

# STAPLETON GROUP PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON 14th DECEMBER 2017 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
Apologies:	Councillor Mrs C.Gandy	Herefordshire Council
	Mr H.Price	

### Minute

### Action

PS opened the meeting by confirming that the meeting originally due to be held on Monday 11<sup>th</sup> December 2017 had been cancelled due to the recent heavy snowfall making both the roads surrounding the village hall and the village hall itself inaccessible. This meeting would follow the agenda that had been published for the 11<sup>th</sup> December 2017 meeting.

#### **1 APOLOGIES**

Apologies were received from Councillor H. Price and Councillor C. Gandy

#### **2 DECLARATIONS OF INTEREST**

There were no declarations of interest

#### **3 MINUTES OF THE PREVIOUS MEETING 4<sup>th</sup> SEPTEMBER**

The minutes of the meeting 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) Parish Clerk**

It was discussed and resolved that the Society of Local Council Clerks maybe a more cost effective option for PL to join than HALC and PL was requested to obtain the relevant membership details for the parish council to consider.

**PL**

##### **b) Website**

PL tabled a proposal for setting up the parish council website and the purchase of a laptop to host this as well it being for the sole use of parish council business. Following a detailed discussion it was resolved that PL be responsible for taking these matters forward with the aim of the website being operational before the next meeting. PS proposed and it was unanimously agreed that a budget not exceeding £750 for setting up the website and a budget not exceeding £600 for the purchase of the laptop be allocated to PL

**PL**

PL advised that a laptop had been purchased for £557.97.

PL also advised that the website was progressing within budget and planned for it to be operational by the end of January 2018. It was agreed that CS would assist PL in the finalisation of the website homepage images

**PL/CS**

PL also advised that the council could apply for funding for the website from the Transparency Fund for Smaller Authorities. PL explained how this worked and also provided a detailed briefing on the implications of the Transparency Code with no matters arising. It was unanimously resolved that the Parish Council would apply for funding and PS signed the application form to confirm that the document had been approved by the Parish Council. PL was requested to submit the application form and advise the Parish Council of progress on this matter.

**PL**

5 **COUNTY COUNCILLOR'S REPORT**

In the absence of Councillor Gandy PS read out her report that had previously been circulated to all Councillors. The issue of speeding on the B4362 was discussed in detail and it was unanimously agreed that SW,PS and ME would attend the meeting that CG would set up with Balfour Beatty and the Traffic Management Advisor of West Mercia Police. PL was requested to advise CG and keep councillors advised of progress.

PL

6 **CORRESPONDENCE**

All correspondence listed in PL's report had already been circulated to councillors and was mainly of a routine and information nature. PL advised the Parish Council that in accordance with the requirements of the Pensions Act 2008 he was the employer contact for Stapleton Group Parish Council and responsible for ensuring its automatic enrolment legal duties are met.

It was confirmed that the Parish Council wanted to adopt the telephone kiosk in Kinsham and it was resolved that PS sign the contract. It was requested that PL raise a cheque for £1 payable to British Telecommunications and following this return the completed contact.

PL

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 14.12.17 of £6,157.

**b) Payment and receipts since 4.09.2017 meeting**

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

30/9	HMRC – Tax on clerk's salary (507)	75.00
30/9	P. Lewington – quarterly salary (506)	300.00
5/9	Petty Cash (509)	50.00
5/9	Alan preece-mowing at Byton Churchyard-invoice 806 (510)	100.00
5/9	Clerk Expenses (508)	108.75

**ii) Receipts**

22/9	Second half precept	2,800.00
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**c) Cheques to be signed at the meeting**

511	P.Lewington quarterly salary (31/12)	300.00
512	HMRC – tax on clerk's salary	75.00
513	P.Lewington – clerk's expenses (5.9.17 to 10.12.17) and re-imburement for laptop purchase for council use only	631.80
514	British Telecommunications – purchase of telephone kiosk	1.00

**d) Internal Auditor Appointment**

It was discussed and unanimously agreed that Maggie Jebb be appointed as the Parish Council's internal auditor and PL was requested to advise her accordingly.

PL

8 **APPROVAL OF BUDGET FOR 1.4.18 TO 31.3.19**

The briefing note prepared by PL and previously circulated to all councillors was discussed in detail.

It was agreed that as no by-elections were planned for the financial year in question there was no need to maintain a separate specific contingency reserve for this and that it was adequately covered by the overall projected surplus. The safety issues regarding speeding on the B4362

and overgrown verges were discussed in detail and it was agreed to increase the budget for the Lenghtsman scheme to £3,500 to provide sufficient funding for any parish council initiatives to address these matters.

It was resolved that PL would amend the budget to reflect these decisions.

**PL**

**9** **SETTING OF PRECEPT FOR 1.4.18 TO 31.3.19**

Following on from the budget debate it was proposed by SW and seconded by MC that the precept be set at £8,100. This was agreed unanimously and PS signed the Parish Council Precept form setting out the total precept requirement. It was requested that PL would submit this form to Herefordshire Council.

**PL**

**10** **ROADS AND LENGHTSMAN**

**a) hedge cutting at Combe Moor**

The briefing note prepared by PL and previously circulated to all councillors was discussed in detail. It was agreed that this would continue to be addressed at the meeting being set up by Councillor Gandy and noted under minute 5 above.

**b) Annual Maintenance Plan review**

The annual maintenance plan previously circulated by PL was discussed in detail and agreed. It was requested that PL send a copy to the lenghtsman and discuss with him the work to be undertaken in accordance with the budgeted figures contained within the plan.

**PL**

**11** **PLANNING**

All applications received since the last meeting had previously been circulated to all councillors with no matters arising and it was confirmed that the Parish Council did not want to respond to any of these applications.

**12** **DATE AND TIME OF NEXT MEETING**

Monday 5<sup>th</sup> March 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 9.35pm