

Lyonsall Parish Council

ANNUAL MEETING of the PARISH COUNCIL, 20th May 2018, 8.00pm

Minutes

Present – Cllrs Avery (Chair), Futchter, Lampitt, Richards, Cowling, Auger, Bevan and Ward Cllr Phillips & Clerk R Bissell.

1/19. Election of Chairperson

Cllr Paul Avery was **elected unanimously** as Chairperson.

2/19. Chairperson's Declaration of Acceptance of Office

Cllr Avery signed the Declaration of Acceptance of Office.

3/19. Election of a Vice-Chairperson

Cllr Steve Futchter was **elected unanimously** as Vice-Chairperson.

4/19. Councillors' Acceptance of Office and Registrable Interests Forms

The clerk circulated the Acceptance of Office Forms to all Councillors present. Councillors completed the Acceptance of Office forms which were countersigned by the Clerk.

5/19. Apologies for Absence

Apologies were accepted from Cllrs Turner & Lomax.

6/19. Declarations of Interest in Items on the Agenda and Dispensation Requests

No declarations of interest or dispensation requests were made. The Register of Interest Book was available to sign.

7/19. Minutes of the Previous Meeting.

The minutes of the meeting of 11th April 2019 were **approved** unanimously & signed.

8/19. General Power of Competence

It was confirmed that the Parish Council fulfils the required eligibility criteria as more than two thirds of Councillors are elected and the Clerk has the necessary qualifications. It was **agreed** unanimously to adopt the General Power of Competence.

9/19. Appointment of Members of Committee(s) & Terms of Reference

There are no committees currently in operation. The NDP steering group continues.

10/19. Appointment of Bank Signatories and Representatives on Outside Bodies.

It was **agreed** that Cllrs Avery, Futchter, and Turner will continue to be bank signatories. Cllr Davies will be removed and replaced with Cllr Bevan. *Clerk to arrange.* The Parish Council is not represented on any outside bodies at present.

11/19. Review & Adoption of Standing Orders and Financial Regulations and other Policies

It was **agreed** unanimously to re-adopt the Financial Regulations. The chair signed them.

It was proposed by Cllr Lampitt and seconded by Cllr Richards that the following policies be adopted, and this was **agreed unanimously**.

- Dispensation Policy
- Information Policy
- Complaints Procedure
- Grievance & Disciplinary Procedure.
- Volunteer Policy
- Unreasonable Behaviour Policy.
- Data protection Policy.

The Standing Orders will be slightly amended and reviewed again for adoption at the next meeting.

12/19. Review & Adoption of Risk Schedule

The internal auditor suggested a review of the register over the next 12 months. It was **agreed** unanimously all councillors to review the risk schedule for changes or omissions for approval at the next meeting.

ACTION

Clerk

All

13/19. Review & Adoption of Land and Assets Register

The Clerk advised new assets on the register in the last year as, the willow horse's head, a new mower and notice board at Burnt Orchard. The Chair proposed the register as accurate, Cllr Auger seconded, and it was **agreed unanimously** to adopt the land and assets register.

Cllr Phillips entered the room at 8.30pm

14/19. Accounts and Annual Financial Return for 2018-19

14/19a. The clerk read the internal audit report, and recommendations were noted for implementation. The end of year accounts were presented. It was noted reserves were now equivalent to the precept.

RESOLVED: The accounts for 2018/19 were **approved** unanimously and signed by the chairman.

14/19b. This year the Parish Council turnover was less than £25,000 allowing it to be exempt from external audit. Councillors discussed this option but **Agreed** to forward the financial return for external audit.

14/19c. The annual financial return and audit form Section 1 - The Annual Governance Statement for 2018-19 was read, reviewed, **agreed unanimously** and signed by the chairman and the clerk.

14/19d. The annual financial return and audit form Section 2 – The Accounting Statements for 2018/19 was reviewed, **agreed unanimously** and signed by the chairman and the responsible finance officer.

The completed return to be forwarded to external auditor by 1st July 2019. *Clerk to arrange.*

15/19. RFO & Financial Report & Payments for Approval

Internal audits on the Year-end statements have been completed and information has been circulated to all councillors.

Cllr Turner has reviewed the accounts and procedures and confirms they are in order.

Insurance information circulated to councillors. First Half payment of Precept received.

Bank reconciliations have been completed using VT cashbook.

Balances at end of April 2019:

Community account	£ 26328.49
Savings account	£ 14152.99 (including £4.81 interest)
Playground account	£ 603.70
Business Saver account	£ 403.59

Income received since last meeting

Herefordshire Council – 1st half precept £10000.00

Payments for Approval – All Approved Unanimously

Clerk's Salary & HMRC for May 2019 included NDP hours as previously agreed.

Clerks Expenses	Exp including Dropbox fee	£96.63	
SLCC	Annual shared subscription	£87.50	
Viking	Ink & Paper for newsletter	£104.15	+VAT
Balfour Beatty	Speed assessments	£680.00	+VAT
Lyonshall Memorial	Hall Hire pop up pub	£60.00	

16/19. Planning Applications**Planning Application recently received:**

None.

Recent Planning Applications still awaiting determination:

- 190826 – 13 Burgage Close, Lyonshall HR5 3NB - **SUPPORT**
Erection of a detached single storey annexe.
- 182726 – Land forming Green Farm, Lyonshall, Herefordshire.- **OBJECT**
Proposed erection of new poultry site with collar panel, biomass boiler, associated outbuildings, poultry manager's dwelling and connection to A480.
- 190388 – Land at Home Paddock, Sherrifs Lane, Lyonshall, HR5 3JD - **SUPPORT**
Variation of condition 2, planning permission 180936.
- 182135 – Land at Burgoynes, Lyonshall, HR5 3JR – **SUPPORT with conditions**
Proposed siting of up to 4 mobile homes to accommodate seasonal workers.
- 182245 – Rhyse Farm – Extension to existing poultry shed
APPEAL of Planning refusal – **PENDING APPEAL- No further comment.**
- 181494 – Land Adjacent to Spring Cottage, Headbrook, Kington HR5 3DY. - **SUPPORT**

Clerk

Proposed land for residential development and associated work together with public open and local green space.

Planning Decisions

- 190834 – The Chapel, Lyonshall, HR5 3HT.- **SUPPORT - APPROVED**
Proposed single storey oak framed garden outbuilding
- 184475 – Land South East of Upper House, Lyonshall HR5 3JN – **SUPPORT - APPROVED**
Erection of a four bedroomed two storey detached dwelling and garage (replaces consented scheme)

17/19. Financial Risk & Internal Auditor

Councillors considered financial risk and **agreed that** controls were adequate at present.

Kevin White was thanked for again performing the duties of internal auditor efficiently. It was **agreed** that he should be sent a letter of thanks. The Clerk advised that Mr White wished to step down as internal auditor for 2019/20. Councillors discussed options and agreed to ask a local parishioner in Marston if they would be able to perform the audit if not to advertise in the Newsletter. *Clerk to arrange.*

Clerk

18/19. Insurance Provision from 1st June 2019.

The RFO confirmed details of renewal options provided by brokers Came & Co. It was **agreed** unanimously to renew with Inspire on the 3-year Long term agreement at £498.67. *Clerk to raise cheque and advise.*

Clerk

19/19. Clerk's Report for Items not on Agenda: information only.

- The annual statement & year end accounts have been compiled for approval
- The internal auditor has reviewed the year end accounts and is satisfied they are in good order. A report has been prepared with points to consider.
- Speed indicator device assessments have taken place.
- Councillor vacancy poster published closing date 31.5.19.
- Councillor induction packs prepared and forwarded.
- Prepared the Balfour Beatty annual plan.
- Met with internal auditor and Cllr Turner for the review of the 2018/19 accounts.

All items from previous agenda have been dealt with or are in progress.

Clerk

20/19. Speeding Data Review and Speed Indicator Device (SID) Installation.

Councillors reviewed the data collated from the recent speeding assessments at Fishpools and Burgoynes bank. The data evidences speeding at both locations and supports SID base installation. The Parish Council discussed options available and **Agreed** unanimously to install two SID base installations, one at each location. *Clerk to advise Herefordshire Council.* Further investigations will be taken with regard to cost efficiency of renting SIDs from Herefordshire Council or purchasing one/two for the parish. *Clerk to write to Tarmac for funding to support any purchase. Cllr Bevan to investigate options and costs for review.*

Clerk

RB

21/19. Membership of SLCC and HALC

It was **agreed** not to join HALC for 2019-20. SLCC membership of £87.50 for the clerk, a joint application with Pembridge PC was **agreed unanimously.**

22/19. Balfour Beatty Annual Maintenance Plan

The Balfour Beatty Annual Maintenance Plan contract for 2019-20 was **approved and signed.**

23/19. Playground Maintenance.

Cllr Richards reported moss clearance is underway. Cllr Richards to secure bins. Weeds are still a problem around trim trail posts, Cllr Avery to rectify. Toilet service and clean to be arranged and 1tonne of bark ordered for the swing area. All other areas are being dealt with in preparation for the annual inspection in June.

RR/PA

Clerk

24/19. Meeting Dates for 2019/20.

Meeting dates for 2019/20 continue second Thursday of the month.

2019 – 13th June, 11th July, 12th September, 10th October, 14th November, 12th December.

2020 – 9th January, 13th February, 12th March, 9th April. Dates may be subject to change.

25/19. Councillor Areas of Responsibility.

The following responsibilities were **Agreed** for 2019-20

Footpaths – Cllr Lomax, Playground - Cllr Richards, Highways – Cllr Bevan, Website – Cllr Auger

Events – Cllr Cowling, Village upkeep – All, Police liaison – Cllr Futcher, Finance & Risk – All Councillors

26/19. Correspondence.

- Parishioner correspondence regarding Lyonshall Parish Council consideration for legal advice - Noted.
- Police commissioner - “We don’t buy crime campaign” for smart water kits at reduced cost – no action taken.

27/19 Date of Next Meeting

To Confirm date: Thursday 13th June 2019 - Ordinary meeting of the Parish Council the Memorial Hall at 7.15pm.

The meeting closed at 9.50pm.