

Llanyblodwel Parish Council

Minutes of the Meeting of Llanyblodwel Parish Council held on Thursday 12th January 2023 at 7.30pm in the Llanyblodwel and Porthywaen Memorial Institute.

Present: Cllr A R Beckett (Chair), Cllr R Argyle (Vice-Chair), Cllr N Williams, Cllr D Counsell, Cllr H Dixon, Cllr P Shellard, Cllr T Lewis, Cllr B Cross and Cllr B Edwards.

In attendance: The Clerk (Mrs Amy Jones).

MINUTES

01.23 Apologies for absence

To receive apologies for absence.

02.23 Disclosable Pecuniary Interests

- a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
- b) To consider applications for dispensation.

03.23 Public Participation Session

A period of 15 minutes will be set aside for the public to speak on any items on the agenda.

04.23 Minutes

To confirm the minutes of the Meeting of the Parish Council held on 10th November 2022.

It was **RESOLVED** to approve the minutes of the Meeting of the Parish Council held on 10th November 2022 and they were signed by the Chair as a true record.

05.23 Planning Matters

a) Planning Decisions and Updates – To note

- I. **Reference:** 22/03827/OUT (validated: 22/08/2022)

Address: Proposed Residential Development Land East Of, Brynmelyn, Llynclys.

Proposal: Outline permission for the erection of 5 no affordable dwellings and all associated works

Decision: Refuse

RESOLVED to note.

b) Planning Applications for consideration (Please view Shropshire Council Planning Register online prior to the meeting)

- I. **Planning reference** – none received at date the agenda was published.

c) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website.

- II. **Reference:** 22/05695/FUL (validated: 21/12/2022)

Address: Proposed Conversion Of Garage SW Of Min Y Dwr, Llanyblodwel

Proposal: Conversion and change of use of existing garage, office and storage building, into a 2 bed holiday let for tourism purposes

06.23

Reports

a. Clerk's Report (attached)

Matter reported to Clerk	Action Taken
When you leave the A495 at the Quarry Entrance signposted for Sweeney Mountain, go over the bridge and then at the entrance to Quarry / Sweeney mountain where you would turn left to go up to the Quarry, the white line road markings have totally disappeared.	Reported to Sept 2021. Logged on Fix My Street 01.03.22. Re-logged 03.01.23
Bryn Melyn (new bungalows by the playing field) – signage required saying Leading to 10(1), 10(2), 10(3) - no through road – place request to Shropshire Council.	Reported to Shropshire Council – September

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	2021. Logged on Fix My Street 28.02.22
Turners Lane - Muck, mud and debris coming off the hill, running down the Bridleway into gardens and onto the main road – needs culverting.	Reported to Highways to investigate – Sept 2022.
<p>Llynclys Crossroads Streetlight request at Llynclys crossroads and request for a VAS at Llynclys Crossroads on the main A483</p> <p>Speed concerns Bryn Melyn to Llynclys crossroads Email SC to ask for an assessment and solutions. Possibly signage to warn motorists of children at play area, narrow bridge and elderly residents crossing road, possibly reduce speed to 30mph.</p>	<p>Study carried out by Highways England and improved lighting forms part of their considerations to improve safety. Awaiting findings of study which was completed Sept 2022. Meeting to be arranged to discuss report – Highways England, MP, Clerk and Chair.</p> <p>Improved signage included in 2022/23 SC Highways Budget. Requested an update and date for installation.</p>
<p>Headstone Inspections – Notices A couple of enquiries have been received following the notices and they will be employing stonemasons to reinstate the Headstones</p>	To note.

b. **Councillor Reports** (Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas)

c. **Police Report**

14/12/2022 – Single vehicle RTC and all occupants were safe and well.

30/12/2022 – 2x collapsed drains had been reported to the police and Highways England have attended to fix.

05/01/2023 – 3x vehicle Road Traffic Collision at Llynclys Cross Road. Police and Ambulance have attended the RTC and 2 persons were checked over by the Ambulance Crew.

NOTED.

d. **Shropshire Councillor Report**

07.23

Finance

a) **To approve the following payments. RESOLVED to approve the following payments:**

Cheque No/BACS ref	Payee	Details	Amount (inc VAT)
Direct Payment	Unity Trust	Bank Charges – paid 31/12/22	£18.00
23	Phillips & Curry Ltd	Item 3 Wall Repair in Llanyblodwel Churchyard (as per approved quote – minute 50.22 refers) – invoice paid outside of meeting	£648.00

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24	The Parish Noticeboard Company	A0 Poster Noticeboard Case – 50% payable on order – invoice paid outside of meeting (minute 51.e refers) – the other 50% will be payable on delivery (mid-Jan)	£367.98
25	A Jones	Clerks Salary (9weeks), backdated pay (minute 53.c refers) and mileage, Remembrance Wreath, Printer Ink, Office 365	£889.20
26	HMRC	PAYE Payments	£220.80
27	Shropshire Council	S/Light Energy – 3 rd Quarter	£158.04

b) To note income received.

- Donation from Café Blodwel at Llanyblodwel Church - £50.00 – consider Earmarking for Wall Restoration Project
- Unity Trust Bank – Interest - £20.96
RESOLVED to note income received. It was **FURTHER RESOLVED** to earmark the £50.00 donation for Wall Repairs at Llanyblodwel.

c) To approve the bank reconciliations up to and including 30th November and 31st December 2022.

RESOLVED to approve.

d) 3rd Quarter Budget Report – Consider (included as part of 2022/23 budget document).

RESOLVED to approve with no issues or comments made.

e) Internal controls - Review the Council's system of Internal Controls and note that the accounts will now be given to Cllr Counsell to carry out a mid-year review and report back at the March meeting.

The system of internal controls was reviewed by the council and it was considered to be effective in managing potential financial risk. It was **RESOLVED** that Cllr Counsell will now carry out an internal review of the accounts and report back at the March meeting.

f) Savings Account – To receive an update on the opening of the new savings account and note the transfer of funds.

The Clerk reported that the savings account was successfully opened on 21st November and is now earning interest which is paid quarterly. **NOTED.**

g) Employee Working from Home Expenses – Discuss

With reference to the Clerk's contract, in regards to the payment of home working expenses, it was **AGREED** to initiate payment of a Home Office Allowance of £2 per week. It was **FURTHER AGREED** to pay 50% of the Homeworker Insurance Cost (the other 50% to be paid by the Clerk's other employer).

08.23

2023/24 Budget

a) General and Earmarked Reserves - Consider the Clerk's report in relation to earmarking reserves and the council's general reserves policy.

- Street Light Improvements – Any underspend from the 2022/23 budget will be transferred into this Reserve.
- Churchyard Grounds Maintenance – Any underspend from the 2022/23 budget will be transferred into this Reserve.
- Misc – Any underspend to be transferred to the Churchyard Grounds Maint. Reserve.
- Neighbourhood Fund – any funds received in April 2023 will be transferred into this reserve to be spent on a future project.

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The estimated earmarked reserves and transfers for the end of the 2022/23 financial year and 2023/24 financial year were considered and **APPROVED**.

The General Reserve Policy of maintaining 100% of Net Revenue Expenditure (NRE) in General Reserves was discussed by councillors. This has now increased to £12,000 (from £11,000) due to an increase in NRE. The Estimated Year End Cash at Bank Figures predict that the General Reserve will fall below this amount, as £8500 is being held in Earmarked Reserves. It is predicted to fall further still by the end of 2023/24. Councillors considered the risk and it was **RESOLVED** to accept the reduction in General Reserve this year as there has been significantly large items of expenditure on Wall Repairs and there continues to be more work in future years. It is hoped that community donations will continue to support the restoration work in the closed churchyards, helping to alleviate pressures on the parish council's finances and it was agreed to build in a contingency fund into future budgets to increase the General Reserve, over future years, to ensure the General Reserve is maintained at 100% NRE.

b) To consider the budget proposal and items prepared by the Clerk, presented under the following headings:

- I. Income (Receipts)
- II. Staff Costs and Admin (Payments)
- III. Parish Maintenance and Projects (Payments)

Councillors considered the draft budget prepared by the Clerk, which included the 3rd Quarter Budget Report and Estimated Year End Figures for 2022/23. The following budget headings were discussed:

- Clerk's Salary – The increase is due an increase in hourly rates as per the statutory annual pay increases on the National Joint Council for Local Government Services (NJC) 2022/23 pay scale.
- Streetlights – The budget estimates using £2236 of Earmarked Reserves to fund the conversion of the 2 Heritage Lights in Bryn Melyn. All other lights have now been converted. Additional funds are to be retained in this budget for maintenance work, surveys and future upgrades. The cost of streetlight energy is predicted to rise so this has been accounted for in the budget. **PART NIGHT LIGHTING.**
- Wall Repairs – budget estimates using £4000 of EMR to support with restoration work.

c) To agree the budget for 2023/24 and agree the parish precept

The Clerk shared the following information with Councillors:

Llanyblodwel's Tax Base (based on band d equivalents): 268.70 (increase of 2.5% from 262.07 in 2022/23).

The budget proposes a precept of £11,890.00 (7.6% increase on the precept) which equates to a 4.95% (£2.09) increase on the Band D Council Tax Charge. This budget proposes as £447.11 spend from General Reserves. It was **AGREED** that it was the best option, in this situation, to cover all required expenditure, without increasing the Band D council tax charge more than 5%.

It was **RESOLVED** to **APPROVE** the 2023/24 budget as follows:
(All figures are net (excluding vat))

It was **RESOLVED** to set an expenditure budget of: £19,204.11

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It was **RESOLVED** to estimate income (excluding the precept) at £631.00

Net Revenue Expenditure - £12,968.11
Expenditure from Earmarked Reserves - £6,236.00 (church wall repairs and streetlight upgrades)
Expenditure from General Reserves - £447.11
NET EXPENDITURE = £19,204.11

2023/24 Budget attached – appendix A.

It was **RESOLVED** to set a parish precept of £11,890.00 which equates to a 4.95% increase on a Band D property in the Parish and estimates that £6,236.00 will be drawn from the Parish Council's Earmarked Reserves and £447.11 from the Parish Council's General Reserve.

The precept request form will be signed by the Chair and the Clerk and returned to Shropshire Council.

09.23

Annual review of council regulations and procedures

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) **Policies, procedures and practices in place in respect of the Parish Council's obligations under freedom of information and data protection legislation:**
 - I. Publication Scheme
 - II. Privacy Policy
 - III. Document Retention Policy
 - IV. Personal Data Management Policy
 - V. Security Incident Response Policy
 - VI. Subject Access Policy
- e) **Accounting Procedures Risk Assessment**
- f) **Parish Council Policies:**
 - I. Complaints Policy
 - II. Health and Safety Policy including the Risk Management Scheme, Risk Register and Asset Inspection Schedule.
 - III. Accessibility Statement.
 - IV. Defibrillator – Operation and Maintenance Policy.

It was **RESOLVED** to approve all policies and procedures with no amends and the updates to the Assess Inspection Schedule were noted.

Biodiversity Plan
Training Policy

10.23

Asset Management / Parish Maintenance / Parish Matters

- a) **Closed Churchyards**
 - I. Trees
 - a. Receive an update on the removal of the Ash Tree at Morton £60.00
 - b. Receive a quote for the Tree Works required at Llanyblodwel (as per the 2021 inspection report).
Fell sycamore trees to the ground within the fence of the grave of Thomas Brown Foulkes and treat stump to prevent regrowth. Fell sycamore trees in western corner boundary next to stone wall, treat

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stumps to prevent regrowth. Chip and dispose of waste material.
£350.00

II. Wall repairs - Receive an update.

I have looked at the stone retaining wall just past the steps where it has recently bulged out, its a big difficult to determine exact extent of works. Therefore if the repair takes.

1 day for 2 men it will be £595.00 plus vat, alternatively if it takes 2 days it will be £960.00 plus vat.

All stone to be found on site if there is a shortfall.

III. Public Safety when contractors are working in the Closed Churchyards.

b) Streetlighting – Receive a report from the Clerk on Part Night Lighting.

Current annual price £451.55

Part night annual price £238.18

Cost to change each light - £30 + Vat per light

20 lights in total

Cost to convert: £600

Saving: £213.37 so would take just under 3 years to reclaim the change over cost

Would need to check if there is a Highways safety requirement for any of the lights

c) Bench and Noticeboard in Bryn Melyn – Receive an update on the funding application made to STAR Housing.

No update report. No response regarding the grant.

d) Noticeboard on Coopers Lane – Receive an update on installation.

Delivery expected mid-Jan

e) Llyncllys Bomber Crash Memorial – Receive an update on the sculpture plans.

f) Emergency Bleed Control Kits – Consider purchasing kits for the Parish.

£85.00 each

11.23

Highways and Environmental Maintenance

a) Vehicle Activated Speed Signs –Receive and consider the latest data downloads and receive an update on the re-location of the Dolgoch VAS to Bryn Melyn.

b) Road Safety Working Group – Receive an update from the group and discuss Road Safety Concerns in the Parish. Consider content for a Report to the Oswestry Area Committee.

It is suggested therefore that at each meeting of the Committee, representatives from Parish Council be invited to submit a report on road safety matters which their Council has, with a view to

- Collating the information and gaining an insight into the number, type and severity of the concerns
 - Main A495 through Porthywaen and past the Llansantffraid junction towards Llanyblodwel – 40mph speed limit
 - Nantmawr – National Speed Limit
 - Bryn Melyn – 40mph speed limit
 - Morton?
- Acting as a body, to focus the attention of Shropshire Council and West Mercia Police, on the scale of the issues affecting the whole area, rather than individual complaints from individual Councils.
- Lobbying SALC for an updated Road Safety policy
- Requiring a response from Shropshire Council to concerns.

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- Sharing information on community initiatives (such as speed watch) and any matters which arise from these.

This would fulfil the objectives of the current Road Safety Policy (2) (5) and (6)

- c) Llynclys Crossroads** – Receive an update from Highways England on the Safety Study and meeting to discuss the report.
The Clerk Reported that Highways England now have a copy of the safety study and will be passing it to the Parish Council shortly. A meeting can then be arranged to discuss the findings. **NOTED.**

12.23

Correspondence - To note:

- SALC and NALC Bulletins and Updates – Regular Monthly Bulletins.
- NALC Chief Executive Bulletin
- Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27
- Road Closure: Coed-Y-Go to Trefonen junction. 27th February - 3rd March 2023.
Purpose: Bridge works. Enforcement pattern for Coed-Y-Go: Monday - Friday 00:00 - 23:59
- E-Newsletter from The Shrewsbury and Telford Hospital NHS Trust.
- SALC – Winter Bulletin
- SALC – Training Opportunities
- Voter ID in Polling Stations
- Shropshire Council Subsidised Tree Scheme 2023
RESOLVED to note.

To consider:

- The Local Government Boundary Commission – Electoral Divisions (deadline 30th January – Have your say on a new political boundary map for Shropshire)
- Shropshire Council's draft Sustainable Affordable Warmth Strategy
- Waste Action Reuse Platform – Consider signing up and the Carbon Saving Challenge
- Briefing Note on proposed changes to national planning policies
- Carbon Literacy – 7th and 14th March

13.22

Next Meeting

To note the date and time of the next meeting.
Thursday 9th March 7.30pm

The Chairman closed the meeting at 21.17