

Minutes of Hopton Castle Annual Parish Meeting on Tuesday 14 May 2019 at Bedstone & Hopton Castle Village Hall at 7.30pm.

Present Jon Allen (Chair), Gill Allen (Responsible Financial Officer), Peter Marquis, Jenny Marquis, Alison Jackson, Richard Jackson, Stephen Williams, Neville Rollason, Roy Mason, Jack Chapman, Jonathon Dean and Sue Williams

- 1. Apologies for absence** Veronica Mellings, Chris Laidler, Ted Laidler, Elaine Dean, John Williams
- 2. Minutes of Annual Parish Meeting 1 May 2018 – Agreed**
- 3. Matters arising - none**
- 4. Minutes of Parish Meeting 22 January 2019 – Agreed**
- 5. Matters arising:**
 - A. *Water Spreading near Great Hagley*** Jon Allen reported that the Environment Agency had visited the site and confirmed that the terms of the permissions to spread the waste water were being complied with.
 - B. *Repairs to stream retaining wall*** Shropshire County Council have confirmed that the repairs are in their programme of works, but they can't give a date. It was **agreed** that it would be sensible to clear the outside section of the wall opposite the Baker's home in advance of the works and that a community event should be organised. Peter Marquis and Jack Chapman volunteered to propose a date.
 - C. *Pothole repairs*** Shropshire CC have confirmed that they are in the programme, but no dates. It was **agreed** that individual action would be helpful, with calls to the Pothole Hot Line.
 - D. *Meeting with Forestry Commission and Pearce Cycles*** A meeting has been arranged for 10th June.
 - E. *Planning Application for Zip Wire at Great Hagley*** Jon Allen confirmed that he had submitted a response as noted in previous minutes.
- 6. Chair's Annual Report – noted**

- 7. Financial Statement for 2018/19** It was agreed that this item should be taken alongside **item 14 Annual Governance & Accountability Report**. Gill Allen outlined the background to the papers, which have to be completed by all parish councils and meetings. In cases where the income and expenditure is less than £25,000, parish meetings can claim exemption for an external audit (£200 + VAT) provided all the relevant paperwork is reviewed and completed. This includes an independent **internal audit** report, which was carried out by Richard Jackson, and which was **agreed**. The meeting also reviewed and agreed the **Annual Governance Statement and the Accounting Statements for 2018/2019**. Jon Allen confirmed that the Responsible Finance Office could now submit the **exemption certificate** and that the documents would be open to public scrutiny between 3rd June and 12th July, in line with the governance requirements.
- 8. Finance report Jan to April 2019 – noted**
- 9. Election of Chair** Jon Allen, proposed by Peter Marquis, seconded Jack Chapman
- 10. Election of Vice-chair** John Williams proposed by Peter Marquis, seconded Sue Williams
- 11. Appointment of Clerk** – no nominations received. Gill Allen to continue to take minutes until a volunteer comes forward.
- 12. Election of Responsible Finance Officer** – Gill Allen proposed and seconded
- 13. Election of Committee Members** Veronica Mellings, proposed Jon Allen, seconded Peter Marquis, Steve Williams proposed by Jack Chapman, seconded Sue Williams, Jack Chapman, proposed by Steve Williams seconded by Roy Mason.
- 14. Budget for 2019/20** Jon Allen noted that we had budgeted for one awareness raising session for the defibrillator. It was **agreed** that this should be organised with Bedstone, for a Saturday pm session in late October/November. Jon Allen to arrange. The meeting also agreed a ‘stream maintenance’ session on the morning of 5th October 2019.
- 15. Dates for future meetings** Tuesdays 10th September 2019, 7th January 2020, 12 May 2020

- 16. AOB** Peter Marquis proposed a vote of thanks to John Williams for helping clear the soil from the base of the stream wall and the scheduling of hedge maintenance. Meeting **agreed** to upgrade the website to an 'add free' website, and register our own domain name, at a cost of circa £40 per annum.
- 17.** The meeting concluded at 8.15pm.