

COUNDR PARISH COUNCIL

Chairman: Cllr Simon James
cpc@simonjames.uk

Clerk: Lisa Harris
Clerk@coundparishcouncil.gov.uk

MINUTES OF PARISH COUNCIL MEETING Held on 21 May 2026 at Cound Guildhall

Present: Parish Councillors S James (Chair), R Davies, S Green, J Hall, T Roberts, S Scott, M Smith, and Shropshire Councillor S Coleman

Clerk: Lisa Harris

No members of the public were present

01.26 Election of Chair

Councillor James asked for nominations for Chair.

It was proposed by Councillor Hall and seconded by Councillor Roberts and

Resolved (without opposition)

that Councillor James be elected as Chairman for the ensuing municipal year.

02.26 Chair to sign Declaration of Acceptance of Office

Councillor James signed the Declaration of Acceptance of Office, witnessed by the Clerk.

03.26 Election of Vice Chair

Councillor James asked for nominations for Vice-Chair.

It was proposed by Councillor Hall and seconded by Councillor Smith and

Resolved (without opposition)

that Councillor Roberts be elected as Vice-Chair for the ensuing municipal year.

04.26 Vice Chair to sign Declaration of Acceptance of Office

Councillor Roberts signed the Declaration of Acceptance of Office, witnessed by the Clerk.

05.26 Apologies for Absence

Apologies were received from Councillors R Sartain and K Symonds.

06.26 Disclosable Pecuniary Interests

- a) No disclosable pecuniary interests were declared.
- b) There were no applications for a dispensation regarding disclosable pecuniary interests.

07.26 Public Participation Session - *a period of 15 minutes will be set aside for the public to speak, with a strict 5-minute limit per speaker. Members of the public may speak on matters appearing on the agenda. However, if a matter does not appear on the agenda, a written request should be submitted to the Clerk no later than 2 working days before the meeting.*

There were no members of the public present.

08.26 To approve the Minutes of the Parish Council Meeting held on 5 March 2026

The minutes of the previous meeting had been circulated.

It was proposed by Councillor Green and seconded by Councillor Roberts and
resolved (without opposition)

that the minutes of the Parish Council Meeting held on 5 March 2026 be accepted as a true record. The minutes were signed accordingly.

09.26 Clerk's report on matters arising since the Parish Council Meeting on 5 March 2026

- Wrote to Motorsport UK and Shropshire Council advising that based on the current information available, Cound Parish Council was unable to support the leg of the Hills Ford Stages rally scheduled to pass through the Parish on Sunday 20 September
- Historically the winter meetings of the Parish Council were held in Cound Moor Village Hall due to the presence of the log burner. However, now that Cound Guildhall has a much-improved heating system, this is no longer necessary. As suggested at the March meeting, a revised meeting schedule has therefore been prepared alternating between Cound and Cound Moor as follows:
Thursday 16 July 2026 – Cound Moor Village Hall
Thursday 17 September 2026 – Cound Guildhall
Thursday 19 November 2026 – Cound Moor Village Hall
Thursday 21 January 2027 – Cound Guildhall
Thursday 18 March 2027 – Cound Moor Village Hall
Thursday 20 May 2027 – Cound Guildhall
- Notification of a planning application had been received in error as out of parish - 26/00819/FUL Change of use of land from agricultural to touring caravan and camping site, retention of existing shower, toilet and washing facilities, and siting of disabled toilet and shower facilities (part retrospective). Camping site known as Spring Field, Kenley.
- Advert for Annual Parish Meeting submitted to Village Life prior to the May deadline date. Unfortunately, the advert was not published
- Prepared AGAR and end of year accounts for internal auditor (see 18.26).
- CIL payment of £410.30 to be received this financial year. Queried what it was for and advised that it is as a result of planning application 21/02442/COU - Change of use of residential annexe to holiday let use in Cound Moor.
- Notified by Shropshire Council that although it had been previously announced that there would be no Environmental Maintenance Grant in 2026/27, this decision had now been overturned, and the Parish Council was now eligible to apply for a match-funded grant of up to £1000. Grant application has been submitted well in advance of the submission deadline.

10.26 To receive report from Shropshire Councillor

Having given her report in the previous Annual Parish Meeting, Councillor Coleman had nothing further to add other than that she was awaiting an update on whether the Hills Ford Stages rally would take place despite strong objections from her and the Parish Council.

11.26 To receive any relevant updates from parish councillors

- Councillor Roberts had performed the defibrillator audit checks and confirmed that they were ready to use as and when required. The Circuit had been updated.
- As Councillor Sartain was not present, Councillor Roberts gave a brief update on the Guildhall: the recent wine tasting event had been a success with 18 attendees; bookings were steady; a barbecue was being held on 20 June when there would be the opportunity to view the Elizabethan cellars under the Guildhall.
- Councillor Smith advised that work has been completed on the Coronation Commemoration plaque for the War Memorial and that it would be sited imminently. Councillor James extended thanks to Councillor Smith for all his hard work on this project.

12.26 To review and re-adopt Standing Orders

The Standing Orders had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Standing Orders dated May 2026 be re-adopted by the Council and signed accordingly

13.26 To review and re-adopt Financial Regulations

The Financial Regulations had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Financial Regulations dated May 2026 be adopted by the Council and signed accordingly.

14.26 To review and re-adopt Code of Conduct

The Code of Conduct had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Code of Conduct dated May 2026 be re-adopted by the Council and signed accordingly.

15.26 To review and re-adopt the Risk Management Schedule

The Risk Management Schedule had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Risk Management Schedule dated May 2026 be re-adopted by the Council and signed accordingly.

16.26 To receive and review the Asset Register as at 31 March 2026

The Clerk presented the Asset Register as at 31 March 2026. No additional assets had been added during the year.

It was agreed (without opposition) to accept the Asset Register as presented. The Asset Register was signed accordingly.

17.26 To appoint insurers for the period 01/06/26 – 31/05/27

As the amount being quoted by Zurich was within budget and the cover offered by the policy had previously been assessed as meeting the requirements of the Parish Council

It was agreed (without opposition) to appoint Zurich as insurers for the 12 months commencing 1 June 2026.

18.26 Annual Return for the year ended 31 March 2026

Council to receive, approve and sign (as appropriate) the following:

a) Final bank reconciliation and accounts 2025/26

The Parish Council approved the year end bank reconciliation as checked by the Internal Auditor. The final year end detailed accounts were approved.

b) Internal Audit Report 2025/26 (AGAR part 2 page 4)

The Parish Council considered the Internal Audit Report and noted that the Council's system of Internal Controls was operating effectively.

c) Certificate of Exemption 2025/26 (AGAR part 2 page 3)

The Parish Council confirmed that it meets the criteria for certifying itself as exempt from the full requirements for external audit. The RFO and the Chairman signed the Certificate of Exemption for submission to the external auditor.

d) Annual Governance Statement 2025/26 (AGAR part 2 page 5)

The Parish Council considered each internal control statement per The Governance Statement (1-10) and confirmed their agreement that each was met. The Clerk/RFO completed the Annual Governance Statement to this effect and the Chair and Clerk/RFO signed the statement as approved.

e) Summary accounting statements (AGAR part 2 page 6)

It was **agreed (without opposition)** to confirm the accuracy of the accounting statements. The Chair signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

19.26 Current financial matters

a) Payments

Payee	Description	Amount
Miss L Harris	Clerk's expenses April/May	£ 102.33
Miss L Harris	Clerk's salary April/May	£ 703.20
HMRC	PAYE on Clerk's salary April/May	£ 175.60
Mrs S Hackett	Internal audit fee 2025/26	£ 190.91
Zurich	Annual insurance premium	£ 264.00
SALC	Affiliation fees 2026/27	£ 317.16
TOTAL		£ 1753.20

It was proposed by Councillor James and seconded by Councillor Hall and

resolved (without opposition)

that the above accounts be approved for payment.

b) Bank reconciliation to 11 May 2026

The bank was reconciled at £13,628.56, being the online banking balance on the date the meeting agenda was prepared. The bank reconciliation was agreed and signed accordingly.

20.26 Planning

1. Decisions to note

None.

2. Planning applications for consideration

None.

21.26 Correspondence

Nothing beyond what already covered.

22.26 Future agenda items

- To consider matters arising from the Annual Parish Meeting

23.26 Date of next meeting

Thursday 16 July 2026, 7.00pm at Cound Moor Village Hall.

The Chair thanked everybody for attending and the meeting closed at 8.26pm.

Signed by Chair:

Date: 16 July 2026