

MORETON SAY PARISH COUNCIL

Minutes of the Meeting of Moreton Say Parish Council held at Moreton Say Village Hall on Thursday 8th May 2025 commencing immediately after the Annual Meeting of Moreton Say Parish Council

Present: Councillors C Dutton, C Wellon, G Turner, A Wickett, and P Smith and Unitary Councillor M Myles-Hook, also, present Mrs J Evans (Clerk).

Apologies: Councillors J James and J Burslem

1. **Welcome / Present / Apologises** – As stated above
2. **Declarations of Interest** – None
3. **Public Session** – This was dealt with at the preceding Annual Parish Meeting.
4. **Approval of the Minutes of the Meeting held on 27th March 2025** - Prior to the meeting the Councillors had received copies of these minutes and it was resolved that they were a true and accurate record of the proceedings.
5. **Clerk's update regarding on-going matters** – The Council was updated regarding the following:
 - The Clerk advised that she had reported all the highways issues raised at the last Council meeting to Shropshire Highways and chased for a response to the question of the criteria for implementing a 30-mph speed limit through a village.
6. **Report from the Unitary Councillor** – This was dealt with at the preceding Annual Parish Meeting.
7. **Report from other Committees by Moreton Say Parish Council Representatives** – On-one had attended a meeting since the last Parish Council meeting.
8. **Planning** – The following planning applications were considered and *comments agreed*:
None received
Determination of Planning
None received
9. **General Power of Competency** - The Clerk explained the criteria for this and the Council agreed that these conditions still applied to Moreton Say Parish Council.

10. Finance

a. Expenses

Payee	Expense		Net Amount	Vat Amount	Authority
Peter Richards	Plan for school footpath	Int Bk	£107.94	£21.59	Localism Act
Peters	Books for Library	Int Bk	£988.47		Localism Act
Chris Jordan	Grass cutting		£210.00		LGA 1972 s 124 (1)
S D H Accounting	Internal Audit Fee	Int Bk	£180.87	-	LGA 1972 s 111
SALC	Annual Membership Fee	Int Bk	£317.36	-	LGA 1972 s 143
Insurance	Annual Premium	Int Bk	£300.00	-	LGA 1972 s 111
Unity Bank	Monthly Bank Charges - May & June		£12.00		LGA 1972 s 111
Jane Evans	Clerk's Salary - May 2025	SO	£278.20		LGA 1972 s 112 (2)
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	Total		£2,673.04	£21.59	

The Council resolved that these payments should be made.

b. Bank Reconciliation:

Balance brought forward as at 1st April 2024	£17,085.74
Add: Receipts to date	£35,912.85
Less: Payments to date	£30,645.83
Closing Balance	£22,352.76

Bank Balances as at 31st March 2025:

Current Account	£1,352.76
Interest Bearing Account	£21,000.00
Less: payments awaiting authorisation	£0.00

Total Bank Balance **£22,352.76**

The Clerk advised the meeting that since the agenda for this meeting had been published, she had compiled the Bank Reconciliation for the end of April, which included the receipt of the Precept and the reimbursement of the Vat, and showed a balance of £35,022.34. After the above payments have been made this would leave a balance of c£32,300.

- c. Internal Auditor's Report** – A copy of this report had been circulated to the Council prior to the meeting and, having been reviewed, the Council agreed to approve this report.
- d. Annual Governance Statement** – The Council reviewed all the comments within this document and unanimously agreed to adopt this statement.
- e. Year End Statement of Accounts** – The Council reviewed and unanimously agreed to approve these accounts.
- f. Insurance Renewal** – The Clerk reminded the Council that they reviewed their insurance policy last year and compared it with alternatives before transferring to Zurich Insurance. As the premium for this year is the same as last year the Clerk had included this in the above payments to be made, all agreed.
- g. Grants Application** – The Council had received the following requested for grants of support and agreed these amounts:
- Moreton Say PCC – Support towards the maintenance of the churchyard - **£1,000**
 - Moreton Say Village Hall – Support towards the insurance of the Village Hall - **£1,000**
 - Moreton Say Millennium Green Trust – support towards the additional bark for the pathways and fencing around the sewerage system– **£1,000**
- h. Replacement Bank Signatory** – The Clerk explained that now Phil Duffy was no longer a Councillor and therefore a signatory on the Parish Council bank account it would be good to replace him so that the authorisation instructions remained 2 of 4 signatories. All agreed Cllr Smith should become an authorised signatory and the Clerk will liaise with Cllr Smith to take this matter forward.

11. Policy Documents – Prior to the meeting the Clerk had circulated the following policy documents:

- Standing Orders
- Financial Regulations
- Risk Assessment Schedule
- Shropshire Code of Conduct
- Publication Scheme, including ICO Model Publication Scheme
- Press & Media Policy
- Grants Policy
- Complaints Policy
- Councillor & Clerk Protocol
- Defibrillator Policy
- GDPR Policies: Email Policy, Personal Data Management and Audit Policy, Privacy Policy, Records Management Policy and Subject Data Access Policy.

The Clerk explained that items a to j were reviewable annually and k every other year. Cllr Dutton proposed that these policies be adopted by the Council en bloc. Cllr Turner seconded this proposal and all agreed.

12. Highways & Environmental – The Council discussed the following issues:

- a. Potholes in the lane from Longford to A53 - Clerk will report these to Shropshire Highways.
- b. Road signs that have been left – There are some by the Village Hall in Moreton Say, in Longford and the Clerk asked the Cllrs to forward photos of any other signs so that she could take this forward with Shropshire Highways.
- c. Abandoned trailers – The one in the lay-by at Bletchley had been set a light, doing minor damage, but nothing else seems to be happening to move these.
- d. Commemorative Bench – The plaque has been removed and taken from the bench commemorating the reign of Queen Elizabeth so the Clerk will try to get a replacement for this.

13. Street Lighting / Maintenance & Repairs – There were no issues reported at present.

14. Pathway from Moreton Say School to the Village Hall – Two quotes had been received for the work to create this pathway from A R Richards, £ 5,350 plus vat, and P Haynes Fencing, £4,200 plus vat. The specifications of the quotes were the same and the Council unanimously agreed to the quote from P Haynes. The Clerk will liaise with the school regarding the gate required within their boundary fencing and then liaise with the firm to take the matter forward.

15. Correspondence - SALC and Shropshire Council emails have been forwarded to the Councillors when received. Cllr Dutton referred to an email from Cllr James regarding the matter of Longford not being in the catchment area for Moreton Say school. Cllr Dutton explained to the meeting that he had been advised that the catchment area is decision taken by the LEA and only individuals can make appeals for specific children. Cllr Wellon added that the situation only becomes an issue when the school is full, as it is now. The Clerk advised the meeting that she had replied to Cllr James regarding the matter she raised about the PCC and explained that this was not something that the Parish Council could get involved in.

16. Parish Matters – The Annual Flower and Produce Show is due to be held on 2nd August and Cllr Wickett advised that it was hoped flyers for this event were going to all properties in the parish.

Exclusion of press and public: That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of sensitive/confidential information.

17. Clerk to the Council – The Clerk explained that she had handed in her resignation to the Chairman. The matter was discussed and it was agreed that Cllrs Dutton, Turner, and Wellon would have delegated authority from the Parish Council to liaise with the current Clerk in recruiting and appointing her replacement.

18. Agenda Items – There were no further issues raised for inclusion in the agenda for the next meeting on **24th July 2025.**

There being no other business the Chairman declared the meeting closed at 8.10 pm

Approval of the Minutes held on 8th May 2025

Minutes accepted and approved by Moreton Say Parish Council at a meeting held on 2nd October 2025

Signed by the Chairman 