

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 14 JANUARY 2014 AT 7:30 PM IN BARTESTREE VILLAGE HALL

Present:

Councillors: Mrs W Soilleux (Chair); G Davies (Vice-Chair); J Colley; Mrs L Hoppé; Mrs J Karayiannis; N Shore; M Wilson; P Wargent and R Williams

In Attendance:

Mr E Wilson (RFO) and Mrs E Wilson (Parish Clerk)

Members of the Public: None

1. **To Accept Apologies for Absence (2994)**
Cllrs D Greenow and M Postians; PC N James and CSO D Wall.
2. **To Adopt the Minutes of the Parish Council Meeting held on Tuesday 12 November 2013 and the Extraordinary Parish Council Meeting held on Tuesday 10 December 2013 (2995)**
Resolved: The Minutes were adopted and signed by the Chair.
3. **To Receive Declarations of Interests and Applications for Dispensations (2996)**
Agenda Item 4 – Cllr M Wilson declared non-disclosable pecuniary interest, as his stepson owns the land
Agenda Items 9&10 – Cllr NL Shore declared a non-disclosable pecuniary interest as Secretary of Playing Fields Association and Secretary of the Cricket Club
Agenda Items 9&10 - Cllr R Williams declared a non-disclosable pecuniary interest as a Committee Member of the Playing Fields Association and the Cricket Club
Agenda Items 9&10 - Cllr P Wargent declared a non-disclosable pecuniary interest as a Member of the Village Hall Committee
Resolved: Interests noted.
4. **To Consider the following Amended Planning Application (2997):**
132536F Land on Ledbury Road (West of Williams Mead), Bartestree, Hereford.
Residential development of 50 new dwellings of which 18 will be affordable homes
Resolved: As no significant change the PC agreed not to support the application.
In accordance with Item 3 above Cllr M Wilson did not vote on this issue.
5. **To Receive Brief Verbal Reports from: (2998)**
 - 5.1 Herefordshire District Cllr D Greenow
Resolved: None received
 - 5.2 Local Police
Resolved: No report received but monthly Newsletters circulated.
6. **Open Time – To Note Matters Raised by Local Residents Relevant to the Parish (2999)**
Resolved: No items raised
7. **Financial Matters (3000)**
 - 7.1 **To Receive a Report from the RFO**
The Financial Notes including bank balances plus income and expenditure since the last meeting had previously been circulated.
Resolved: With minor amendments the Financial Report was noted and Mr E Wilson thanked.

(Attached as Appendix A)

7.2 To Consider and Agree

7.2.1. Payments made since last meeting

Ray Styles (pest control at cemetery) £60.00 (813); Vesey Arts & Crafts (stationery for NDP) £16.95 (814); Herefordshire Council (PP analysis & report) £676.04 (815); HALC (In house training) £124.06 (816); Hfds Fire Protection Services (Village Hall) £114.38 (817); Daniel Squire (October) £162.00 (818); (M Dyer (L'sman) (October) £66.00 (819); Village Hall (hire for PP) £19.50 (820); Village Hall (hire for NDP) £19.50 (821); B&L PFA (Pavilion Committee loan overpaid) £78.00 (822); A Bayliss (play area checks 9 weeks) £45.00 (823); DC Gardening £855.00 (824); Vesey Arts & Crafts (stationery for NDP) £16.95 (825); Village Hall (hire for PP) £9.75 (826); M J Hopkins (L'sman administration £117.70 (827); PWLB £3,116.51 (DD); Herefordshire Council (hard copied of planning) £4.00 (828); M J Hopkins (Salary & Room Allowance) £776.85 (829); E Wilson (Nov Salary & Room Allowance) £233.84 (830); E Wilson (Dec Salary & Room Allowance) £233.84 (831) and HMRC (PAYE) £274.40 (832); The Advantage Group (cupboard) £167.28 (833); Andrew Fathers Tree Surgery (Playing Fields and Village Hall) £275.00 (834)

Resolved: Payments agreed

7.2.2. Payment of outstanding invoices

Daniel Squire Ltd (Repair to fence play area) £180.00 (835); HALC (CiLCA training Procedure and Finance £72.00 (836); Bowens Shoe Repairs (keys cut for cupboard) £6.00 (837); Village Hall (NDP – 3 sessions) £29.25 (837); Village Hall (PPSG – 3 sessions) £52.00 (837); E Wilson (Jan salary and room allowance) £233.82 (838); E Wilson (Feb salary and room allowance) £233.84 (839); Sarah Fisher (PC website) £175.00 (840); A Bayliss (play area inspections) £40.00 (841)

Resolved: Payments agreed.

7.2.3. To agree the cost of replacement Play Area fence

Resolved: The cost will be approximately £6,000 and it was agreed to defer this for 2 years unless the Health & Safety Regulations dictate otherwise.

7.2.4. To receive a review of the Financial Regulations

The Financial Regulations and updated Financial Controls & Risk Assessment were circulated

Resolved: Accepted and agreed

7.2.5. To agree payment of the course fees, attendance and portfolio preparation time of the Parish Clerk in connection with obtaining the CiCLA qualification

Resolved: Agreed

8. To Adopt the Recommendations made at the HALC Conference and AGM: (3001)

8.1 That the Clerk checks and confirms the Insurance Cover for the following:

8.1.1. Trees for which the Parish Council is responsible – that the Appointed Contractor holds the necessary qualification to carry out Risk Assessments as required by the Insurance Company

8.1.2. That all our Contractors hold the necessary Public Liability Insurance

8.1.3. To confirm the Parish Council's insurance responsibilities, as Trustee of the Village Hall, for insurance cover of the Financial Management of the Village Hall

8.1.4. That our Insurance Company is content that our Risk Assessments meet their requirements.

Resolved: The Clerk to check

8.2 That the Finance Work Group investigate and report back to the Parish Council re:

8.2.1. The requirements for the introduction and operation of electronic payment of bills on which the Government are about to pass legislation following its acceptance by the Minister

Resolved: Deferred until legislation is passed.

8.2.2. The validity of the Parish Council's Financial Standing Orders, in particular the insurance position for the Clerk & Responsible Officer's handling of the Parish Council's monies/accounts and that the insurance company is content with our Independent Procedures of Audit and Control

Resolved: To be checked by the Finance Work Group.

8.3 The Responsible Officer considers:

8.3.1. In the present financial climate, the suitability of our banking services provider, compared with other providers and reports back to Parish Council via the Finance Work Group

8.3.2. The Public Sector Deposit Fund as a suitable recipient for the Parish Council Reserves and reports back to Parish Council via the Finance Work Group

Resolved: It was agreed to defer these considerations until after May 2014.

9. To consider and agree the Budget for 2014/15 (3002)

Resolved: With a minor amendment it was agreed. (Attached as Appendix B)

10. To consider and agree the Precept for 2014/15 (3003)

Resolved: A precept of £24 000 was agreed.

11. Planning Matters: (3004)

11.1 To Receive a verbal report from the Planning Committee

Cllr Davies gave details of the items considered at the Planning Meeting prior to this meeting

Resolved: The Minutes of this Planning Meeting will be circulated.

11.2 To Note the Minutes of the Planning Committee meetings dated 10 December 2013 and 7 January 2014

Resolved: The Minutes having been circulated were noted.

12. Neighbourhood Development Plan Steering Group [NDPSG] (3005)

12.1 To Receive a Verbal Report from the NDPSG

No report given. Cllr M Wilson raised concerns as to how the Steering Group was being run a copy of which is available on request.

Resolved: As the Chair of the NDPSG was not in attendance the matter was deferred to the next meeting.

13. Parish Plan Steering Group [PPSG] (3006)

13.1 To approve the circulated updated draft Action Plans

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Resolved: With some additions and minor adjustments, made at the time, the Parish Council approved the set of Action Plans.

14. To Consider Holding Monthly Meetings (3008)

Discussion was held to consider monthly or 6 weekly meetings.

Resolved: Deferred for 6 months for Cllrs to gather evidence of possible advantages.

15. To Receive Questions from Councillors [Tabled 7 days prior to meeting] (3009)

Resolved: No questions submitted.

16. To Note the Information Sheets (3010)

Resolved: Information sheet was noted.

17. To Raise Items for the next Scheduled Parish Council Meeting - No Discussion (3011)

To consider what action to take regarding standing water on the A438.

Resolved: All items referred from this meeting.

18. To Note the Date and Time of the next Scheduled Parish Council Meeting (3012)

Resolved: The next regular meeting is scheduled for Tuesday 11 March 2014 at 7:30pm

Meeting concluded at 9:00pm

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Signature of Chair

Dated 11 March 2014