

COUND PARISH COUNCIL

Chair: Councillor Simon James

Clerk: Lisa Harris – clerk@cound.org.uk

MINUTES OF ANNUAL PARISH COUNCIL MEETING Held following the Annual Parish Meeting on 23 May 2024 at Cound Guildhall

Present: Parish Councillors S James (Chair), R Davies, J Hall, S Green, T Roberts, R Sartain, S Scott, M Smith and K Symonds

Clerk: Lisa Harris

No members of the public were present

01.24 Election of Chairman

Councillor James asked for nominations for Chairman.

It was proposed by Councillor Hall and seconded by Councillor Roberts and

Resolved (without opposition)

that Councillor James be elected as Chairman for the ensuing municipal year.

02.24 Chairman to sign Declaration of Acceptance of Office

Councillor James signed the Declaration of Acceptance of Office and this was acknowledged by the Clerk.

03.24 Election of Vice-Chairman

It was proposed by Councillor Hall and seconded by Councillor Scott and

Resolved (without opposition)

that Councillor Roberts be elected as Vice-Chairman for the ensuing municipal year.

04.24 Vice-Chairman to sign Declaration of Acceptance of Office

Councillor Roberts signed the Declaration of Acceptance of Office and this was acknowledged by the Clerk.

05.24 Apologies for Absence

None.

06.24 Disclosable Pecuniary Interests

- a) No disclosable pecuniary interests were declared.
- b) There were no applications for a dispensation regarding disclosable pecuniary interests

07.24 Public Participation Session - *a period of 15 minutes will be set aside for the public to speak, with a strict 5-minute limit per speaker. Members of the public may speak on matters appearing on the agenda. However, if a matter does not appear on the agenda, a written request should be submitted to the Clerk no later than 2 working days before the meeting.*

There were no members of the public present.

08.24 To approve the Minutes of the Parish Council Meeting held on 21 March 2024

The minutes of the previous meeting had been circulated.

It was proposed by Councillor Roberts and seconded by Councillor Scott and
resolved (without opposition)

that the minutes of the Parish Council Meeting held on 21 March 2024 be accepted as a true record.

The minutes were signed accordingly.

09.24 Clerk's report on matters arising since the Parish Council Meeting on 21 March 2024

- Carried out extensive work preparing records for the internal auditor and completing the AGAR
- Received Completion Notice on the transfer of the former BT telephone kiosk to Cound Parish Council. A notice is to be placed in kiosk advising that it is no longer owned by BT and that the telephone equipment has been removed.

ACTION: Councillor James to place notice in the kiosk.

- Pursued War Memorial Trust regarding potential grant and received quotation from local stonemason. Sought confirmation from Shropshire Council's Historic Environment team that consent is not required for the repair work on the Grade II Listed monument. The best option for the Parish was discussed and

It was agreed (without opposition) to appoint P Arrowsmith as the contractor to carry out the repair work.

10.24 To receive report from Shropshire Councillor

As the date of this meeting had been changed from when originally scheduled, it now clashed with the meeting of Buildwas Parish Council and Councillor Wild could not be in two places at once. However, she had sent an update regarding Cound Arbour Bridge. The CCTV is only temporary. The mast base would normally be cast below ground level but as the CCTV is not permanent the decision was made to have it above ground. The size of the mast base is assessed on the following criteria: overturning, horizontal shear and vertical loading which produces the base size required. The plan is to have the CCTV in place over the summer and review it along with the trial traffic layout. The CCTV camera is run by a wind and solar system.

11.24 To receive defibrillator audit report for the period

Councillor Roberts had performed the audit checks for the period up to 21 May and confirmed that both defibrillators were ready to use as and when required.

12.24 To review and re-adopt Standing Orders

The Standing Orders had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Standing Orders dated May 2024 be re-adopted by the Council and signed accordingly.

13.24 To review and adopt Financial Regulations

The Financial Regulations had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Financial Regulations dated May 2024 be adopted by the Council and signed accordingly.

14.24 To review and re-adopt Code of Conduct

The Code of Conduct had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Code of Conduct dated May 2024 be re-adopted by the Council and signed accordingly.

15.24 To receive and review the Risk Management Schedule

The Risk Management Schedule had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Risk Management Schedule dated May 2024 be re-adopted by the Council and signed accordingly.

16.24 To receive and review the Asset Register as at 31 March 2024

The Clerk presented the Asset Register as at 31 March 2024. No additional assets had been added during the year but the transfer of the former BT telephone kiosk to the ownership of the Parish Council would soon be completed and the Asset Register would then be updated to reflect this.

It was agreed (without opposition) to adopt the Asset Register as presented. The Chairman and Clerk signed the copy Asset Register.

17.24 To appoint insurers for the period 01/06/24 – 31/05/25

The Clerk had obtained a number of quotes and Zurich Insurance was the most competitively priced at £241, which surprisingly had not increased on the cost of cover for 2023/24.

It was agreed (without opposition) that Zurich be appointed as insurers for the period 01/06/24 – 31/05/25.

18.24 Annual Return for the year ended 31 March 2024

Council to receive, approve and sign (as appropriate) the following:

a) Final bank reconciliation and accounts 2023/24

Council approved the year end bank reconciliation as checked by the Internal Auditor and Councillor Symonds. The final year end detailed accounts were approved.

b) Internal Audit Report 2023/24 (AGAR part 2 page 4)

Council considered the Internal Audit Report and noted that the Council's system of Internal Controls was operating effectively.

c) Certificate of Exemption 2023/24 (AGAR part 2 page 3)

Council confirmed that it meets the criteria for certifying itself as exempt from the full requirements for external audit. The RFO and the Chairman signed the Certificate of Exemption for submission to the external auditor.

d) Annual Governance Statement 2023/24 (AGAR part 2 page 5)

Council considered each internal control statement per The Governance Statement (1-9) and confirmed their agreement that each was met. The Clerk/RFO completed the Annual Governance Statement to this effect and the Chairman and Clerk/RFO signed the statement as approved.

[Councillor Sartain left the meeting]

e) Summary accounting statements (AGAR part 2 page 6)

It was **agreed (without opposition)** to confirm the accuracy of the accounting statements. The Chairman signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

19.24 Guildhall Matters

Councillor Roberts presented a brief report covering the following:

- On Saturday 18 May there had been a successful fête for St Peter’s Church which had utilised The Guildhall and its grounds.
- The venue had been booked for the General Election on 4 July 2024 and for the Local Council Elections on 1 May 2025. On both occasions a full day’s hire charge would be received.

20.24 Current financial matters

a) Payments

Payee	Description	Amount
Miss L Harris	Clerk’s expenses April/May	£ 60.10
Miss L Harris	Clerk’s salary April/May	£ 571.36
HMRC	PAYE on Clerk’s salary April/May	£ 142.60
Mrs S D Hackett	Internal Audit Fee	£ 165.75
HugoFox	Annual website hosting	£ 122.28
Zurich	Annual Insurance Premium	£ 241.00
SALC	Affiliation fees	£ 259.58
TOTAL		£ 1562.67

It was proposed by Councillor Symonds and seconded by Councillor Scott and

resolved (without opposition)

that the above accounts be approved for payment.

b) Bank reconciliation to 21 May 2024

The bank was reconciled at £12,485.62, being the online banking balance on the date the meeting agenda was prepared. The bank reconciliation was agreed and signed accordingly.

21.24 Planning

1. Decisions to note

a. Ref: 24/00513/FUL

Address: 3 Clockhouse Stables Cound Park Drive Cound Shrewsbury Shropshire SY5 6BJ

Description: Internal reconfiguration/refurbishment and associated external landscaping works including erection of summerhouse

Validated: 13 Feb 2024

Status: Granted

b. Ref: 24/00514/LBC

Address: 3 Clockhouse Stables Cound Park Drive Cound Shrewsbury Shropshire SY5

6BJ

Description: Internal reconfiguration/refurbishment and associated external landscaping works including erection of summerhouse

Validated: 13 Feb 2024

Status: Granted

c. Ref: 24/01094/PAAFC

Address: Lower Cound Farm Cound Shrewsbury Shropshire SY5 6AJ

Description: Change of use of agricultural shed to indoor pickleball courts

Validated: 18 Mar 2024

Status: Planning Permission Required

2. Planning applications for consideration

a. Ref: 24/01584/FUL

Address: Prince House 8 Cound Park Drive Cound Shrewsbury Shropshire SY5 6BN

Description: Proposed exterior alterations to existing dwelling and erection of detached double garage block

Validated: 22 Apr 2024

Status: Pending Consideration

No objections nor comments were recorded on the above planning applications.

22.24 Update on Cound Arbour Bridge

The Councillors were grateful to have received Councillor Wild's update regarding the CCTV which had clarified that the camera and the large concrete base were only to be sited temporarily at the location.

23.24 Correspondence

Nothing beyond what already mentioned.

24.24 Future agenda items

- Councillor Roberts to provide update on whether the residents of Upper Cound wished to fund a defibrillator to be sited in the former BT telephone kiosk.

25.24 Date of next meeting

Thursday 18 July 2024 at 7.30pm at The Guildhall, Cound.

The Chairman thanked everybody for attending and the meeting closed at 8.29pm.

Signed by Chairman:

Date: 18 July 2024