

# CLIVE PARISH COUNCIL

## ANNUAL COUNCIL MINUTES 15 MAY 2025

Minutes of the Clive Annual Council meeting, held in Clive Village Hall on Thurs 15<sup>th</sup> May 2025, at 7.30pm.

**Present:** Cllrs Rob Dennis (arrived 7.40), Ian Donoghue (Vice Chairman), Sandy Goldwyn (Chairman), Mark Haines-Eynon, Lisa Morgan, Andrew Rushworth, Peter Slark.

**In attendance:** Lydia Bardsley (Proper Officer), SC Cllr Alison Williams, Public: 0

Meeting started at 7.31pm

### 01/25: ELECTION OF CHAIRMAN

After nominations and a vote, it was **RESOLVED** to elect Cllr Sandy Goldwyn as Chairman of the Parish Council, who duly signed the declaration of acceptance of office and took the chair.

### 02/25: ELECTION OF VICE CHAIRMAN

After nominations and a vote, it was **RESOLVED** to elect Cllr Ian Donoghue as Vice Chairman of the Parish Council. He duly signed the declaration of acceptance of office.

### 03/25: DECLARATION OF ACCEPTANCE OF OFFICE – Council to note receipt

It was **NOTED** that declarations of acceptance of office from all councillors had been received prior to them taking their seats at the meeting.

### 04/25: CHAIRMAN'S WELCOME

The Chairman welcomed everyone and opened the meeting. The Chairman welcomed new SC Cllr Alison Williams to the meeting and expressed his thanks to outgoing SC Cllr Simon Jones for the support he has given Clive Parish Council during his time in office.

### 05/25: TO RECEIVE APOLOGIES FOR ABSENCE

Apologies had been received from Sansaw Estate and RAF Shawbury. It was **RESOLVED** to note these apologies.

### 06/25: DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS

No declarations made.

### 07/25: OPEN FORUM

A period set aside to allow the public the opportunity to speak on an agenda item (maximum 3 minutes per person).

**Public participation is only permitted during this session and is at the Chairman's discretion.**

No members of the public present.

### 08/25: MINUTES

To approve and authorise signing the [Council meeting minutes dated 17 April 2025](#).

It was **RESOLVED** to approve and sign the above minutes as a true and accurate record.

### 09/25: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024-25

Council to consider, approve, and sign the following in order

#### a) [Annual Internal Audit Report \(to note\)](#) and note correspondence from auditor

The Council **NOTED** the AGAR Internal Auditors report which was positive and confirmed that the Parish Council meets all legislative requirements and best practice. It was **FURTHER NOTED** that the PC's internal auditor is retiring in the autumn and closing the business, SDH Accounts, and will not be renewing their professional indemnity insurance. They are happy to continue to provide internal audit for a small number of councils including Clive if the PC is happy with this arrangement. It was **AGREED** to continue with Sue Hackett as internal auditor.

#### b) **Section 1 – Annual Governance Statement**

The Council reviewed the effectiveness of its system of internal control. It considered the statements on section 1 of the AGAR and it was **RESOLVED** to approve the Annual Governance Statement. The Chair and clerk signed the relevant sections on the form.

It was **FURTHER AGREED** that the Clerk will ask insurers about cover in cases of receiving a bill for which PC is liable and not having funds to cover it.

### c) **Section 2 – Accounting Statements**

The Council considered the Annual Accounting Statements for 2024-25, and **RESOLVED** to approve these, and the Chair signed the statement.

### d) **Explanation of variances report (to note)**

The Council considered and **NOTED** the explanation of variance report for 2024-25.

### e) **Period for exercise of public rights – RFO to confirm dates**

The Clerk/Responsible Financial Officer confirmed they would be setting the following dates for the exercise of public rights: Tues 1<sup>st</sup> July to Mon 11<sup>th</sup> Aug 2025, during which time electors could inspect the unaudited accounts for the year 2024-25.

## **10/25: CLERK REPORT - Consider matters arising since the last Council meeting**

The Clerk's report had been circulated previously and was **NOTED**.

## **11/25: PARISH MATTERS – Council to discuss and agree actions**

### a) Vacant seat – Council to note no applications received, and agree actions

It was **AGREED** that the applications deadline would be extended until 9pm on Sunday 22<sup>nd</sup> June and re-advertised.

### b) Council insurance – Council to consider quotes, choose insurer, and agree to make payment before renewal (1<sup>st</sup> June 2025)

After consideration of the available quotes and estimates, it was **RESOLVED** to renew the Council's insurance with Zurich Municipal for one year at a cost of £300.

### c) Highways concerns (incl. road closures, parking at junctions, school crossing sign) - Council to receive updates and agree actions

- It was **NOTED** that SC Highways are planning to install a replacement wigwag in a slightly different location (as the current site is not maintenance friendly) and they have requested a quote from their supplier as a matter of urgency. SC Councillor Williams has been updated and will follow this up for the PC.
- Visibility reduced at bottom of Back Lane due to parked vehicles (raised at last meeting). Cllrs have spoken to vehicle owners informally and they have agreed to move vehicles to improve visibility. There are still cars parked too close to the junction between Jubilee Street and Drawwell.
- Bus stop at bottom of Drawwell, benches and bus stop sign are being encroached by vegetation. It was **AGREED** that Cllr Goldwyn will speak with landowner.

### d) VAS signs and police speed enforcement - Council to receive updates and agree actions

The revised quote from MMD for replacement batteries was **NOTED**, and it was **RESOLVED** to order 2 x batteries from Tayna for £98.70 incl. VAT (plus delivery). Clerk will ask MMD to return VAS equipment, and cable assembly, and one battery with 50% battery life.

## **12/25: PLANNING APPLICATIONS – Council to agree/ratify responses**

No new planning applications received.

## **13/25: SHROPSHIRE COUNCIL/INSPECTOR PLANNING DECISIONS – Council to note**

- a) Address: [Sherwood Croft, Clive – ref: 25/00725/FUL](#) –Grant permission
- b) Address: [3 Sunny Bank, Station Road, Clive - ref: 25/00818/FUL](#)-Grant permission
- c) Address [Ivydene, 2 New Street, Clive, ref: 25/01053/FUL](#)-Withdrawn

## **14/25: FINANCE – Council to consider and approve**

### a) Finance reports April 2025 (Receipts and Payments, Bank statement, bank reconciliation)

It was **RESOLVED** to note and approve the above.

### b) Annual financial arrangements (standing orders, direct debits, etc.)

It was **RESOLVED** to note and approve the following regular payments:

**Standing orders:** None

**Direct debits:**

- ICO registration fee – Annually - (usually June) £47 (£52 if not paid by direct debit)
- NEST pension scheme - Monthly - Variable, expect to be approx. £53 each month
- PWLB – Renshaw's Field Loan repayments - Twice per year (end April and Oct) - £2087.52 each payment
- PWLB – Village Hall Loan repayments - Twice per year (early May and Nov) - £429.13 each payment
- Hugo Fox (Go Cardless) – website provision – Monthly - £11.99/month

**Other regular payments:**

- Unity Trust, account fee - Monthly (last day of month) - £6/month

c) Internal controls check – Council to arrange

It was **NOTED** that the Clerk had brought the 2024-25 accounts folder for Cllr Rushworth to conduct internal controls checks for Q4 of 2024-25. Cllr Rushworth to report on checks at the June PC meeting.

## 15/25: PAYMENTS

a) Payments to be ratified/approved at the meeting

It was **RESOLVED** to approve the following payments:

- Clerk, May staffing costs (incl. expenses), £784.21 (of which £1.16 VAT)
- NEST, May pension contributions (emp'ee and emp'er), £52.99 (no VAT), by direct debit.
- HMRC, May PAYE and NICs, £51.02 (no VAT)
- Renshaw's Field Association, upkeep contribution, £1000.00 (no VAT)
- SALC, Affiliation fees, £323.20 (no VAT)
- Hugo Fox, website provision, £11.99 (of which £2.00 VAT)
- SDH Accounting, internal audit 2024-25, £180.87 (no VAT)

It was **FURTHER RESOLVED** to approve the following payments:

- Zurich Municipal, Council insurance (one year), £300.00 (no VAT) - as per agenda item: 11/25b Insurance
- Tayna, 2qty Yuasa batteries + delivery, £106.70 (of which £17.78 VAT) – as per agenda item: 11/25d VAS signs

## 16/25: APPOINTMENT OF COUNCIL REPRESENTATIVES AND WARDENS

It was **RESOLVED** to appoint Councillors as representatives to local groups as follows:

- Clive Village Hall Management Committee – Cllr Donoghue
- RAF Shawbury Liaison - Cllr Donoghue
- AED Working Group –Cllr Goldwyn, Cllr Haines-Eynon
- Renshaw's Field Committee – Cllr Slark
- Staffing Committee - whole Council; Staffing Sub-Committee –Cllr Goldwyn, Cllr Donoghue, Cllr Rushworth
- Neighbourhood Plan Steering Group – Agreed to defer
- Local Plan Review Committee – Whole council
- SALC North Shropshire Area Committee (two reps) – Cllr Haines-Eynon, Cllr Rushworth

It was **FURTHER RESOLVED** to appoint the following wardens:

- Guardian of Millennium Stones – Cllr Goldwyn will check that member of the public is still happy to do this
- Tree warden – Cllr Morgan to check that Ken Benbow still happy to do this
- Snow warden – Agreed this warden role is no longer needed

## 17/25: REPORTS

a) Sansaw Estates – Consider a report from the estate

Nothing urgent to report, Sansaw will be giving a report at Annual Parish Meeting next week.

b) RAF Shawbury – Consider a report

Clerk shared the monthly update from RAF Shawbury. In addition to the usual routine reports about hi-viz for riders, drones, Aries magazine, and contacts for complaints, the following was **NOTED**:

### • Night Flying

The next period commences on 9 June and is planned to 25 July. Night flying periods are usually for seven weeks with three weeks in between periods. There is also information on the RAF Shawbury webpage with contact details for complaints or concerns. Night flying will commence typically 30 mins after sunset and may continue until 02:30.

### • Helium Balloons

There has been a recent occurrence where party type helium balloons drifted across the airfield. Such occurrences could endanger aircraft as well as ultimately being a hazard to wildlife. RAF Shawbury would ask that if events are being held locally involving helium party type balloons that precautions are taken to prevent their inadvertent release.

### • PC Officials

RAF Shawbury would be grateful for names and contact details where PC Chairs and/or Clerks have changed.

c) **Shropshire Councillor's Report** – Consider report from SC Cllr Alison Williams (if available)

The Chairman welcomed SC Cllr Alison Williams to the meeting, who introduced herself and her background and gave the following report:

- Fallen school sign (wigwag) – She has sent emails to SC Highways staff to chase and will let Clerk know as soon as there is an update.
- Fix My Street issues - Some cases are getting 'lost' in the system once they get passed to contractors. Please contact Cllr Williams if you need a go-between.
- SC Cllr Williams intends to as visible and helpful as possible, and is looking forward to forging a good working relationship with the PC.
- Post Office – No official update, but she reassured Cllrs that she is on the case, as is Helen Morgan MP who has called emergency meetings, and will be meeting with key members of Post Office asap.

d) **Reports from meetings/training** – Consider reports from Cllrs/Clerk on training/meetings attended  
Clerk had previously circulated notes from digital DPI/ORI briefing. It was **AGREED** that the Clerk will book Cllrs Morgan and Rushworth on to the SALC Code of Conduct training for 3<sup>rd</sup> July.

e) **AED checks** – Receive reports from latest AED inspections and agree actions

It was **NOTED** that AED checks had been completed on: 01/05/2025 and 15/05/2025, with all in order. These checks were logged for PC records.

f) **Community Speed Watch** – Consider a report and agree actions

Last speed check conducted on 25<sup>th</sup> April at Hebron Close. 2 drivers captured speeding at 38mph and at 43mph.

## **18/25: POLICIES**

- a) Standing Orders (new NALC model)
- b) Financial Regulations (updated NALC model)

It was **RESOLVED** to approve the above policies.

## **19/25: CORRESPONDENCE RECEIVED - Council to note/agree actions**

- a) SC Update to Digital DPIs/ORIs (01.05.2025)

The above was **NOTED** and Cllrs have started completing and submitting their digital DPIs.

- b) SALC weekly briefing (06.05.2025) and 13.05.2025 **NOTED**
- c) North Shropshire Safer Neighbourhood Team newsletter (07.05.2025) **NOTED**
- d) Road works: [Wayside, Yorton, 03.06.2025 \(OpenReach, replace pole\)](#) **NOTED**
- e) Roadworks: [Station Road, Clive, 15.06.2025, Cadent](#) **NOTED**
- f) Road works: [Mine Bank, Clive, 24.06.2025 \(OpenReach, replace pole in verge\)](#) **NOTED**

It was **NOTED** that there were road closed signs out on Mine Bank but no work actually taking place on Thurs 8<sup>th</sup> May. Traffic management signage is still out saying road closed but the road isn't actually closed. The Clerk will email Streetworks to ask for signs to be removed.

## **20/25: FUTURE AGENDA ITEMS**

Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision making.**

- Co-option for vacant seat
- Post Office

## **21/25: NEXT MEETING – Council to agree**

After discussion, it was **RESOLVED** that the next Council meeting would be held on **Thurs 26<sup>th</sup> June 2025, 7.30pm** at Clive Village Hall.

There being no further business, the Chairman thanked everyone for their participation and closed the meeting at: 20.30pm.

Confirmed as accurate: \_\_\_\_\_ Chairman      Date: \_\_\_\_\_