

# STAPLETON GROUP PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 22<sup>nd</sup> June 2020 (ZOOM MEETING)

**\*\*\*\*\* DRAFT \*\*\*\*\***

## **Present:-**

Mrs C. Scatcherd (CS) Chairperson  
Mrs M. Edwards (ME) Chair (Vice- Chairman)  
Mr S. Weaver (SW)  
Cllr C. Gandy (Herefordshire Council)  
Mr. S. Lewis (SL) (Clerk)

## **1/ APOLOGIES:-**

Mr Paul Segrott (PS)  
Mrs M. Chilman (MC)

## **2 DECLARATIONS OF INTEREST:-**

None Noted

## **3/ MINUTES OF THE PREVIOUS MEETING 9<sup>th</sup> March 2020:-**

The minutes of the meeting were agreed and signed by the Chairperson as a correct record.

- The minutes will be uploaded to the website - (SL)
- Published on relevant notice boards. - (CS)

## **4/ RESIGNATION OF MR RAY TURNER:-**

CS advised she had received a verbal expression of interest in the vacancy and they had been advised of how to apply.

SW advised that if there were no applicants he was aware of somebody that may be interested.

The end date for applications is 2st July - (ref)

## **5/ REVIEW OF ACCOUNTS AND END OF FINANCIAL YEAR AGAR PROCESS 2019/2020):-**

All the relevant accounts details had been completed and issued to all prior to this meeting. (ie Accounting Statement, Annual Governance Statement, and a full set of accounts)

No problems had been noted and it was agreed that as the Parish Council income is less than £25,000 the Parish would submit a Certificate of Exemption.

-This was duly signed and passed to the Clerk for submission and Publication on the Website - (SL)

-A Meeting with the external independent auditor has also been planned for next week - (SL)

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SW noted that we had still not received an invoice for the skip hire last year despite prompting the supplier.

-As another skip will be required this year they will be contacted again to submit an invoice.

- (SW)

SW also noted that the planned / budgeted work on the Telephone kiosk had not yet been completed. (See AOB)

### **6/ COUNTY COUNCILLOR REPORT:-**

A report from CG was circulated for review before this meeting.

The main items noted were the COVID pandemic, grants that are available and the current statistics for Herefordshire. Reminder regarding grants that were still available from the flooding. Cross border speed limit TRO review status. Bridge repair and debris clearing at Coombe.

Also noted was the contravention of the planning application at Stapleton which is now in the hands of enforcement

CG also noted that there was new legislation coming into effect regarding Websites in September and passed on some contact details for assistance.

### **7/ CLERKS REPORT - FINANCES / CORRESPONDENCE:-**

A report had been issued to all prior to the meeting. Main items noted as:-

Accounts for last financial year (AGAR) as per above item 5

Current accounts have been copied to all.

Spend to date is £1,548 inclusive of cheques pending (listed below) and a precept income of £4,700 leaving a current balance of £10,559.

Current cheques to be signed:-

£207.03 - BIBB Insurance

£178.38 – Hereford Council for Elections (last year).

£ 34.99 – Computer antivirus

£450.00 – Clerk salary

Main items of correspondence:-

Lengthman Scheme grant which has been completed and returned.

Drainage grant application form which has been forwarded to Caroline and Steve

Request from a parishioner regarding starting / re-starting the neighbourhood watch scheme

COVID related grants

Planning application P200991 (Response already issued by Council)

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## **8/ LENGTHSMAN SCHEME:-**

SL has completed a preliminary application to take part in next years Lengsthman scheme, now awaiting feedback from Hereford CC.

-SW noted that some of the road signs need cleaning and also cleared of debris to improve visibility. SL to contact Lengsthman to arrange. - (SL)

SW noted that the road near Kinsham Cross needs new tarmac /gravel.

-CS to discuss with BalfourB. - (CS)

## **9/ FLOODING / DRAINAGE:-**

-CS and SW to liaise with Lee Fishwick to review options for drain clearing re water running off Cabin Lane and siting of Sid. - (CS/SW)

CS advised that a letter had been received from Balfour B stating that they will be carrying out the same drainage / clearing work this year as they did in 2017 to alleviate some of the flood risk.

## **10/ PLANNING:-**

Planning application P200991 had been received since the last meeting, and a response had been issued by the Council.

An existing planning application at the same site is currently subject to enforcement as per CG report above.

## **11/ TRAFFIC MANAGEMENT:-**

SID at Coombe. It was agreed that this should continue as originally planned subject to finding a suitable safe site for mounting the unit.

CS to contact Lee Fishwick to agree a suitable date to meet and advise ME. - (CS)

ME to arrange with Lee Fishwick to review options for sighting - (ME)

## **12/ STILES AND FOOTPATHS (CS):-**

R. Chilman has now replaced 2 styles with 2 more to complete.

SW advised that there was a need to replace another style on the local footpath down towards Middlemore.

## **13/ PARISH NOTICEBOARDS (Replacement) (SW):-**

SW suggested that any new notice-boards should be metal rather than wood. - (ref)

SW advised that the local residents wanted to keep the notice board at Kinsham. - (ref)

We would need to find out who owns the land by the kiosk and possibly site it there (possibly council?)

It was proposed and agreed that 4 boards were required - (ref)

CS to review options and e-mail to all. (SW recommended an example at Lingen) - (CS)

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**AOB:-**

**14/ MOUNTING OF MIRROR AT LOWER COURT:-**

MC had been asked by a local resident the option of fitting a mirror to aid visibility at the junction by Lower Court.

It was agreed that this would be dependant on who actually owned the land, (ie Martin or the Council), and could not be mounted on the telegraph pole or allowed to restrict visibility in another direction. Martin advised that he had no objections as long as it did not obscure his exit, and he would not take responsibility should any mirror get damaged by the normal hedge trimming activity.

It was agreed that in the first instance the resident would need to determine the ownership of the relevant piece of land where it would be mounted.

-MC to advise the resident accordingly.

- (MC)

**15/ TELEPHONE KIOSK REFURBISHMENT:-**

SW noted that this was in last years budget but had not been completed.

SW had been in contact with the designated contractor and had given them a copy of the relevant paint specifications. It is planned to start work in July

SW will give the kiosk an initial clean down.

- (SW)

**DATE AND TIME OF NEXT MEETING:-**

The next meeting date was proposed as Monday 7<sup>th</sup> September (to include AGM) at 8:00pm in Kinsham Hall.

All to confirm availability and MC to book the village hall.

**(ALL)**

**---- END ----**