

BREDENBURY GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council (online)

Held on Wednesday 27th May 2020 at 7.00pm via GoToMeeting

Present: Councillors: John Hulse (Chair), Hugh Farey, Geoff Hancock, Pete Jones, Sam Sayce, Massie Piggott (joined meeting at 7.40pm)

In attendance: Ward Cllr John Harrington, Vicky Hancock, Clerk

1. Election of Chairman 2020-21

1.1 Cllr John Hulse was nominated for Chairman by Cllr Farey and seconded by Cllr Hancock and was elected unanimously.

1.2 Cllr Hulse to sign Declaration of Acceptance of Office and the Clerk to countersign when able to share document via social-distancing

2. Election of Vice-chairman 2020-21

Cllr Massie Piggott was nominated for Vice Chairman by Cllr Hulse and seconded by Cllr Jones and was elected unanimously.

3. To receive apologies for absence: Cllr Gwynn

4. To receive Declarations of interest and written requests for dispensation: Cllr Hancock declared an interest in items 9.3.4, 9.3.5, 9.4.2 and signed the book accordingly.
Councillors reminded to update Notice of Registerable Interests if necessary.

5. Open Session

5.1 Report from Ward Cllr John Harrington.

- Covid-19 related statistics currently stand at 436 confirmed cases in Herefordshire, 53 hospital deaths and 50 care home deaths. Question regarding number of cases of Covid-19 from Cllr Farey which seem low when compared with number of deaths. Cllr Harrington explained that testing hadn't been started until recently so these figures were only confirmed cases
- Must remain vigilant as these figures show Herefordshire as being average when compared with the wider statistics even though we have a small population
- Care homes have been an issue as they are all privately owned and have had difficulty getting sufficient PPE so Herefordshire Council have supported them
- The council has also acquired the Three Counties Hotel and Redhill for patients who need to be isolated after leaving hospital and prior to returning to their care home. There is an urgent need to focus on limiting the spread of the virus in care homes
- Recycling Centres are beginning to reopen with Hereford and Leominster and plans for others to reopen in the coming weeks when sufficient staff are available to maintain the social-distancing required. Herefordshire Council is requesting that people only go to the recycling centres with essential items. Cllr Hulse asked for clarification of what is classed as essential items as some residents had been unsure about this. Ward Cllr Harrington to send details.

- Children returning to school – the council have estimated that about 80% of schools will reopen on 1st June. No parent or carer will be prosecuted for not sending their children back to school
- Council have supported small businesses through the government funding but ask if there is anyone who may not have applied and feel they are eligible to contact Cllr Harrington
- Planning committees are meeting virtually under new guidance
- Additional money available for repairing potholes was agreed prior to Covid-19 Approximately £7 million per year for 5 years - part of this to be focused on drainage. To discuss with parishes where they have had long running drainage issues which are causing subsidence and damage to the road surface
- The council have discovered they are not eligible for the Bellwin scheme which provides emergency financial assistance to local authorities which means that much of the flood damage will have to be paid from emergency funds held by the council. There is an ongoing discussion with the government regarding this funding
- TalkCommunity support is being reduced partly because of reduction in need and partly because of the work done locally. Particular praise for the Bredenbury Action Group and the work they have done to support local residents

The chair thanked Ward Cllr Harrington for his report.

5.2 No local residents in attendance. Cllr Hancock reported that resident Bob Ayres has renewing the noticeboards in hand.

6. To consider the minutes of the previous meeting 26th February 2020: It was RESOLVED to adopt the minutes and they will be signed by the chairman in accordance with social distancing.

7. Procedures

- 7.1 Councillors AGREED to continue to adopt the Herefordshire Code of Conduct. Clerk to email for individual confirmation of having read, understood and agree to abide by this Code of Conduct. To maintain this on an annual basis.
- 7.2 The list of Annual Subscriptions was reviewed and there being no comment it was RESOLVED to accept these for 2020-21.
- 7.3 Review Asset Register 2020-21. All in agreement and Cllr Hulse to sign as a true record of the Assets held by the Parish Council.
- 7.4 Cheque Signatories The four bank signatories for cheques are currently Cllrs Gwynn, Hancock, Sayce and Hulse. Subject to Cllr Gwynn agreeing to remain a signatory it was AGREED there would be no changes.
- 7.5 The Standing Orders had been circulated and reviewed and it was RESOLVED to adopt these for 2020-21.
- 7.6 Risk Management Policy and Risk Register. The Chairman thanked Cllr Jones for the work he had done on this document and handed the meeting over to him to go through the review document. There are no changes to the Risk Management Policy document. No changes to the Risk Management Guidance document. Changes to the Risk Register. Recommendation from the internal audit that an additional column to be added to reflect inherent risks and residual risks. Cllr Jones went through each change. There being no questions the Risk Register review was concluded and Chairman to sign at a later date in accordance with social distancing.

- 8. Budget monitoring** The Clerk noted that the budget monitoring sheets now include income and these will be added to the signed minutes and also to the accounts tab on the Parish Council website. The Clerk shared the March budget monitoring to the end of the financial year 2019-20 and noted there was an -18.53% variance which was explained by there being no expenditure on the amount budgeted for election expenses. There being no questions this will be signed at a later date by the Chairman in accordance with social distancing. The clerk shared the budget monitoring for April 2020. There being no questions this will be signed at a later date by the Chairman in accordance with social distancing.

9. Finance

- 9.1 The Clerk shared the last three bank statements. Balance brought forward to 1st March 2020 £8646.72 Balance brought forward to 1st April £8001.66. The balance brought forward to 1st May 2020 £11650.02.
- 9.2 Clerk distributed the Bank Control Account from 1st February 2020 to 1st March 2020 which detailed payments and receipts to date. Balance less outstanding cheques £8259.91
1st March 2020 – 1st April 2020 this detailed payments and receipts to date. Balance less outstanding cheques £7710.36. Noted and to be signed at a later date.
- 9.3 To note payments already made due to Covid-19:**
- 9.3.1 Bredenbury Parish Hall £220.00 April 2019-March 2020
 - 9.3.2 BBLP SID February deployment £267.60
 - 9.3.3 Cllr Piggott expenses HALC 06.02.20 £15.30
 - 9.3.4 Clerk's March salary 2020
 - 9.3.5 Clerk's April salary 2020
 - 9.3.6 GoToMeeting reimbursement £136.80
 - 9.3.7 Herefordshire Council election expenses May 2019 £153.91
 - 9.3.8 Herefordshire Council PPE £154.80
 - 9.3.9 GeoXphere Parish Online £36.00
- 9.4 It was RESOLVED to agree the following payments:
- 9.4.1 HALC Internal Audit 2019-20 £240.00
 - 9.4.2 Clerk's May salary
- 9.5 Remittances: The following remittances were noted
- 9.5.1 VAT Reclaim January 2019 – February 2020 £642.43
 - 9.5.2 Herefordshire Council Precept 1st payment £4280.00
 - 9.5.3 West Mercia Police & Crime Commissioner £139.00 grant for PPE for Bredenbury Action Group volunteers
- 9.6 Clerk has received HMRC P32 Q4 and P60 End of Year Certificate. Chairman has had sight of both documents

10. Annual Governance & Accountability:

- 10.1 The Clerk presented the Internal Audit Report 2019-20 drawn up and signed by the HALC Internal Audit Services
- 10.2 The Council RESOLVED to accept the Annual Governance Statement 2019-20. To be signed by the Chairman and Clerk
- 10.3 The Council RESOLVED to accept the Accounting Statement 2019-20. To be signed by the RFO and the Chairman.
- 10.4 Council RESOLVED to accept that Bredenbury Group Parish Council could sign the Certificate of Exemption 2019-20 as income and expenditure has not exceeded £25,000 and therefore qualifies as a smaller authority. Clerk to email certificate to PKF Littlejohn, external auditors.

All papers to be published on the website alongside the Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority)

11. Planning

- 11.1 P201297/FH The Crest Bromyard HR7 Proposed 2 car garage. The council agreed to make 'no comment' on this planning application
- 11.2 P200143/O Westington Court Bungalow Docklow HR6 OSL. It was noted that the removal of the agricultural occupancy condition has been granted.

12. Community response to Covid-19 Reference had already been made to the local response during item 5.1. Cllr Hulse reported that the Bredenbury Action Group had been supporting 27 households during this time with shopping, collecting meds, delivering fruit and veg boxes from Gilbert's in Bromyard and generally ensuring that residents knew there was a band of willing volunteers out there to help and support as necessary. He thanked the volunteers and expressed pride in the way the community of Bredenbury, Wacton and Grendon Bishop had pulled together during this time. The clerk had received an email from our local TalkCommunity co-ordinator, Beth, thanking us for the work we had done, the efficiency and the speed with which we had responded to the crisis.

13. NP Update Councillors all aware we could not go through to referendum and it has been put on hold until next year. Ward Cllr Harrington to ask for clarification on this point and to ask if we came out of lockdown would it not be possible to hold the referendum prior to May 2021. The agent for the Foster's site on the A44 contacted Cllr Hulse to ask if there was to be a condition in respect of planning for the site that there would need to be double white lines on the road would there be an objection from the village. This was something that Cllr Hulse could respond to on behalf of the Council but felt anything that would reduce the speed on through the village would be welcome. The owner of the site has also advised that they will be having an ecological survey which has identified 6 ponds in the area.

Cllr Hulse had spoken to the new owners of The Old Rectory in Bredenbury regarding the two building plots that have been put up for sale. They are keen to sell them on with the planning permission.

The work has started on clearing trees adjacent to the church for the installation of the community car park. The tree surgeons had reported that many of the trees were already compromised and a danger to the school playground. It was noted that as part of the condition the council had requested that there would be some re-planting at the end of the car park to create some sound deadening from the road for residents at St Andrew's Close and this would need to be followed up.

The Clerk reported that there was to be a new Head of School for Bredenbury Primary from September 2020. She has already expressed a wish to work closely with the Parish Council, the church and the community.

14. Website accessibility compliance The Clerk informed councillors that our Parish Council website has now been made fully accessibility compliant by Eyelid Productions. The deadline for public sector organisations to ensure their websites are accessible is 23rd Sept 2020.

15. Correspondence None

16. Matters for the next meeting Increasing subscribers to the website, Community Resilience,

Cllr Hancock raised the matter of increased speeding on the A44 through the village and asked if there was any way we could have police intervention. (Cllr Harrington to contact Simon Hobbs regarding this)

17. To consider dates for the next meetings:

Wednesday 26th June @ 7pm via GoToMeeting

Wednesday 31st July @ 7pm Annual Parish Meeting (TBA)

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The meeting closed at 8.27pm