

STAPLETON GROUP PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 4th SEPTEMBER 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
Councillor Mrs C.Gandy (CG) Herefordshire Council

Not Present: Mr H.Price

Minute

Action

- 1 **APOLOGIES**
There were no apologies
- 2 **DECLARATIONS OF INTEREST**
There were no declarations of interest
- 3 **MINUTES OF THE PREVIOUS MEETING 15^h MAY**
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**
c) Internal Auditor
It was discussed and resolved that MC would request the person she knew of to contact PL to discuss the requirements of the role and that PL would report on progress at the next meeting. **MC/PL**
- 5 **COUNTY COUNCILLOR'S REPORT**
CG gave an overview of her report that had previously been circulated to all Councillors. CG provided the clerk with a copy of the Town and Country Planning Prior Approval Provisions as mentioned in her report and provided the meeting with an overview.
- 6 **CORRESPONDENCE**
All correspondence listed in PL's report had already been circulated to councillors and was mainly of a routine and information nature. It was discussed and unanimously resolved that the Parish Council would not make a donation to Age UK
- 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 4.9.17 of £5,438.

b) Payment and receipts since 15.05.2017 meeting

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

15/5	write off of petty cash balance	19.68
15/5	AON UK Ltd Insurance renewal (494)	230.04
15/5	Petty Cash (495)	50.00
15/5	HCC- refund of erroneous lengthsman pymt (496)	1,209.40
15/5	Alan Preece – mowing at Byton Churchyard -invoice 745 (497)	100.00
15/5	Stuart Ruell – lengthsman work –invoice 20 (498)	279.00
4/6	Mrs J Coveney – ex-gratia (499)	400.00
4/6	Alan Preece – mowing at Byton Churchyard -invoice 748 (500)	100.00
28/6	HMRC – Tax on clerk’s salary (501)	75.00
28/6	P. Lewington – quarterly salary (502)	300.00
28/6	Alan Preece – mowing at Byton Churchyard -invoice 758 (503)	100.00
28/6	Petty Cash (504)	50.00
8/8	Alan preece-mowing at Byton Churchyard-invoice 781 (505)	100.00
1/9	PWLB- 1/2 year loan repayment	924.60

ii) Receipts

21/4	First half precept	2,800.00
9/6	HMRC VAT refund on 2016/17 lengthsman costs	89.30
9/6	HCC reimbursement of 2016/17 lengthsman costs(exc.vat)	446.50

c) Cheques to be signed at the meeting

506	P.Lewington quarterly salary (30/9)	300.00
507	HMRC – tax on clerk’s salary	75.00
508	P.Lewington – clerk’s expenses (24.4.17 to 4.9.17)	108.70
509	Petty Cash re-imbusement	50.00
510	Alan Preece – mowing at Byton churchyard – invoice (806)	100.00

d) Annual Return – External Audit Report

PL advised the parish council that Grant Thornton have completed their external audit and had no matters to raise.

They had also confirmed that as the parish council’s income and expenditure for the year were both less than £10,000 there is no audit fee payable or any additional fees.

It is the last year that they are the parish council’s external auditors and new external auditors have been appointed and will be in touch with PL in due course.

They thanked the parish council for its assistance over the last 5 years and wished the parish council well for the future.

8 ROADS AND LENGTHSMAN

The briefing note prepared by PL and previously circulated to all councillors was discussed in detail and it was resolved that PL would prepare an Annual Maintenance Plan for the year ending 31.3.2018. This would then be used to not only monitor the work undertaken by the lengthsman but to monitor costs against budget and facilitate the reclamation of grant monies from Herefordshire County Council.

PL

It was further resolved that PL would provide the lengthsman with a copy of the plan so that

he was aware of the work that the parish council required him to undertake. PL
It was agreed that any councillor requiring the lengersman to undertake any work would refer to this plan and inform PL before agreeing to the commencement of said work to ensure that it is covered by both the agreed plan and within the monetary budget. ALL

SW provided the parish council with an update on the cutting of the hedge at Coombesmoor and it was agreed that as there was no money available for this in the lengersman scheme SW would pursue the matter with Balfour Beatty. CG also agreed to look into the matter. SW/GC

It was also agreed that PS would draft a letter from the parish council to the landowner regarding this matter. PS

9 PLANNING

One application had been received since the last meeting – 172487 proposed conversion of Garage to ancillary accommodation at Sunnybank cottage ,Stapleton.

A visit to the site had been undertaken by CS,PL and Councillor Price on 22.8.17. CS provided the council with a detailed briefing of the visit and the conclusions drawn from it which had formulated the parish councils response to Herefordshire County Council's consultation process. The parish council has been and continues to liaise closely with CG on this matter and CG provided the meeting with a detailed overview of her position on this application.

10 SHOBDON PARISH COUNCIL NEIGHBOURHOOD DEVELOPMENT PLAN

The document which had previously been circulated to all councillors was briefly discussed and it was unanimously agreed that the council did not have any matters to raise as part of the consultation process

11 RURAL AREA SITE ALLOCATIONS DEVELOPMENT PLAN – ISSUES AND OPTIONS PAPER JUNE 2017

The document and PL's briefing note which had previously been circulated to all councillors was discussed and their content noted. It was unanimously agreed that there was no further action for the parish council to take at this point in time beyond bearing in mind the content of the plan when considering any future planning applications

12 HEREFORDSHIRE COUNCIL BUDGET PRIORITIES

The document which had previously been circulated to all councillors was discussed and it was agreed that the parish council would join the Mortimer Group of Parish Councils to input to and agree a joint written response listing the group's budgetary priorities. It was resolved that PS and CS would attend the meeting on 20th September 2017 and advise the parish council of the outcome. PS/CS

13 HEREFORDSHIRE COUNCIL MINERALS AND WASTE LOCAL PLAN – ISSUES AND OPTIONS CONSULTATION

The document which had previously been circulated to all councillors was discussed and it was unanimously agreed that the council did not have any matters to raise as part of the consultation process.

14 HEREFORDSHIRE COUNCIL – RIGHTS OF WAY IMPROVEMENT PLAN

The document which had previously been circulated to all councillors was discussed and it was unanimously agreed that the council did not have any comments to raise as part of the consultation process.

15 PROPOSED POLICY FRAMEWORK

CS gave a detailed briefing of the proposed policies she had drafted relating to complaints, lone working, health & safety, equal opportunities and sickness, injury & sick pay. The policies were reviewed and it was resolved that CS and PL would publish these policies on the parish councils new website. CS/PL

16 **DATE AND TIME OF NEXT MEETING**

Monday 11th December 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 10.35pm