

## **Minutes of the Annual Meeting of Cusop Parish Council held in Cusop Village Hall on 16th May 2018**

**Present:** Councillors J Wesley (Chairman), M Hainge, and Mrs P Wordley.

**In attendance:** I Jardin (Clerk), Cllr P Price (Herefordshire) (items 1-6), Mr S Street.

### **1. Election of Chairman**

Cllr Hainge proposed, and Cllr Mrs Wordley seconded, Cllr Wesley as Chairman. Agreed unanimously.

### **2. Chairman's Declaration of Acceptance of Office**

The Council received the Chairman's declaration.

### **3. Election of Vice Chairman**

Cllr Wesley proposed, and Cllr Mrs Wordley seconded, Cllr Hainge as Vice Chairman. Agreed unanimously.

**4. Apologies for absence** were received from Cllr Evans due to another appointment and Cllrs Fryers and Gilbert due to work.

**5. Disclosures of interest and dispensations.** None.

### **6. Minutes**

**Resolved:** that the minutes of the meeting held on 18th April 2018 be approved as a correct record and be signed by the Chairman, subject to the deletion from item 4 of "who had asked him" and substitution of "and had volunteered".

### **7. Council Officers and Representatives**

The following appointments for 2017/18 were agreed unanimously:

Honorary parish footpaths officer: Mrs S Marsh.

Website administrator: Mrs A Matthews.

Playing Field Volunteer Supporters Group representative: Cllr Fryers.

It was agreed to leave the Tree Warden appointment in abeyance unless future interest or problems made it desirable.

**8. Public participation session.** No public statements.

### **9. Planning Application**

P181137/F – Nantyglassdwr Farm, Cusop, HR3 5QY. proposed agricultural store.

**Resolved:** that the Council has no objection to this application. Proposed Cllr Mrs Wordley, seconded Cllr Hainge. Carried unanimously.

**10. Playing Field.** The Chairman decided that the item should be considered last.

### **11. Recruitment of Clerk**

It was agreed that the HALC recruitment service should be commissioned at a fee of £200 and that the Chairman and Cllr Mrs Wordley should take part with HALC in the drawing up of draft terms etc and interviews.

### **12. Lengthsman and Footpaths Grant Scheme**

The Chairman and Clerk were authorised to sign the 2018/19 Lengthsman and Footpaths Grant contract with Herefordshire Council.

### **13. Councillors' Reports**

Cllr Hainge reported that a British Legion representative had reminded him of the 4/5th August celebration of the end of the first world war and it was agreed that it should be mentioned in the next newsletter.

Cllr Mrs Wordley raised the possibility of follow-up from the recent meeting with the Globe management about the How the Light Gets In Festival.

The Chairman noted Herefordshire Council's announcement of major works on the A438 in August and it was agreed that this should be mentioned in the next newsletter. He reported that Cllr Gilbert had said that the road salt store would have to be moved from Nantyglassdwr Farm if building works there were approved and it was agreed the Clerk should establish what could be done with the salt. He reported that a member of the public had expressed concern about the condition of the Dulas Brook footbridge by Cwm Ty Dwr and it was agreed that the Clerk should raise this with Balfour Beatty.

**14. Clerk's Report.** The Clerk's written report was noted.

**15. Finance**

(a) The Council certified exemption from review of the 2017/18 accounts by the external auditor.

(b) The Council noted the 2017/18 Internal Audit Report.

(c) The Council reviewed its internal controls and agreed that they remained fit for purpose.

**Resolved:** that the Annual Governance Statement 2017/18 be approved and be signed by the Chairman.

(d) The Council considered the accounting statements and associated documents for 2017/18.

**Resolved:** that the Accounting Statements 2017/18 be approved and be signed by the Chairman.

(e) **Resolved:** to make the following payments:

£329.69 to Ian Jardin for Clerk's salary, expenses and reimbursements for April 2018,

£652.06 to Came and Company for insurance cover for 2018-19,

£5.00 to Herefordshire Council for annual Playing Field rent,

£45.00 to Jane Stannard for internal audit 2016/17.

**16. Date of next meeting.** The next meeting would be on Wednesday 20th June 2018.

**10 (deferred). Playing Field**

**Resolved:** that the public be excluded from the meeting because of the commercially sensitive nature of the business to be transacted. Proposed Cllr Mrs Wordley, seconded Cllr Hainge. Carried unanimously.

It was agreed that the Council should express interest without commitment to Herefordshire Council in extending its lease to include land to the west of the Playing Field and should seek further information.