

<b><u>EATON UNDER HEYWOOD &amp; HOPE BOWDLER PARISH COUNCIL</u></b>
<b><u>Chairman: Cllr. Graham Watts</u></b>

## **MINUTES**

**of the annual Parish Council meeting held on Monday 12<sup>th</sup> May 2025**  
**7.45pm at Hope Bowdler Village Hall**

### **057/25: Election of a Chairman for the year 2025 – 2026**

Cllr. Madeley **proposed** Cllr. Graham Watts as Chairman for 2025 – 2026. No other nominations were received.

Proposal **seconded** by Cllr. Pugh

Vote: Unanimous in favour.

Cllr. Watts accepted the nomination as Chairman and signed the Declaration of Acceptance of Office as Chairman form.

### **058/25 – Post-Election procedures including: Consideration of potential candidates to be co-opted to fill the four vacancies. To obtain signatures to Declarations of Acceptance of Office forms. Consideration of the new Disclosure of Pecuniary Interests form.**

Councillors Madeley and Pugh had been elected in the May elections process and both signed Declaration of Acceptance of Office forms.

Mr Robert Davis of Hatton Cottage, Hatton, Ms Miranda Pratt of Ivy Cottage, Birtley, Mr Samuel Pratt of Merryleas, Birtley Lane, Soudley and Mr Matthew Joseph of Waen Farm, Hope Bowdler all attended the meeting and confirmed they were willing to be co-opted to serve as councillors on this parish council.

The Chairman **proposed** that Mr Robert Davis, Miss Amanda Pratt be co-opted as councillors to serve Eaton Under Heywood and that Mr Samuel Pratt and Mr Matthew Joseph be co-opted to serve as councillors to Hope Bowdler.

Cllr. Pugh **seconded** the proposal.

**Vote:** members voted unanimously in support of the four councillors being co-opted to this parish council.

Thereafter Ms Pratt, Mr Davis, Mr Joseph and Mr Pratt all signed Declarations of Acceptance of Office Forms.

The new procedure for the completion of Disclosure of Pecuniary Interests forms was discussed and the Clerk gave all members present copies of an explanatory documents advising them how to complete the forms on line, which is the only process now allowed. The DPI forms have to be submitted to Shropshire Council by the 1st June 2025. Failure to complete a DPI form, or to make false statements on them is a criminal offence. If any information stated on the forms is later subject to change, the member involved must go on line and amend/edit their DPI form.

### **059/25 - Present**

Cllr. G Watts – Chairman

Cllr. C Pugh

Cllr. T Madeley

Cllr. S Pratt

Cllr. R Davis

Cllr. M Joseph

Cllr. M Pratt

**In Attendance**

The Clerk, Mrs J de Russett

**060/25 - Declarations of Interest relating to this meeting.**

Members are requested to declare any Disclosable Pecuniary or Personal Interests they may have in matters to be considered at this meeting in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Cllr. S Pratt and Cllr. M Pratt made declarations of interest in Planning Application 25/01346/FUL.

**061/25 – Approval of the Minutes of the parish council meeting held on 14<sup>th</sup> April 2025 and to deal with Matters arising from the Minutes of 14<sup>th</sup> April 2025**

The Minutes of the Parish Meeting held on 14<sup>th</sup> April 2025 had been circulated and considered by the councillors. No objections were raised to the Minutes.

Cllr. Madeley **proposed** that the Minutes of the Parish Council Meeting of 14<sup>th</sup> April 2025 be approved by the councillors.

Proposal **seconded** by Cllr. Pugh

**Vote:** Unanimous in favour

No matters arising from the Minutes were raised.

**062/25 – Appointment of a representative to the South Shropshire Area Committee**

No member was willing to stand.

**063/25 – Planning application: 25/01346/FUL** – application for the erection of an annexe building with garage and home office at Merryleas, Soudley, SY6 7HE.

As he is the applicant, Cllr. Samuel Pratt left the room whilst this matter was discussed and Cllr. M Pratt did not vote on the application.

Councillors examined the plans and discussed the application.

Cllr. Pugh **proposed** that the parish council should support the application.

Proposal **seconded** by Cllr. Joseph

**Vote:** 3 in favour, 2 against – vote carried by a majority.

**064/25 - Correspondence/Communications considered at the meeting**

**Councillors considered the following items:-**

1. Notification of road closure: 18<sup>th</sup> - 19<sup>th</sup> May 2025, High Street, Church Stretton for Open Reach cabling works.
2. Notification from Rights of Way (Legal Orders & Enforcement) Officer at Shropshire Council of temporary closure of Public Bridleway 0527/27A/1 in Eaton parish.
3. Email R Wickson, Chairman of Shropshire Association of Local Councils congratulating councillors elected on 1<sup>st</sup> May and attaching “Induction Guide for Councillors” and “Introduction to your Council”.
4. Notification from South Shropshire Area Local Committee, advising that the next meeting is on Wednesday 2<sup>nd</sup> July 2025, 6.30m at Craven Arms Community Centre.
5. Email from SALC attaching a “How To” Guide to Disclosable Pecuniary & Other Registerable interest, plus a new Code of Conduct and a Civility Pledge. The guide has

been handed out at the meeting on 12<sup>th</sup> May. If councillors have any issues with downloading the forms they should contact Ashley Kendrick at Shropshire Council's Legal and Democratic Team – [ashley.kendrick@shropshire.gov.uk](mailto:ashley.kendrick@shropshire.gov.uk)

### **065/25 – Highways and Environmental matters**

Potholes in Bull Lane, Birtley Lane and by Ticklerton village hall were discussed and will be notified to Highways. The parish council deplores that no action has been taken in respect of the erosion of the road by Lower House Farm, Ticklerton, despite Highways being advised of the dangers posed by this erosion on many occasions.

### **066/25 - Finance Report for May 2024 and approval of Audit documents for financial year 2024 – 2025.**

#### **066/25/1 – Finance Report for May 2025**

Balance carried forward from April 2025		£3,264.72	
ADD: Precept for 2025 – 2026 (£6382 less £500 transferred to Environmental/asset maintenance fund)			<b><u>£5,882.00</u></b>
			<b><u>£9,146.72</u></b>
Payments to be made on 12 <sup>th</sup> May 2025 from Precept Fund			
• HSBC bank charges to	£ 7.40		
• Clerk's net salary for May 2025	£199.11		
• HMRC - PAYE on Clerk's May 2025 salary	£ 49.80		
• Clear Insurance Mgmt. Ltd – 2025/6 insurance premium	£522.14		
• SALC – annual subscription 2025/6	£275.36		
• Mrs J Griffiths – 2024-2025 audit fee	£120.00		
• Hope Bowdler Village Hall Committee – hall hire 2024/2025	£ 60.00		
• Eaton Under Heywood PCC – S137 LGA donation	£200.00		
• Hope Bowdler PCC – S137 LGA donation	£200.00		
• <u>Admin expenses incurred in April 2025 paid by Clerk and reclaimed by her.</u>			
• Contribution towards telephone/internet provision for May 2025 @ £20 p.m.	£20.00		
• Electricity at Ticklerton Village Hall for meeting on 14.04.25 (heating)	£ 2.00		
• Travelling expenses @ 45p per mile 30.04.25 to Auditor at Leebotwood to deliver books etc for audit - 42 miles			
Collection of books paid for by Diddlebury Parish Council.			
12.05.25 – to Hope Bowdler Village Hall for PC meeting - 34 miles			
Total mileage – 76 miles	<u>£34.20</u>		
Total of May 2025 admin. expenses	£56.20	<u>£ 56.20</u>	
		£1,690.01	<u>£1,690.01</u>
<b>Balance of Precept fund c/fwd to June 2025</b>			<b><u>£7,456.71</u></b>

The Chairman **proposed** that cheques totalling £1,690.01 be approved for payment.

Cllr. Madeley **seconded** the proposal

**Vote:** unanimous in support of the proposal.

**Ring Fenced funds held by Parish Council**

**Environmental & Asset Maintenance Fund**

Bal. c/fwd from April. 2025	£221.78	
Add: From Precept receipts	<u>£500.00</u>	<b>£721.78</b>

Neighbourhood Fund – balance c/fwd from April 2025 **£ 451.59**

**Total funds held by Parish Council following authorisation  
& presentation of the above cheques.**

Precept Fund	£7,456.71
Environmental/Asset Maintenance Fund	£ 721.78
Neighbourhood Fund grant	<u>£ 451.59</u>
	<u><b>£8,630.08</b></u>

**066/25/2: Bank Statement/Cash Book reconciliation.**

Verification of the Clerk's reconciliation between the Cash Book and HSBC Bank Statement 163 was checked and approved by the Chairman.

**066/25/3 – to consider the Audit Report for 2024 – 2025 prepared by auditor Mrs J Griffiths**

Councillors read the Audit Report and noted it contained no adverse comments or matters to be rectified, other than the Auditor felt that the reserves the parish council carries forward at the end of the financial year are too low. This issue was discussed. The Chairman and councillors felt that in these straightened times ratepayers in the parish would not like to see the parish council precepting for a large sum whilst simultaneously carrying forward a large figure of reserves. It was agreed the matter will be reviewed when the 2025/2026 Precept is set in January 2026. The Auditor's additional report at Page 4 of the AGAR documents was also noted.

The Chairman **proposed** that the two audit reports of Mrs Griffiths be approved by the council. Proposal **seconded** by Cllr. Madeley

**Vote:** Unanimous in favour of the proposal

**066/25/4 – To approve and sign the Annual Governance Statement at Section 1 of AGAR**

The Annual Governance Statement was signed by the Chairman and the Clerk.

The Chairman **proposed** that Section 1 of AGAR be approved by the council.

Proposal **seconded** by Cllr. Pugh

**Vote:** Unanimous in favour of the proposal

**066/25/5 – To approve and sign the Annual Accounting Statement for 2024/2025 at Section 2 of AGAR.**

The Annual Accounting Statement was signed by the Chairman and the Clerk.

The Chairman **proposed** that Section 2 of AGAR be approved by the council.

Proposal **seconded** by Cllr. Madeley

**Vote:** Unanimous in favour of the proposal

**066/25/6 – To authorise and approve the Certificate of Exemption for 2024/2025 at p. 3 of AGAR**

The Certificate of Exemption was signed by the Chairman and the Clerk.

The Chairman **proposed** that the Certificate of Exemption for 2024/2025 be approved by the council.

Proposal **seconded** by Cllr. Pugh

**Vote:** Unanimous in favour of the proposal.

**066/25/7 – To set the dates for the Notice of Public Rights for the audit year 2024/2025**

The Chairman proposed that the Notice of Public Rights drafted by the Clerk be approved.

Proposal **seconded** by Cllr. Madeley

**Vote:** Unanimous in favour of the proposal.

**067/25 – To agree the dates of the parish council meetings to May 2026.**

The following dates were agreed by the councillors.

Monday 16 <sup>th</sup> June 2025	Ticklerton Village Hall
Monday 14 <sup>th</sup> July 2025	Hope Bowdler Village Hall

No meeting in August 2025 unless urgent business arises

Monday 15 <sup>th</sup> September 2025	Ticklerton Village Hall
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Monday 13 <sup>th</sup> October 2025	Hope Bowdler Village Hall
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Monday 17 <sup>th</sup> November 2025	Ticklerton Village Hall
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No meeting in December 2025 unless urgent business arises

**2026**

Monday 19 <sup>th</sup> January 2026	Hope Bowdler Village Hall
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Monday 16 <sup>th</sup> February 2026	Ticklerton Village Hall
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Monday 16 <sup>th</sup> March 2026	Hope Bowdler Village Hall
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Monday 13 <sup>th</sup> April 2026	Ticklerton Village Hall
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Monday 18 <sup>th</sup> May 2026	Hope Bowdler Village Hall
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**068/25 – Any Other Business (for dissemination of information only)**

Cllr. Madeley gave his apologies for the June 16<sup>th</sup> 2025 meeting.

No other matters were raised. There being no further business to conduct, the Chairman thanked everyone for their attendance and closed the meeting at 8.45pm

**Date & Venue of the next Parish Council meeting.  
Monday 16<sup>th</sup> June 2025, 7.30pm at Ticklerton Village Hall.**

**SIGNED** Graham Watts

**16<sup>th</sup> June 2025**

**DATED** \_\_\_\_\_