

Munslow Parish Council

www.munslowparishcouncil.co.uk



Draft Minutes of the Annual Meeting of Munslow Parish Council on Thursday 9th May 2024.

Present: Cllrs Barbara Archer, Nigel Dobson, Val Fotheringham, Edward Povey and Chris Meeson. In attendance: H Coonick (Clerk/RFO).

1. **Election of the Chair and Vice Chair:** Cllr Fotheringham proposed and Cllr Dobson seconded, Cllr Archer was elected as Chair and signed the Acceptance of Office form. Cllr Fotheringham proposed and Cllr Dobson seconded, Cllr Povey was elected as Vice Chair and signed the Acceptance of Office form.
2. **Receive and Accept Apologies for Absence:** Cllr Motley (Shropshire Council).
3. **Declarations of Interest:** None.
4. **Approval of the minutes of the meeting held on 4th April 2024:**
RESOLVED: to approve the minutes as an accurate record and they were signed by the Chair.
5. **Confirmation of the General Power of Competence**
RESOLVED to confirm that the Council fulfils the requirements to hold the General Power of Competence.
6. **Resignation and Notice of Vacancies of Councillors:** the vacancies have been advertised and Shropshire Council will notify the council if an election will be called. If there has been no request for an election by 13th May then the council will be instructed to co-opt to fill the vacancies. The Clerk will then advertise vacancies and request anyone interested to contact her for more information.
7. **Appointment of Representatives**
 - 7.1. Munslow Village Hall – Cllr Dobson. Cllr Dobson requested that the Beambridge Club Room should now be referred to as Munslow Village Hall as this is the name used on the Charity Register.
 - 7.2. South Shropshire Area Committee – Cllr Archer and Cllr Meeson.
8. **Review and Adopt Standing Orders, Financial Regulations, Code of Conduct and Risk Assessment:**
RESOLVED: to adopt the Standing Orders, Code of Conduct and Risk Assessments and defer the new Financial Regulations for consideration at the next meeting.
9. **Agree the Dates of the Ordinary Meetings for the Forthcoming Year:** 6th June, 4th July, no meeting in August, 5th September, 3rd October, 7th November, 5th December, no meeting in January, 6th February 2025, 6th March, 3rd April and the Annual Meetings on the 8th May all at Munslow Village Hall at 7.30pm.
10. **Consider Items Raised at the Annual Parish Meeting including Infrastructure Projects for the Place Plan:**
 - 10.1. Defibrillator – a site needs to be identified before entry to the plan
 - 10.2. More Vehicle Activated Signs – the Council now has the funding for a further sign
 - 10.3. To have buffer zones between the present speed limits – this has been submitted to the Place Plan for inclusion but is not presently included in the plan. The Clerk to contact the Place Plan Officer to ensure that this is entered into the plan.
11. **Highways**
 - 11.1. Update on the application for further Vehicle Activated Signs: a grant has been received from the Police and Crime Commissioner which will be matched by funds from the Parish Council. The decision on expenditure is deferred to the next meeting.
 - 11.2. Confirmation of Expenditure on Environmental Maintenance During 2023-24: the council can confirm that it spent the grant in accordance with the grant conditions.

Minutes and Agendas are available on www.munslowparishcouncil.co.uk or from the Clerk on munslowpc@gmail.com or 07817607355

12. Planning

12.1. [PLANNING REFERENCE - 24/01174/FUL](#)- Erection of two storey extension following removal of existing single storey, conversion of attached barn with extended roof alterations to form car port, boundary alterations to create vehicular access and addition of ground mounted solar panels.

LOCATION: - Rowe Farm, Rowe Lane, Stanton Long, Much Wenlock, Shropshire:

RESOLVED: to make the following representation to Shropshire Council Planning Portal – ‘At the Munslow Parish Council meeting the 9th May 2024 the council decided that there was not enough information on the application on the position of the solar panels or their visibility from the footpath and the visual impact of the scheme as a whole particularly as this development is in the National Landscape (AONB) area.’

13. Finance

13.1. Review and Adopt the Annual Report and Asset Register:

RESOLVED: to adopt the Annual Report and Asset Register

13.2. Review the Internal Auditor’s Report: Mr Kevin Adams (internal auditor) stated that in his opinion the controls in place were sufficient for the Council’s purposes during 2023-24.

13.3. Agree and Sign the Annual Governance Statement:

RESOLVED: to agree and sign the Annual Governance Statement for 2023-24.

13.4. Agree and Sign the Annual Accounting Statement: during 2023-24 the council had received a precept of £5,633 and £2,206 other receipts. Expenditure on staff costs was £3,071 and other payments of £5858 producing a carry forward into 2024-25 of £10,125. The fixed assets stand at £15,396 at cost value rather than replacement value.

RESOLVED: to sign the Annual Accounting Statement for 2023-24.

13.5. Authorise and Sign the Exemption Certificate: Council confirmed that it did not have income or expenditure in excess of £25,000 and met the qualifying criteria in 2023-24 thus can certificate itself as exempt from external audit

RESOLVED: to declare the council as exempt from external audit and sign the Exemption Certificate.

13.6. Agree the Dates of the Notice of Public Rights:

RESOLVED: to set the dates for the Notice of Public Rights as the 1st July to the 9th August 2024 and publish on the website the Exemption Certificate, Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, Analysis of Variances, bank reconciliation and the Notice of the period for the exercise of public rights.

13.7. Authorise Payments: H Coonick (Clerk) Stationery, domain name and defibrillator pads £114.33, K Adams (internal auditor) £100, D Lewis (Environmental Maintenance) Inv 503 £55.25, Shropshire Association of Local Councils affiliation fee £225.70. It was agreed to increase the hourly rate for the Environmental Maintenance contractor to £18.

14. Consider Shropshire Council’s Proposals Regarding the Recycling Centres:

RESOLVED: to oppose the closure of recycling centre.

15. Items for the next meeting: a. co-option of new councillors; b. review the financial regulations; c. consider the expenditure of the PCC grant; d. raise the issue of changes of conditions on planning applications.

The Next Meeting is at 7.30pm Thursday 6th June 2024 at Munslow Village Hall.

Members of the public are welcome.

Signed by the Chair:

Date: