

Lyonsall Parish Council

ANNUAL MEETING of the PARISH COUNCIL, 10th May 2018, 7.45pm

Draft Minutes

Present – Cllrs Avery (Chair), Lampitt, Richards, Hutton, Auger and Ward Cllr Phillips & Clerk B Bissell.

1/18. Election of Chairperson

Cllr Paul Avery was **elected unanimously** as Chairperson.

2/18. Chairperson's Declaration of Acceptance of Office

Cllr Avery signed the Declaration of Acceptance of Office.

3/18. Election of a Vice-Chairperson

Cllr Steve Futcher was **elected unanimously** as Vice-Chairperson.

4/18. Councillors' Acceptance of Office and Registrable Interests Forms

The clerk circulated the Acceptance of Office Forms to all Councillors present. Councillors completed the Acceptance of Office forms which were countersigned by the Clerk.

5/18. Apologies for Absence

Apologies were accepted from Cllrs Oliver, Futcher, Turner & Davies.

6/18. Declarations of Interest in Items on the Agenda and Dispensation Requests

No declarations of interest or dispensation requests were made. The Register of Interest Book was available to sign.

7/18. Minutes of the Previous Meeting.

The minutes of the meeting of 12th April 2018 were **approved** unanimously & signed.

8/18. General Power of Competence

It was confirmed that the Parish Council continues to fulfil the required eligibility criteria as more than two thirds of Councillors are elected and the Clerk has the necessary qualifications. It was **agreed** unanimously to adopt the General Power of Competence.

9/18. Appointment of Members of Committee(s) & Terms of Reference

There are no committees currently in operation. The NDP working Continues.

10/18. Appointment of Bank Signatories and Representatives on Outside Bodies.

It was **agreed** that Cllrs Avery, Futcher, Davies and Turner will continue to be bank signatories. The Council is not represented on any outside bodies at present.

11/18. Review & Adoption of Standing Orders and Financial Regulations and other Polices

It was **agreed** unanimously to re-adopt the Standing Orders & Financial Regulations. The chair signed them. The standing orders require updating after new Data Protection legislation is implemented in May. A working group will be formed to review. It was proposed by Cllr Lampitt and seconded by Cllr Richards that the following policies be adopted, and this was **agreed unanimously**.

- Code of Conduct
- Dispensation Policy
- Information Policy
- Complaints Procedure
- Grievance & Disciplinary Procedure.
- Volunteer Policy
- Unreasonable Behaviour Policy.

12/18. Review & Adoption of Risk Schedule

Councillors reviewed the risk policy and were satisfied current risks had been identified. It was **agreed** unanimously to adopt the Risk Schedule. The chair signed it.

13/18. Review & Adoption of Land and Assets Register

The Clerk advised there were no new assets on the register in the last year. The Chair proposed the register as accurate, Cllr Auger seconded, and it was **agreed unanimously** to adopt the land and assets register.

14/18. Accounts and Annual Financial Return for 2017-18

14/18a. The clerk read the internal audit report and recommendations were noted for implementation. The end of year accounts were presented. They continue to be prepared on VT Cashbook, a computer-based program. It was noted reserves were now equivalent to the precept. £14K is still ear marked for NDP spending. **RESOLVED:** The accounts for 2017/18 were **approved** unanimously and signed by the chairman.

14/18b. The annual financial return and audit form Section 1 - The Annual Governance Statement for 2017-18 was read, reviewed, **agreed unanimously** and signed by the chairman and the clerk.

14/18c. The annual financial return and audit form Section 2 – The Accounting Statements for 2017/18 was reviewed, **agreed unanimously** and signed by the chairman and the responsible finance officer.

The completed return to be forwarded to external auditor. *Clerk to arrange.*

15/18. RFO & Financial Report & Payments for Approval

Barclays banks confirm interest rate on Rate Reward Account as 0.25% from November 2017.

Internal audits on the Year-end statements have been completed and information has been circulated to all councillors.

Cllr Turner has reviewed the accounts and procedures and confirms they are in order.

Insurance information circulated to councillors. First Half payment of Precept received.

Bank reconciliations have been completed using VT cashbook.

Balances at end of April 2018:

Community account	£ 24730.22
Savings account	£ 14100.56 (including £3.19 interest)
Playground account	£ 598.70
Business Saver account	£ 392.52

Income received since last meeting

Herefordshire Council – 1 st half precept	£10000.00
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Payments for approval:

Clerk's Salary for May 2018 including NDP hours as previously agreed.

Clerk's expenses, R Bissell	£ 87.01
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Came & Co Insurance, second year of 3-year contract.	£ 464.87
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K White, internal audit 2017/18	£ 50.00
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SLCC – 50% annual subscription	£ 73.50
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S Price – Playground slide repair	£ 77.28 + VAT
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KBS – Materials for Playground repair	£ 58.55 + VAT
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16/18. Planning Applications

Planning Application recently received:

- 181191 – Rhyse Farm, Lyonshall, HR5 3LX – **NO COMMENT**
Proposed alteration to existing agricultural building to facilitate the installation of single biomass boiler.
- 181217 & 181219L – Tan House, Lyonshall HR5 3JP
Proposed demolition of existing kitchen and erection of larger kitchen extension.
COMMENT – SUPPORT- *This provides an improved standard of living at no cost to the enjoyment of neighbours.*
- 181494 – Land Adjacent to Spring Cottage, Headbrook, Kington HR5 3DY Proposed land for residential development and associated work together with public open and local green space.
COMMENT – GENERAL *Observation note: consideration should be taken regarding the extra traffic using the Headbrook road, as this is the main entrance to Kington for locals living East of the town.*

Recent Planning Applications still awaiting determination:

- 180893 – Meadow Cottage, Holme Marsh Kington. - **SUPPORT**
Variation of condition of 2 of planning permission P173862
- 180936 – Home paddock, Sherriff lane, Lyonshall HR5 3JD - **SUPPORT**
Proposed demolition of existing bungalow and outbuildings and construction of new two storey dwelling house and detached three bay garages.
- 180431 Penrhos Farm, Lyonshall HR5 3LH - **SUPPORT**
Proposed installation of poly tunnels to protect a new cherry orchard and construction of an attenuation pond for surface water management.
- 174010 – Land to Northwest of Beech House, Holme Marsh. – **OBJECT**

Clerk

Clerk

Approval of Amended reserved matters following outline approval

- 174010 – Land to Northwest of Beech House, Holme Marsh. - **OBJECT**

Approval of reserved matters following outline approval.

Planning Decisions

None.

17/18. Financial Risk & Internal Auditor

Councillors considered financial risk and **agreed** controls were adequate at present.

Kevin White was thanked for again performing the duties of internal auditor efficiently. It was **agreed** that he should be sent a letter of thanks. The Clerk advised he would be happy to continue to be the internal auditor for 2018-19, **which was Agreed**, and that the fee will be £50. *Clerk to arrange.*

18/18. Insurance Provision from 1st June 2017.

The RFO confirmed details of renewal, the third year of a 3-year Long Term Agreement with Came & Co. It was **agreed** unanimously at £464.87. A review and revisions to be completed for next year.

19/18. Clerk's Report for Items not on Agenda: information only.

- The annual statement & year end accounts have been compiled for approval
- The internal auditor has reviewed the year end accounts and is satisfied they are in good order. A report has been prepared with points to consider.
- General Data Protection Regulation (GDPR) legislation is being finalised and work continues on policies and privacy statements. An amendment has been made to the Data Protection Bill currently proceeding through Parliament that removes the requirement for parish councils to have a data protection officer (DPO) but it is still seen as good practice to have one. Further details have been received from DPO at Microshade for further consideration of which services are now required.
- There have been no requests for election regarding the recent Councillor Vacancy and Herefordshire Council confirms the vacancy can be filled by co-opting a new councillor. Adverts have been placed around the parish and will be in the newsletter.
- Meeting dates for 2018/19 continue second Thursday of the month.
The dates for meetings 2017-18 generally the second Thursday of the month.
2018 – 14th June, 12th July, 13th September, 11th October, 8th November, 13th December.

All items from previous agenda have been dealt with or are in progress.

20/18. Membership of SLCC and HALC

It was **agreed** not to join HALC for 2018-19. SLCC membership of £73.50 for the clerk, a joint application with Pembridge PC was **agreed unanimously**.

21/18. Balfour Beatty Annual Maintenance Plan

The Balfour Beatty Annual Maintenance Plan contract for 2018-19 was **approved and signed**.

22/18. Lengthsman Contract

Councillors discussed the current lengthsman and agreed the council received excellent service and value for money. Lone working issues and sickness were highlighted as risks to be included on the schedule.

23/18. Playground Maintenance.

Cllr Richards reported moss clearance is underway. All other areas are being dealt with in preparation for the annual inspection in June.

24/18. Councillor Areas of Responsibility.

To be discussed at next meeting.

25/18. Clerk's Salary Review.

The clerk left the room for this item.

Councillors agreed a 2 point scale rise to SCP 26 for the clerk back dated to April 2018.

26/18. Correspondence

Parishioner correspondence regarding the future of Lyonshall Parish Council noted.

27/18 Dates of Next Meeting

To Confirm date: Thursday 14th June 2018 - Ordinary meeting of the Parish Council the Memorial Hall at 7.15pm. The meeting closed at 9.05pm.

Clerk