

BREDENBURY GROUP PARISHCOUNCIL

Minutes of the meeting of the Parish Council

Held on Wednesday 27th June 2018 at 7.00pm in the Village Hall

Present: Councillors: John Hulse (Chair), Hugh Farey, Geoff Hancock, Carolyne Gwynn, Sam Sayce,
In attendance: Ward Cllr Bruce Baker, Vicky Hancock, Clerk

1. **To receive apologies for absence:** Cllr Piggott
2. **To receive Declarations of interest and written requests for dispensation:** Cllr Sayce Item 11 Planning P181919/F. Cllr Sayce signed the Declaration of Interest book.

3. **Open Session:**

3.1 Ward Cllr Bruce Baker gave a brief update on news from Herefordshire Council

- Ofsted inspecting Herefordshire Council with regard to Looked After Children, Multi-Agency Child Protection, Children Missing from Education and referrals. Herefordshire Council spend 2/3 revenue on Children's Services and Adult and Social care.
- Planning advice: A recent planning application in the county was asking to put in cesspits in gardens. A reminder that cesspits should only be allowed in exceptional circumstances.
- National Planning Policy Framework (NPPF) currently being reviewed. Cllr Baker suggested that part of the plan should ensure that personal circumstances should be considered e.g. returning services personnel who may require specific housing, disability. Cllr Hulse noted that this would be important to be included in our Neighbourhood Plan.
- Herefordshire's Core Strategy to be reviewed in 2019.
- Funding of Libraries, Museums and Archives to be resolved at Herefordshire Council meeting 28/06/18. To include response to outsourcing these services. This has been discussed at the Scrutiny Committee.
- Cllr Baker has tabled a motion to create a byelaw regarding parking on grass verges which can cause damage to services etc.

3.2 There were no local residents in attendance.

The Chairman thanked Cllr Baker for his input and invited him to hear the feedback from the Community Forum Day.

10. Neighbourhood Plan (NP) This item was moved to include Ward Cllr Baker before he left the meeting. Cllr Hulse gave a verbal report on the Community Forum held on Saturday 23rd June. 57 local residents attended the day which began with an introduction from the Chairman followed by a presentation by Ian Culley the Independent Consultant. There then followed a 'Planning for Real' exercise where residents could add their ideas to maps of the Parishes and what they would like to see included in the Plan. There were also key issues from the questionnaires around the room with 'post-it' notes for additional comments. There was representation from across the 3 parishes and noted on a Parish map. There was a lot of interest and discussion and questioning throughout the day. Initial indications show the key issues were: housing, road safety, speed limit, pavements, heart to the village, green space, ecological value of the pond, parking, broadband, sewage (specific to Valley View).

Cllr Baker noted that it had obviously been a very vibrant and well-planned day and congratulated the Council. He would like to attend further forum days. Cllr Baker left the meeting at 7.35pm.

4. To consider the minutes of the previous meeting...30th May 2018

The Clerk noted there was an error in the recording of the date of June meeting it should read 27th June 2018. The Chairman noted and signed the alteration. It was RESOLVED to adopt the minutes and they were signed by the Chairman.

5. Annual Governance and Accountability

5.1 The Clerk presented the Annual Internal Audit report 2017-18. This had been completed by the authority's internal auditor (HALC). This was noted and it was RESOLVED to accept the report to be forwarded to the external auditors.

5.2 The Clerk presented the Annual Governance Statement 2017-18. It was RESOLVED to approve this statement.

5.3 The Clerk presented the Accounting Statement 2017-18. It was RESOLVED to approve this statement.

The Clerk explained that the Council had received a Public Interest Report (PIR) for the Year ending 31st March 2017 and therefore it was unable to certify itself as exempt from a limited assurance review by the external auditor. As a result, we are required to submit the Annual Governance and Accountability Return to PK Littlejohn, with additional paperwork:

- Dates of period for provision of public rights
- Bank reconciliation
- Explanation of significant variances
- Internal audit report
- Copy of the 2017-18 Public Interest Report
- Contact details form

It was noted that budget review is be a standing item on the agenda. Cllr Hulse expressed his thanks to the Clerk for the amount of additional work incurred in preparing the 2017-18 audit.

6. Finance

6.1 6.1 Bank statement to 31st May 2018. Balance was noted £19,539.07. Statement noted and signed Cllr Hulse.

6.2 The Clerk distributed the Bank Control Account from May 1st 2018 – 1st June 2018 which detailed payments and receipts to date. Balance less outstanding cheques £16,748.51. Noted and signed by Cllr Hulse as an accurate record.

6.3 It was RESOLVED to agree the following payments

- 6.3.1 HMRC Q1 PAYE Income Tax £15.40
- 6.3.2 Clerk's Salary & Assessment report re: workplace pension
- 6.3.3 Clerk's mileage claim HALC CiLCA & collecting audit papers £30.60
- 6.3.4 Clerk's stationery expenses £26.90 (NP)
- 6.3.5 Cllr Hulse stationery expenses and mileage £55.09 (NP)
- 6.3.6 Autela monthly payroll payment April-June £46.80

7. Procedures

7.1 Document Retention Schedule amended to include Declaration of Interest book. It was RESOLVED to adopt the schedule.

8. GDPR

8.1 Data Protection Policy – the Council RESOLVED to adopt this policy. Cllr Hulse noted that this policy applies to all other council policies as it applies to all Parish Council employees, councillors, volunteers and contractors.

8.2 Data Privacy Policy – the Council RESOLVED to adopt this policy

8.3 Subject Access Request form- the Council RESOLVED to adopt this procedure

8.4 Subject Access Guidance notes – the Council RESOLVED to adopt this procedure

9. Correspondence

9.1 Rural & Business Crime Prevention: The Clerk received an email from Crime Prevention Officer Paul Crumpton regarding having a presentation and talk on advice to stay free

from harm and reduce the likelihood of crime occurring. After some discussion it was decided that this would be a good community opportunity to have a meeting on this topic. Clerk to make contact and discuss available dates in September/October.

9.2 Balfour Beatty Living Places: The Clerk noted that the cleaning of 17 gullies from opposite the church to the South Lodge has been scheduled. A footpath sweep from Grendon Firs right through the village has been scheduled. The defective support stanchions on the road sign facing Harp Lane have been noted and scheduled for replacement. The hedge opposite Harp Cottage is to be trimmed back for approximately 70 metres.

9.3 Bredenbury Primary School parking: The Council received an email from the Caretaker at the school regarding parking issues. *She explained that she had regularly been putting out cones to try to alleviate the parking directly opposite the school gates and ensure the safety of the children crossing the road to school. Sadly, the cones disappeared and the CCTV recorded them being stolen and the police were informed. As they were not able to make a positive identification no further action could be taken. The school invited the local PC to monitor the traffic outside the school and he has suggested lobbying the Parish Council to have double yellow lines installed.*

The council discussed this issue and agreed that they would not have the power to install double yellow lines as this would need to be done under a Traffic Regulation Order (TRO). Cllr Gwynn reported that there were dangerous parking practices outside the school and the school had communicated to parents the dangers of parking directly opposite the school gate. The Clerk identified minutes from Council meetings in May and November 2016 where this had been fully discussed and it was believed a TRO had been requested.

All councillors were concerned by the danger this poses to the children. It was agreed to contact Ian Connolly Traffic Manager Advisor, Balfour Beatty and the local CPO to gain a greater understanding of the issues.

For information: There is to be an informal meeting on Tuesday 3rd July at 7.30pm in the Church with representatives from the Parish Council, Parish Hall Committee and the PCC to discuss general issues.

11. Planning: Cllr Sayce left the meeting.

P181919/F Little Wacton Farm, Wacton Lane, Bredenbury, Bromyard, Herefordshire HR7 4TQ

The council agreed they had no objection to this planning application. The Clerk to post the Council's response on the Herefordshire Council Planning website. After some discussion it was RESOLVED that if a planning application came in and a response was needed prior to the next council meeting and the council was unable to meet then they would not comment. However, in most circumstances an extraordinary meeting would be called to discuss a planning application.

12. To raise matters for the next meeting:

- Budget monitoring
- Footpaths Officer report/maintenance plan
- Road safety
- GDPR

13. Dates of next meeting: Weds 25th July 2018 @ 7pm Weds 26th September 2018 @ 7pm
(Please note there is no meeting in August)

The meeting closed at 8.58pm