

BREDENBURY GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

Held on Tuesday 25th May 2021 at 7.00pm in the Village Hall

Present: Councillors: John Hulse, Pete Jones, Hugh Farey, Geoff Hancock, Alex Gerrard, Massie Piggott

In attendance: Clerk Vicky Hancock

Councillors were provided with a personalised pack containing masks and hand sanitiser.

The Clerk welcomed everyone to the first face-to-face Parish Council meeting to be held since February 26th 2020. She reassured attendees that we had followed the guidance to ensure that the venue was covid secure and social distancing arrangements in place. The Clerk reminded participants that masks should be worn. No papers were to be distributed in compliance with Covid restrictions and public health advice.

1. Election of Chairman 2021-2022

1.1 Cllr John Hulse was nominated for Chairman by Cllr Farey and seconded by Cllr Piggott, there being no other nominees Cllr Hulse was elected unanimously as Chairman.

1.2 Cllr Hulse signed the Declaration of Acceptance of Office and the Clerk countersigned.

2. Election of Vice-chairman 2021-22

Cllr Massie Piggott was nominated for Vice Chairman by Cllr Hulse and seconded by Cllr Farey, there being no other nominees Cllr Piggott was elected unanimously as Vice-Chairman.

The Clerk handed the meeting over to the Chairman

3. Apologies for absence: Cllr Gwynn, Ward Councillor Harrington

4. Declarations of interest and written requests for dispensation: Cllr Hancock declared an interest in items 8.4.2 and 8.4.3 and signed the book accordingly. Cllr Farey signed the book for DOIs declared at online meetings 16/12/20 Item 9, 20/04/21 Item 9.1. Cllr Piggott signed the book for DOIs declared at online meetings 27/01/21 Item 8, 31/03/21 Item 7.

5. To consider the minutes of the previous meeting: Parish Council Meeting 28th April 2021. It was **RESOLVED** to adopt the minutes and these were signed by the chairman.

6. Open Session

6.1 Cllr Hancock asked about the Parish Council getting involved in The Queen's Green Canopy to celebrate the Queen's Platinum Jubilee. Communities such as Parish Councils are being encouraged to participate in this scheme. There are packs of free trees available through the Woodland Trust. Councillors were keen that we should participate in this event and plant trees in our parishes. Cllr Hancock to find out more information.

Cllr Hulse had received complaints about the condition of Wacton Lane even though 42 potholes had been filled there were still dangerous parts of the road where vehicles can ground. He has encouraged residents individually to go through the HC website and report the condition of the road.

Residents on Rowden Lane have complained about agricultural vehicles on the lane with drivers on the mobile phone. It was decided that there would be another reminder in the next edition of Roundabout about the dangers of this. Clerk to contact community police regarding this issue.

6.2 Ward Councillor Harrington sent a brief update

- Covid-19 cases in Herefordshire in line with the national average which is currently 10-99 cases per 100k.
- Track and Trace is still vital in isolating and containing new cases. It is important that everyone still stays vigilant as lockdown eases.
- TRO Harp Lane Herefordshire Council has received the information from ADL at the conclusion of the consultant period and this will be dealt with as a priority.

7. **Budget Monitoring** Clerk shared the May budget monitoring sheet. (Appendix i)

Councillors **RESOLVED** to accept the May monitoring and Cllr Hulse signed the document.

8. **Finance**

8.1 The Clerk shared the bank statement to 30th April 2021. Balance brought forward £8283.96. The balance at 30th April 2021 £12,114.20 including remittance for 1st Precept payment £4280.00 Noted and signed by Cllr Hulse.

8.2 Clerk shared the Bank Control Account to 30th April 2021 which detailed payments and receipts to date. Outstanding cheques total £349.74. Closing balance £12,114.20. Noted and signed by Cllr Hulse.

8.3 To note payment already made: Clerk reimbursement for GoToMeeting annual subscription £136.80. The Clerk reminded Councillors this item was budgeted for as we were unsure of the rules for face-to-face meetings going forward. We would still be able to use online meetings for the NP steering group and the finance working group.

8.4 It was **RESOLVED** to agree the following payments:

8.4.1 Annual Payment Parish Online GeoXsphere £36.00 (Clerk to email password and log in to Councillors)

8.4.2 Covid supplies for Parish Council meetings £17.87

8.4.3 Clerk's May salary and note assessment report re: workplace pension.

8.4. 4 HALC Internal Audit £240.00

9. **Annual Governance and Accountability (AGAR)**

9.1 The Council **RESOLVED** to accept the Annual Governance Statement 2020/21. Signed by the Chairman & Clerk

9.2 The Council **RESOLVED** to accept Accounting Statement 2020/21. Signed by the Chairman and the RFO.

9.3 The Clerk presented the HALC Internal Audit Report drawn up and signed by HALC Internal Audit Services.

9.4 Council **RESOLVED** to accept that Bredenbury Group Parish Council could sign the Certificate of Exemption 2020/21 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 include Explanation of Variances and final Bank Reconciliation to be published on the website alongside the notice of the period for the exercise of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). The Chairman recorded thanks to Clerk Vicky Hancock for the work involved in preparing and submitting the audit documentation.

10. **Planning**

10.1 P210967/F Wacton Court Wacton Bredenbury HR7 4TQ Proposed addition of weather boarding to a specific area to protect fabric from the elements. Councillors agreed to support this application.

10.2 P210968/P Wacton Court Wacton Bredenbury HR7 4TQ Listed Building Consent. Councillors agreed to support this application.

10.3 To note applications determined by Herefordshire Council:

10.3.1 P210100/FH Grendon Firs Bredenbury Proposed side extension. Approved.

10.3.2 P210508/F Land at Grendon Manor Proposed farm shop vending machine. Approved with conditions.

11. Neighbourhood Plan (NP) Cllr Hulse commented on the 96% votes in favour of adopting the plan recorded at the referendum on 6th May and how pleased we were with the outcome. He was also impressed with the turnout to vote. He wished to record thanks to the Steering Group for their time and effort in preparing the work and producing the plan. An Appropriate Assessment of the plan has been undertaken by Herefordshire Council and is now out for consultation prior to adoption.

12. Correspondence The Clerk had received correspondence from Fastershire informing her that 25 properties have now recorded an expression of interest and there was to be an online discussion with those residents as to the way forward to receive a grant to have faster broadband installed. The Clerk reminded Councillors to spread the word if they knew anyone who does not have access to faster broadband and encourage them to sign up on the Fastershire website. Herefordshire Council Mineral and Waste Plan. Having read through the current version of the Cllr Hulse reported that there is nothing in the plan which would adversely affect our Parishes.

13. Road safety

13.1 TRO on Harp Lane update. The consultation period has expired and we are now awaiting Herefordshire Council to sign it off.

13.2 School sign on A44. Some discussion ensued regarding the sign which is not visible because of overgrown branches. BBLP say they will not clear the sign as it is the remit of the householder. After some discussion Cllrs Gerrard and Piggott agreed to look at the tree and assess the situation and report back.

14. Footpaths Cllr Farey agreed to continue as Footpath officer. the Clerk informed Council that she has reported to BBLP the two stiles from the A44 to Harp Lane and has been given job numbers. Cllr Farey to enquire about installing the stile delivered to Great Wacton Farm on the footpath near Wacton Grange.

15. Dog Mess Cllr Gerrard agreed to install the two signs on Rowden Lane to encourage walkers to take their dog poo bags home with them. There was also to be a reminder in the July edition of the Roundabout.

16. To raise matters for the next meeting

Footpaths

TRO

Lengthsman

Section 106

17. To note dates of the next scheduled meetings:

Wednesday 30th June @ 7.00pm

Wednesday 28th July @ 7.00pm

The meeting closed at 8.15pm