

COUND PARISH COUNCIL

Chairman: Cllr Simon James
email@simonjames.uk

Clerk: Lisa Harris
Clerk@cound.org.uk

MINUTES OF ANNUAL PARISH COUNCIL MEETING Held following the Annual Parish Meeting on 15 May 2025 at Cound Guildhall

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

Clerk: Lisa Harris

No members of the public were present

01.25 Election of Chairman

Councillor James asked for nominations for Chairman.

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.

02.25 Chairman to sign Declaration of Acceptance of Office

Councillor James signed the Declaration of Acceptance of Office and this was acknowledged by the Clerk.

03.25 Election of Vice-Chairman

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

Resolved (without opposition)

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

04.25 Vice-Chairman to sign Declaration of Acceptance of Office

Councillor Roberts signed the Declaration of Acceptance of Office and this was acknowledged by the Clerk.

05.25 Declaration of Acceptance of Office for all Councillors

Following the uncontested election, all nine councillors had signed the Declaration of Acceptance of Office, witnessed by the Clerk, prior to the meeting.

06.25 Apologies for Absence

Apologies were received from Councillor S Green.

07.25 Disclosable Pecuniary Interests

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

08.25 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.

09.25 To approve the Minutes of the Parish Council Meeting held on 20 March 2025

The minutes of the previous meeting had been circulated.

It was proposed by Councillor Scott and seconded by Councillor Symonds and
resolved (without opposition)

that the minutes of the Parish Council Meeting held on 20 March 2025 be accepted as a true record.

The minutes were signed accordingly.

10.25 Clerk's report on matters arising since the Parish Council Meeting on 20 March 2025

- Carried out extensive work preparing records for the internal auditor and completing the AGAR
- Notified by Shropshire Council that although it had been previously announced that there would be no Environmental Maintenance Grant in 2025/26, this decision had now been overturned, and the Parish Council was now eligible to apply for a match-funded grant.

11.25 To receive report from Shropshire Councillor

Having already introduced herself during the Annual Parish Meeting, Councillor Coleman had nothing further to add other than to encourage parishioners to continue using FixMyStreet to report issues such as potholes.

Councillor James asked Councillor Coleman to check on the status of the road improvement works on Cound Arbour Bridge.

12.25 To receive any relevant updates from parish councillors

Councillor Roberts had performed the defibrillator audit checks for the period up to 11 May and confirmed that both defibrillators were ready to use as and when required.

Councillor Sartain reported that events continue at The Guildhall and that the fete the previous Saturday had been extremely successful. They continue to plan for future events.

Councillor Scott advised that following the last meeting, Claire Wild had asked him to email Shropshire Council regarding the unsafe drop on the side of the road at Bull Hollow Ford. He had received no response. Councillor Coleman asked him to email her, and she would try and chase it up.

Councillor Scott also reported that Harnage Grange now has its own defibrillator which is registered on The Circuit.

13.25 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 2025 be re-adopted by the Council and signed accordingly.

14.25 To review and 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 2025 be adopted by the Council and signed accordingly.

15.25 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 2025 be re-adopted by the Council and signed accordingly.

16.25 To receive and review 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 2025 be re-adopted by the Council and signed accordingly.

17.25 To receive and review the Asset Register as at 31 March 2025

The Clerk presented the Asset Register as at 31 March 2025. No additional assets had been added during the year but once the Coronation commemoration plaque was in situ at the War Memorial site then the Asset Register would then be updated to reflect this.

It was agreed (without opposition) to adopt the Asset Register as presented. The Chairman and Clerk signed the copy Asset Register.

18.25 To appoint insurers for the period 01/06/24 – 31/05/25

The Clerk had obtained a number of quotes and Zurich Insurance was the most competitively priced at £264, which surprisingly had only increased by £23 on the cost of cover for 2024/25.

It was **agreed (without opposition)** that Zurich be appointed as insurers for the period 01/06/25– 31/05/26.

19.25 Annual Return for the year ended 31 March 2024

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

a) Final bank reconciliation and accounts 2023/24

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

b) Internal Audit Report 2023/24 (AGAR part 2 page 4)

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

c) Certificate of Exemption 2023/24 (AGAR part 2 page 3)

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 2023/24 (AGAR part 2 page 5)

Council considered each internal control statement per The Governance Statement (1-9) and confirmed their agreement that each was met. The Clerk/RFO completed the Annual Governance Statement to this effect and the Chairman 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 Chairman signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

20.25 Current financial matters

a) Payments

Payee	Description	Amount
Miss L Harris	Clerk's expenses April/May	£ 61.00
Miss L Harris	Clerk's salary April/May	£ 681.04
HMRC	PAYE on Clerk's salary April/May	£ 170.20
Mrs S D Hackett	Internal Audit Fee	£ 180.87
Zurich	Annual Insurance Premium	£ 264.00
SALC	Affiliation fees	£ 299.28
TOTAL		£ 1562.67

It was proposed by Councillor Symonds and seconded by Councillor Scott and

resolved (without opposition)

that the above accounts be approved for payment.

b) Bank reconciliation to 9 May 2025

The bank was reconciled at £13,069.94, being the online banking balance on the date the meeting agenda was prepared. The bank reconciliation was agreed and signed accordingly.

21.25 Planning

1. Decisions to note

a. Ref: 25/00521/FUL

Address: Brookside Cottage Cound Shrewsbury Shropshire SY5 6AP

Description: Erection of replacement side extension and detached garage

Validated: 25 Feb 2025

Status: Granted

b. Ref: 25/00522/LBC

Address: Brookside Cottage Cound Shrewsbury Shropshire SY5 6AP

Description: Erection of replacement side extension and detached garage

Validated: 25 Feb 2025

Status: Granted

c. Ref: 25/00756/DIS

Address: 24 Upper Cound Shrewsbury Shropshire SY5 6AS

Description: Discharge of condition 4 (landscaping) on planning permission
24/04334/FUL

Validated: 26 Feb 2025

Status: Granted

2. Planning applications for consideration

a. Ref: 25/01037/PAAFC

Address: Lower Cound Farm Cound Shrewsbury Shropshire SY5 6AJ

Description: Change of use of an existing agricultural building to a use falling within use Class E (d)

Validated: 18 Mar 2025

Status: Pending Consideration

b. Ref: 25/01120/AMP

Address: Birchmoor 5 The Heighways Upper Cound Shrewsbury Shropshire SY5 6AR

Description: Non-material amendment to planning application number 24/03223/FUL – changes to materials specified in the approved plans

Validated: 24 Mar 2025

Status: Pending Consideration

No objections nor comments were recorded on the above planning applications.

22.25 Correspondence

Councillor James read out an email from a parishioner who had requested that the Parish Council do something about slowing traffic through the village. In his response, Councillor James had explained how the Parish Council takes the issue of speeding seriously and indeed had discussed it on numerous previous occasions. However, it has no powers to act but will continue to explore practical, community-led approaches and consider any feasible initiatives that may help reduce speeding through the village.

The Parish Council unanimously agreed that as speeding traffic within the area had been discussed ad nauseam and that there was nothing further that it could do, then the matter would not be put on a future agenda.

23.25 Future agenda items

None

24.25 Date of next meeting

Thursday 17 July 2025 at 7.00pm at The Guildhall, Cound.

The Chairman thanked everybody for attending and the meeting closed at 8.00pm.

Signed by Chairman:

Date: 17 July 2025