

LYONSHALL PARISH COUNCIL

Minutes of the Meeting

Thursday 14th May 2020, 7.15pm Virtual Meeting

Councillors Present: Cllrs Paul Avery (Chair), Ray Richards, Gill Cowling, Kate Lomax, Steve Fatcher, Rod Bevan, Sandy Lampitt, Chris Auger, Andrew Turner, Roger Phillips, and Clerk Rebecca Bissell.

0 members of the public.

No Police officer in attendance.

Councillor Phillips advised all information is available in his regular parishioner updates.

1/20. Apologies for Absence.

Apologies were received and accepted from Cllr Richard Davies who was willing to attend but unable to join due to technical issues.

2/20. Declaration of Interest and Written Requests for Dispensation on Agenda Items.

There were no declarations of interest declared on agenda items for this meeting and the Register of Interest book was with the clerk to record details.

3/20. Approval of the Minutes.

The minutes of the meetings of 12th March 2020 were **approved** to be signed by Chairman.

4/20. Planning Applications:

Planning Application recently received:

- 201346 – Brook Barns at Brook Farm HR5 3JL - **SUPPORT**
Minor internal and external alterations to create one single 8 bedrooomed holiday cottage.

Recent Planning Applications still awaiting determination:

- 200421 – No 1 & No 2 Brick Cottages. Lyonshall HR5 3LW - **SUPPORT**
Proposed sub-division of dwelling to form two properties, work included demolition of extensions and construction of two storeys.
- 194252 – Upper Holme Farm Lyonshall HR5 3JU- **SUPPORT**
Proposed Construction of 2 holiday chalets.
- 193764 – Mayglothling, Yaidon Farm, Lyonshall. - **SUPPORT**
Proposed vehicle maintenance and MOT building
- 192994 – Land Adjacent to New Chapel house, Lyonshall, Kington. **SUPPORT**
Proposed erection of a new detached dwelling and garage, plus garage for existing dwelling (New Chapel House)
- 182726 – Land forming Green Farm, Lyonshall, Herefordshire - **OBJECT**
Proposed erection of new poultry site with collar panel, biomass boiler, associated outbuildings, poultry managers dwelling and connection to A480.
- 182135 – Land at Burgoynes, Lyonshall, HR5 3JR – **SUPPORT with conditions**
Proposed siting of up to 4 mobile homes to accommodate seasonal workers.
- 181494 – Land Adjacent to Spring Cottage, Headbrook, Kington HR5 3DY. - **SUPPORT**
Proposed land for residential development and associated work together with public open and local green space.

Planning Decisions

None.

5/20. Clerk's Report.

Clerk's Report

- Confirmation for Footpath diversion order on LZ8 Holme Marsh.
- Instructed various footpath works.
- Completed year-end financial statements and external audit papers.
- Liaised with internal auditor and arranged year end check.
- Organised video conferencing with PC members.

All other items from previous agendas are being dealt with

6/20. Coronavirus Update.

Cllr Bevan is the lead volunteer co-ordinator for the Parish and Herefordshire Council point of contact. He reported low call out at present with 4-5 people using the service regularly for prescriptions and

shopping. The group currently has 10 volunteers. Cllr Cowling updated the situation with Holme Marsh residents and is continuing to support them. There are still concerns over a second wave of infection from Coronavirus and the groups will continue to support those in need. Thanks were expressed to Cllr Bevan and Cowling for their continued work.

7/20. Financial Report as at – 30th April 2020.

Bank statements reconciled to VT cashbook 30th April 2020.

Balances at 30th April 2020:

Community account	£26606.48
Savings account	£14207.65 (including £3.50 interest)
Playground account	£ 603.70
Business Saver account	£ 404.19

Income received since last meeting

1 st Half precept	£10000.00
VAT reclaim Oct19-Mar20	£ 400.83

Payments APPROVED

Clerk's Salary & HMRC for April & May 2020

<i>Balfour Beatty</i>	<i>SID Burgoynes</i>	<i>£276.00</i>	<i>Pd April</i>
<i>Viking</i>	<i>Stationery – Coronavirus mailing</i>	<i>£256.18</i>	<i>Pd April</i>
Came & Co	Annual Insurance 20-21	£512.13	
SLCC	Half subscription 2020	£90.00	
Clerks expenses	Exp April 20	£55.20	
Herefordshire Council	Election Fees 2019	£109.17	

8/20. Adopt Annual Accounts 2019-20.

8/20a. The clerk read the internal audit report, there were no recommendations.

The end of year accounts were presented. It was noted reserves were now equivalent to the precept.

RESOLVED: The accounts for 2019/20 were approved unanimously to be signed by the Chairman.

This year the Parish Council turnover was less than £25,000 allowing exemption from external audit.

Councillors discussed this option but **Agreed** best practice to process the financial return for external audit.

8/20b. The annual financial return and audit form Section 1 - **The Annual Governance Statement for 2019-20** was read, reviewed, and **agreed unanimously** to be signed by the chairman and the clerk.

8/20c. The annual financial return and audit form Section 2 – **The Accounting Statements for 2019/20** were reviewed and **agreed unanimously** to be signed by the chairman and the responsible finance officer.

The completed return to be forwarded to external auditor by 1st July 2020. *Clerk to arrange.*

Councillors confirmed the base rate tracker account is still required and should consider appropriate uses for the funds.

9/20. Review Internal Controls and Adoption of the Risk Assessment.

Councillors considered financial risk and **agreed** that controls were adequate at present. The Risk Assessment was reviewed and **agreed unanimously**.

Mrs Anne Pickup was thanked for performing the duties of internal auditor efficiently.

10/20. Approve Land & Assets Register.

The Clerk advised there are no new assets on the register. The Chair proposed the register as accurate, Cllr Fatcher seconded, and it was **agreed unanimously** to adopt the land and assets register.

11/20. Approve Internal Auditor for 2020-21.

Councillors **agreed unanimously** to appoint Mrs Pickup to perform the 2020-21 internal audit – *Clerk to arrange*

12/20. Insurance Provision from 1st June 2020.

The RFO confirmed details of renewal options provided by brokers Came & Co. It was **agreed unanimously** to renew with Inspire for the second year of a 3-year Long term agreement at £512.13. *Clerk to raise cheque and forward.*

13/20. Current Village Project and Pub Update.

Parishioner concerns have been raised to Councillors on the progress of the Royal George. The clerk read an update from the owner explaining there has been a delay due to a late notice restriction put in place

Clerk

All

Clerk

Clerk

by Balfour Beatty in August 2019, over the structural integrity of the sheet piling installed to create the basement against the highway. Balfour Beatty need to assess the drawings to give Approval in Principle for kerbing and drainage works on the roadside. Works cannot continue without this approval. *Cllr Phillips will follow this up with Balfour Beatty, report to councillors and give an update at the next meeting.* It is hoped that this issue will be resolved so that work on the Royal George will resume soon. Councillors have also received complaints from some parishioners about the amount of building works across the village with prolonged erection of unsightly fencing, removal of hedges and orchard clearance. The Parish Council note these concerns but have no statutory power regarding private business agreements. *Cllr Cowling will investigate the hedge removal.*

ACTION

RJP

GC

14/20. Councillor Responsibilities and Reports.

- A Speed Indicator device was installed on the A480 at Burgoynes Bank on 12th May 2020.
- Cllr Cowling raised concern over the removal of the gate on the road from the LZ8 footpath diversion.
- Balfour Beatty have provided written notices for land/property owners regarding recent confusion over closure of footpaths during COVID19.
- Cllr Lomax recommends purchase of three metal gates for installation on LZ3, LZ11 and LZ16.
- Balfour Beatty were unaware of parishioner flooding at Burnt Orchard – *Clerk to liaise with Locality Steward. Cllr Phillips to confirm boundary with Lugg Valley Drainage Board.*
- Fishpools pavement remains a hazard. Works were postponed earlier in the year. *Clerk to chase planned repair.*
- Cllr Auger has set up a lockdown memories page on the website for historical purposes. Please forward photos and stories including VE street party celebrations.

Clerk/RP

Clerk

15/20. Items for Future Agenda/ Councillor or Member of Public Items.

None.

16/20. Correspondence Items.

- Balfour Beatty Confirmation of LZ8 footpath diversion - Noted
- Parishioner correspondence concerning the destruction of hedgerows and trees in Lyonshall parish and the use of herbicides on public footpaths. Response forwarded by Cllr Avery, no further points to add.

17/20. Date of the Next Meeting.

The next Parish Council Meeting to be decided

Meeting Closed 9.02pm.