



## **HODNET PARISH COUNCIL**

### **MINUTES**

Of the FULL COUNCIL meeting of Hodnet Parish Council held at the Lyon Hall, Hodnet on Thursday 19<sup>th</sup> June 2025 at 7.30pm

**Present:** Cllrs Sally Gallivan, Mark Gilbert, John Matthews, John Parker, John Powell, Lin Sherwin (chair), Ross Underwood, Jason Watts, Jayne Charman (Clerk)  
**Members of the public:** 0

#### **25/64 Welcome, Apologies and reasons for Absence**

Apologies were received from Cllr Cope – reason accepted.

#### **25/65 Appointments**

- a) It was proposed by Cllr Powell, seconded by Cllr Watts and unanimously agreed that Cllr Sherwin be appointed as Chairman.  
It was proposed by Cllr Watts, seconded by Cllr Sherwin and unanimously agreed that Cllr Gilbert be appointed as Vice-Chairman.  
Both Councillors signed the Declaration of Acceptance of Office
- b) Cllr Underwood signed a Declaration of Office as councillor due to his absence at the last meeting. Clerk will organise for Cllr Cope to sign his prior to the next meeting.
- c) The clerk noted that we have two councillor vacancies that will be available for co-option at the next meeting.
- d) Unanimously agreed to appoint Cllr Gilbert to fill vacancy on Finance Committee
- e) Unanimously agreed to appoint Cllr Sherwin as representative for North Shropshire Area Committee

#### **25/66 Declaration of Interest – None Declared**

#### **25/67 Public Session – No members of the public present**

#### **25/68 Minutes from previous meeting – The Minutes from the Annual Council Meeting on 15<sup>th</sup> May 2025 were considered for Approval. It was proposed by Cllr Powell, seconded by Cllr Matthews and RESOLVED to APPROVE the minutes which were then signed by the Chairman.**

#### **25/69 Reports**

- a) Clerks Report – To note
- b) Unitary councillor report - none
- c) Reports from councillors attending meetings or training -none

- A discussion was held regarding the possible use of Scribe for accounting. It was agreed that Cllr Watts would report to the council at the next meeting regarding Scribe/Freeagent/Excel.

**a) Payments to note against May bank statements**

PAYEE	AMOUNT	METHOD	AUTHORITY
SSE	£35.35	DD	PCA 1957 S112(1)
SSE	£653.91	DD	PCA 1957 S112(1)
Staff Salary (12/5)	£978.84	BACS	LGA 1972 s112(2)
O2	£14.18	DD	LG(FP)A 1963 S5
Hodnet Cricket Club	£825.00	BACS	LG(MP)A 1976s19(3)
PNET	£28.68	DD	LGA 1972 S112
<b>TOTAL</b>	<b>£2535.96</b>		

**b) Receipts to note against May bank statements**

RECEIPTS	AMOUNT
Interest to 31 <sup>st</sup> May- 2250	£0.00
Interest to 31 <sup>st</sup> May- 9243	£17.30
HWMC rent	£56.50
CCLA Investment	£365.82
<b>TOTAL</b>	<b>£439.62</b>

**c) Bank reconciliations – May– To Approve**

Balance brought forward from year end 31 <sup>st</sup> March 2025	£31779.83
Add: Receipts to date	£33178.59
Less: Payments to date	£4312.65
Closing balance at 31 <sup>st</sup> May 2025	<b>£60645.77</b>
<b>Bank balances as at 31th May 2025</b>	
Current Account (6712)	£42014.36
Business Reserve Account (2250)	£0.00
CIL Deposit Account (9243)	£18631.41
Less unrepresented cheques	£0.00
<b>TOTAL</b>	<b>£60645.77</b>

Councillors considered for approval the bank reconciliation up to the 31<sup>st</sup> May 2025. It was proposed by Cllr Powell, seconded by Cllr Matthews and **RESOLVED** that the bank reconciliation up to 31<sup>st</sup> May 2025 be **APPROVED**.

**d) Payments for authorisation and Payment in June 2025**

PAYEE	DESCRIPTION	AMOUNT
Staff Salary	Due 12/6/25	£978.84

HS

Staff expenses to (7/5/25)	Expenses/reimbursements	£48.60
O2 (June)	Sim only contract (DD)	£14.18
PlusNet (June)	Broadband	£28.68
SSE	June 25	£632.79
SSE	June 25	£34.21
B Townson	Internal Audit	£150.00
<b>TOTAL</b>		<b>£1887.30</b>

It was noted and approved that the clerk made a payment of £15 to Simba IT under delegated power. Councillors then considered for approval payments for June 2025. It was proposed by Cllr Gilbert, seconded by Cllr Underwood and **RESOLVED** that the payments for June 2025 be **APPROVED**.

**e.) Bank Signatories** – It was agreed to add Cllr Gilbert as a signatory to the Natwest accounts.

#### **25/71 Annual Accounts Year End 2024-2025**

- a.) The Internal Auditors Report was circulated before the meeting and content was discussed. **RESOLVED** to **APPROVE** the internal auditors report.
- b.) The year end cash books and budgets were circulated before the meeting – **RESOLVED** to **RECEIVE** and **ACCEPT** the year end cash book and budgets.
- c.) The Council reviewed the Annual Governance Statement 2024-2025 – **RESOLVED** to **APPROVE** then it was duly signed.
- d.) To council reviewed and agreed with the Accounting Statements for 2024-2025. **RESOLVED** to **APPROVE** then it was duly signed.
- e.) The Clerk noted the dates of Notice of Public rights and publication of unaudited AGAR would be 24<sup>th</sup> June 2025 to 4<sup>th</sup> August 2025.

#### **25/72 Policies for Discussion & Approval**

It was unanimously agreed to re-adopt the following policies & application forms:

- Protocol clerk councillor relations
- lone working policy
- disciplinary policy
- grievance policy
- complaints procedure
- vexatious complaints procedure
- model publication scheme
- information available under model publication scheme
- communication protocol
- media policy
- risk management scheme
- equality & diversity policy
- health & safety policy
- grant awarding policy & application form
- Recreation ground usage policy
- application for recreation ground event



- It was agreed to defer the review and adoption of the Standing Orders, Financial Regulations and Code of conduct to the July meeting due to further alterations needing to be made.
- The Scheme of Delegation was amended in regard to planning matters and then adopted.

## **25/73 Planning Matters**

### **a) Planning – To Discuss**

#### **i). Application Reference: 25/01720/FUL**

**Address:** 2 School Lane, Marchamley, SY4 5LD

**Proposed:** Erection of replacement utility and treatment plant

**SUPPORT with no comment**

#### **ii.) Application Reference: 25/01603/FUL**

**Address:** The Old Manor House, 3 School Lane, Marchamley

**Proposed:** Erection of oak framed car barn/workshop and open log store at rear following removal of existing carport.

**SUPPORT with no comment**

**Planning received after production of the Agenda:**

#### **i.) Application Reference: 25/02107/FUL**

**Address:** 23 The Grove, Hodnet, TF9 3NT

**Proposed:** Proposed replacement flat roof for new pitched roof over single storey annexe to side of existing dwelling

**SUPPORT with no comment**

## **25/74 Hodnet Recreation Ground**

- Wooden Fence damage – Cllr Powell to investigate any damage and report back. Clerk to request any quote that may be required.
- Clerk to write to the club again regarding lease
- Clerk noted that the ROSPA inspection report had not yet been received. It was decided to delay any work party at the recreation ground until the report had been received and the benches had arrived.
- Clerk to continue with quotes for tarmacking.

## **25/75 Highways and Environmental**

- The Pound – Cllr Gallivan reported that Severn Trent may have disturbed the Pound on Drayton Road. Cllr Gallivan is to visit to take photos and confirm whether any damage has been caused so it can be decided what action is required.

## **25/76 Street Lighting**

- M6 has now been replaced, however there are concerns about it being too bright. Therefore it was decided to have a shield fitted.

## **25/77 Correspondence – to note**

- a). NALC and SALC briefings



- b.) Safer Neighbourhood Team Newsletter
- c.) Fraud Bulletins
- d.) N. Shropshire Area Committee Minutes & agenda for the next meeting (23/6)
- e.) Shropshire Council cabinet roles
- f.) Hospital transformation programme update
- g.) New approach to partnership with Town & Parish Councils
- h.) A41 Average Speed Cameras – Mark Pritchard MP
- i.) Online Declarations of Interest updates
- j.) Local connection form

#### **25/78 Parish Matters**

- Local Connection form – The form was considered as local – clerk to respond accordingly
- Complaint regarding verges – Clerk to contact Shropshire Council
- Marchamley through traffic complaint – Clerk to write to Shropshire Council and Hawkstone Hall regarding the issue and signage.
- Cllr Gallivan suggested occasional article in the Parish Magazine to explain what the parish council do. Agreed this was a good idea especially leading up to the annual parish meeting.

#### **25/79 Items for future agendas**

- Review and adoption of standing orders, financial regulations and code of conduct.
- Scribe/Freeagent/Excel accounting report.

There being no other business, the Chairman declared the meeting closed at 9.05pm

Approval of the Minutes from the meeting held on 19<sup>th</sup> June 2025.

Minutes accepted and approved by Hodnet Parish Council at a meeting held on Thursday 24<sup>th</sup> July 2025.

Signed by the Chairman.....

