

BREDENBURY GROUP PARISH COUNCIL

Minutes of the meeting of the Parish Council

Held on Wednesday 20th February 2019 at 7.00pm in the Village Hall

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

In attendance: Ward Cllr Bruce Baker, Vicky Hancock Clerk, 2 local residents

1. Apologies for absence: Cllr Gwynn

2. Declarations of interest and written requests for dispensation: Cllr Geoff Hancock made a disclosure of non-pecuniary interest in item Planning 5.1 and signed the book accordingly.

3. Open Session:

3.1 To receive a brief verbal report from Ward Cllr Bruce Baker

- Much of the focus has been on the setting of the Herefordshire Council budget. Ward Cllr Baker has attended 3 scrutiny committees. The proposed budget went to cabinet along with an alternative budget put forward by 'It's Our County'. Full Council debated both proposals and original budget agreed. 4.9% increase on Council tax to include the 2% uplift for adult social care.
- 2 areas of focus for the budget to include libraries budget and temporary funding for the lengthsman scheme to improve drainage on U and C class roads
- Cllr Baker has met regularly with Colin Smith Locality Steward
- Attended General Scrutiny Committee Task and Finish Group to see the work BBLP has been doing on repairing potholes.
- Written to planners re: Community Car Park

3.2 Views of local residents on parish matters: The local residents brought up the issue of the redundant school signs for St Richard's. The Chairman noted that this point was to be dealt with at Item 11 on the agenda and they were invited to stay for the discussion.

4. Minutes of the previous meetings: 23rd January 2019. It was RESOLVED to adopt the minutes and they were signed by the Chairman.

5. Planning: P184655/F Bredenbury Parish Hall

5.1 P190141/F Bredenbury Parish Hall, proposed new toilets (including disabled), new kitchen and meeting room/library to replace existing.

The Parish Council discussed this. Cllr Jones asked about funding for the work and it was noted that the Parish Hall Committee were investigating different options for grant funding. It was RESOLVED to fully support the application and note that the results from the NP community survey supported a wish to see improved facilities at the Parish Hall.

5.2 P184655/F Bredenbury Court to note planning has been withdrawn.

Ward Cllr Baker left the meeting at 7.26pm

6. Budget monitoring:

6.1 To note expenditure against budget – February Budget Monitoring sheet distributed. Cllr Hulse noted that including road safety expenditure variance as a percentage of the budget was 1.3%. There were no questions and it was signed as an accurate record of expenditure by Cllr Hulse.

6.2 To note NP expenditure against budget. Neighbourhood Plan February monitoring sheet distributed. Clerk told Council that this reflected the top-up grant of £1295.00 which would have to be spent within this financial year. Chairman reminded Council that all Neighbourhood Plan expenditure was grant funded and did not come from the precept. There being no questions this was signed as an accurate record by Cllr Hulse.

7. Finance

7.1 Bank statement to 31st January 2019 presented. Opening balance was noted £8144.58
Statement noted and signed as accurate by Cllr Jones.

7.2 The Clerk distributed the Bank Control Account from January 1st 2019 – 1st February 2019
which detailed payments and receipts to date. Balance less outstanding cheques
£7976.32. Noted and signed by Cllr Jones as an accurate record.

7.3 It was RESOLVED to agree the following payments:

7.3.1 I Culley Invoice 6 (NP) £750.00

7.3.2 Bredenbury Parish Room Hire 30th May 2018- 27th March 2019 £205.00

7.3.3 Clerk's salary and noted assessment report re: Workplace Pension

7.4 Income received

7.4.1 HMRC VTR £1622.87 credited

7.4.2 Groundwork UK Neighbourhood Grant £1295.00

8. Policies:

8.1 Review of Risk Management Documentation February 2019. Cllr Jones and the Clerk met
to review the all the documentation aligned to Risk Management. Cllr Jones compiled
recommendations and this was distributed to all councillors prior to the meeting for comment.
Cllr Jones read through the review. There were no issues raised and the Chair thanked Cllr
Jones for his support and guidance with this work.

8.1.1 Risk Management Policy Statement – it was RESOLVED to accept review with
no changes made.

8.1.2 Risk Management Guidance – it was RESOLVED to accept review with no
changes made

8.1.3 Risk Register – it was RESOLVED to accept the changes ([appendix i](#))

9. Neighbourhood Plan Update- Cllr Hulse reported that the Neighbourhood Plan was now
reaching the Regulation 14 stage and the steering group were preparing the draft plan. He
explained that this plan contained all the policies that the council would be adhering to when
discussing planning applications and was a crucial stage in the process. The draft Reg 14 should
be completed by March and requested that councillors took the opportunity to look at other
Neighbourhood Plans that had reached the Examination stage. Clerk to email link after the
March NP Steering Group. The Characterisation Study and Call for Sites Assessment to be made
available on loan at The Barneby and St Andrew's Church. These documents are also available
on the Council website and Facebook page. It was noted that the next NP drop-in session would
now take place on Saturday 11th May. The date has been changed because of entering a period
of purdah due to local council elections.

10. Elections:

10.1 Cllr Hulse to receive nomination forms and distribute to councillors, he will also deliver
completed forms to the Town Hall. Cllr Hulse will be posting the statutory notices.

11. Road Safety:

11.1 Cllr Hulse told the Council we were still awaiting of the redundant St Richard's school sign
that is currently by the main entrance to be relocated to Harp Lane. It was agreed the other St
Richard's signs were in positions that could benefit the location of Bredenbury Primary School
and should remain in place. There was still discussion between BBLP and the repainting of the
road markings but we are assured that this will be part of a lining programme but no date has
yet been given.

- 12. Correspondence:** Clerk has received the first of the Election Briefing notes from the Election Office
- 13. Items for the next meeting:** NP update Draft Reg 14
Election paperwork
- 14. Next scheduled meetings:** Wednesday 27th March at 7pm
Wednesday 24th April at 7pm

The meeting closed at 8.17pm

Appendix i

Review of Risk Management Documentation conducted in February 2019

Risk Management Policy Statement

Reviewed and no changes recommended.

Risk Management Guidance

Reviewed and no changes recommended.

Risk Register

Reviewed and the following changes recommended:

Strategic Risks

Continuity of the Parish Council - include 'All Councillors to stand for election May 2019'.

Future Development of the Parish - Note Council is now coordinating the Neighbourhood Plan and that two community surveys and two Community Forums were held in 2018.

Preservation of the environment, character and amenities within the Parish – Note that the community has expressed its views on the environment, character and amenities through the Neighbourhood Plan work, two community surveys and two Community Forums were held in 2018 and a Characterisation Study of the Parish has been completed.

Note that the Parish Hall has been registered as a Community Asset and the need to reapply for Community Asset registration in 2022.

Financial Management

No changes recommended.

Management

Communications - include that Community Forums are used together with leaflet drops directly to residents by Councillors.

Parish Council Records Hard Copy - Remove specific reference to older more historical records and minute books as these now stored with other documents at the home of the Clerk.

Data protection – Removed reference to Data Protection Agency and replaced with Information Commissioners Office. Include that new Data Protection Policy in line with the General Data Protection Regulations have been approved by the Council and referencing the individual documents. Change Risk Severity Rating to 3 (Minor) due to new procedures being implemented. This changes overall risk rating to 6 and the RAG colour to Yellow.

Parish Council Meeting Location - include need to review during the forthcoming building development works.

Assets

Grit Bins – include risk of depletion of grit and the need for bins to be restocked via Balfour Beatty.

Employee

No changes recommended

Councillors

Code of Conduct – include note that a new code is being produced by NALC for implementation in 2019.

Health and Safety – include that high visibility jackets have been purchased.

Services - Paths and Bridleways – include that new waymarking signs are to be installed. One path has been closed due to a dilapidated and unsafe foot bridge.