

# STAPLETON GROUP PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON 5th MARCH 2018 AT 8.00 PM

Present:	Mr P. Segrott (PS)	Chairman
	Mrs C. Scatcherd (CS)	Vice-Chairman
	Mrs M. Edwards (ME)	
	Mrs M. Chilman (MC)	
	Mr S. Weaver (SW)	
	Mr.P.Lewington (PL)	Clerk
	Councillor Mrs C.Gandy	Herefordshire Council

Apologies: Mr H.Price

### Minute

### Action

#### 1 APOLOGIES

Apologies were received from Councillor H. Price.

#### 2 DECLARATIONS OF INTEREST

ME declared an interest in item 9 – planning application relating to Court House Farm, Byton

#### 3 MINUTES OF THE PREVIOUS MEETINGS 14<sup>th</sup> DECEMBER 2017 & 22<sup>nd</sup> FEBRUARY 2018

The minutes of the meetings were agreed and signed by the Chairman as a correct record. PL was requested to publish the minutes on the parish council noticeboards

PL

#### 4 MATTERS ARISING FROM THE MINUTES

All actions detailed in the minutes had been completed except for the following:-

##### a) Website

PL advised that the website was progressing within budget and whilst it was not yet operational it was planned for it to be operational by the next meeting. It was agreed that CS would assist PL in the finalisation of the website homepage images

PL/CS

PL also advised that the funding for the website from the Transparency Fund for Smaller Authorities had not yet been received but he continued to monitor the situation and would keep the Parish council advised of progress on this matter.

PL

#### 5 COUNTY COUNCILLOR'S REPORT

CG gave an overview of her report that that had previously been circulated to all Councillors. The issue of speeding on the B4362 was discussed in detail and CG advised that West Mercia Traffic police had now confirmed that they would be setting up a speed monitoring exercise. This would effectively be a monitoring cable being placed on the road to record both the speed and volume of traffic.

If the speed limit was being exceeded and the volume of traffic was in excess of 250 vehicles a day then it would be possible for the police to proceed to the next stage which would involve setting up a radar trap to identify traffic exceeding the speed limit. CG would advise the parish council of the dates for the cable monitoring to be in place once she had been notified by West Mercia Traffic police.

CG

CG then explained the Traffic Regulation Order (TRO) process which was contained in the toolkit that she had previously sent to the clerk. Following a detailed discussion it was resolved that PL would complete and submit the relevant TRO application form provided that there were no costs to be paid by the parish council. If costs were involved it was resolved that PL would seek the parish council's permission before proceeding as the budgetary implications would need to be assessed.

PL

#### 6 CORRESPONDENCE

All relevant correspondence listed in PL's report had already been circulated to councillors and was mainly of a routine and information nature.

## 7 FINANCE REPORT

The finance report prepared by PL and previously circulated to councillor's was discussed in detail and agreed with no matters arising

### a) Current financial situation - actuals to date against budget:

This showed a surplus of income over expenditure at 5.3.18 of £5,179.

### b) Payment and receipts since 14.12.2017 meeting

#### i) payments made (if relevant cheque numbers appears in brackets)

31/12	HMRC – Tax on clerk's salary (512)	75.00
31/12	P. Lewington – quarterly salary (511)	300.00
11/12	BT Telephone kiosk consideration (514)	1.00
30/1	Clerk's SLCC annual membership (515)	64.00
11/12	Clerk Expenses (£73.83 & laptop purchase £557.97) (513)	631.80
8/2	S.Ruell invoice 231 (516)	558.00
1/3	PWLB – 2 <sup>nd</sup> half year repayment (DD)	924.60

#### ii) Receipts

NIL

### c) Cheques to be signed at the meeting

517	P.Lewington quarterly salary (31/3)	300.00
518	HMRC – tax on clerk's salary	75.00
519	P.Lewington – clerk's expenses (11.12.17 to 5.3.18)	60.55
520	Petty Cash	50.00

## 8 ROADS AND LENGHTSMAN

### a) hedge cutting at Combe Moor

Following the parish council meeting on 22<sup>nd</sup> February 2018 SW advised the parish council that work had been due to commence on 5<sup>th</sup> March but was obviously delayed due to the bad weather.

SW would keep the parish council advised of progress on this matter.

SW

### b) Speed Signage at Byton hand.

This matter had been discussed under item 5

### c) Annual Maintenance Plan review

Following the parish council meeting on 22<sup>nd</sup> February 2018 PL advised that as agreed at that meeting the annual maintenance plan had been updated to reflect the parish council's commitment to road safety issues at Combe Moor.

It was resolved that PL would provide the lenghtsman with a copy of the plan and advise him that he should discuss any planned works with PL to seek the parish council's agreement before undertaking any work.

PL

It was requested that PL also send a copy to all councillors so they could monitor any planned works and ensure all works are undertaken in accordance with the budgeted figures contained within the plan.

PL

## 9 PLANNING

ME had declared an interest in this matter as noted under minute 2 above and took no part in the discussion or decisions relating to this matter.

The only application received since the last meeting related to potato handling and storage facilities at Court House farm, Byton. Due to consultation deadlines imposed by Herefordshire County Council this had previously been circulated to all councillors with no matters arising and the Parish Council confirmed its previous decision that it had no objection to the application

**10**     **DATE AND TIME OF NEXT MEETING**

Monday 30<sup>th</sup> April 2018 at 8.00 pm.

PL was requested to book the Kinsham Village Hall for the meeting

**PL**

There being no other business the meeting closed at 9.45pm