

Llanfair Waterdine Parish Council

Minutes of the Annual Meeting of the Parish Council and Scheduled meetings
on Monday 15 May 2023 7.45pm at the Everest Hall

Present: Cllrs Andrew Beavan (Chairman) Mark Hughes, Darren Knipe, and Roy Lloyd.
In attendance: 1 member of public, Mrs Maggie Brown, Clerk

ANNUAL PARISH COUNCIL MEETING

- 23/1. **Election of a Chairman of the Council** Cllr Beavan was nominated and seconded. Following a vote, Cllr Beavan was elected Chairman and signed his Declaration of Acceptance of Office
- 23/2. **Election of a Vice Chairman of the Council** Cllr Knipe was nominated and seconded. Following a vote, Cllr Knipe was elected Vice Chairman and signed his Declaration of Acceptance of Office
- 23/3. **Welcome.** The chairman welcomed everyone to the meeting.
- 23/4. **Apologies for absence** were received from Cllr John Lane.
- 23/5. **Declarations of Interest and requests for dispensations.** None received.
- 23/6. **To consider applications for co-option to the Parish Council.** None received.
- 23/7. **RESOLVED** to adopt the following as amended:
- a) Local Government Association Code of Conduct in line with Shropshire Council. Other Registrable Interests Forms were completed.
 - b) Asset Register 2023 updated version as requested by the Internal Auditor.
 - c) Risk Management Policy updated version as requested by the Internal Auditor.
 - d) Standing Orders.
 - e) Financial Regulations.
 - f) Banking policy.
 - g) Policy for Planning Applications received between Parish Council meetings.
 - h) News and Events items Policy.
 - i) Publication Scheme.
- 23/8. **Agreed:** membership of
Financial Working Group – Cllrs Mark Hughes, Darren Knipe and John Lane (to be confirmed).
Representatives on South Shropshire Area Local Committee – to be shared between all councillors.
Representative on the Llanfair Times – Cllrs Mark Hughes and Darren Knipe.
Environmental Maintenance Grant co-ordinators – Cllrs Andrew Beavan and Roy Lloyd.
- 23/9. **RESOLVED** to confirm arrangements for 2023/24
- 23/9.1. Internal Auditor. To ask RLT Auditing to complete audit for 2023/24.
- 23/9.2. Bank Mandate. To remove signatories no longer on the Council, and add Cllr Knipe.
- 23/9.3. Meeting dates and locations. Meeting on the third Monday of every other month.
17 July 2023, 18 September, 20 November, 15 January 2024, 18 March, 20 May.
May / Jul / Sep at Everest Hall, Nov, Jan and Mar at the Pavilion.
- 23/9.4. Responsibility delegated to the clerk, in liaison with Finance Working Group, for immediate payment, within budget, for the following: printing of Llanfair Times; payroll; PAYE; Insurance and Hall Hire.
- 23/9.5. Emails to be circulated to members by the Clerk. List of regular emails received to be provided for further discussion.

Llanfair Waterdine Parish Council

AGENDA - Scheduled Meeting

- 23/10. **Open Discussion**
- 23/10.1. Views of the public parish matters. None comments received from residents present.
- 23/10.2. Report from Shropshire Councillor Nigel Hartin. No report had been received.
- 23/11. **Minutes.** **RESOLVED** minutes of the scheduled Parish Council Meeting held on 20 March 2023 were agreed as a true record and signed by the Chairman
- 23/12. **Matters arising from the previous meeting.** None requested.

- 23/13. **Reports from Councillors.** No reports were expected or received.
- 23/14. **Planning.** Response to application to be determined by Shropshire Council.
[23/01506/FUL](#) Proposed Agricultural Workers Dwelling SW Of Garbett Hall Llanfair Waterdine Shropshire. Erection of agricultural workers dwelling, detached garage, package treatment plant and associated works (revised scheme). **RESOLVED** To supports application 23.01506/FUL.
- 23/15. **RESOLVED** to ratify response to Planning Application 23/01111/FUL submitted 25 April 2023 in line with LWPC policy. Detail: Telecommunications Station At Garn Rock Stoney Pound Shropshire. Proposal: Upgrade of existing telecommunications installation to include five-metre extension to existing 25-metre support tower and associated ancillary works. Response: *“Llanfair Waterdine Parish Council supports planning application 23/01111/FUL. Mobile phone coverage and access to WiFi will be improved, benefiting the emergency services and the whole community. The Parish Council considers connectivity for all residents to be a high priority, and that these improvements outweigh any visual impact on the landscape.”* Noted: Permission has been granted.
- 23/16. **Finance.**
- 23/16.1. Year End report from the Responsible Financial Officer was noted. No questions were raised.
- 23/16.2. Internal Auditor’s Report for year ending 2023 was received.
 The Clerk confirmed some recommendations had already been implemented, including recording VAT in the Minutes, Risk Management Policy and Asset Register updated, receipts Minuted. It was agreed recommendations would be checked by the Clerk and Finance Working Group.
- 23/16.3. **RESOLVED** to approve the Annual Governance Statement, section 1 of the Annual Governance & Accountability Return.
- 23/16.4. **RESOLVED** to approve Accounting Statement, section 2 of the AGAR.
- 23/16.5. **RESOLVED** to agree proposed dates for the exercise of public rights, 5/6/2023 to 14/7/2023
- 23/16.6. **RESOLVED** to approve Certification of Exemption from External Audit (for councils with gross income or expenditure not exceeding £25,000) to be signed and returned to the external auditor, PKF Littlejohn LLP.
- 23/16.7. **RESOLVED** to approve Environmental Maintenance Grant application for £400, match funded by the Parish Council.
- 23/16.8. Noted: bank reconciliation to 31 March 2023, attached to these Minutes. See Appendix 1.
- 23/16.9. Noted: Barclays Bank Account balance on 9 May 2023 £ 6,743.72.
- 23/16.10. **RESOLVED** to ratify payments made between meetings: £172.50 including £28.75 VAT to Dash UK Ltd., for mugs commemorating the Coronation of King Charles III.
- 23/16.11. Noted: receipts banked since the March meeting: £25 24/3/2023; £5 30/3/2023; £5 5/4/2023 donations towards Llanfair Times and £4,500 on 26/4/2023 Annual Precept from Shropshire Council.
- 23/16.12. **RESOLVED** payments to be made: No VAT included in payments listed.

Clerk Payroll Months 1 & 2	£353.11
HMRC PAYE Months 1 & 2	£88.20
Affiliation to Shropshire Association of Local Councils	£156.91
Clerk’s membership of Society of Local Council Clerks	£24.42
RLT Auditing (Internal Audit 2022/23)	£100.00
Total	£722.24

23/16.13. Agreed: Cllr Beavan will authorise payments until the July meeting.

23/17 **Llanfair Times.** **RESOLVED** to apply for a grant for £200 from The Llanfair Trust towards cost of supplying the Llanfair Times to Lloyney residents in 2023/24.

23/18 **Llanfair Community Trust.** No applications for Trustee received.

23/19 Highways / Public Rights of Way

23/19.1. Issues relating to Highways.

- a) Certain potholes between Nantiago and Graig Wood have been repaired, others left untouched. Agreed: To thank Shropshire Council for works completed and ask when remaining pot holes will be filled.
- b) Road in danger of collapse between Black Hall and Cwm Cole location ///jukebox.definite.tastes as culvert no longer serviceable. Water is running beneath the pipes, not through them. Agreed: To report to Shropshire Council.
- c) Blocked drain at the turning to New House. Cllr Hughes to provide reference for location. Problem to be checked and if possible rectified under the EMG scheme. If not possible, it will be reported to Shropshire Council.
- d) A problem reported to Shropshire Council in January re U6236/10 Crochen Brook to Cwn Brain where the road is in danger of collapse has not been rectified, however, the Gallery Pitch Track has been cleared and is now passable in a 4 x 4.
- e) Agreed: To thank Shropshire Council for snowploughing the lanes allowing residents to travel within hours of the snowfall. Thanks are also due to the contractor.

23/19.2. Works under the Environmental Maintenance Grant. Standing item. See c) above.

23/19.3. Issues to report to the Footpaths Warden. None raised.

23/20 Availability of broadband in the Parish. No update received. No actions considered. Standing item.

23/21 **Coronation of King Charles III.** Update on celebrations in the parish and arrange distribution of Coronation Mugs. All events took place as planned, and a good time was had by all. Photographs will be in the Llanfair Times.

23/22 **Correspondence.** To discuss in detail items of correspondence (so requested by members before the meeting). None raised.

23/23 **Date of next scheduled meeting** – 7.30pm on Monday 17 July 2023 at the Everest Hall.

23/24 **Meeting closed at 21:10**

Signed
Cllr Andrew Beavan, Chairman

Dated 17 July 2023

Appendix 1

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Llanfair Waterdine Parish Council
County area (local councils and parish meetings only): Shropshire

Financial year ending 31 March 2023

Prepared by (Name and Role): Mrs Maggie Brown, Clerk and RFO

Date: 31/03/2023

	£	£
Balance per bank statements as at 31/3/23:		
Barclays current account	2,411.22	
		2,411.22
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)		-
Add: any un-banked cash as at 31/3/23		-
Net balances as at 31/3/23 (Box 8)		2,411.22
CASH BOOK		
Opening Balance 1 April 2022		4,817.42
Less Payments		6,483.27
Plus Receipts		5,352.95
Less Payments relating to 2021/22	Paid in 2022/23	1,275.88
Balance at 31/3/2022		2,411.22