

# Culmington Parish Council

Chair: Cllr Ian Steele

Minutes of the Annual Parish Council Meeting held on **Tuesday 3<sup>rd</sup> May 2022** at Culmington Village Hall

**Membership:** Councillors Mr I Steele (Chair), Mr A Pike, Mr J Turley, Mrs C Byng, Ms J Watts, Ms J Mear, Mr I Alderson, Mrs M Holland, Mr M Seabrook.

- 1.0 Election of Chairperson and Vice Chairperson:** Cllr Steele was elected as Chairperson. Prop Cllr Byng 2<sup>nd</sup> Cllr Mear. Cllr Pike was elected as Vice Chairperson. Prop Cllr Byng 2<sup>nd</sup> Cllr Holland
- 2.0 Receive Apologies for Absence:** Cllrs M Seabrook and J Watts
- 3.0 Declarations of Interest relating to this meeting:** None
- 4.0 Minutes:** The Minutes of the Meeting of Culmington Parish Council held on Tuesday, 5<sup>th</sup> April 2022 were approved and signed. Prop Cllr Pike 2<sup>nd</sup> Cllr Turley
- 5.0 Matters Arising:** The Clerk reported that a padlocked bridleway gate at Norton had been reported to Shropshire Council. It was suggested that the Clerk should ask Kier to inform Shropshire Radio of road closures.
- 6.0 Appointment of Representatives**
  - 6.1** Village Hall – Cllr J Mear
  - 6.2** Flood Committee – Cllr C Byng
  - 6.3** South Shropshire Area Committee – Cllr I Steele
  - 6.4** Emergency Officer- Cllr C Byng
- 7.0 Finance:**
  - 7.1** Internal Audit Report – Cllr Steele thanked Mrs Disley, the internal auditor, for her report. The report was considered and accepted by the Council.
  - 7.2** Approve the Annual Governance and Accountability Return (AGAR)
    - 7.2.1** Annual Governance Statement – was considered and all points were agreed as being satisfactory including that the information required by the Transparency Code had been published. Cllr Steele signed the Statement on behalf of the Council.
    - 7.2.2** Accounting Statements – The Council income was £6,004 and expenditure was £9,285. The carried forward amount to 2022-23 is £7028. The total fixed assets have increased to £310,473 which includes the new Vehicle Activated Speed Camera. Cllr Steele signed the Statement on behalf of the Council.
    - 7.2.3** Bank Reconciliation – A balance held in the Lloyds Bank Account of £7,028.08 as of 31<sup>st</sup> March 2022 was noted
    - 7.2.4** Analysis of Variances – A variation from the previous year's expenditure caused by the purchase of the Vehicle Activated Speed Camera was noted.  
Items 7.21 – 7.24 were agreed. Prop Cllr Pike 2<sup>nd</sup> Cllr Byng.
  - 7.3** The Certificate of Exemption was considered and as gross income and expenditure were less than £25,000 during 2021-22 the certificate was approved and signed by Cllr Steele
  - 7.4** The Notice Period of the Exercise of Public Rights was set as 13<sup>th</sup> June to the 22<sup>nd</sup> July. The notices will be published on the website and notice boards. The Annual Governance and Accountability Return and Annual Report will be available to view on the Parish Council website or at the request of the Clerk.
  - 7.5** Payments to: D Lewis (Environmental Maintenance) £30 and SALC Membership Renewal £218.79 were approved. Prop Cllr Pike 2<sup>nd</sup> Cllr Byng

- 7.6** The Insurance cover was reviewed and found to be adequate. The quotes from Insurers were considered and the quote from Zurich Insurance of £363.83 was accepted. Prop. Cllr Pike 2<sup>nd</sup> Cllr Byng
- 7.7** Donations: It was agreed to donate to the following organisations: Ripples Magazine £30, Westhope Clover Club £20, Severn Hospice £25, Hope House Hospices £25, Citizen's Advice Shropshire £20, Shrewsbury Dial-a-Ride £20, West Shropshire Talking Newspaper £10, Midlands Air Ambulance £30, and League of Friends of Ludlow Hospital £20. Prop Cllr Pike 2<sup>nd</sup> Cllr Byng
- 7.8** Environmental Maintenance grant money has been spent in accordance with grant terms during 2021-2022. A grant of £1,000 has been agreed for the forthcoming year.
- 8.0 Note Matters Raised in the Parish Meeting:** It was agreed for Speed Activated Camera funding to be placed on the agenda for the next meeting.
- 9.0 Planning**
- 9.1** 22/01689/FUL - Erection of a single storey extension to rear - 18 Culmington, Ludlow, Shropshire, SY8 2DB. The Council resolved to support this application.
- 10.0 Community Governance and Boundary Review:** It was agreed that this item should appear on the next three Parish Council meeting agendas to allow the public to make comment on the proposed changes. The proposals include Vernolds Common, The Pheasantry, Seifton and Sparchford.
- 11.0 Plastic Waste at Laundry Works:** The Environment Agency reports that improvements in the fire risk had been made by the company. Changes are planned in dealing more safely with the washing of drums but there are some outstanding exemptions that had not yet been registered. The Agency will make a 3<sup>rd</sup> visit to establish that planned changes have been actioned.
- 12.0 Lorries Parked at Laundry Works:** PC Grant (Neighbourhood Policing Team) has reported the issue to Shropshire Highways and conducted a site visit to discuss the matter with the manager who will look at measures to improve the situation. PC Grant will continue to monitor the situation.
- 13.0 Parish Council Website and Planning:** Despite Cllr Motley's intervention the Parish Council website is still not updating with information from Shropshire Council's Planning Portal. The Clerk will let Cllr Motley know that this remains an issue. Payment for website hosting is due in July so this issue will be placed on the agenda for the June meeting.
- 14.0 Items for the Parish Council Meetings on 7<sup>th</sup> June 2022:** a. Laundry Works b. Website and Planning Portal c. Parish Boundary Review d. Vehicle Activated Sign Funding.

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Signed by the Chairperson:

Date: