 19 January 2023 at 7.30pm at Cound Moor Village Hall

Thursday 16 March 2023 at 7.30pm at Cound Moor Village Hall

Thursday 18 May 2023 at 7.30pm at The Guildhall, Cound (APM and Parish Council Meeting)

The Chairman thanked everybody for attending and the meeting closed at 9.29pm.

Signed by Chairman: .....

Date: 21 July 2022