

Lyonsall Parish Council

ANNUAL MEETING of the PARISH COUNCIL, 6th May 2021, 7.30pm Held Virtually

Minutes

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

7 members of Public

1/21. Election of Chairperson

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

2/21. Chairperson's Declaration of Acceptance of Office

Cllr Avery to sign the Declaration of Acceptance of Office.

3/21. Election of a Vice-Chairperson

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

4/21. Councillors' Acceptance of Office and Registrable Interests Forms

The clerk circulated the Acceptance of Office Forms to all Councillors electronically. Councillors to complete the Acceptance of Office forms and return to clerk for counter signature.

5/21. Apologies for Absence

Apologies were accepted from Cllr Bevan.

6/21. 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 with the clerk to sign.

7/21. Minutes of the Previous Meeting.

The minutes of the meeting of 8th April 2021 were **approved** unanimously to be signed.

8/21. 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.

9/21. Appointment of Members of Committee(s) & Terms of Reference

There are no committees currently in operation at present.

10/21. Appointment of Bank Signatories and Representatives on Outside Bodies.

It was **AGREED** that Cllrs Avery, Futchter, Bevan and Turner will continue to be bank signatories The Parish Council is not represented on any outside bodies at present.

11/21. Review & Adoption of Standing Orders and Financial Regulations and other Policies

It was **AGREED** unanimously to re-adopt the Financial Regulations. The chair will sign them.

It was proposed by Cllr Avery and seconded by Cllr Lomax that the following policies be adopted, and this was **AGREED unanimously**.

- Standing Orders
- Code of Conduct
- Dispensation Policy
- Information Policy
- Complaints Procedure
- Grievance & Disciplinary Procedure.
- Volunteer Policy
- Unreasonable Behaviour Policy.

Cllr Lomax suggested a group of Councillors form a committee to read and review all polices to ensure they remain current. To be completed before next annual Parish Council Meeting.

12/21. Review & Adoption of Risk Schedule

The Risk register was reviewed by Councillors, including a face-to-face meeting risk assessment for returning to the Memorial Hall. The chair proposed the risk assessments as accurate, seconded by Cllr Futchter. It was **AGREED** unanimously to adopt the Parish Council risk assessments.

13/21. Review & Adoption of Land and Assets Register

The Clerk advised new assets on the register in the previous year as, a new speed indicator device, new office laptop and accessories, Christmas tree lights and an office shredder. The Chair proposed the register as accurate, Cllr Turner seconded, and it was **AGREED unanimously** to adopt the land and assets register.

14/21. Accounts and Annual Financial Return for 2020-21

14/21a. The clerk read the internal audit report, there were no recommendations for implementation. The end of year accounts was presented. Reserves are now equivalent to the precept.

RESOLVED: The accounts for 2020/21 were **Approved** unanimously to be signed by the chairman.

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.

14/21b. The annual financial return and audit form Section 1 - The Annual Governance Statement for 2020-21 was read, reviewed, **AGREED unanimously** and to be signed by the chairman and the clerk accordingly.

14/21c. The annual financial return and audit form Section 2 – The Accounting Statements for 2020-21 were reviewed, **AGREED unanimously** to be signed by the chairman and the responsible finance officer.

The completed return to be forwarded to external auditor by 1st July 2021. *Clerk to arrange.*

15/21. RFO & Financial Report & Payments for Approval

Internal audits on the Year-end statements have been completed and information has been circulated to all councillors. Insurance information to be circulated to councillors. First half payment of Precept received. Bank reconciliations have been completed using VT cashbook.

Financial Report as at 30th April 2021.

Bank statements reconciled to VT cashbook end of April 2021.

Balances at 31st April 2021:

Community account	£22772.22
Savings account	£14222.05 (including £0.12 interest)
Playground account	£ 601.20
Business Saver account	£ 414.56

Income received since last meeting

1 st Half precept	£10500.00
VAT reclaim Sept 20 -Mar21	£ 2072.89

Payments for Approval

Clerk's Salary & HMRC for May 2021

Clerks Exp	Expenses Apr/May21 - Dropbox annual subscription	£154.80	
UBE	Prince Phillip banner for website	£30.00	+VAT
SLCC	Annual subscription	£92.50	
Internal Auditor	Fee to be donated to Lyonshall Memorial Hall	£50.00	

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

- 211584 – Land Opposite the Close, Lyonshall, HR5 3LP – **NO OBJECTION WITH CONDITIONS**
Application for approval of reserved matters following outline approval (11 dwellings)
- 211549 – Land Opposite the Close, Lyonshall, HR5 3LP– **NO OBJECTION WITH CONDITIONS**
Application for approval of reserved matters following outline approval (11 dwellings)
- 210130 – Turnpike, Headbrook, HR5 3DY - **SUPPORT**
Demolish barn. Relocation of Turnpike cottage with proposed extension. Proposed 4 dwellings and associated works.

Recent Planning Applications still awaiting determination:

- 210088 – Parklands, Bullocks Mill, HR5 3LN. - **SUPPORT**
Proposed Conversion of redundant barn to a 2-bed dwelling.
- 210909 – Barn Cottage, Lyonshall, HR5 3LN. - **SUPPORT**
Proposed single storey extension
- 204283 – Park Style, Bullocks Mill, HR5 3SD - **SUPPORT**
Listed building consent for various improvements including damp treatment, plastering, gutter works, rendering and drainage.

Clerk

- 192994 – Land Adjacent to New Chapel house, Lyonshall, Kington. - **SUPPORT**
Proposed erection of a new detached dwelling and garage, plus garage for existing dwelling (New Chapel House)
- 182135 – Land at Burgoynes, Lyonshall, HR5 3JR – **SUPPORT with conditions**
Proposed siting of up to 4 mobile homes to accommodate seasonal workers.
- 181494 – Land Adjacent to Spring Cottage, Headbrook, Kington HR5 3DY. - **SUPPORT**
Proposed land for residential development and associated work together with public open and local green space.

Planning Decisions:

None.

17/21. Financial Risk & Internal Auditor

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

Mrs Anne Pickup was thanked for performing the duties of internal auditor efficiently and **AGREED** to continue her services for 2021-22.

18/21. Insurance Provision from 1st June 2021.

The RFO confirmed details of renewal options provided by brokers Came & Co. It was **AGREED** unanimously to renew with Inspire for the last year of a 3-year long term agreement at **£538.48**. *Clerk to raise cheque and advise.*

19/21. 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.
- Requested verge cutting for 2021.
- Followed up response from Herefordshire Council re Holme marsh drainage problems.
- Two new cradle seats and chains have been ordered for the playground.
- Liaised with parishioners re complaint forms for Foxholes shoots.
- Prepared paperwork and information for annual meetings.
- Requested village planting.

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

20/21. Membership of SLCC and HALC

It was **AGREED** not to join HALC for 2021-22. SLCC membership of £92.50 for the clerk, a joint application with Pembridge PC was **AGREED unanimously**.

21/21. Playground Maintenance.

Cllr Richards recently reported wear on the cradle swings, the clerk has ordered replacements. Weeds are still a problem growing on the matting, Cllr Richards to initiate removal. Councillors to then meet and help to brush away before the end of May. All other areas are being dealt with in preparation for the annual inspection in June.

22/21. Meeting Dates for 2021-22.

Meeting dates for 2021-22 continue second Thursday of the month, no meeting in June 2021 due to member safety concern following legislation changes regarding remote meetings.

2021 – 8th July, 9th September, 14th October, 11th November, 9th December.

2022 – 13th January, 10th February, 10th March, 14th April. Dates may be subject to change.

23/21. Traffic Regulation Order (TRO) for 20mph Speed Limits in the Village and Holme Marsh.

Councillors discussed speeding in the village and Holme Marsh. It would be a long and potentially expensive process to instigate a Traffic Regulation Order with Balfour Beatty. Cllr Avery supported by Cllr Phillips advised that it would be sensible to wait to review the results from the 20mph pilot scheme in Pembridge, being implemented in the next few months before making a final decision. Cllr Phillips to arrange a meeting with Simon Hobbs from Balfour Beatty to discuss other possible improvements to the village.

24/21. Footpath Diversion on LZ8 at Holme Marsh.

Harper Developers have submitted a proposal to divert part of LZ8 on Holme Marsh. The diversion would see the path re-routed through the new developments. This re diversion had already been discussed with Harpers during earlier consultations. Cllrs **AGREED** to support this diversion and request the kissing

Clerk

All

RJP

gate leading into the field be replaced with a self-closing gate. The kissing gate to be retained by the Parish Council for use elsewhere in the parish.

25/21. Government Call for Evidence on Remote Meetings

Councillors discussed the use of remote meetings during the pandemic and **AGREED** that they have provided a positive platform which Councillors would like to see continue in some form. *Clerk to respond*

26/21. Grant Funding for Mums and Tots Group

The Parish Council have in previous years provided grant funding for half of the hall hire for the mums and tots group. During COVID the group only met a couple of times. Cllr Avery proposed the grant funding for £250 remains in place for the group to help cover other costs incurred during 2020 which was **AGREED** unanimously. Cllr Avery and the clerk are due to meet with the group to discuss ongoing support and the 2021 donation to ensure it continues. *Clerk to arrange donation.*

27/21. Country Diary Publishing on the Parish Website

Councillors reviewed the March 2021 issue of the Country Diary uploaded onto the website following complaints from Councillors as some of the content could be construed as being political which is inappropriate for the parish council website. After discussion it was **AGREED** that all content uploaded to the parish website by parishioners should be non-political in nature, informative and factual. Councillors **AGREED** a suitable disclaimer should be applied. *Clerk to arrange website disclaimer. Cllr Lomax will speak with the editor.*

28/21. Support for High-Speed Internet Access in the Memorial Hall.

Gigaclear has provided a community fibre broadband box at the Memorial Hall. The Memorial Hall Committee will be activating the free 12-month contract for broadband in June 2021. Councillors support the instalment and will be considering how Parish Council can utilise the connection fully.

29/21. Herefordshire Council Minerals and Waste Local Plan Response.

No Comment

31/19. Correspondence.

Information on the Government UK Community Renewal Fund - Noted

32/19 Date of Next Meeting

To Confirm date: Thursday 8th July 2021 – No June Meeting

Ordinary meeting of the Parish Council the Memorial Hall at 7.15pm.

The meeting closed at 9.05pm.

Clerk

Clerk

Clerk

Clerk/KL