

Annual Parish Council Meeting

MINUTES

Monday 12th May 2025

Starting at 7.30pm

1. **Clerks welcome**, the clerk welcomed all to the meeting. She then instructed all those who had submitted papers to sign their declaration of Acceptance of Office.
2. **All members to sign their Declarations of Acceptance of Office** this was done in the presence of the clerk.
3. **Election of Chairman**. The clerk invited proposals for the position of Chairman. Councillor P Pardoe proposed Councillor R Reynolds, this was seconded by Councillor E Williams and agreed by all. Councillor Reynolds consented to be the Chairman.
4. **Chairman to sign their Declaration of Acceptance of Office**. This was done in the presence of the clerk.
5. **Chairmans Welcome** the chairman welcomed all to the meeting.
6. Election of Vice-Chairman, the chairman invited proposals for the position of Vice-Chairman. Councillor P Pardoe proposed Councillor R Lawrence; this was seconded by Councillor O Williams. Councillor Lawrence consented to be Vice-chairman.
7. **Vice-Chairman to sign their Declaration of Acceptance of Office**, this was done in the presence of the clerk.
8. **Co -Option of members to fill the two remaining vacancies** .C Baker and A Holt expressed a wish to join the Parish Council. They were then invited to join the council members at the table.
9. **Signing of Declaration of Acceptance of Office** this was done in the presence of the clerk.
10. **Council to Agree the minutes from the March 2025 meeting and the minutes from the extraordinary meeting on 4th April 2025**. It was agreed that these were a true and accurate record of the meeting. Proposed by Councillor Pardoe, seconded by Councillor Lawrence and agreed by all members present.
11. **Shropshire Councillor to report**. The new Shropshire Councillor Chris Naylor introduced himself to the meeting. He asked members to get in touch with him about any priorities they may have . He is aware of the desire for a Road Crossing in Leebotwood, he said that he was in touch with a highways agent Mr Walmsley who was prepared to come to site and meet with the local councillors and discuss possible ways forward. He was looking to have quarterly meetings with parishes where people could meet him and speak on concerns. He would also be visiting each village/parish weekly to see what is anything needed doing.
12. **Public Session** There were no members of the public present.
13. **Policing**: Council to agree their Policing Priorities for the parishes. After discussion it was agreed that these would be
 - a. Speeding through both villages.
 - b. Thefts of farm machinery and thefts from outbuildings
 - c. Antisocial parking outside school.

14. Planning Applications;

Ref:25/01160/FUL

Address: Lawley Farm, Longnor, SY5 7QG

Proposal: Garage/Outbuilding/Workshop for vintage tractor storage and other vehicle storage and restoration

After discussion it was agreed that the Parish Council fully supported these applications.

Ref: 25/01323/FUL

Address: Greenfields, Leebotwood, SY6 6LU

Proposal: Erection of garage and hobby room with office above

After discussion it was agreed that the Parish Council fully supported this application.

15. Highways -Members to report any Highways Matters

Councillor Pardoe reported that Longnor village could do with some VAS to help slow vehicles down through the village particularly at School start of day and close of day, possibly some 20mph. *Clerk to look into the prices of solar powered VAS.* He also said the VAS in Leebotwood could do with updating and possibly have one at each end of the village.

Clerk was asked to request visits from the Speed Camera Van

Councillor Holt reported that several lights were not working. He would give the number of the street lights to the clerk for her to report. **Clerks Report-** the clerk explained that member would be required to complete their Register of Interests on line via Shropshire Councils intranet. She would send all their e-mail addresses to SC and they would contact them and give them a user name and password to log on and complete this. There was also a guide from SALC on the process which she would send to members.

16. Report on status of the Defibrillator at Leebotwood Village Hall. This had been checked and was ready for use

17. Financial Report

- a. Council to agree to pay the invoices as presented by the clerk It was agreed to pay the invoices as presented by the clerk. Councillor Baker was instructed to make these payments as the clerk still has no access to the Bank Account. Councillor Reynolds to authorise them. Proposed By Councillor C Baker, seconded by Councillor R Reynolds
- b. Payments made

	1 FP	Leebotwood Village Hall	20.00
	2 FP	Gwilym Rippon	110.30
	3 FP	HMRC	352.14
	4 FP	Gwilym Rippon	528.22
	5 FP	Linwood Timber	820.01
	6 D/D	Hugo Fox	11.99
Bank		Bank Charges	6.00
	7 FP	Huws & Gray	298.62
	8 FP	C May	220.00
	9 FP	SALC	310.36
	10 FP	Jennie Griffiths	110.00
	11 FP	Adrian Evans	1800.00
	12 D/D	Hugo Fox	11.99
		subtotal	4599.63

- c. Council to accept Bank Reconciliation as presented by the clerk It was agreed to accept the Bank Reconciliation as presented by the clerk.
- d. Council to accept the Financial Year End Figures as presented by the clerk. It was agreed to accept the Yearend figures as presented by the clerk.
- e. Council to receive the Internal Auditors Report. This was noted

- f. Council to agree to certify itself as Exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. It was agreed to Certify itself as Exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
 - g. Council to accept the Annual Internal Audit Report. The Council accepted the Internal Auditors Report
 - h. Council to complete Section 1 of Annual Governance Statement 2024/2025 It was agreed to complete and accept the Section 1 of the Annual Governance 2024/2025
 - i. Council to accept Section 2 Accounting Statements 2024/2025 It was agreed to accept Section 2 of The Annual Governance 2024/2025
 - j. Council to agree additional Bank signatories. It was agreed the clerk would be added to the Unity Trust bank but that she would also start the process of opening a bank account with Lloyds Bank.
 - k. Council to agree hours for Interim Clerk. It was agreed that the hours should be amended to 6 hours per week , which the previous clerk was on.
All the above were proposed by Councillor Reynolds, seconded by Councillor Lawrence and agreed by all members present.
- 18. Parish Matters** - Councillor E Williams reported that there was bridge on one of the public footpaths which was missing several slats and needed repairing. *Clerk to look into who to contact about this and ask them to attend the next council meeting to speak to members.*
- 19. Date and time of meetings for the next year**
2025
July 14th Longnor Village Hall starting at 7.30 p.m.
September 8th Leebotwood Village Hall starting at 7.30 p.m.
November 10th Longnor Village Hall starting at 7.30 p.m.
January 12th Leebotwood Village Hall starting at 7.30 p.m.
March 9th Longnor Village Hall, starting at 7.30.p.m.
May 11th Leebotwood Village Hall starting at 7.30 p.m.
- 20. Date and time of next meeting** It was agreed that this would be held on Monday 14th July 2025 at Longnor Village Hall starting at 7.00 pm
- 21.** The Chairman thanked all for attending and closed the meeting at 9.15pm