

UFFINGTON PARISH COUNCIL

Chairman: Councillor Lynne Padmore
New Bungalow
Uffington
Shrewsbury SY4 4SP

Telephone: 01743 709524

Clerk: Lisa Harris

Telephone: 07748 648382
Email: uffingtonpc@gmail.com

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held following the Annual Parish Meeting on 15 May 2023 in Uffington Village Hall

Present: Parish Councillors L Padmore (Chair), P Daimond and E Strawbridge

Present: One member of the public

Clerk: Lisa Harris

01.23 Election of Chairman

The Chair asked for nominations for Chairman.

It was proposed by Councillor Daimond and seconded by Councillor Strawbridge and
resolved (without opposition)

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

02.23 Chairman signs Declaration of Acceptance of Office

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

03.23 Election of Vice Chairman

It was proposed by Councillor Padmore and seconded by Councillor Strawbridge and
resolved (without opposition)

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

04.23 Chairman's welcome

Councillor Padmore welcomed all to the meeting.

05.23 Apologies for Absence

None

06.23 Disclosable Pecuniary Interests

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

07.23 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.

No members of the public wished to speak.

08.23 To approve the minutes of the Parish Council Meeting held on 13 March 2023

The minutes of the previous meeting had been circulated.

It was proposed by Councillor Strawbridge and seconded by Councillor Daimond and **resolved (without opposition)**

that the minutes of the Parish Council Meeting held on 13 March 2023 be accepted as a true record.

The minutes were signed accordingly.

09.23 Clerk's Report on matters arising since the Parish Council Meeting of 13 March 2023

- Memorial benches (commemorating Queen Elizabeth II and celebrating the Coronation of King Charles III) ordered and securely sited at the Village Hall.
- Clerk had spoken to Highways at Shropshire Council about the road safety concern when exiting the properties near the canal path. Shropshire Council agreed to site a visibility mirror (at their cost) at the location. This will take place at some point during the 2023/24 financial year.
- Following the resignations of Councillors Blake and Carter, the two Notice of Casual Vacancy had been issued by Shropshire Council for the requisite period.
- Clerk had finalised the end of year accounts and submitted all records to the Internal Auditor for examination. The results of the audit had been extremely favourable.

10.23 To receive report from Shropshire Councillor

Having given a full report at the earlier Annual Parish Meeting, Councillor Picton had nothing further to add and in order to attend a Shropshire Council event did not stay for the Annual Parish Council Meeting.

11.23 To receive defibrillator report for the period

Councillor Strawbridge confirmed that the defibrillator was ready to use as and when required. He requested some additional training on how to correctly check the battery/pad life of the equipment.

ACTION: Clerk to contact MedUK Group to come out and provide some training for Councillor Strawbridge and anyone else interested in checking the equipment.

12.23 To review and re-adopt 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 15/05/23 be re-adopted by the Council and signed accordingly.

13.23 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 15/05/23 be adopted by the Council and signed accordingly.

14.23 To review and re-adopt updated 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 15/05/23 be adopted by the Council and signed accordingly.

15.23 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 15/05/23 be adopted by the Council and signed accordingly.

16.23 To receive and review the Asset Register as at 31/03/23

The Clerk presented the Asset Register at the year end. No additional assets had been added during the year but the two new memorial benches would be added to the register for the 2023/24 financial year.

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

17.23 Annual Return for the year ended 31 March 2023

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

a) Final bank reconciliation and accounts 2022/23

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

b) Internal Audit report 2022/23 (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 (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 (AGAR part 2 page 5)

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

18.23 To appoint insurers for the period 01/06/23 – 31/05/24

The Clerk had obtained a number of quotes and Zurich Insurance was the most competitively priced at £300, which surprisingly had not increased on the cost of cover for 2022/23.

It was agreed (without opposition) that Zurich be appointed as insurers for the period 01/06/23 – 31/05/24

19.23 Current Financial Matters

a) Payments

Date	Payee	Description	Amount
15/05/23	Miss L Harris	Clerk's expenses April/May '23	£ 64.30
15/05/23	Miss L Harris	Clerk's salary April/May '23	£ 896.04
15/05/23	HMRC	PAYE on Clerk's salary April/May '23	£ 224.40
15/05/23	SALC	Affiliation Fees	£ 179.50
15/05/23	DM Payroll Services	Payroll Services	£ 120.00
15/05/23	Zurich Insurance	Insurance cover 2023/24	£ 300.00
15/05/23	Shropshire Council	Joint energy costs 2023/24 (quarterly)	£ 96.10
15/05/23	Mrs K J Symonds	Internal Audit	£ 160.00
TOTAL			£ 2040.34

It was proposed by Councillor Padmore and seconded by Councillor Daimond and **resolved (without opposition)**

that the above accounts be approved for payment.

b) Bank reconciliation to 13 May 2023

The bank was reconciled at £29,111.73, being the online banking balances on the date the accounts for the meeting were prepared. The bank reconciliation was agreed and signed accordingly.

20.23 Highway Matters

None.

21.23 Planning

1. Decisions to note

a. Ref: 23/00345/FUL

Address: 1 Haughmond Houses Somerwood Uffington Shrewsbury Shropshire SY4 4RN

Description: Erection of a two storey extension to rear, internal alterations, insertion of doors to rear and replacement side door

Validated: 06 Feb 2023

Status: Withdrawn

b. Ref: 23/00254/FUL

Address: Proposed Commercial Development Land To The South Of Uffington Shrewsbury Shropshire

Description: Installation of a battery energy storage system (BESS) compound including change of use of land and formation of vehicular access

Validated: 27 Jan 2023

Status: Grant Permission

2. Planning applications for consideration

a. Ref: 23/00730/CPL

Address: 5 Old Top Cottages Uffington Shrewsbury Shropshire SY4 4SS

Description: Application for a Lawful Development Certificate for conversion of attached garage to additional space/annex

Validated: 22 Mar 2023

Status: Pending Consideration

b. Ref: 23/01213/DIS

Address: Gables Farm Uffington Shrewsbury Shropshire SY4 4SE

Description: Discharge of condition 3 (External Materials) 4 (Lighting Plan) 5 (Landscaping) 8 (Bat and Bird Boxes) attached to planning permission 22/05291

Validated: 20 Mar 2023

Status: Pending Consideration

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

22.23 Correspondence to note

The email resignation of Councillor Carter had been received.

23.23 To consider co-option for the Casual Vacancies

Due to the bank holidays in May, the requisite period for displaying the Notice of Casual Vacancy does not expire until 16 May and therefore co-option could not take place at this meeting. It was therefore agreed that an extraordinary meeting would be held on 17 May at which the co-options would take place providing confirmation had been received from Shropshire Council that a by-election would not be required.

24.23 Future agenda items

Councillor Padmore requested that the Community Speed Watch scheme be put on the next agenda as the notice asking for volunteers would have been placed in The Church Times by then.

ACTION: Clerk to put Community Speed Watch on the July agenda.

25.23 Date and time of next meetings – all held in Uffington Village Hall

Monday 10 July 2023, 7.30pm

Monday 11 September 2023, 7.30pm

Monday 13 November 2023, 7.30pm

Monday 8 January 2024, 7.30pm

Monday 11 March 2024, 7.30pm

Monday 13 May 2024, 7.30pm

The Chairman thanked everybody for attending and the meeting closed at 8.54pm.

Signed by Chairman:

Date: 10 July 2023