

BREDENBURY GROUP PARISH COUNCIL

Minutes of the meeting of the Parish Council

Held on Wednesday 31st October 2018 at 7.00pm in the Village Hall

Present: Councillors: John Hulse (Chair), Hugh Farey, Pete Jones, Geoff Hancock, Massie Piggott, Sam Sayce

In attendance: Vicky Hancock, Clerk

1. **Apologies for absence:** Ward Councillor Bruce Baker, Cllr Gwynn
2. **Declarations of interest and written requests for dispensation:** None received
3. **Open session:** There were no local residents in attendance
4. **Minutes of the previous meetings:** 26th September 2018 It was RESOLVED to adopt the minutes and they were signed by the Chairman.
5. **Budget Monitoring**
 - 5.1 To note expenditure against budget – this item was taken with item 7.5 draft budget
 - 5.2 To note NP expenditure against budget. The Clerk distributed the Neighbourhood Plan October monitoring sheet. The clerk has been in contact with Groundwork who administer the grant and we will need to complete an end of grant form prior to applying for the additional grant but we have until 31st March 2019. The chairman to complete grant form with the Clerk.
6. **Final External Auditor Report & Certificate 2017/18** The Clerk shared the final auditors report from PKF Littlejohn. The certificate showed completion of the Annual Review and all the appropriate paperwork has been put on to the website as required.
7. **Finance**
 - 7.1 Bank statement to 30th September 2018 presented. Opening balance was noted £12,513.73. Statement noted and signed by Cllr Hulse.
 - 7.2 The Clerk distributed the Bank Control Account from September 1st – October 1st 2018 which detailed payments and receipts to date. Balance less outstanding cheques £12,157.63 It was noted that a cheque paid to Bredenbury Village Hall for £130 on 25/07/18 had not been presented. It was RESOLVED to cancel the cheque and re-issue it with additional hall bookings added. Clerk to inform Village Hall treasurer. Noted and signed by Cllr Hulse as an accurate record.
 - 7.3 It was RESOLVED to agree the following payments:
 - 7.3.1 I Culley Invoice 3 (NP) £1200. Invoice already paid as agreed.
 - 7.3.2 Clerk's October salary. Pension assessment noted
 - 7.3.3 SID Deployment October/November £535.72
 - 7.3.4 PKF Littlejohn Limited Assurance Review £240.00
 - 7.3.5 Orphan's Press Community Forum £55.00 (NP)
 - 7.3.6 Clerk's Expenses Postage/refreshments £17.00 (not £14.50 as on agenda)
 - 7.3.7 J Hulse expenses £41.80
 - 7.4 To request expenditure:
 - 7.4.1 Clerk requested a paper shredder It was RESOLVED to agree expected expenditure.
 - 7.4.2 Clerk requested a pump action water dispenser for refreshments for meetings. It was RESOLVED to agree expected expenditure.
 - 7.4.3 'Coming Home' Project Armistice Centenary. It was RESOLVED to give £150 to the community towards the Flower Festival expenses.

7.5 Report from Finance Working Group. Cllr Hulse fed back from the Finance Working Group meeting on 24/10/18 Cllrs Hulse, Sayce, Gwynn and the Clerk in attendance with apologies from Cllr Jones. The group met to discuss expenditure so far and to prepare the budget for 2019/20 and to make a recommendation to the full council for setting the Parish Council Precept 2019/20. There was discussion regarding the budget headings and what would be expected as a 'one-off' expenditure in the next financial year. It was noted that in May 2019 we may have election expenses and these would need to be accounted for in the budget setting. The External Audit heading was removed as we would not require an Annual Review for 2018/19. All other budget headings were reviewed. There was a discussion on additional hours for the Clerk for Neighbourhood Plan work. It was noted that these could not be funded from the NP Grant and an increase of two additional hours per week as an additional short-term cost was calculated.

7.5.1 To include item 5.1 Expenditure against budget. Cllr Hulse distributed the budget sheet with expenditure to date and full year forecast. It was noted that items of expenditure not budgeted for included the traffic restrictions and proposed moving of the school sign and the replacement 40mph repeater signs to the north of the village. It was RESOLVED to agree budget figures.

7.5.2 Setting 2019/2020 Precept. As a result of the Finance Working Group meeting Cllr Hulse prepared a comparative document to include proposed budget figures for planned expenditure with current precept and overspend and options for a revision in the precept. Clerk to ascertain number of properties in different tax bands in the parishes. After discussion it was RESOLVED to recommend an increase in the precept to £8560.00 which would see a notional average increase of £11 per annum.

8. Planning:

8.1 Permission granted by Herefordshire Council P182772/F Laurel Bank Farm proposed erection of bungalow

8.2 Planning consultation: P183709/J Works to tree covered by TPO. It was RESOLVED to support this application.

9. **Neighbourhood Plan Update:** Cllr Hulse gave an update on the Neighbourhood Plan. The results of the 2nd Community Survey have been collated and will be ready for presentation at the Forum on 3rd November. The Steering Group received 9 submissions from the 'Call for Sites' exercise. Members of the Steering Group had visited each site. Along with the consultant and with reference to the Herefordshire Core Strategy and planning legislation each site was rated red, amber, green. Of the 9 sites, 3 were identified as unlikely to meet planning rules and regulations. Of the remaining 6 sites 5 were in the village and 1 identified as a tourism/business opportunity. The proposed settlement boundary will be presented at the forum. After the Forum and when comments have been received by 30th November work will begin on the draft plan for Spring 2019.

10. Road Safety:

10.1 The new repeater signs are in hand. BBLP are awaiting delivery of them and then they will schedule a gang to complete the works

10.2 Moving the redundant school sign to Harp Lane BBLP are awaiting a response form utility companies that there are no utility assets in that location

11. Correspondence: The Parish Council received papers from the PCC regarding a proposed community car park adjacent to the school. The PCC are currently looking in to grant funding for this. In discussion the council agreed in principle that parking for the church and school would be a welcome addition.

- Notification from Herefordshire Council regarding winter maintenance of grit bins and salt

12. Items for the next meeting: 28th November 2018

N.B The Clerk will not be available for the next meeting as she is attending training.
Cllr Farey to take minutes

- Final Precept amount and completion of Precept Requirement Form
- Set budget for 2019/20
- Report back on 'Coming Home' Project
- NP update

The meeting closed at 8.30pm