

BREDENBURY GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

Held on Wednesday 24th May 2023 at 7.00pm at The Barneby Inn

Present: Councillors: John Hulse, Pete Jones, Hugh Farey, Massie Piggott, Jane Berwick

In attendance: Clerk Vicky Hancock, Ward Councillor Bruce Baker

1. Election of Chairman 2023-2024

1.1 Cllr John Hulse was nominated for Chairman by Cllr Piggott and seconded by Cllr Jones, 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.

Councillor Hulse continued to chair the meeting

2. Election of Vice-chairman 2023-24

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

3. Election of Footpaths Officer Cllr Hugh Farey was nominated by Cllr Jones and seconded by Cllr Hulse there being no other nominees Cllr Farey was elected unanimously.

4. Finance Working Group members to remain as Cllr Libby, Cllr Hulse and Clerk Vicky Hancock.

5. Apologies for absence: Cllr Libby

Chairman Cllr Hulse welcomed Jane Berwick as the new Councillor for Bredenbury Parish

6. Declarations of interest and written requests for dispensation: None given

7. To consider the minutes of the previous meeting: Parish Council Meeting 18th April 2023. It was **RESOLVED** to adopt the minutes and these were signed by the chairman.

8. Open Session

8.1 Cllr Farey made council aware that a local resident had been contacted by a county estate agent regarding the renewal of registration for the right of way on a bridleway. This was brought to attention as matter of interest.

8.2 Our new Ward Councillor Bruce Baker was welcomed to the meeting. He introduced himself to the council and gave a brief update of the newly appointed Cabinet. He informed the meeting that there was to be a minority administration with support from other members. Ward Cllr Baker is serving on 3 committees: communities, scrutiny and planning. Much of the initial work has been attending induction training courses. Cllr Hulse gave an update to Cllr Baker of the progress the council had been doing over the previous 4 years and the work still to be done in the community and hope he would support the efforts.

9. Budget Monitoring Clerk shared the May budget monitoring sheet. (Appendix i) She pointed out that the HMRC budget was insufficient for the projected expenditure but having taken advice from HALC, council can set an amount out of reserves to cover the additional costs and this can be reported as an overspend at the end of the year.

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

10. Finance

10.1 The Clerk shared the bank statement to 30th April 2023. Balance brought forward £11033.87. The balance at 30th April 2023 £15,062.36 including remittance for 1st Precept payment £4280.00 Noted and signed by Cllr Jones.

10.2 Clerk shared the Bank Control Account to 30th April 2023 which detailed payments and receipts to date. Outstanding cheques total £482.03. Closing balance £14,580.33. Noted and signed by Cllr Jones.

10.3 To note payments already made:

10.3.1 James Jones Lengthsman services £65.00

10.3.2 Hereford Green Network (HGN) Subscription £50

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

10.4.1 GeoXphere(Parish Online) £36.00(early payment discount)

10.4.2 Clerk's mileage Audit Papers £29.70

10.4.3 HALC Internal Audit 22/23 £264.00

10.4.4 Clerk's Salary and note assessment report re: Workplace Pension

11. Bank Signatories Cllr Libby has agreed to be the third bank signatory to replace Geoff Hancock. Signatories **AGREED** are: Cllr Hulse, Cllr Jones & Cllr Libby. Clerk to contact NatWest to initiate changes.

12. Policy & Procedure

12.1 As the Councillors are entering a new 4-year term they have all received and understood the agreed National Association of Local Government (NALC) Code of Practice in place as recommended by Hereford Association of Local Government (HALC).

12.2 Draft Policy on Climate Change. Cllr Jones informed the meeting this is to be delegated to a sub-group formed resulting from the Great Collaboration Presentation.

13. Annual Governance and Accountability (AGAR)

13.1 The Council **RESOLVED** to accept the Annual Governance Statement 2022/23. Signed by the Chairman and Clerk.

13.2 The Council **RESOLVED** to accept the Accounting Statement 2022/23. Signed by the Chairman and the RFO.

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

13.4 Council **RESOLVED** to accept that Bredenbury Group Parish Council could sign the Certificate of Exemption 2022/23 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.

13.5 Transparency Code Information – the website has to show a breakdown of all payments made over £100 during the year 2022-23 this was presented to the councillors.

All papers to include Explanation of Variances, final Bank Reconciliation and Transparency Code 2022-23 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 a vote of thanks on behalf of the council to the Clerk for all the work involved in preparing and submitting the audit documentation.

14. Local Crime – PCSO Sue Berrett joined the meeting and gave an update on the new policing team in Bromyard and hoped that the new officer would come along to a future meeting. She reminded the PC that we need to review our Community Charter and this would be discussed at the next meeting. Cllr Farey was able to discuss the forced entry to a storage shed at Bredenbury Court. Items were removed from the shed but it appears the intruders were disturbed as the items were left on the drive. It had been reported as an attempted break-in. PCSO Sue Berrett said that there had been a spate of burglaries recently and everyone should remain vigilant.

15. Valley View update - Cllr Jones had met with a resident from Valley View regarding concern over the state of the pavements. As suggested, it was much better if a report was made directly by residents. This was done and there was a job number given but on inspection by Balfour Beatty it was deemed none essential work. Cllr Jones suggested it would be a good idea to produce a crib

sheet in the parish magazine which would take residents through the process of logging a concern/complaint/incident on the Herefordshire Council website. Cllr Jones & Cllr Farey to work on this.

- 16. Road Safety** Cllr Hulse reported that we are still awaiting the promised grant money from West Mercia Police Commissioner towards the village gates & speed indicator device. The clerk has made contact with JACs (the preferred installers) who had submitted their quote to ensure that this remained the same even though there had been a considerable time lapse. This was confirmed. Cllr Hulse to make contact with West Mercia once more. Cllr Hulse outlined to Ward Councillor Baker the considerable work carried out by the Traffic Management Group to produce a plan to improve safety in the village particularly for pedestrians. He also pointed out that under the previous administration the PC had applied for funding from Herefordshire Council to support the work to complete the project. Ward Cllr BB to contact Simon Hobbs.

Cllr Berwick noted that the parent parking outside Bredenbury School had become rather erratic lately and it would be timely to remind the school about the dangers of children alighting from cars into the road. The Clerk to speak to the school in the first instance.

- 17. Village Hall Update** Cllr Hulse reported there had been an open morning at the village hall so residents could see the work so far and be updated on what still needs to be done and the funds required to complete the project. Cllr Hulse reminded the meeting that the Parish Council supported the registration of the Community Right to Bid as an Asset of Community Value under the Localism Act 2011. There was a request from the Village Hall for a contribution from the Parish Council towards this. Cllr Piggott proposed that we give a donation of £1000 which we hold in reserves and which meets our reserves policy. Council unanimously AGREED to this. Cllr Hulse to write to the Chairman, Mr David Nowell.

18. Correspondence:

- The Chairman had written to Clare Cherry, Great Collaboration Co-ordinator to thank her on behalf of the PC for the presentation at the Annual Parish Meeting.
- The Clerk read a letter from the owners of Noakes Farm to thank the PC for their perseverance in getting the hedgerow cut back by Herefordshire Wildlife Trust. Access to their farm drive was so much safer with the improved visibility.
- The Clerk had received the updated newsletter from HALC with dates of forthcoming training sessions. She reminded Councillors that there is money allocated in the budget for councillor training and updates.

19. To raise matters for the next meeting

West Mercia Police Charter update

TRO

Road safety

Asset of Community Value re-registration

20. To note dates of the next scheduled meetings:

Wednesday 28th June @ 7.00pm

Wednesday 26th July @ 7.00pm

Wednesday 31st August TBA

The meeting closed at 8.40pm