

## BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 13 MAY 2014 AT 7.30 PM IN BARTESTREE VILLAGE HALL

#### **Present:**

Councillors: D Greenow; Mrs W Soilleux (Chair); G Davies (Vice-Chair); J Colley; Mrs J Karayiannis; N Shore; R Williams and M Wilson.

#### **In Attendance:**

Mrs E Wilson (Parish Clerk/RFO); CSO Elena Ekanite

#### **Members of the public:** None

#### **1. To Elect a Chairman/Sign Declaration of Office**

**Resolved:** There being one nomination Cllr W Soilleux was elected Chair and duly signed the Declaration of Office.

#### **2. To Elect a Vice Chairman**

**Resolved:** There being one nomination Cllr G Davies was re-elected Vice Chairman.

#### **3. To Receive Chair's Announcements**

The Chair advised that Cllr Martin Postians had resigned from the Parish Council. She thanked him for his previous hard work and said that he would be missed. Arrangements are being made for a replacement Councillor. The Chair also wished to note the Parish Council's grateful thanks to Edwin Wilson for his services over past years.

The Chair suggested that the Parish Council support the Longworth Chapel Trust and this was agreed and noted at Item 7.10

#### **4. To Accept Apologies for Absence**

Apologies received from Mrs L Hoppé; P Wargent; and PC N James

#### **5. To Adopt the Minutes of the Parish Council Meetings held on 11 March 2014, 18 March 2014, 8 April 2014, 29 April 2014 and 6 May 2014**

The Clerk confirmed that the minutes had previously been circulated to Council Members.

**Resolved:** The Minutes were adopted and signed by the Chair.

#### **6. To Receive Declarations of Interest or Applications for Dispensations**

Item 16 – Cllr R Williams – non-discloseable pecuniary interest as Member of Playing Fields Association (PFA) and Cricket Club (CC)

Cllr N Shore – non-discloseable pecuniary interest as Secretary of PFA and Secretary of Cricket Club

#### **7. To Elect other Officers, Committees and Working Groups**

**7.1** Responsible Finance Officer: Mrs E Wilson

**7.2** Planning Committee: Cllrs: G Davies, L Hoppé, J Karayiannis, P Wargent and M Wilson

**7.3** Finance Working Group: Cllrs: W Soilleux, N Shore, P Wargent; M Wilson and Mrs E Wilson (Clerk/RFO)

**7.4** Transport Working Group: Cllrs: M Wilson, R Williams and J Colley

**7.5** Footpath Officer: Cllr M Wilson

**7.6** Tree Officer: Cllr M Wilson

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- 7.7 Resilience Co-ordinator: Cllr M Wilson
- 7.8 Representatives to the Playing Fields Association: Cllrs N Shore and R Williams
- 7.9 Representatives to the Village Hall Committee: Cllr P Wargent
- 7.10 Representative to the Lugwardine Charity, Diana Caroline Hopton Charity and the Longworth Chapel Trust  
Cllr W Soilleux
- 7.11 Two Representatives to the HALC SAM Meeting: Cllrs M Wilson and W Soilleux
- 7.12 Representative to HALC Executive Committee: Cllr M Wilson
- 7.13 One additional Trustee to be nominated by the Parish Council for co-option to the Diana Caroline Hopton Charity: Dr R Henderson

**Resolved:** The above were duly elected.

## 8. To Receive Brief Verbal Reports

### 8.1 Herefordshire District Councillor D Greenow

**Comments:** Cllr Greenow advised on the apparent initial success of the new shopping centre in Hereford. Due to the uncommon large amount of development applications in the area, the press had shown an interest and Cllr Greenow has arranged a meeting with a reporter from the Daily Telegraph to highlight the local attitude. He said that the Parish Council would continue to oppose large developments in the parish.

Cllr Greenow is meeting with representatives from Balfour Beatty to show them around the parish and point out the many defects and poor condition of the roads, and verges.

**Resolved:** Report noted and Cllr Greenow thanked

### 8.2 Local Community Support Officer Elena Ekanite

**Comments:** CSO Ekanite brought some hard copies of the May Newsletter, which were left at the Village Hall for members of the public. She reported on various incidents that had arisen in the parish and gave advice on how crime can be monitored. The matter of parking at the Primary School was raised and CSO Ekanite said that she was trying to organise a walking bus scheme from the Village Hall to the School. She noted that the residents affected by the parking said they would like to see more of a police presence. Whilst the police do patrols they do have a large area to monitor and resources are stretched.

**Resolved:** Report noted and CSO Ekanite thanked for her attendance

## 9. Open Discussion

No items were discussed

## 10. Finance

*The Chair announced that she would like to re-number the items as shown on the Agenda as follows:*

*Item 10.7 to become 10.7.1*

*Item 10.8 to become 10.7.2*

*Item 10.9 to become 10.7.3*

*Item 10.10 to become 10.8*

*Item 10.10.1 to become 10.8.1*

*Item 10.10.2 to become 10.8.2*

*Item 10.10.3 to become 10.8.3*

*Item 10.10.4 to become 10.8.4*

- 10.1 To Receive a Report and Financial Statement from the RFO**  
 The RFO gave a report and commented that bank balances to date were in order. Community A/C £29,021.16 and Business Saver Account £18,910.68.  
 The Financial Sheet including payments made and income received since the last meeting was previously circulated.  
**Resolved:** The Financial Report was noted and accepted by the Council.
- 10.2 To Approve the Annual Accounts for 2013/14**  
**Comments:** The Council Tax Support Grant was not shown separately and will need to be amended.  
**Resolved:** The Council delegated this to be carried out by the Chair and the current RFO when they will ask the former RFO to amend these documents.
- 10.3 To Approve the Annual Governance Statement for 2013/14**  
**Comments:** The Council Tax Support Grant was not shown separately and the form required amendment to account for this.  
**Resolved:** The Council delegated this to be carried out by the Chair and the current RFO when they will ask the former RFO to amend the document.
- 10.4 To Appoint an Internal Auditor for 2014/15**  
**Resolved:** The retiring RFO confirmed that Mr Bruce Wilson was willing to continue.
- 10.5 To Agree Cheque Signatories**  
**Resolved:** It was agreed that Cllr's G Davies, W Soilleux, R Williams and M Wilson are the cheque signatories for 2014/15
- 10.6 To Consider delegated authority to the Clerk to raise cheques to make payments between Parish Council Meetings for ground maintenance work and other agreed regular payments**  
**Resolved:** Approved
- 10.7 To Consider**
- 10.7.1 Recommendations for the New Financial Regulations**  
**Resolved:** It was agreed that the Finance Working Group would reconvene to consider adopting the new Regulations
- 10.7.2 Recommendations for changes to the Internal Audit System**  
**Resolved:** It was agreed that this item would be considered with the new Regulations
- 10.7.3 Recommendations for Electronic Banking**  
**Resolved:** It was agreed that this item would be considered with the new Regulations
- 10.8 To Consider and Agree:**
- 10.8.1 Payment of Outstanding Invoices**  
**Resolved:** Agreed
- 10.8.2 To Approve Donations to Local Charities**  
**Resolved:** The payments of £250 to St Michael's Hospice; £130 to the Christian Fellowship and £50 to Longworth Chapel were approved.
- 10.8.3 To Agree the Renewal of the Insurance Policy at £752.70**  
**Resolved:** Approved
- 10.8.4 To Approve the cost of the Play Area Inspection of £5.00 per week**  
**Resolved:** Approved
- 11. To Receive a Report on the insurance cover for the following:-**
- 11.1 Trees for which the Parish Council is responsible and that the appointed Contractor holds the necessary qualification to carry out Risk Assessments as required by the Insurance Company**
- 11.2 That all our Contractors hold the necessary Public Liability Insurance**
- 11.3 To confirm the Parish Council's insurance responsibilities as Trustee of the Village Hall**

**11.4 That our Insurance Company is content that our Risk Assessments meet their requirements**

**Comments:** The Parish Clerk confirmed that all Contractors have produced the required copy Certificates of Insurance; the appointed Contractor responsible for Trees is suitably qualified; the Parish Council is covered as Trustee of the Village Hall and that our Risk Assessments meet their requirements.

**Resolved:** Comments noted

**12. Planning Matters:**

**12.1 To Approve the Planning Committee's devolved powers to deal with planning applications**

**Resolved:** Approved

**12.2 To Receive a Verbal Report from the Planning Committee**

Cllr G Davies reported on the Planning meetings held prior to this meeting. He confirmed that there had been a number of applications for large developments and that the Committee has lodged many objections based on the material planning aspects and impact on the villages. Many parishioners do not want large developments. Cllr Davies thanked the committee members for their efforts during the past year.

**Resolved:** Comments notes

**12.3 To Note the Minutes of the Planning Committee dated 11 March and 1 April 2014**

**Resolved:** The adopted Minutes of the Meetings of 11 March and 1 April 2014 were circulated to all Counsellors

**13. Transport Working Group**

**Resolved:** The Report following a meeting of the TWG on 7 May 2014 was circulated and the points noted

**14. To Receive Updates on:**

**14.1 The Parish Plan**

**Comments:** The Second Parish Plan is currently being printed. It will be available both electronically and as a paper copy. All invoices for expenditure incurred have been sent to Herefordshire Council to claim the second part of the grant. The Parish Council extended a big 'thank you' to those on the Steering Group who worked together so harmoniously to produce it.

**Resolved:** Update noted

**14.2 Neighbourhood Development Plan**

**14.2.1 To agree the information to be added to the Parish Council website/NDP Section, to help residents in the completion of the NDP Questionnaire**

**Comments:** The questionnaire is now being printed. It will be delivered to and collected from every adult in the Group Parish.

**Resolved:** The Parish Council approved the circulated maps and development site information which is to be placed on the website to help residents to complete the questionnaire.

**15. To consider the future expansion of Community Recreation facilities**

**Resolved:** It was agreed that the Parish Council would write to the owners of the adjacent field with regard to negotiations for purchasing the land in order to extend the recreational facilities.

**16. To consider updating the S106 Claim following the letter received from the Chairman of the Bartestree & Lugwardine Playing Fields Association on 25 April 2014**

**Resolved:** The Parish Council requested the Ward Councillor to take this matter up in his forthcoming discussions with the Planning Officer. The Parish Council will also write a letter raising the points arising out of the letter received from the Chairman of the Playing Fields Association.

- 17. **To consider whether Parish Councillors wish to claim allowances as set out in the Governance Manager's letter circulated on 2 May 2014**  
**Resolved:** The Parish Councillors agreed not to make a claim
  
- 18. **To Approve the Circulated Dates for Scheduled Parish Council/Planning Meetings for 2014/15**  
 Dates circulated to all Councillors prior to meeting. The first meeting of the Planning Committee, if required, would be the 27 May 2014.  
**Resolved:** Dates agreed
  
- 19. **To Note the Information Sheet**  
**Resolved:** Information sheet noted.
  
- At this point the Council passed a resolution to exclude members of the public for Agenda Item 20 due to its confidential nature*
  
- 20. **To Review the Parish Clerk's terms of employment (Private Session)**  
**Resolved:** It was agreed that the Parish Clerk's weekly hours be increased
  
- 21. **To Raise Items for the next Scheduled Parish Council Meeting - No Discussion**  
 All items referred from these minutes.
  
- 22. **To Note the Date of the next Scheduled Meetings**  
 Tuesday 8 July 2014 at 7.30pm

**Meeting concluded at 9.10pm**

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 Signature of Chair

Date: 8 July 2014