**Minutes of Clungunford Parish Council meeting**

**March 2019**

The statutory meeting of Clungunford Parish Council was held on **Wednesday 13th March 2019 at 8.00 pm** in the Village Hall.

**Present:**

Chairman: Cllr Jonathan Roberts. Cllr Keith Arbery; Cllr Maureen Rooney; Cllr John Elliot; Cllr Mary Bason; Cllr Neville Rollason; Cllr Mike Tucker;

Clerk: Mr Max Maxwell

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**Business**

**14 – Declarations of Interest**

There were none.

**15 – Apologies**

Cllr Anne Gledhill and Cllr Elizabeth Lyster sent apologies as they were on a training course.

**16 – Minutes of the last meeting**

These were agreed as accurate and signed by the chair.

**17 – Matters arising from the last minutes**

The clerk indicated that the road between Shelderton and The Lynches is scheduled to be resurfaced although the county council could give no timescale for this.

**18 – Internal Audit Review Committee**

Cllr Tucker provided the council with a report of the meeting from the 11th February. The council agreed with the committee’s conclusions to:

* Certify at 2018/19 year-end that our expenditure is less than £5000 per annum – therefore we would not require a full external audit.
* Continue to pay PAYE to HMRC and see how they respond to the re-activation of our employer account.
* Purchase a two-drawer cabinet for use by the clerk and donate the current four-drawer cabinet to the Village Hall

**19 – Active Speed signs**

Cllr Roberts reported that some local parish councils (eg, Bucknell, Clunton, Clun) were considering sharing the cost of an active speed warning sign – the kind that flashes to a driver if they are speeding. The sign would be shared across the council areas at different times on a pro-rata basis although the issue of who would move and site the sign has yet to be agreed. The council confirmed its interest in being involved in such a scheme and Cllr Roberts will follow it up.

**20 – Village Path Funds**

The clerk outlined a proposal from the village Flicks-in-the-Sticks committee to transfer £500 from their account to the Parish Council. The sum is being held by Flicks on behalf of a now-defunct Parish Paths Fund. The Flicks account will soon be closed as part of village hall restructuring and they want the money for paths to be protected.

The council agreed to the transfer and it will be ring-fenced for ‘parish paths’ in the annual accounts. Cllr Bason, the parish path warden, stated that the county council do provide some funds for path upkeep at present but this is limited, and may reduce in future.

**21 – Community Enablement**

Cllr Roberts provided a summary of changes at Shropshire Council. The Community Enablement Team is being disbanded and most of the staff redeployed as ‘Place-Plan’ Officers. The Place-Plan officer for south-west Shropshire will be Vicky Turner.

We do not know yet the fate of the Local Joint Committees (LJCs), which were supported by the Enablement Team. The LJC’s were originally set up to ensure local voices were heard at Shropshire Council but their effectiveness (and funds for them to access) have diminished over time.

**22 – Planning Matters**

The withdrawal of 19/00117/FUL for 2 Rectory Court was noted.

**23 – Correspondence**

The council agreed to try an ‘opt-in’ system to deal with correspondence:

* The clerk will continue to send all councillors emails on matters *directly effecting the parish* - and add them to the next agenda where appropriate.
* Other correspondence is largely for information only, and the clerk will categorise these under a number of headings. Eg: Housing and Development; Policing; etc
* The clerk will email councillors to ask what, if any, categories they wish to opt-in to see and he will forward such correspondence, clearly marked FOR INFORMATION.

**Action**: Clerk to email opt-in options to councillors.

**24 – Finances**

The clerk’s salary is now being paid, PAYE sent to HMRC, and the appropriate tax submissions filed.

The council agreed the following payments:

* Church Clock servicing - £261 (NB: St Cuthbert’s have paid the council for half of this amount, less VAT)
* 2-drawer cabinet - £83.99
* 4 LaserJet ink cartridges - £170.08
* Councillor training - £54
* Clerk training - £97

The council discussed the possibility of future charges for council use of the village hall. It was agreed to ask the hall committee what their approach to charging would be.

**Action**: Cllr Roberts to raise with the Village Hall Committee

The council noted the process for year-end reporting and completion of our Annual Governance and Assurance Return (AGAR).

**25 – Parish Matters**

The following problems on local roads were identified:

* Poor visibility accessing Church Road from Chapel Road because of hedge.
* Blocked drain at Hopton Heath by the house called ‘Oakfield’.
* Pothole at the edge of Chapel Road and hall car-park
* Potholes at Spout Bank on way between Clungunford and Shelderton.
* Fingerpost at Shelderton end of Spout Bank has sign for ‘Clungunford’ missing.

**Action**: Clerk to take these up with the Shropshire highways department

Cllr Roberts reported that the community litter pick earlier this month had been successful and suggested that we might encourage the neighbouring parishes of Leintwardine and Hopesay to organise similar events that would continue clearing the main roads once they leave our parish. The council would encourage joint efforts between the parishes.

**Action**: Clerk to write to Leintwardine and Hopesay Parish Councils.

**26 – Date of next meeting**

The Annual Parish Meeting will be held at the Village Hall at 7pm on Wednesday 8th May 2019 to be followed by the council meeting at 8pm

The meeting concluded at 8.45pm

**Max Maxwell**

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