

# COUND PARISH COUNCIL

Chairman:	Cllr T J W Roberts Quay House Upper Cound Shrewsbury SY5 6AT	Clerk:	Lisa Harris
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## MINUTES OF THE PARISH COUNCIL MEETING Held at 7.30pm on 20 May 2021 at The Guildhall, Cound

**Present:** Parish Councillors T Roberts, R Davies, B Howarth, S James, R Sartain, K Symonds, and Shropshire County Councillor C Wild

**Clerk:** Lisa Harris

**Also present:** Four members of the public, including Mr John Hall.

### 01.21 Election of Chairman

The Clerk asked for nominations for Chairman.

**It was proposed** by Councillor James and seconded by Councillor Symonds and  
**resolved (without opposition)**

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

### 02.21 Chairman to sign Declaration of Acceptance of Office

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

### 03.21 Election of Vice Chairman

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

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

### 04.21 Declaration of Acceptance of Office for all Councillors

Due to NALC's guidance that face-to-face meetings should be kept as brief as possible, most Councillors had signed the Declaration of Acceptance of Office, witnessed by the Clerk, prior to the meeting.

**It was agreed** that Ms S Green would be allowed to sign her declaration at the start of the next meeting.

### 05.21 Co-option of Ninth Councillor

The vacancy for a ninth councillor had been advertised on the Parish Council's website and noticeboards. One application was received, from Mr John Hall.

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

that Mr John Hall be co-opted as a Parish Councillor. Mr Hall then signed the Declaration of Acceptance of Office, witnessed by the Clerk.

**ACTION:** Clerk to advise the Monitoring Officer of the co-option.

#### **06.21 Apologies for Absence**

Apologies were received from Councillor S Scott and from Ms S Green. The reasons given were accepted by the Council.

#### **07.21 Disclosable Pecuniary Interests**

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

#### **08.21 Public Participation session/Matters of Concern/Parish Matters**

Mr James Healey wished to bring to the Parish Council's attention a potential planning issue relating to The Riverside Inn: specifically his concern that no building work is carried out on land behind the pub which could compromise a potential cycle track being run along the old railway line in the future. The Chairman thanked Mr Healey and advised that this is something the Parish Council would keep an eye on and might wish to comment on at a later date.

Sue Wright and her son Christopher (long term Cound residents) were introduced to the Council. They were attending out of interest but had no issues or concerns to raise.

#### **09.21 To approve the minutes of the Parish Council Meeting held on 18 March 2021**

The minutes of the previous meeting had been circulated.

**It was proposed** by Councillor James and seconded by Councillor Sartain and  
**resolved (without opposition)**

that the minutes of the Parish Council Meeting held on 18 March 2021 be accepted as a true record. The minutes were signed accordingly.

#### **10.21 Matters arising from the minutes of the Parish Council Meeting of 18 March 2021**

- a) Update on A458/Cound Park speeding traffic (min ref 36.20, 50.20 & 64.20) - Steve Brown (Head of Transport and Environment at Shropshire Council) will be invited to attend the July meeting as due to covid restriction this meeting was required to be as brief as possible.

**It was agreed** that this would be an agenda item for the July meeting with Steve Brown and Chris Lewis (and/or other Cound Park residents) invited to attend.

**ACTION:** Clerk to email Steve Brown and Chris Lewis re attendance at July meeting.

- b) Ownership of the area around the footbridge on Church Lane – Councillor Sartain had spoken with David and Nancy Waller to try and establish whose land this is and therefore who is responsible for it. They had reported that some time ago they had sought legal advice about who owned the fencing, but it had proved inconclusive. Councillor Sartain said that it is estate fencing as it protects the old mill water system and probably belongs to the landowner rather than Shropshire Council. Councillor Roberts reiterated that the actual lane has never been identified as having any ownership and as it is not a public right of way it does not appear on The Definitive Map. Councillor Wild responded that Shropshire Council does not have a health and safety responsibility as it is not a public right of way. She also advised caution in the Parish Council taking over responsibility of Church Lane as it could require the precept to be doubled or even trebled. Councillors Davies and Hall thought they may possibly have old maps of the area which could be studied and it was suggested that Shropshire Council Archives may also be a source of information. Councillor Howarth generously offered his services as a former property lawyer to give a legal opinion, on behalf of the Parish Council, on any documentation unearthed relating to ownership of Church Lane.
- c) Cound Arbour Bridge – due to the full agenda and the need to restrict items to those of a time-critical nature, Gurnek Singh (Engineering Services & Bridges Manager, Shropshire Council) had been postponed to provisionally attend at the July meeting when he would hopefully discuss available signage options. Councillor Sartain said there were a lot of opinions and ideas amongst parishioners regarding the bridge works and these issues needed to be resolved sooner rather than later. As Steve Brown would be attending the July meeting, and as covid restrictions might still be in place requiring the meeting to be kept brief, Councillor Wild suggested that perhaps she could arrange a site visit with Gurnek Singh one afternoon/evening next month. This suggestion was favourably received.

**It was agreed** that a site visit, giving all interested parties the opportunity to discuss the bridge works, would be a good exercise to move the matter forwards.

**ACTION:** Councillor Wild to try and schedule a site visit with Gurnek Singh.

- d) BT Payphone Removal Consultation – the Clerk had submitted a response to Shropshire Council reconfirming the Parish Council’s objections as stated in the last consultation (2016).

**It was agreed** that this would be discussed further at the July meeting.

#### **11.21 Appointment of member representative for outside bodies**

**It was resolved that**

Councillor Roberts be appointed as LJC Representative and

Councillor Symonds be appointed as SALC Area Committee Representative.

#### **12.21 To receive report from Shropshire Councillor**

Councillor Wild had presented her report at the Annual Parish Meeting held immediately prior to the Parish Council Meeting. Having already spoken regarding the Cound Arbour Bridge, Councillor Wild had nothing further to report unless the Council had anything to ask of her. A brief discussion followed on the progress being made by Airband.

#### **13.21 To receive the defibrillator audit check for the period**

Councillor Roberts had performed the audit checks for the period up to 16<sup>th</sup> May 2021. There were no issues to report.

#### **14.21 To receive Clerk's Report**

The Clerk's Report had been circulated in advance of the meeting and was therefore not read out. At the March meeting it had been agreed that Councillor Sartain would work with the Clerk to create a "Letter of Commendation" to recognise good work carried out by individuals in the local community. A recipient had been identified and the Chairman would be presenting him with a letter and certificate on behalf of the Parish Council. It was suggested that a photograph be taken of the presentation for submission to the parish magazine (and Shropshire Star).

**ACTION:** Councillor Roberts to try and obtain a photograph of the certificate presentation and submit it to the editors of Village Life.

#### **15.21 To review and re-adopt updated Standing Orders**

The Standing Orders had been circulated for review by Councillors before the meeting.

**It was agreed (without opposition)** that the Standing Orders dated 20/05/21 be re-adopted by the Council and signed accordingly.

#### **16.21 To review and re-adopt Financial Regulations**

The Financial Regulations had been circulated for review by Councillors before the meeting.

**It was agreed (without opposition)** that the revised Financial Regulations dated 20/05/21 be adopted by the Council and signed accordingly.

Pursuant to clause 2.2 "On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO" **it was agreed (without opposition)** that Councillor Symonds, having a financial background, be appointed to verify bank reconciliations.

#### **17.21 To review and re-adopt Code of Conduct**

The Code of Conduct had been circulated for review by Councillors before the meeting.

**It was agreed (without opposition)** that the Code of Conduct dated 20/05/21 be adopted by the Council and signed accordingly.

#### **18.21 To receive and review the Risk Assessment Schedule**

The Risk Assessment Schedule had been circulated for review by Councillors before the meeting.

**It was agreed (without opposition)** that the Risk Assessment Schedule dated 20/05/21 be adopted by the Council and signed accordingly.

#### **19.21 To receive and review the Asset Register as at 31/03/21**

The Clerk presented the Asset Register at the year end. No additional assets had been added during the year.

**It was agreed (without opposition)** to adopt the Asset Register as presented. The Chairman

and Clerk signed the copy Asset Register.

#### **20.21 To appoint insurers for the period 01/06/21 – 31/05/22**

Came & Co had provided a quote for insurance of £218 for the next year. There was no increase on last year's premium.

It was **agreed (without opposition)** that Came & Co be appointed as insurers for the period 01/06/21 – 31/05/22.

#### **21.21 Annual Return for the year ended 31 March 2021**

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

##### **a) Final bank reconciliation and accounts 2020/21**

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 2020/21 (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 2020/21 (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 2020/21 (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 completed the Annual Governance Statement to this effect and the Chairman and Clerk signed the statement as approved.

##### **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.

#### **22.21 Guildhall Matters**

Councillor Sartain provided an update: Windows and doors have been ordered and should be fitted in The Guildhall in approximately 6 weeks' time. A fire risk assessment has been carried out by a Fire Officer who has made a number of comments which Councillor Sartain will try and publish over the coming days. Most will be resolved by the new windows and doors and there will be a proper hatch covering to keep the kitchen secure.

Some excellent work has been carried out reordering the books in the bookshop and it is now generating a nice income - £250 in the last month shared between The Guildhall and St Peter's Church.

There had been a few recent bookings/enquiries for The Guildhall. The Riverside Inn was interested in using it to conduct interviews for new staff and for induction training. Also a

couple of ladies in the village are keen to use the kitchen for their new cooking enterprise. They will gain the relevant Shropshire Council approval and certifications and will be making puddings to sell primarily to Ludlow Food Centre. It was agreed that it is good to see people in the local community using the facility.

### 23.21 Current Year Financial matters

#### a) Payments

##### Authorised payments for April and May 2021 from Treasurer's Account

Date	Payee	Description	Amount
21/05/2021	Miss L Harris	Clerk's expenses Apr/May	£ 98.10
21/05/2021	Miss L Harris	Clerk's Salary Apr/May	£ 354.60
21/05/2021	HMRC	PAYE on Clerk's salary	£ 88.60
21/05/2021	SDH Accounting	Audit Fee	£ 150.00
21/05/2021	Came & Co	Annual Insurance Premium	£ 218.00
<b>TOTAL</b>			<b>£ 909.30</b>

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

**resolved (without opposition)**

that the above accounts be approved for payment.

#### b) Bank reconciliation to 16 May 2021

The bank was reconciled at £10,565.98, being the online banking balances on the date the meeting Agenda was prepared. The bank reconciliation was agreed and signed by Councillor Symonds.

### 24.21 Planning

#### 1. Decisions to note:

##### a) Ref: 21/00108/LBC

Address: Mosterley Farm Little Mosterley Cound Shrewsbury Shropshire SY5 6BH

Description: Erection of a single storey side extension affecting a Grade II Listed Building

Validated: 21 Jan 2021

Status: Granted 16 Mar 2021

##### b) Ref: 21/00107/FUL

Address: Mosterley Farm Little Mosterley Cound Shrewsbury Shropshire SY5 6BH

Description: Erection of a single storey side extension

Validated: 21 Jan 2021

Status: Granted 16 Mar 2021

**c) Ref: 21/00426/LBC**

Address: Upper Cound House Upper Cound Shrewsbury Shropshire SY5 6AX

Description: Installation of 6No. replacement timber windows affecting a Grade II Listed Building

Validated: 09 Feb 2021

Status: Granted 10 Apr 2021

**d) Ref: 21/00747/FUL**

Address: Fen Wyatt Little Mosterley Cound Shrewsbury Shropshire SY5 6BG

Description: Erection of a steel portal framed building for storage of agricultural machinery and equipment

Validated: 15 Feb 2021

Status: Granted 31 Mar 2021

**e) Ref: 21/01305/LBC**

Address: The Riverside Inn Cound Shrewsbury Shropshire SY5 6AF

Description: Works affecting a Listed Building to include installation of CCTV cameras/aerial to chimney; painting of east elevation of stable block and south elevation of coach house; modifications to rear veranda structure and kitchen extract/ventilation system; installation of secondary glazing to first floor rear windows; insertion of partition wall to kitchen; partial rebuilding of unstable wall; raising by 300 mm of wall to service yard; insertion of partition wall to coach house; replacement of the coach house floor

Validated: 24 Mar 2021

Status: Granted 6 May 2021

**f) Ref: 21/01671/DIS**

Address: The Riverside Inn Cound Shrewsbury Shropshire SY5 6AF

Description: Discharge of condition 5 (photographic record) on listed building consent 20/04130/LBC

Validated: 01 Apr 2021

Status: Granted 6 Apr 2021

**2. Planning applications for consideration**

**a) Ref: 21/01740/FUL**

Address: Tree Tops 2 Briars Court Upper Cound Shrewsbury Shropshire SY5 6AG

Description: Erection of a single storey rear extension following demolition of existing conservatory

Validated: 06 Apr 2021

Status: Awaiting decision

**b) Ref: 21/01430/FUL**

Address: The Riverside Inn Cound Shrewsbury Shropshire SY5 6AF

Description: Demolition of existing brick retaining wall and replacement with timber post retaining structure; creation of paved seating areas; construction of external fire; installation of wooden posts and festoon lights; landscaping scheme.

Validated: 25 Mar 2021

Status: Pending Consideration

**c) Ref: 21/01247/ADV**

Address: The Riverside Inn Cound Shrewsbury Shropshire SY5 6AF

Description: Erect and display 1No. externally illuminated painted building sign, 4No. non illuminated painted building signs, 2No. non illuminated building mounted entrance signs, 2No. non illuminated chalkboard signs, 1No. externally illuminated totem sign, 3No. externally illuminated roadside post signs, 1No. non illuminated building mounted sign and 1No. non illuminated wooden directional post sign

Validated: 11 Mar 2021

Status: Pending Consideration

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

**25.21 Correspondence**

- Richard Hutchinson – had emailed requesting clarification on the tendering process for the Environmental Maintenance Contract. The Clerk replied addressing each of his concerns.
- Stephen Crack – CountryFile free tree scheme. The Clerk had responded explaining the covid restrictions on this meeting and advising matter will be placed on July's agenda.
- Nicola Moscrop – Fullway Ford depth guage and road surface outside her property. The Clerk had responded explaining the covid restrictions on this meeting and advising matter will be placed on July's agenda.
- Stuart Austin – Business Development Executive from Airband. Happy to attend July's meeting to introduce himself.

**26.21 Minor matters not included elsewhere on agenda and future agenda items**

- Councillor Roberts recommended that a letter of thanks be sent to Linda Clutterbuck and



Mervyn Smith for their service as Parish Councillors. Also to Simon Scott for his service as Parish Council Chairman.

**ACTION:** Councillor Roberts to liaise with the Clerk regarding these letters of thanks.

- No invoices received from SLB Groundcare to date.

**ACTION:** Clerk to email Mr Bott of SLB Groundcare advising that invoices are only approved for payment at Parish Council meetings which happen every two months so he will not be paid for April's work until July and therefore should submit invoices regularly.

- Additional bank signatories now that former signatories L Clutterbuck and M Smith were no longer on the Council.

**ACTION:** July's agenda.

- Cricket Club parking – recently the car park had been full, and people had parked on both sides of the road possibly preventing emergency vehicle access.

**ACTION:** July's agenda.

- Councillor Howarth asked if there could be a discussion on a defibrillator for Cound Park (funded by residents) brought in to become part of village scheme.

**ACTION:** July's agenda.

- Councillor James raised the use of email to discuss parish matters.

**ACTION:** July's agenda.

#### **27.21 Dates of next meetings**

Thursday 15 July 2021 at 7.30pm at The Guildhall, Cound

Thursday 16 September 2021 at 7.30pm at The Guildhall, Cound

Thursday 18 November 2021 at 7.30pm at Cound Moor Village Hall

Thursday 20 January 2022 at 7.30pm at Cound Moor Village Hall

Thursday 17 March 2022 at 7.30pm at Cound Moor Village Hall

Thursday 19 May 2022 at 7.30pm at The Guildhall, Cound (APM and AGM)

The Chairman thanked everybody for attending and the meeting closed at 9.15pm.

Signed by Chairman: ..... Date: .....