

# Lyonshall Parish Council

ANNUAL MEETING of the PARISH COUNCIL, 4<sup>th</sup> May 2022, 7.30pm

Held in the Memorial Hall

## Minutes

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

4 members of Public

### **1/22. Election of Chairperson**

Cllr Paul Avery stood down as chairman of 10 years and Cllr Steve Futchter was **elected unanimously** as Chairperson. The Parish Council thanked Cllr Avery for the dedication and relentless enthusiasm he has given Lyonshall Parish during his chairmanship.

### **2/22. Chairperson's Declaration of Acceptance of Office**

Cllr Futchter signed the Declaration of Acceptance of Office.

### **3/22. Election of a Vice-Chairperson**

In his absence Cllr Andrew Turner was **elected unanimously** as Vice-Chairperson.

### **4/22. Councillors' Acceptance of Office and Registrable Interests Forms**

Councillors completed the Acceptance of Office forms and the clerk counter signed.

### **5/22. Apologies for Absence**

Apologies were accepted from Cllr Turner.

### **6/22. 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.

### **7/22. Minutes of the Previous Meeting.**

The minutes of the meeting of 14th April 2022 were **approved** unanimously to be signed.

### **8/22. 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.

### **9/22. Appointment of Members of Committee(s) & Terms of Reference**

There are no committees currently in operation at present.

### **10/22. Appointment of Bank Signatories and Representatives on Outside Bodies.**

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

### **11/22. Review & Adoption of Standing Orders and Financial Regulations and other Policies**

It was **AGREED** unanimously to re-adopt the Financial Regulations.

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.

The policies and procedures were signed by Cllr Futchter.

Clerk

**12/22. Review & Adoption of Risk Schedule**

The Risk Assessment Register was reviewed by Councillors, including an event risk assessment for Parish Council events. The chair proposed the risk assessments as accurate, seconded by Cllr Auger. It was **AGREED** unanimously to adopt the Parish Council Risk Assessment Registers.

**13/22. Review & Adoption of Land and Assets Register**

The Clerk advised new assets on the register in the previous year as, a second speed indicator device, a storage box for sandbags at The Close and a bench at Holmes Marsh. The Chair proposed the register as accurate, Cllr Richards seconded, and it was **AGREED unanimously** to adopt the Land and Assets Register.

**14/22. Accounts and Annual Financial Return for 2020-21**

**14/22a.** The clerk read the internal audit report, there were no recommendations for implementation.

The end of year accounts were presented. Reserves are equivalent to the precept.

**RESOLVED:** The accounts for 2021/22 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.

**14/22b.** The annual financial return and audit form Section 1 - The Annual Governance Statement for 2021-22 was read, reviewed, **AGREED unanimously** and to be signed by the chairman and the clerk accordingly.

**14/22c.** The annual financial return and audit form Section 2 – The Accounting Statements for 2021-22 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 1<sup>st</sup> July 2022. *Clerk to arrange.*

**15/22. RFO & Financial Report & Payments for Approval**

Internal audits on the Year-end statements have been completed and information has been circulated to all councillors. First half payment of Precept received. Bank reconciliations have been completed using VT cashbook. Bank Statements had not been received for end April 2021. Clerk to circulate financial report when they arrive, and report income and expenditure at June meeting.

**Payments for Approval**

Clerk's Salary, Pension & HMRC for May 2022 as previously agreed.

Clerks Expenses	Expenses	£112.71	+VAT	
Internal Auditor	Fee to be donated to Lyonshall Memorial Hall	£50.00		
Burgoynes	Marquee balance for Jubilee	1348.42	+VAT	

**16/22. Planning Applications****Planning Application recently received:**

- 221116 – Silver Birches, Lyonshall, HR5 3NA -**SUPPORT**  
Demolition of existing garage and proposed single storey annexe

**Recent Planning Applications still awaiting determination:**

- 220333 – The Moat – Holme Marsh, HR5 3JS- **SUPPORT**  
Two proposed garages for garden equipment and a van (retrospective), and a new garage for cars and wood store.
- 213073 – Brook Barns at Brook Farm, Lyonshall HR5 3JL. - **SUPPORT**  
Re-consultation - Replacement 3x woodchip boilers with a single litter boiler from adjacent shed (part retrospective)
- 213074 -Hollybush Farm, Lyonshall HR5 3HZ- **SUPPORT**  
Re-consultation Proposed replacement of 3 existing woodchip boilers with a single boiler converting chicken waste form this site only.
- 213072 – Hunton Farm, LewisWych, Farm Road, Lyonshall, HR5 3JH - **SUPPORT**  
Re-consultation Replace woodchip boilers with a single chicken litter boiler from adjacent sheds for heating only.
- 212932 – Orchard Cottage, Holme Marsh, HR5 3JS - **SUPPORT**  
Proposed construction of a four bedroomed 2 storey house with associated access and landscaping
- 213039 – Laurel Cottage, Holme Marsh HR5 3JS - **SUPPORT**  
Proposed conversion of existing outbuilding to holiday let.
- 211584 – Land Opposite the Close, Lyonshall, HR5 3LP – **GENERAL COMMENT WITH CONDITIONS**  
Application for approval of reserved matters following outline approval (11 dwellings)
- 211549 – Land Opposite the Close, Lyonshall, HR5 3LP– **GENERAL COMMENT WITH CONDITIONS**

Clerk

- Application for approval of reserved matters following outline approval (11 dwellings)
- 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:**

- 213737 Land Adjacent to Upper House, Spond Lane, Lyonshall. **SUPPORT - REFUSED**  
Proposed new dwelling and garage.

**17/22. 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 2022-23.

**18/22. Insurance Provision from 1<sup>st</sup> June 2022.**

The Parish Council 3-year Long Term Insurance Agreement ends this year. The RFO provided an analysis of quotes and renewal options provided by brokers Came & Co, BHIB and Zurich offering comparable cover. It was **AGREED** unanimously to renew with Hiscox through Gallagher Insurance, for another 3-year long term agreement at **£675.45**. *Clerk to raise cheque and advise.*

**19/22. 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.
- Prepared paperwork and information for annual meetings.
- Completed drainage grant contract for grant funding received for works at Holme Marsh.
- Arranged final Lengthsman contract with Balfour Beatty.

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

**20/22. Membership of SLCC and HALC**

It was **AGREED** not to join HALC for 2022-23. SLCC membership of £93.00 for the clerk, a joint application with Pembridge PC was **AGREED unanimously**.

**21/22. Playground Maintenance.**

Cllr Richards advised the playground was in good order, however the bark area needs weeding. It was **AGREED** councillors available would meet on Thursday 12<sup>th</sup> May to clear the barked area of weeds. All other areas are being dealt with in preparation for the annual inspection in June.

**22/22. Date for Drainage Works at Holme Marsh**

Following the successful award of grant funding from Balfour Beatty to undertake investigative drainage works at Holme Marsh, Councillors **AGREED** to initiate the works in June or July 2022. *Clerk to Liaise with Cllr Cowling and confirm with the Contractor a suitable date.*

**23/22. Balfour Beatty Village Safety Initiative Opportunity.**

Parish Council **AGREED** to submit the following areas for road safety to Balfour Beatty to consider.

- An illuminated Stop sign at the Royal George Junction to the A480 on the C1031.
- Warning "traffic in middle of road signs" on the A480 either side of the double bends in the village centre.
- Traffic Regulation order (TRO) to reduce the speed to 40mph on the A480 between the Almeley turn and Burgoyne 30 mph speed delimiter.

*Clerk to submit*

**24/22. Talk Parish Reference Group.**

There were no Councillors willing to stand to be a group representative for the Northern Parish Area.

**25/22. Meeting Dates for 2022-23.**

Meeting dates for 2022-23 continue second Thursday of the month in the Memorial Hall.  
2022 – 9<sup>th</sup> June, 14<sup>th</sup> July, 8<sup>th</sup> September, 13<sup>th</sup> October, 10<sup>th</sup> November, 8<sup>th</sup> December.

Clerk

All

Clerk

Clerk

2023 – 12<sup>th</sup> January, 9<sup>th</sup> February, 9<sup>th</sup> March, 13<sup>th</sup> April. Dates may be subject to change.

**26/22. Correspondence.**

Cllr Cowling advised residents at Mission Hut Mews had requested the footpath LZ8 be rediverted back through the development as previously agreed. Clerk to contact Harper and initiate redirection.

**27/22 Date of Next Meeting**

**To Confirm date: Thursday 9<sup>th</sup> June 2022.**

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

Clerk

The meeting closed at 8.20pm.