

BURFORD PARISH COUNCIL

Minutes of Parish Council Meeting on 19th August 2021

Attendance: Cllrs Sheila Kitchen (Chair), Elaine Beaumont, Jane Yardley, Bridget Thomas, Ashley Morris and Ashlee Yarnold. Cllr Richard Huffer (Shropshire Council) Lesley Jenkins (Clerk/RFO), Heather Coonick (Locum Clerk/RFO). One member of the public

1. **Apologies for absence:** None

2. **Declarations of Interest and Dispensations:** Cllr Beaumont declared an interest in item Co-option.

3. **Public involvement session.**

- a. A member of the public updated the council on the circumstances surrounding the removal of the playground equipment. Sanctuary Housing had attended a Parish Council meeting and stated that they would contribute towards new playground equipment. The Clerk will follow this up with Sophie Bell from Sanctuary Housing. The Internal Auditor has requested a copy of the invoice from the company who removed the playground equipment and this will be provided as soon as possible. The Clerk will also follow up a report to the Charity Commission over the Village Hall accounts. The location of three computers was discussed. It appears that one is in the village hall and not suitable for use. Two others may be with the previous Chair and will be requested to be returned to the Council by the Clerk. Cllrs Kitchen and Huffer thanked the member of the public for their support over the years and for coming to the meeting. The Council will have the Playground on the next agenda to look at replacing the equipment.

4. **Co-option to fill two remaining seats on the Council.** The Chair moved to bring this item forward. All agreed. Ashlee Yarnold was co-opted onto the Council. **Resolved.** Prop Cllr Yardley 2nd Cllr Thomas. Unanimous. Cllr Beaumont did not vote. Cllr Yarnold signed Acceptance of Office and Declaration of Interest and Dispensation Forms.

5. **The Minutes of the meeting on 19th April 2021 were received.** As no members of the council were at that meeting the minutes could not be accepted as an accurate record. **The minutes of the meeting on 8th July 2021 were approved and signed.** Prop Cllr Beaumont 2nd Yardley.

6. **Finance:**

- a. The Council unanimously agreed a resolution to change the signatories and contact details for two TSB accounts in the name of Burford Parish Council. The new signatories are Cllrs Ashley Morris, Elaine Beaumont and Sheila Kitchen. The signatories to be removed are Alan Thomas and Thomas Raymond Morris. The new contact details are Lesley Jenkins (Clerk). Witnessed by Richard Huffer. Prop Cllr Yarnold 2nd Cllr Yardley
- b. **Resolved** to pay The Locum Clerk/RFO, Heather Coonick, at Point 10 on the NJC scale. She will continue to support the new Clerk. Prop Cllr Morris 2nd Cllr Yarnold.
- c. **Resolved** to pay RPS Ground Maintenance Invoice 691 for £700 via SALC. Prop Cllr Beaumont 2nd Cllr Yarnold. Once the Council has access to the bank account it will reimburse SALC for 2 payments to RPS and 1 for

Insurance. The Clerk will update Councillors on the Grass Mowing contract for discussion at the next meeting.

7. Report from Representatives

a. **Shropshire Unitary Council**, Cllr Richard Huffer reported that there were two main issues of concern. One was the state of the highways and the difficulty getting a response from Shropshire Council's highway teams. The other issue is the pressure upon services within Burford and Tenbury with the new developments already planned and the expected increase in housing over the next few years. There is a boundary review which will be particularly pertinent for Burford and Tenbury. Cllr Thomas agreed to circulate information on this to the councillors.

b. **Village Hall Update** – Cllr Morris reported that most of the checks on the Village Hall had been completed and the committee was now a member of the Rural Community Charity (RCC). There is still a lot of work to complete before the hall reopens on 1st September for Teas, Coffees and Cakes. The RCC will support the committee on its submission to the Charity Commission. Cllrs were impressed by the progress. Cllr Huffer agreed to ask Shropshire Council to install 'Village Hall' signs on the B456 and ~~the~~ Forrester's Road. The Village Hall Committee will request copies of documents held by the Charity Commission. The new Clerk will deal with the boxes of Parish Council documents stored in the Village Hall.

8. **Recruitment of Clerk/Responsible Finance Officer**. – Lesley Jenkins has accepted the post and started on the 19th August on NJC pay scale 6 with £100 per annum to cover use of her mobile phone and home office. Sundries and expenses are paid in addition. The Locum Clerk will support Lesley over the next few weeks and Council agreed for Lesley to attend The Knowledge 1 & 2 and Budget Setting courses. Lesley will consider whether to use a payroll service or to do this herself.

9. **Parish Website** – The Clerk reported that the Council are required to ensure that certain documents are displayed on the website. Other content could be managed by a Councillor or volunteer.

10. **Correspondence** – Diane Malley, Internal Auditor, contacted the locum Clerk to report that she has not been able to complete her audit of 2020-21 due to outstanding invoices, incorrect accounting and lack of information on insurance, bank resolution and explanation of significant variance in contravention of the transparency code. The cheque book has not been forwarded to her and it is not clear of its location. The Annual Governance and Accounting Return, signed on 19/4/21, is incorrect and needs to be amended and the Public Notice was incorrectly published. The Locum Clerk will work with Diane Malley to ensure this is corrected.

11. **Representation and Wreath Laying at Tenbury Remembrance Parade** – Cllr Yardley will lay the wreath and Cllr Kitchen will attend the parade. The cost of £25 for the wreath will be invoiced the Parish Council.

12. Urgent Items Not of a Policy or Financial Nature

- a. Cllr Thomas wished to report the condition of the highway outside the Old Swan. She will contact Shropshire Highways. A link to the Shropshire Council reporting system should be placed on the Parish Council website.
- b. There has been reports of streetlights not working. Cllrs Beaumont and Morris will check them and report to the Clerk. The Clerk will update the maps and check the reporting system for repairs.
- c. The Locum Clerk reported that Hugo Fox who host the Parish Website are beginning to charge if the Parish wants to continue to have an update on

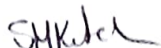
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from Shropshire Council's Planning Portal. To be discussed at the next meeting.

13. Dates and time for Future Meetings: 7.45pm Thursday 30th September and 6 weekly thereafter.

Copies of the agenda and minutes are available on burfordparishcouncil.co.uk or from Lesley Jenkins Clerk/RFO on burfordparishcouncil@gmail.com. Tel:

Signed:



Date:

30.9.21