

## Llanfair Waterdine Parish Council

Minutes of the Scheduled Parish Council Meeting on Monday 18 March 2024 7.30pm at The Pavilion.

Present: Cllrs Darren Knipe (Chairman), Mark Hughes, John Lane and Roy Lloyd. Cllr Hannah Plumb joined the meeting after item 23/91. 1 vacancy remains.

In attendance: 4 members of public, Shropshire Councillor Nigel Hartin and Mrs Maggie Brown, Clerk.

23/88. **Welcome.** The Chairman welcomed everyone to the meeting.

23/89. **Apologies for absence** were received from Cllr Andrew Beavan.

23/90. **Declarations of Interest and requests for dispensations.** Cllr Lloyd declared an interest in item 23/106.

23/91. **Applications for co-option to the Parish Council.** A proposal to co-opt Hannah Plumb was unanimously agreed. Having signed the declaration of acceptance of office, Cllr Plumb joined the meeting and was warmly welcomed to the Parish Council.

23/92. **Open Discussion**

23/92.1 Views of the public parish matters. No matters were raised.

23/92.2 Report from Shropshire Councillor Nigel Hartin.

In the past year £41m has been saved, a further £62m needs to be cut in 2024/25. This will affect a number of services and result in 500 job losses. The Craven Arms recycling centre may close. The public will be consulted before this decision is taken. 80% of expenditure is on adult social care due to an aging population. Cuts have to be made to prevent Shropshire Council going bankrupt.

23/93. **Minutes.** Minutes of the scheduled Parish Council Meeting held on 15 January 2024 were agreed as a true record and signed by the Chairman.

23/94. **Matters arising from the previous meeting.** No matters were raised.

23/95. **Reports from Councillors.** No reports were received.

23/96. **Planning.** No applications had been received.

23/97. **Finance**

23/97.1 Credit card details on 123 Reg website. Subscription renews 14 March 2025. Reported: Payment taken from the Clerk's personal credit card. An Equals cash card may be a suitable alternative. To be considered at a later date. Clerk to remove personal details from the 123 website on leaving the Parish Council.

23/97.2 Noted: Barclays Bank Account balance on 11 March 2023 £3,595.42.

**RESOLVED** to make the following payments:

a) G M Lloyd Environmental Maintenance works	£ 462.00 VAT £77.00
b) The Clerk, Payroll Months 11 and 12	£ 380.77
c) HMRC PAYE Months 11 and 12	£ 95.20
d) Clerk Expenses, Home Working Allowance & Postage*	£ 52.16 VAT £2.65
e) The Community Pavilion Inv. 95 Hall Hire 18 March	£ 10.00
Total payments	£1,003.13

\* Postage £3.05, Home Working Allowance (6 months) £25, refreshments for SCA meeting £9.72 and 123.Reg Domain Name Renewal £14.39  
VAT to be reclaimed £2.65.

23/97.3 Agreed: member to authorise payments until the July meeting, Cllr Mark Hughes.

23/98. **Clerk/Responsible Financial Officer (RFO) from 1 April 2024.** Considered:

23/98.1 Applications for the post of Clerk/Responsible Financial Officer, if received. None received.

23/98.2 Arranging a locum Clerk via Shropshire Association of Local Councils.

Agreed: to defer to the May meeting of the Parish Council.

23/98.3 Arranging a locum RFO, in particular to complete the Annual Governance and Accountability Return (AGAR) 2023/24; agreeing hourly rate and logistics.

Noted: The current RFO is willing to act as Locum until the AGAR is completed.

Agreed: To accept this offer, noting that as a locum work will be billed at an hourly rate as per existing arrangement.

- 23/98.4 Advising HMRC that PAYE contributions will cease from March OR agree to submit 'period with no payment' on a monthly basis.  
Agreed: The clerk will complete payroll to the year end, including providing a P60, and then advise HMRC that PAYE contributions will cease. When a new clerk/RFO is employed, the Parish Council may either set up HMRC Basic PAYE Tools, or arrange a Payroll Provider to run payroll on behalf of the clerk/RFO.
- 23/98.5 Agreeing to whom and on what date LWPC paperwork and computer should be returned.  
Agreed: Paperwork to returned to the Chairman in April. Computer to be returned when role as locum RFO ceases, in or before May 2024.
- 23/98.6 Agreeing person to take on management of the GMX email account and the Parish Council website.  
Agreed: Cllr Mark Hughes will take responsibility for both the above.
- 23/99. Date and topic for the 2024 Annual Parish Meeting. **RESOLVED** the meeting will take place on Monday 20 May after the Annual Meeting of the Parish Council. Topic: Can Llanfair address climate change?

Considered: approving the following documents: \* Alteration of dates/contact details only.

**RESOLVED** to approve a) to l)

- a) Local Government Association Code of Conduct. No change.
- b) Asset Register\*
- c) Risk Management Policy\*
- d) Standing Orders\*
- e) Financial Regulations. Not updated. New version expected from the National Association of Local Councils.
- f) Banking policy\*
- g) Planning Applications received between Parish Council meetings\*
- h) News and Events items\*
- i) Grant awarding Policy\*
- j) Grant Application Form\*
- k) Llanfair Times Policy\*
- l) Publication Scheme\*

**RESOLVED** to hold m) and n) in draft form, to be adopted if/when required.

- m) Complaints Policy & Procedure
- n) Vexatious Complaints Policy

23/100. **Climate Action.**

- 23/100.1 Update on the Llanfair Waterdine Energy Project and consider action following brainstorming meeting on 26 February. Noted: all members were at the meeting on 26 February.

23/100.2 Considered: expressing an interest in the following: An innovative project with Regen, working with National Grid Electricity Distribution, focused on the decarbonisation of rural areas, seeking 5-10 rural communities to work with over the next 2 months to co-create innovative approaches for meeting the local area's decarbonisation ambitions.

**RESOLVED**

- a) to submit expression of interest before the deadline of noon 19 March 2024.
- b) to set up a Working Group, to include Cllr Hannah Plumb and members of public.
- c) to provide Terms of Reference for the Working Group.

23/100.3 Contact details to be used when completing expression of interest. Noted: Shropshire Association of Local Councils confirmed that in the absence of a clerk the Chairman's details should be used.

23/101. Framed [portrait of His Majesty King Charles III](#). **RESOLVED** to apply for a portrait, to be offered to the Everest Hall. Clerk to arrange.

23/102. **Highways / Public Rights of Way**

23/102.1 Issues relating to Highways.

Noted: First edition of the Llanfair Times in 1997 reported that £38,000 had been spent that year on road works in the Parish.

A resident has offered to re-tarmac the drive to the Church. This action is supported by the Parish Council. Cllr Hughes will pass on the response and thank the resident.

23/102.2 Works under the Environmental Maintenance Grant. No further works to be completed this year.

23/102.3 Issues to report to the Footpaths Warden. None raised.

23/102.4 Update following repair work raised at the January meeting, and regarding contact between the Warden and Shropshire Council.

Damaged step on PROW from Blaen-Y-Dre to Goodwin Cottage (see January Minutes) was repaired before it was reported to the Warden or to Shropshire Council. Shropshire Council is not communicating with The Footpath Warden who being made aware of activities on the network.

23/103. **Availability of broadband in the Parish.** To receive update and consider actions. No update was received.

23/104. **Correspondence.** To discuss in detail items of correspondence (so requested by members before the meeting).

23/104.1 We Don't Buy Crime SmartWater Towns & Villages Scheme. **Agreed:** to not follow up this initiative at this juncture.

**A resolution was passed to exclude the press and public (Public Bodies (Admission to Meetings) Act 1960) from the following confidential item.**

Cllr Roy Lloyd left the room.

23/105. Confirming the strong local connection of Llanfair Waterdine residents in relation to the 'Build Your Own' Affordable Housing Scheme. **RESOLVED** to submit letters to Shropshire Council in response. Clerk to action.

Cllr Roy Lloyd returned to the room.

23/106. **Date of next meeting** – Annual Meeting of the Parish Council start time changed to 6.30pm, Monday 20 May 2024 at the Everest Hall to be followed at approximately 7.30pm by the Annual Parish Meeting. All residents are encouraged to attend.

23/107. The meeting closed at 21:08

Signed .....

Dated 20 May 2024

Chairman