

## Minutes of Hopton Castle Parish Meeting 13 September 2018

**Present** Jon Allen (Chair), Sue Williams, Veronica Mellings, Tania Peppiatt, Richard Bolton, Jack Chapman, Gill Allen (Treasurer), Ted Laidlar

1. **Apologies** were received from Anne Williams, Peter Marquis, John Williams (Vice Chair) , Jane Stirling (Clerk)
2. **Minutes** of meeting of 1<sup>st</sup> May 2018 were **agreed**
3. **Matters arising and action sheet:**
  - **Precept** – it was agreed to confirm the level of precept and budget for 2019/20 at the January meeting. Draft proposals to be circulated prior to the meeting.
  - **Phone box** – underground cabling not going ahead, so no further action. Repairs to the phone box door are in hand – thanks to Ted.
  - **Handover of finance files** – completed
  - **Daffodils** – 370 have been bought by Ted £62.89– to be reimbursed when new bank mandates come through. He will arrange a date for planting and welcomes help.
  - **Footbridge by church** Ted has made adjustments and confirmed that no further action was needed at the moment, while waiting to see if the adjacent tree settles down. He confirmed that the bridge is safe to use.
  - **Mobile phone signal** - no report from John Williams.
  - **Stream Maintenance** It was agreed that Ted would forward Jon his correspondence to date with Mr Cheal at Shropshire CC. Jon will then email Mr Cheal and ask for written confirmation that adherence to the Good Practice Guide on Watercourse Maintenance for Landowners, if properly implemented, will not affect grants to local landowners.
4. **Defibrillator** Jon reported that the defib was now installed and active. Work on the phone box door was in hand, and Ted welcomed offers of help with rubbing down and paintwork (with masks!). It was agreed that there would be an opening ceremony when work is completed – Veronica to pass on contact details for local journalist. Possible dates for 2 community awareness sessions were agreed as either 23/24 October and 20/21 November depending on Community Heartbeat Trust's availability. It was agreed that invitations to the sessions should be advertised on the website and letters to all residents should be delivered
5. **Financial report** Gill outlined the requirements of the Annual Governance and Accountability Return for small authorities and confirmed that she had submitted the Exemption Certificate. **The meeting approved** the Annual Governance Statement, proposed by Ted, seconded by Veronica. Change of Bank Mandates are in hand. The Finance Update setting out the income and expenditure for the last 18 months was noted.
6. **Future Fit consultation** – the submission on behalf of the parish was noted and thanks to Jon for including specific concerns about public transport issues.

7. **Environmental Survey** – the proposal to consult residents on any changes/improvements required to verges and aspects of the village's physical environment was welcomed. Jon asked everybody to email ideas and suggestions for a questionnaire to him next week/asap which could be circulated at the same time as the invitation to the community awareness sessions on the defibrillator.

There was a discussion about the overhanging tree at Wallop Cottage and it was agreed that there would be no further action at this stage.

8. **Amendments to footpaths at Great Hagley** – agreed.
9. **A.O.B. Cycle events** – it was agreed to display annual programme of events on the notice board and that we should contact Pearce's to confirm arrangements, particularly no access to Twitchen Lane, and agreed entrance/exit routes to Hopton Castle and Bedstone. It was agreed to report the poor state of the road in Buttercup Lane opposite the entrance to the woods to the highways department.

**Next meeting – 22 January 2019 7.30pm in the Village Hall**

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13.9.2018

## ACTION SHEET

| Item   | Action   | Who               |
|--|--|-------------------|
| <b>Matters Arising and Action Sheet</b>        | Circulate draft proposals for precept and budget prior to next meeting   | Jon Allen         |
|  | Organise working party for daffodil planting   | Ted Laidlar       |
|  | Reimburse costs of daffodils   | Gill Allen        |
|  | Contact EE regarding intermittent mobile phone signal  | John Williams     |
|  | Forward to Jon Allen correspondence with Mr Cheal of Shropshire CC   | Ted Laidlar       |
|  | Seek confirmation from Shropshire CC that grants will not be affected if guidance for stream maintenance is followed | Jon Allen         |
| <b>Defibrillator</b>                           | Organise working party to complete renovation of phone box   | Ted Laidlar       |
|  | Organise opening ceremony  | Jon Allen         |
|  | Forward to Jon Allen journalist's contact details  | Veronica Mellings |
|  | Arrange with CHB the community awareness sessions  | Jon Allen         |
|  | Distribute notice of community awareness sessions to all residents   | Gill Allen        |
| <b>Financial Report</b>                        | Submit Annual Governance Statement   | Gill Allen        |
| <b>Environmental survey</b>                    | e-mail Jon Allen with suggestions for the questionnaire  | All               |
|  | Produce questionnaire for all residents  | Jon Allen         |
| <b>Amendments to footpaths at Great Hagley</b> | Feedback to Access Officer at Shropshire CC  | Ted Laidlar       |

**Any other business**

Contact Pearce's cycles concerning  
maintaining agreed access arrangements  
to event sites including no access to  
Twitching Lane

Jon Allen

Report potholes in Buttercup Lane by  
entrance to woods

Jon Allen