

Lyonsall Parish Council

ANNUAL MEETING of the PARISH COUNCIL, 12th May 2016, 7.45pm

Minutes

Present – Cllrs Avery (Chair), Howard, Hutton, Oliver, Pollock, Turner, Richards, Clerk B Bissell, Projects Officer K Lomax, & Herefordshire Cllr R Phillips.

1/16 Election of Chairperson

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

2/16 Chairperson's Declaration of Acceptance of Office

Cllr Avery signed the Declaration of Acceptance of Office.

3/16 Election of a Vice-Chairperson

Cllr Jean Howard was **elected unanimously** as Vice-Chairperson.

4/16 Co-opt Councillor

Presentations were received from three candidates and after discussion Councillors **agreed unanimously** to ask Mrs Sandy Lampitt to join. *Clerk to forward forms for completion.*

5/16 Councillors' Acceptance of Office and Registrable Interests Forms

The clerk circulated the Acceptance of Office and Registrable Interest Forms to all Councillors present. Councillors completed the Acceptance of Office forms which were countersigned by the Clerk. She reminded Councillors to complete the Registrable Interest Form within 28 days and return it to her. She will then send them to Herefordshire Council. The chair reminded Councillors that it is their responsibility to keep the forms updated.

6/16 Apologies for Absence

Apologies were accepted from Cllrs Cottrell and Futcher.

7/16 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.

8/16 Minutes of the Previous Meeting

The minutes of the meeting of 14th April were **approved** unanimously & signed.

9/16 Standing Orders and Financial Regulations

It was **agreed** unanimously to re-adopt the Standing Orders & Financial Regulations. The chair signed them.

10/16 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.

11/16 Appointment of Members of Committee(s) & Terms of Reference

There were no committees currently in operation.

12/16 Appointment of Bank Signatories and Representatives on Outside Bodies.

It was **agreed** that Cllrs Avery, Howard and Turner will be bank signatories. The Council is not represented on any outside bodies at present. The NDP working group will continue in the autumn.

Clerk

13/16 Review & Adoption of Policies

It was proposed by the Chair and seconded by Cllr Howard the following policies be adopted and **agreed unanimously**.

- a. Code of Conduct
- b. Dispensation Policy
- c. Risk Assessment Schedule
- d. Information Policy
- e. Complaints Procedure
- f. Grievance & Disciplinary Procedure.

14/16 Accounts and Annual Financial Return for 2015-6

The end of year accounts were presented. It was noted reserves were now equivalent to the precept. This figure includes £14K ear marked for NDP spending. It was agreed to hold the £14k in the Base rate reserve account. The accounts for 2015-16 were **approved** and signed by the chairman.

The annual financial return and audit form Section 1 - The Annual Governance Statement for 2015-16 was read, reviewed, **agreed unanimously** and signed by the chairman and the clerk.

The annual financial return and audit form Section 2 – The Accounting Statements for 2015-16 was reviewed, **agreed unanimously** and signed by the chairman and the responsible finance officer.

15/16 Payments & PAYE arrangements

The following payments were approved.

K Lomax, pay, monthly by standing order

R Bissell, pay, monthly by standing order

R Bissell, expenses £40.41

Viking, printer ink, £100.78

Came & Co Insurance, either £450.99 as last year of 3-year contract OR £428.44 as first year of new 3-year contract.

K White, internal audit, £50

KBS – Lengthsman items £17.50

S Price – Lengthsman Scheme

K Lomax, Lengthsman monitoring

Mums & tots Grant, payable to Memorial Hall, £200

Memorial Hall Meetings, 2015-16

Memorial Hall for Events.

Councillors requested contact be made with the mums and tots group and a formal request for the £200 grant be provided. *Cllr Richards to arrange.*

Councillors **agreed unanimously** for local accountant Mr Evans to administer PAYE at a yearly cost of £50 from 1st June. *RFO to arrange*

16/16 Internal Auditor

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 and be asked to be the internal auditor for 2016-7 and that the fee will be £50. *Clerk to arrange*

17/16 Insurance Provision from 1st June 2016.

The RFO confirmed details of renewal. There is a choice, continue with current last year of LTA at £450.99, or take discounted rate for first year of new LTA until 2019 at £428.44. These quotes are from Came & Co, a broker that the RFO has found to be responsive and helpful. It was **agreed** unanimously to accept the new three year LTA at £428.44.

18/16 Land & Assets Register

RR

KL

Clerk

KL

The Clerk advised three new assets reported on the register, new white laptop, slat storage box and bus shelter opposite the Close. The Chair proposed the register as accurate, Cllr Turner seconded and it was **agreed unanimously** to adopt the land and assets register

19/16 Clerk's & Deputy Clerk's Report not on Agenda: information only.

The clerk had circulated a written report including the following items

Payphone contract received by BT. Equipment to be removed and a completion notice will be forwarded in due course.

Herefordshire Council Community Infrastructure Levy consultation response made.

Tarmac have confirmed drivers have been asked to drive at 20mph through the village.

Alasdair MacDonald has taken over as Contract Director for our Public Realm contract (BBLP). This follows the promotion of Andy Williams to regional director for the company.

Letters sent to Environment agency, Paul Rone and the Police commissioner for West Mercia.

Bell Tolling 10th May for WWI fallen soldiers continues.

Newsletter to be prepared for end June/July.

Traffic – investigation into signage at Bullocks Mill undertaken.

Awaiting quotes from BBLP re solar signs and Crash barrier at A44 nursery corner and Bollards at Royal George.

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

20/16 Progress of Neighbourhood Development Plan

Written questions from a parishioner led to discussion of the NDP progress, parish communication and understanding of what the NDP will offer the parish with the expected compliance with the Core strategy. It was noted that the halt in progress due to the core strategy adoption and issues thereafter have not been communicated in the parish. Efforts to reconnect with the parishioners will start with an update on the website and item in the parish magazine. Cllr Avery will lead a new steering group in the Autumn to develop a third questionnaire which will now have to consider the many changes that have taken place since the first two questionnaires results.

21/16 Membership of SLCC and HALC

It was **agreed** not to join HALC for 2016-17. SLCC membership of £51.50 for the clerk, a joint application with Pembridge PC was **agreed unanimously**. The Projects Officer decided not to renew her membership.

22/16 Councillor Areas of Responsibility

It was agreed to discuss areas for responsibility at the next meeting when the newly co-opted councillor would be present.

23/16 Correspondence

The clerk sent email messages between meetings and the correspondence folder was on the table. The clerk highlighted that Balfour Beatty would no longer be providing materials for the P3 scheme and purchase of materials should be claimed as part of the PROW grant.

Confirmation that Mr Jarratt would be investigating a quote for a crash barrier.

24/16 Dates of Meetings for 2016-17.

The dates for meetings 2016-17 to be arranged generally as second Thursday of the month.

2016 – 9th June, 14th July, 15th September, 13th October, 10th November, 8th December

The meeting closed at 9.15pm.

Signed _____ Date _____