

# BREDENBURY GROUP PARISH COUNCIL

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## Minutes of the meeting of the Parish Council

Held on Wednesday 19<sup>th</sup> December 2018 at 7.00pm in the Village Hall

**Present:** Councillors: John Hulse (Chair), Hugh Farey, Pete Jones, Geoff Hancock, Sam Sayce, Carolyne Gwynn

In attendance: Ward Councillor Bruce Baker, Vicky Hancock Clerk

**1. Apologies for absence:** Massie Piggott

**2. Declarations of interest and written requests for dispensation:** None received

**3. Open session:**

3.1 Report from Ward Councillor Bruce Baker

- Report from Parish Council Summit available to Councillors (Clerk to email)
- Children's Services had been subject to a judiciary review. Herefordshire Councillors to attend a seminar to discuss this.
- Ward Cllr Baker asked about the road safety measures the Parish Council had in place as he had been chasing these up. Cllr Hulse reported the 40mph repeater signs were now in place. Re-siting of the school sign had not been completed because of difficulties with the positioning to comply with traffic law – still to be resolved. Cllr Hulse questioned if the fact that the traffic calming measures ('dragon's teeth') have not been reinstated following the recent road repairs could this result in a liability in the event of a road traffic accident?" Cllr Hulse reported that there was to be a new team in place in the new year so there was no date as yet. Ward Cllr Baker to make enquiries.
- Herefordshire Council are to purchase property for strategic priorities for youngsters leaving the care system.
- At a recent planning meeting Ward Cllr Baker said that a planning application had been refused because the Neighbourhood Plan had not been updated even though it was adopted in 2016. Ward Cllr Baker had written to chief planning officer for clarification on this point. He recommended that we followed this up with our NP Consultant.
- The new road through Station Approach had enabled development land to become available which was identified for accommodation for 178 students shared between Hereford College of Art and NMITE.
- The Transport Hub to be situated by the railway station.
- The University of Wolverhampton build a cyber security company at Rotherwas.
- The council had received 5 million pounds which was to be spent on improving 'B' 'C' and 'U' roads.
- Cllr Hancock asked about the road repairs at Docklow – Ward Cllr Baker to speak to Colin Smith. He reminded the council that 'A' roads were inspected weekly. The Chairman thanked Ward Councillor Baker who then wished everyone a Happy Christmas.

Ward Cllr Baker left the meeting.

3.2 There were no local residents in attendance

**4. Minutes of the previous meetings:** 28<sup>st</sup> November 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 – December Budget Monitoring sheet distributed. It was noted that the figures in Column D required correction. Clerk and Chairman to meet to correct figures. It was RESOLVED that they could be signed once the correction had been made.
- 5.2 To note NP expenditure against budget. Neighbourhood Plan December monitoring sheet distributed and signed as an accurate record by Cllr Hulse. The chairman explained expenditure of current grant has to be completed and the grant closed before applying for additional grant to complete NP work.

## **6. Finance**

- 6.1 Bank statement to 30<sup>th</sup> November 2018 presented. Opening balance was noted £9671.19 Statement noted and signed as accurate by Cllr Farey.
- 6.2 The Clerk distributed the Bank Control Account from November 1<sup>st</sup>– December 1<sup>st</sup> 2018 which detailed payments and receipts to date. Balance less outstanding cheques £7748.07 Noted and signed by Cllr Hulse as an accurate record.
- 6.3 Parish Council Precept. We have now received notification that the tax base for Bredenbury for 2019/20 is £158.58. Cllr Hulse distributed a calculation of the charges for each property band. The agreed precept requirement for 2019/20 would see Band D properties have a monthly increment of £0.86. Clerk to enquire how the tax base is calculated and why it is reduced and how many properties are in each tax band. It was RESOLVED to sign the precept requirement for 2019/20 of £8560.00. Cllr Hulse signed and dated the form. Clerk to send to Herefordshire Council.
- 6.4 Workplace pension increase. It was noted that minimum pension contributions will increase on April 6<sup>th</sup> 2019. The one Parish Council employee does not meet the criteria for automatic enrolment in the pension scheme. The chairman signed the Pension Regulator notification. The council will continue to note Work Place Pension assessment report each month.
- 6.5 It was RESOLVED to agree the following payments:
- 6.5.1 Orphan's Press Display Boards & Flyers £523.20 (NP)
  - 6.5.2 Clerk's salary and note assessment report re: Work Place Pension
  - 6.5.3 PAYE payment HMRC £4.40
  - 6.5.4 Annual Website Support to Dec 2019 £100.00
  - 6.5.5 J Hulse stationery £13.50 (NP)
  - 6.5.6 HALC Clerk's training Election Special & Summing Up £72.00

## **7. Feedback from HALC Clerk training**

- 7.1 Clerk gave feedback from the Election Special training as 2019 is an election year. (Appendix 1) Procedures were explained and councillors reminded that they will all stand down for re-election if they wish to.
- 7.2 Clerk gave feedback from the Summing -up training which dealt with financial matters. HALC were to provide proformas to ensure consistency for audit purposes.

## **8. Policies** The Clerk distributed the Equality Opportunities Policy to councillors for review. Any comments, observations or points of clarification to be emailed to the Clerk prior to the January meeting.

## **9. Planning Permission**

- 9.1 P/182269 It was noted the planning for the proposed conversion of existing barns at Sawbury Hill had been withdrawn
- 9.2 Bredenbury Court Approved Premises Licence. No objection to this application. Clerk to contact Ward Cllr Baker.

## **10. Safeguarding Children** The leader of the Council at the recent summit suggested that all councillors were corporate parents. Bredenbury Parish Council feel that they do not have the

appropriate training or expertise or specialist knowledge in Safeguarding which is a complex issue. Therefore, they would respond to any incident or concern they may, have as any member of the public would, by reporting it to the appropriate organisation. The Clerk noted that this item had been covered in April and she would resend information out to Councillors.

**11. FPO** Cllr Farey had been contacted regarding the Hereford Walking Festival which takes place in June 2019. He is happy to arrange a guided walk as part of this festival and will keep the Council updated on arrangements. He had been alerted to a stile which is dilapidated and unsafe and will be contacting the landowner. Cllr Farey will be sending a copy of the Bredenbury Walks map to a local resident and will forward information to be put onto the website. The Clerk handed over the new waymarkers to replace ones which have become faded or broken.

**12. Neighbourhood Plan Update.** Cllr Hulse gave a brief update on the NP. Various documents have been reviewed at the Steering Group meetings and Ian is preparing a draft structure of the Neighbourhood Plan. There is to be a summary of the document and some reviewing of words within the document which may be ambiguous to ensure it has strength and enforceability. The draft plan and a final version of the Characterisation Study will be available at the next steering group meeting on 14<sup>th</sup> January. There are plans for a further 'drop-in day' in the new year. Cllr Sayce asked if any potential developers would be obliged to contribute funds (e.g. Section 106) to the parishes. NP Consultant to be asked about this.

**13. Road Safety:**

13.1 40mph Repeater signs covered in item 3.1

13.2 SID data – additional days added as the battery ran down prior to the end November. 90% travelling at 40mph or below.

13.3 Road markings covered in item 3.1

13.4 Re-siting of school sign covered in item 3.1

**14. Communications** It was agreed that the Parish Council Facebook page was a good method of communication and should be used more. Cllr Sayce is very keen to ensure that it is updated and kept live to build more followers. There were many suggestions and it was RESOLVED to forward items to Cllr Sayce for uploading – including village events, newsletter updates, village walks.

**15. Correspondence:** i. response to resident re: Area B included in settlement boundary. ii. Klargester at St Andrew's Close. The Clerk has contacted BBLP regarding the problem with water collecting during heavy rains even though the pipe has been jetted. The Drainage Officer North has been contacted and we are awaiting information. iii. For information Laurel Bank soak-away and drainage details are available on Herefordshire Council Planning website. iv. Parish Council Summit 24<sup>th</sup> January 2019 at the Shirehall. Councillors to let the Clerk know if they wish to attend.

**16. Items for the next meeting:** Election nomination forms

**17. Next scheduled meeting:** Wednesday 23<sup>rd</sup> January 2019

The meeting closed at 8.55pm

## Appendix 1

### HALC Training Election Special

- Local Elections to be held on **Thursday 2<sup>nd</sup> May 2019**
- All councillors will stand down prior to these elections
- For election purposes only, group parish councils are split i.e. Bredenbury, Grendon Bishop and Wacton
- Publication of notice of election not later than **Tuesday 26<sup>th</sup> March 2019**
- Group Parish nomination forms **MUST** be signed by residents from that parish
- Nomination forms **CAN** be signed by other councillors and spouses (forms can be completed after a meeting)
- Nomination papers must be delivered by hand to the Town Hall no later than **4pm on Wednesday 3<sup>rd</sup> April** and must receive receipt of nomination papers
- New councillors will take office on **Tuesday 7<sup>th</sup> May**
- Expenditure form **MUST** be returned even if nil expenditure
- 1<sup>st</sup> meeting after election all councillors sign declaration of acceptance of office – Clerk to receive declarations
- 1<sup>st</sup> item on agenda Election of Chairman – outgoing Chairman chairs the meeting until new chairman elected. New chairman to sign declaration of acceptance of office of chairman
- Annual Parish meeting to be held within 14 days of elections