

# STAPLETON GROUP PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON 17th SEPTEMBER 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 (CG) Herefordshire Council

Apologies: Mr H.Price

### Minute

### Action

#### 1 APOLOGIES

Apologies were received from Councillor H. Price

#### 2 DECLARATIONS OF INTEREST

CS declared an interest in item 9 – planning application number 182524 relating to glamping units at Highfield Farm, Byton.

#### 3 MINUTES OF THE PREVIOUS MEETING 30<sup>th</sup> APRIL 2018

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 website and noticeboards.

**PL**

#### 4 COUNTY COUNCILLOR'S REPORT

CG gave an overview of her report that had previously been circulated to all Councillors. CG also mentioned the forthcoming parish council summit meeting organised by the leader of Herefordshire County Council. The relevance of the proposed agenda was discussed in detail and it was resolved that PS would attend this event if work and diary commitments allowed. CG advised the meeting of a new “Report It” telephone application being implemented by Herefordshire County Council to enable local residents to report potholes in need of repair directly to the County Council.

**PS**

#### 5 CORRESPONDENCE

All relevant correspondence listed in PL’s report had already been circulated to Councillors and would either be discussed under the relevant agenda heading or was mainly of a routine and information nature.

#### 6 FINANCE REPORT

The finance report prepared by PL and previously circulated to all Councillors was discussed in detail and agreed with no matters arising.

##### a) Current financial situation-actuals to 6.9.18 against budget

This showed a surplus of income over expenditure of £4,952

##### b) Payments and receipts since 30.4.2018 meeting

##### i) Payments made (if relevant cheque number appears in brackets)

1/5	Petty Cash (525)	50.00
1/5	Mrs C Scatcherd – re-imburement of website expenses(526)	17.98
1/5	Clerk expenses (£96.27 & Website annual fee £101.66) (527)	197.93
1/5	Mr G Taylor – website set up costs (528)	280.00
18/5	Alan Preece -mowing at Byton Churchyard -invoice 877 (529)	100.00
18/5	BHIB Ltd. Insurance renewal (530)	207.03
5/6	S.Ruell invoice 33 (531)	72.00
30/6	HMRC – Tax on clerk’s salary (524)	75.00
30/6	P. Lewington – quarterly salary (523)	300.00
12/6	Alan Preece -mowing at Byton Churchyard – invoice 890 (532)	100.00

14/8	Alan Preece – mowing at Byton Churchyard – invoice 921 (533)	100.00
21/8	Microshade Business Consultants Ltd – GDPR audit (534)	90.00
21/8	PKF Littlejohn LLP – audit fee (535)	240.00

**ii) Receipts**

1/5	HMRC VAT refund on 2017/18 lengthsmen costs	209.90
11/5	HCC reimbursement of 2017/18 lengthsmen costs (exc.vat)	349.83

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

536	P.Lewington quarterly salary (30/9)	300.00
537	HMRC – tax on clerk’s salary	75.00
538	Petty Cash to clerk	50.00
540	P.Lewington – clerk’s expenses (1.5.18 to 6.9.18)	145.58
541	Alan Preece-mowing at Byton churchyard-invoice 936	100.00

Cheque number 539 destroyed as written out for wrong amount

**d) Annual Return – External Audit Report**

PL advised the meeting that PKF Littlejohn LLP had completed their external audit and in their opinion the information in sections 1 and 2 of the AGAR is in accordance with proper practices and no matters came to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

PL advised the meeting that all relevant documentation relating to the conclusion of the audit had been published on both the noticeboards and website in accordance with the parish council’s legal responsibilities.

**7 GENERAL DATA PROTECTION REGULATIONS AUDIT REPORT**

PL gave a detailed overview of the GDPR audit report prepared by Microshade Business Consultants following the conclusion of their audit in June 2018. PL has been working closely with Microshade Business Consultants and alongside the data audit a detailed action plan has been developed to help the parish council measure its progress towards GDPR compliance. PL advised that many of the action points had already been addressed and that he would provide a further update on the outstanding matters to the next meeting in December 2018. **PL**

**8 ROADS AND LENGTHSMAN**

**(a) Annual Maintenance Plan review**

A detailed review of the progress to date against the annual maintenance plan was undertaken. It was discussed and resolved that ME would arrange for the hedge at Combe Moor to be trimmed to ensure it remains in a good condition following the recent hedge cutting exercise undertaken to address some of the parish council’s concerns around road safety on this stretch of the B4362.

The total cost should not exceed the budget of £115. **ME**

A discussion then ensued relating to the maintenance of the telephone kiosk in Kinsham that the parish council had purchased from BT. It was resolved that PL would provide a summary of the parish council’s legal responsibilities as set out in the sale and purchase agreement for maintenance and repair to the December meeting before proceeding further with this matter. **PL**

**9** **PLANNING**

The following applications had been received since the last meeting:-

182426-Hedge works Kinsham Farm.

Due to consultation deadlines imposed by Herefordshire County Council this had previously been circulated to all Councillors with no matters arising. The parish council noted however that Herefordshire County Council had subsequently refused permission for these works.

182478-Stone House, Coombes Moor

Due to consultation deadlines imposed by Herefordshire County Council this had previously been circulated to all Councillors with no matters arising.

182524- Glamping units at Highfield Farm, Byton.

CS 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 parish council had no objections to this application and there were no matters arising that the parish council wished to bring to Herefordshire County Council's attention.

182754-Mobile home, Coombe

Following a detailed discussion it was resolved that whilst the parish council had no objection to this application PL should advise Herefordshire County Council that an agricultural tie should be requested to ensure the mobile home is always linked to the land for one residential unit only. **PL**

182914-Barn restoration, Stapleton

Following a detailed discussion it was resolved that PL should advise Herefordshire County Council that the parish council had noted the Historic Building Officer's report and supported the comments contained therein. **PL**

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

Thursday 13th 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 10.20pm