

HADNALL PARISH COUNCIL

Chairman Neil Duxbury

AGM 2002

Thurs 16th MAY 2002

AGENDA 025

Hadnall Parish Council AGM 2002 and May Meeting to be held at 7.30pm in Hadnall Primary School

- A. **APPOINT or CONFIRM** HPC's OFFICIALS+REPRESENTITIVES: 2002-2003
 - A.1 Election of HPC's **CHAIRMAN**
 - A.2 Election of HPC's **VICE CHAIRMAN**
 - A.3 Appoint/Confirm HPC **REPRESENTATIVES** to SAPTC AREA COMMITTEE
 - A.4 Appoint/Confirm any HPC **COMMITTEE MEMBERS ??**
- 1. **PRELIMINARY**
 - 1.1 **APOLOGIES** for ABSENCE
 - 1.2 **DECLARATIONS** of INTEREST
 - 2.1 **CONFIRMATION** of MARCH MINUTES [Routine Mar'02 Meeting] *Chair to Sign Minutes*
 - 2.2 **CONFIRMATION** of APRIL MINUTES [Extraordinary Meeting 22 Apr'02] *Chair to Sign Minutes*
- 3. **MATTERS ARISING**
 - 3.1 Any matters raised from the March 2002 Routine Meeting Minutes
 - 3.2 Any matters raised from the April 2002 Extraordinary Meeting Minutes
 - 4. **CORRESPONDENCE** and any *Other Items* raised from Routine Mail
 - 4.1 **HPC Parish Grants:** an Appeal received from *Shropshire Air Ambulance*
 - 4.2 **RAF Shawbury** Noise Liaison Group Meeting on Mon 8 July'02 (revised date: details to follow)
 - 4.3 **Reopening of Hadnall Station**
 - 4.4 **Twinning:** Sailly sur la Lys near Lille in France
 - 4.5 **NSDC Funding Newsletter**
 - 4.6 **Hadnall Primary School** The appointment of a School Governor
 - 4.7 **Minister of Rural Affairs** Letter explaining the Times Article regarding '*Dibley Villages*'
 - 4.8 **N.Shrops District Crime Audit** N.Shrops Community Safety Partnership: Crime+Disorder Strategy 02/05
- 5. **PLANNING MATTERS** including any *LATE* Planning Items
 - 5.1 **Application decided:** Construction of *five units* at **Station Buildings**.
 - 5.2 **Applications received:** Any *LATE* applications received *after* the distribution of this Agenda 025 ??
- 6. **PARISH ROADS** any *EXTRA* Minor Routine Roads Items for the Clerk
- 7. **COUNTRYSIDE and RIGHTS OF WAY** any *EXTRA* Items raised at this Meeting 025
- 8. **FINANCIAL MATTERS** HPC Bank Balance at 16 May'02 = £7194.06
 - 8.1 To Consider: Payment of a **Vital Villages Grant of £2000** to the Hadnall *Vital Villages Committee* ??
 - 8.2 To Consider: Hadnall Parish **Lottery Grant Scheme:** *commencing* with £2000 to *Hadnall Village Hall* ??
 - 8.3 **Revised Audit Arrangements** New Lighter Touch Audit Regime
 - 8.4 **Date of Next Triennial Audit** by the District Auditor
 - 8.5 **To Update HPC's Bank Account Mandate** Add Cllrs Mrs C.Bolland+Mr R.Tonge+Mr S.Sharp ??
 - 8.6 **Note:** The 02/03 Precept of £4000 should have been paid into our Bank Account by 27th April 2002.
- 9. **ACCOUNTS** Meeting 025 Date: 16 May 2002 *Year-3*
 - 9.1 **PAY** Cornhill Insurance HPC cover till 1 Jun'03 Premium = £259.00 APPROVED??
 - 9.2 **PAY** The Retiring Clerk His Annual Salary for 2001/2002 = £600.00 APPROVED??
- 10. **OFFICIAL MATTERS** including any *LATE* Official Information
 - 10.1 **Temporary Acting Clerk's Remit:** the voluntary *unpaid* Minuting of this May Meeting *ONLY*.
 - 10.2 **Acting Clerk Suggests:** Initial Consideration of a **Presentation** to our Retiring Clerk ??
 - 10.3 **Acting Clerk Suggests:** Re-consider **Appointment of a Permanent Clerk** to Hadnall Parish Council ??
- 11. **PARISH MATTERS** any Parish Matters raised *and* Minor Routine Parish Items for the Clerk
- 12. **DATE OF NEXT MEETING** of Hadnall Parish Council in Hadnall Primary School. *Time? Date?*

AGM 2002

Ian A. Hutchinson Acting Hadnall Parish Clerk

Ian A. Hutchinson Acting Hadnall Parish Clerk Parish Office Montford Bridge Shrewsbury SY4 1ER Fax: (01743) 850504

H/HAD-A025

HADNALL PARISH COUNCIL

AGENDA 025

Parish Clerk

Chairman Neil Duxbury

AGM 2002

Thurs 16th MAY 2002

MINUTES 025

- MINUTES of Hadnall Parish Council AGM 2002 and May Meeting held in Hadnall Primary School.
- ▶ The actual *delayed start* was at 8.00pm pending the arrival of a *quorum of three*. NOTED
 - ▶ Since only the bare minimum quorum of three Councillors attended this Meeting 025 many items on this Agenda 025 were *DEFERRED* to the next Meeting 026. NOTED
 - ▶ The Chairman apologised for failing to distribute copies of Agenda 025 to all Cllrs. NOTED

PRESENT: at AGM+Routine HPC Meeting 025 held at 7.30pm in HADNALL SCHOOL HALL:-
Parish Cllrs: Chairman Neil Duxbury *Presiding*, plus: Cllr Phil Price and Madame Cllr Ann Dytor.
Plus: Station Commander and: Community Relations Officer from RAF Shawbury
Plus: Ian A. Hutchinson *Unpaid Acting Clerk* for this Meeting 025 *ONLY*.

- A. **APPOINT or CONFIRM HPC's OFFICIALS+REPRESENTITIVES: 2002-2003**
- A.1 Election of HPC's **CHAIRMAN** Cllr *Neil Duxbury* was proposed by Cllr Price and seconded by Madame Cllr Dytor and was therefore re-elected as Chairman of HPC by unanimous vote. **AGREED**
- A.2 Election of HPC's **VICE CHAIRMAN** **DEFERRED**
- A.3 Appoint/Confirm HPC **REPRESENTATIVES** to SAPTC AREA COMMITTEE **DEFERRED**
- A.4 Appoint/Confirm any HPC **COMMITTEE MEMBERS** **DEFERRED**

0.0 **PRELIMINARY OPEN FORUM** *for Public Representations*

The Station Commander and Community Relations Officer from RAF Shawbury gave brief descriptions of their roles plus the *open community policy* of RAF Shawbury including noise abatement measures. The Chair and Cllrs expressed appreciation of the beneficial effects of RAF Shawbury on Hadnall Parish. The Chairman thanked the Officers for attending this Meeting and apologised for the late start. NOTED

- 1.1 **APOLOGIES** were received and **ACCEPTED** [and absences were NOTED] from:
Cllrs: Brisbourne, Weaver, Sharpe, Tonge *plus: Madame Cllr Bolland*. NOTED
- 1.2 **DECLARATIONS of INTEREST** None were received at this Meeting 025 NOTED
- 2. The Confirmation and Signing of the **MINUTES OF PREVIOUS MEETINGS** pages 68-71 held on:
Thursday 22 April 2002 *and* Thursday 21 March 2002 was **DEFERRED** to our next Meeting 026.
- 2.1 **CONFIRMATION and signing of MARCH MINUTES** Routine Mar'02 Meeting **DEFERRED**
- 2.2 **CONFIRMATION and signing of APRIL MINUTES** Extraordinary Meeting 22 Apr'02 **DEFERRED**
- 3. **MATTERS ARISING**
- 3.1 Any matters raised from the March 2002 Routine Meeting Minutes: None were raised. NOTED
- 3.2 Any matters raised from the April 2002 Extraordinary Meeting Minutes: None were raised. NOTED
- 4. **CORRESPONDENCE** and various *Other Items* raised from our Routine Mail were all NOTED
- 4.1 **HPC Parish Grants:** an Appeal received from *Shropshire Air Ambulance*. NOTED
- 4.2 **RAF Shawbury Noise Liaison Group Meeting** on Mon 8 July'02 (revised date) Cllr Roy Tonge usually attends these Meetings and so he should be notified by the Chairman. **DEFERRED AGREED**
- 4.3 **Reopening of Hadnall Station** This has been **APPROVED** in principle at a previous HPC Meeting and so our new Clerk will need to place this Item on a subsequent Agenda. **DEFERRED AGREED**
- 4.4 **Twinning: Sailly sur la Lys** near Lille in France. Due to the significant difference in size and population of *Sailly sur la Lys* and Hadnall Village this proposal was **REJECTED**. New Clerk to reply. **AGREED**
- 4.5 **NSDC Funding Newsletter** was NOTED and will be passed to the new Clerk.
- 4.6 **Hadnall Primary School** The appointment of a School Governor: This matter is in hand and Charles Bolland has expressed interest. NOTED
- 4.7 **Minister of Rural Affairs** Letter explaining the Times Article regarding '*Dibley Villages*' was NOTED. The Acting Clerk explained that in the letter the Minister pledges not to abolish Parish Councils and instead intends to assist all Parish Councils to improve and develop. NOTED
- 4.8 **N.Shrops District Crime Audit** N.Shrops Community Safety Partnership: Crime+Disorder Strategy 02/05
- 5. **PLANNING MATTERS** including any *LATE* Planning Items:
 - 5.1 **Application decided:** Construction of *five units* at **Station Buildings**. NOTED
 - 5.2 **Applications received:** No *LATE* applications were received. NOTED
- 6. **PARISH ROADS** any *EXTRA* Minor Routine Roads Items for the Clerk: None were raised NOTED

MINUTES-025 Continues Over

CHAIRMAN'S INITIALS: 

7. **COUNTRYSIDE and RIGHTS OF WAY** No items were raised at this Meeting 025. NOTED
8. **FINANCIAL MATTERS** HPC Bank Balance at 16 May'02 = £7194.06 NOTED
- 8.1 To Consider: Payment of a **Vital Villages Grant of £2000** to the Hadnall *Vital Villages Committee*.
 ▶ This Item was discussed and **DEFERRED** until Meeting 026 when more Cllrs may be present. **AGREED**
 ▶ Concern was expressed at the size of donation proposed since it would involve increasing our next Precept for April 2003 by 50% from £4000 to £6000. The Chairman feels that HPC should actively support this vital project even if it requires a significant increase of the next Precept. NOTED
- 8.2 To Consider: Hadnall Parish **Lottery Grant Scheme: commencing with £2000 to Hadnall Village Hall**.
 ▶ This Item was discussed and **DEFERRED** until Meeting 026 when more Cllrs may be present. **AGREED**
- 8.3 **Revised Audit Arrangements** New Lighter Touch Audit Regime.
 The draft new *Annual Report* from HPC including: the Clerk's Annual Summary and the Parish Council's Assurance and the new Internal Auditor's Annual Report and the External Auditor's Certificate was briefly examined and NOTED. The Acting Clerk advises that this new Audit Regime is less secure and may even be more expensive for HPC. NOTED
 ▶ **ACTION REQUIRED:** the appointment of HPC **Internal Auditor:** either an unpaid volunteer or else a paid professional as advertised in SALC's Clerk's Clippings. **DEFERRED**
- 8.4 **Date of Next Triennial Audit** by the District Auditor is noted in correspondence between the former Clerk and the District Auditor who will complete the old style *triennial audits* and then hand over to the new *External Auditor*. **ACTION REQUIRED** by the new Clerk. **DEFERRED** NOTED
- 8.5 **To Update HPC's Bank Account Mandate** Add Cllrs Mrs C.Bolland+Mr R.Tonge+Mr S.Sharp. This was **APPROVED** in principle. **ACTION REQUIRED** by the Chairman. **AGREED nem.con.**
- 8.6 **Note:** The **02/03 Precept of £4000** was paid into our Bank Account before 27th April 2002. NOTED

9. **ACCOUNTS** Meeting 025 Date: 16 May 2002

Year-3

Proposed by Madame Cllr Dytor and seconded by Cllr Price that these accounts be PAID:

- 9.1 **PAY Cornhill Insurance** HPC cover till 1 Jun'03 Premium = £259.00 **APPROVED**
- 9.2 **PAY The Retiring Clerk** His Annual Salary for 2001/2002 = £600.00 **APPROVED**

Note: The Acting Clerk took away the original copy of A/c 9.1 along with HPC Chq: 448 and he will post both to Cornhill Insurance tomorrow and return the original account copy to the Chairman. **AGREED**

10. **OFFICIAL MATTERS** including any *LATE* Official Information

- 10.1 **Temporary Acting Clerk's Remit** is the voluntary *unpaid* Minuting of this May Meeting *ONLY*.
 ▶ The Chairman and Cllrs warmly thanked the Acting Clerk for his voluntary assistance. NOTED
 ▶ HPC offered to pay expenses to the Acting Clerk but this offer was declined with thanks. NOTED
 ▶ The Acting Clerk offers his services as a tribute to the work of HPC's former Clerk Tony Hall. NOTED
 ▶ The Acting Clerk has made it clear that he is not going to apply for the permanent post. NOTED
- 10.2 **Acting Clerk Suggests:** Initial Consideration of a **Presentation to our Retiring Clerk**.
 This proposal was **APPROVED** in principle. It was suggested that we should now approach *all* our village organisations to seek donations towards a retirement gift and/or monies. **AGREED**
- 10.3 **Acting Clerk Suggests:** Re-consider **Appointment of a Permanent Clerk** to Hadnall Parish Council.
 ▶ The Acting Clerk advised that advertising *specific* hours and pay might attract more candidates. NOTED
 ▶ The Acting Clerk will send full details of the *National Pay Scales* to the Chairman. NOTED
 ▶ **Five hours** a week might be paid for 52 weeks making a total of **260 hours** per financial year. NOTED
 ▶ At a National hourly rate of £6.69 this would be a starting *annual salary* of **£1739.40** NOTED
 ▶ The Acting Clerk declared an **INTEREST** as a national campaigner for *realistic* Clerks' pay. NOTED

11. **PARISH MATTERS** any Parish Matters raised and Minor Routine Parish Items for the Clerk

11.A **EXTRA ITEM** Two new extra **dog bins** have been requested. **DEFERRED** to next Agenda. **AGREED**

12. **DATE OF NEXT MEETING** of Hadnall Parish Council in Hadnall Primary School at 7.30pm on **THURSDAY 13TH JUNE 2002**. **AGREED**

- ▶ All the Items **DEFERRED** from this Meeting will be included on Draft Agenda 026 which the Acting Clerk will prepare and forward to the Chairman as soon as possible. **AGREED**
 ▶ The Acting Clerk will prepare a **Jobs List** for *action* by the Chairman and/or the new Clerk. **AGREED**

MEETING 025 CLOSED 9.25 pm

CHAIRMAN'S SIGNATURE:

Cllr Neil Duxbury

Dated:

15/5/02

HADNALL PARISH COUNCIL

Chairman Neil Duxbury

MEETING 026

Thurs 13th JUNE 2002

AGENDA 026

Hadnall Parish Council Meeting 026 to be held at 7.30pm in Hadnall Primary School

0. **PRELIMINARY** and **OPEN FORUM** for any invited speakers and representations from Parishioners.
1. **APOLOGIES for ABSENCE**
- 2.1 **CONFIRMATION of MARCH MINUTES** [Routine Mar'02 Meeting] *Chair to Sign Minutes*
- 2.2 **CONFIRMATION of APRIL MINUTES** [Extraordinary Meeting 22 Apr'02] *Chair to Sign Minutes*
- 2.3 **CONFIRMATION of MAY MINUTES** [AGM'02+Routine May'02 Meeting] *Chair to Sign Minutes*
3. **MATTERS ARISING**
- 3.1 Any matters raised from the March 2002 Routine Meeting Minutes
- 3.2 Any matters raised from the April 2002 Extraordinary Meeting Minutes
- 3.3 Any matters raised from the May 2002 AGM and Routine May'02 Minutes
4. **CORRESPONDENCE** and any *Other Items* raised from Routine Mail
- 4.1 **RAF Shawbury Noise Liaison Group Meeting** on Mon 8 July'02 (revised date: details to follow)
- 4.2 **Reopening of Hadnall Station** To consider any further developments
- 4.3 **Hadnall Primary School** To confirm the appointment of a School Governor
5. **PLANNING MATTERS** including any *LATE* Planning Items
- 5.1 **Application decided:** Any applications decided ??
- 5.2 **Applications received:** Any applications received ??
6. **FINANCIAL MATTERS** HPC Bank Balance at 16 May'02 = £7194.06
- 6.1 To Consider: Payment of a **Vital Villages Grant of £2000** to the Hadnall *Vital Villages Committee* ??
- 6.2 To Consider: Hadnall Parish **Lottery Grant Scheme**: commencing with £2000 to *Hadnall Village Hall* ??
- 6.3 **Revised Audit Arrangements** Appointment of HPC *Internal Auditor* voluntary or professional ??
- 6.4 **Date of Next Triennial Audit** by the District Auditor
- 6.5 **Update of HPC's Bank Account Mandate** Cllrs Mrs C.Bolland + Mr R.Tonge + Mr S.Sharp added.
7. **ACCOUNTS** Meeting 026 Date: 13 June 2002 Year-3
8. **OFFICIAL MATTERS** including any *LATE* Official Information
- 8.1 Elect a Parish Council **Vice Chairman** for May 2002 to May 2003
- 8.2 Appoint Parish Council **Representatives to SAPTC Area Committee**
- 8.3 Re-consider **Appointment of a Permanent Clerk** to Hadnall Parish Council.
- 8.4 Initial Consideration of a **Presentation** to our Retiring Clerk.
9. **PARISH MATTERS** any Parish Matters raised *and* Minor Routine Parish Items for the Clerk
10. **DATE OF NEXT MEETING** of HPC at 7.30pm Hadnall Primary School. *Fix time + date*

Ian A. Hutchinson *Acting Hadnall Parish Clerk*

Ian A. Hutchinson *Acting Hadnall Parish Clerk* Parish Office Montford Bridge Shrewsbury SY4 1ER Tel/Fax: (01743) 850504