

IGHTFIELD PARISH COUNCIL

Minutes of the full council meeting held on the 15th May 2023 at Calverhall Village Hall.

Present: Councillors Cllr M Astley, Cllr H Hitchman, Cllr W Heywood-Lonsdale, Cllr E Rich

Locum Clerk: A Roberts

Other Organisations: None

Members of the Public: None

13/23 To elect the Chairman of the Council

Proposed Cllr Hitchman, seconded Cllr Rich, agreed all

Resolved: Cllr Astley is elected as Chairman of the Parish Council.

Cllr Astley signed the Declaration of Acceptance of Office.

14/23 Apologies for absence

Parish Councillors: L Roberts, M Procter, D Price. Unitary Councillor: P Wynn

15/23 To elect the Vice Chair of the Council

Proposed Cllr Astley, seconded Cllr Hitchman, agreed all.

Resolved: Cllr Heywood-Lonsdale is elected as Vice Chairman of the Parish Council.

16/23 Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensations

Cllr Heywood-Lonsdale declared an interest in relation to the planning application for Ightfield Hall Farmhouse.

Cllr Rich declared an interest as a member of the Village Hall Committee.

17/23 To approve the Minutes of the of the Parish Council Meeting held on 13th March 2023.

Proposed Cllr Hitchman, seconded Cllr Heywood-Lonsdale, agreed all.

Resolved: The minutes of the Council meeting held on 9 November are an accurate record.

The Chairman signed the minutes

18/23 To agree Councillor appointments

Proposed Cllr Astley, seconded Cllr Rich, agreed all.

Resolved: The HR Team will comprise Cllrs Rich, Procter and Astley, The Grounds Maintenance Committee will comprise Cllrs Heywood-Lonsdale, Hitchman, Price and Astley. Cllr Hitchman is the Pathway Co-ordinator.

19/23 To agree representatives on NS Area Committee of SALC

Proposed Cllr Astley, seconded Cllr Hitchman, agreed all.

Resolved: Cllr Price will represent the Council on the NS Area Committee of SALC.

20/23 Reports: Unitary Councillor, Councillors & Clerk

Cllr Wynn circulated his report in advance of the meeting. Its contents were noted.

21/23 Parish Matters

a. Locum Clerk

Cllr Astley reported that Mrs Roberts will be retained on a self-employed contractor basis until September 2023.

b. Street lighting

No remedial work was reported.

c. LED upgrade

Cllr Astley reported that the upgrade was now complete, and Eon has now supplied the updated inventory and certificate to Scottish Power. A bill has been received for

work on two pole lights which was not expected, but Cllr Astley recommended that it should be paid.

d. Scottish Power unmetered bills

Cllr Astley reported that Scottish Power has received the inventory and reduced the Council's bills. The Council is currently in credit and is not expected to pay anything for at least the next quarter.

e. Playground report

Cllr Hitchman reported that there has been no action in relation to the gate at Calverhall Playground. Also, the extent of the grass cutting has been questioned. Cllr Rich will make enquiries and report back.

Cllr Astley reported that some fence rails need to be replaced at Ightfield playground.

f. Playground Audits

Rospa will carry out the audits in June this year.

g. Pathway report

Cllr Hitchman reported that spraying had been carried out.

h. Signage on Corra Place

Shropshire Council has responded to the request for signage. There is no budget available, but the Parish Council can pay for the signage if they wish. The Clerk will find out the cost and report back.

Proposed Cllr Rich, Seconded Cllr Heywood-Lonsdale

Resolved: The decision to fund signage for Corra Place has been delegated to Cllrs Astley and Hitchman.

i. War Memorial wall

Repairs will take place between 31 May and 9 June.

j. CIL Neighbourhood Funding

The Council has received £11,800 in Neighbourhood Funding from Shropshire Council.

k. Speed Indicator Sign at Ightfield Pathway entrance

This matter is with Paul Wynn who will speak to Shropshire Council Officers.

l. Whitchurch Whippets

Cllr Astley reported that, in response to the WW suggestion that they would donate £1 per runner, he had asked for a donation of £250 for using the path. This was not accepted, and Cllr Astley is waiting for their representative to come back to discuss the matter further. Cllr Astley will keep Cllr Hitchman informed.

22/23 Highways/Environmental Health

No issues reported

23/23 Planning Matters

a. Applications for consideration

23/00849/LBC Ightfield Hall, SY13 4BN

Refurbishment and alterations of Ightfield Hall, including change of use of adjacent outbuilding into ancillary use affecting a Grade II Listed Building (resubmission).

23/00848/FUL Ightfield Hall, SY13 4BN

Refurbishment and alterations of Ightfield Hall, including change of use of adjacent outbuilding into ancillary use (resubmission)

Cllr Heywood-Lonsdale left the meeting during discussions.

Resolved: The Council supports both applications in securing the local heritage.

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- b. Planning Decisions -none

24/23 Finance

- a. Balance reconciliation & cash book for information
The Clerk presented the bank reconciliation. Due to not yet having access to online banking, bank statements were not available at the time of the meeting and will be presented at the next meeting for signing-off.
- b. Cash flow statement
Cllr Astley explained the Cash flow modelling for 2023/24 which projects a balance of £22k at year end. This was considered sufficient to consider upgrading play equipment at Ightfield. Three quotes will be sought for the upgrade of the multiplayer only. A decision will be made at the next meeting.
- c. To approve payment of invoices
Proposed Cllr Astley, seconded Cllr Heywood-Lonsdale, agreed all.

Resolved: The outstanding accounts should be paid, and the payment transactions authorised by two nominated councillors.

Recipient	Reason for Payment	Amount	Ref.	Power of expenditure
MedUK	Defib Pad replacements	£93.00	1.23	Public Health Act 1936 s234
HMRC	PAYE (April salary)	£66.60	2.23	LGA 1972 s112
C Martin	Final salary payment (exc tax)	£44.85	9.23	LGA 1972 s112
HMRC	PAYE (Final salary)	£11.20	10.23	LGA 1972 s112
C Martin	Travel Expenses (handover)	£22.00	11.23	LGA 1972 s111
Locum Clerk	Payment for work completed in April	£252.36	12.23	LGA 1972 s112
SDH Accountancy	Internal Audit 22/23	£220.75	13.23	LGA 1972 s168
Eon	Replacement of 2 pole lights	£1860.55	14.23	Parish Councils Act 1957 (3)
Calverhall Village Hall	Room Hire January and March	£50.00	15.23	LGA 1972 s111
PKF Littlejohn	External Audit 21/22	£336.00	16.23	LGA 1972 s168
SALC	Affiliation Fees	£288.40	17.23	LGA 1972 s143
Marches Landscape	Parish Grounds maintenance	£1530.90	18.23	Public Health Act 1875, Section 164
HMRC	PAYE (April& May 2022)	£202.80	19.23	LGA 1972 s112
Microsoft	Renewal of MS 365	£59.00	20.23	LGA 1972 s111

- d. Year-end Accounts: Status Report
- i. To resolve to declare exemption from external audit.
Proposed Cllr Astley, seconded Cllr Rich, agreed all

Resolved: The Council declares exemption from external audit for financial year 2022/23

- ii. To review and approve the effectiveness of internal control (Financial Regulations Review) and sign the Annual Governance Statement (Section 1 of AGAR 2022/23)
Members considered the internal audit report and the actions required to improve internal control for financial year 2023/24.

Proposed Cllr Astley, seconded Cllr Hitchman, agreed all
Resolved: The Council has reviewed and approved the effectiveness of internal control (Financial Regulations Review) and approves the Annual Governance Statement.

- iii. AGAR: To review, consider and approve Accounting Statements (Section 2 of AGAR 2022/23)

Proposed Cllr Heywood-Lonsdale, seconded Cllr Hitchman, agreed all.
Resolved: The Council has reviewed, considered and approved the accounting statements (Section 2 of the Annual Governance and Accountability Return).

25/23 Housekeeping
Nothing raised.

26/23 Items for the meeting to be held on 17 July 2023
Nothing raised.

Meeting closed at 9.15pm