

# Lyonsall Parish Council

ANNUAL MEETING of the PARISH COUNCIL, 11th May 2022, 7.15pm

Held in the Memorial Hall

## Draft Minutes

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

3 members of Public

### 1/23. Election of Chairperson

Cllr Steve Futcher was **elected unanimously** as Chairperson.

### 2/23. Chairperson's Declaration of Acceptance of Office

Cllr Futcher signed the Declaration of Acceptance of Office.

### 3/23. Election of a Vice-Chairperson

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

### 4/23. Councillors' Acceptance of Office and Registrable Interests Forms

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

### 5/23. Apologies for Absence

There were no apologies.

### 6/23. 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.

### 7/23. Minutes of the Previous Meeting.

The minutes of the meeting of 13th April 2023 were **approved** unanimously and signed.

### 8/23. 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.

### 9/23. Appointment of Members of Committee(s) & Terms of Reference

There are no committees currently in operation at present.

### 10/23. Appointment of Bank Signatories and Representatives on Outside Bodies.

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

### 11/23 Councillor responsibilities

Footpaths – Cllr Lomax Playground – Cllr Richards Highways – Cllr Cowling Accounts – Cllr Turner  
Lengthsman – All Councillors

### 12/23 Open Session

No Police report:

- Cllr Turner reported two steel feeder planters had been stolen from the front of his property.

Ward Councillor report:

- Cllr Phillips thanked his ward parishioners for re-electing him.
- He will liaise with Parishioners and Herefordshire Council to resolve the diversion of footpath LZ 8 at Home Marsh. It currently runs at the rear of Mission Hut Mews properties. Parish Council agreed with the developer for the path to be temporarily diverted whilst the works were undertaken, and that it would be re-instated at completion. This has not happened. Parish Council is supportive of the reinstatement which would run through the site.
- He will visit a resident at Windy Corner to discuss speed limits.
- A clerk's summit will be arranged with Castle ward in June.
- Following May 4<sup>th</sup> election there is currently no majority on Herefordshire Council and parties will be discussing coalitions.

Clerk

RJP

**13/23. 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 Lampitt 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 Fatcher.

**14/23. Review & Adoption of Risk Schedules**

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

**15/23. Review & Adoption of Land and Assets Register**

The Clerk advised new assets on the register in the previous year as, new solar panels for the Speed Indicator Devices (SID) and a bench on Spond Lane. The Chair proposed the register as accurate, Cllr Davies seconded, and it was **AGREED unanimously** to adopt the Land and Assets Register.

**16/23. Accounts and Annual Financial Return for 2022-23**

**16/23a.** 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 2022/23 were reviewed by councillors and **Approved** unanimously to be signed by the chairman.

**16/23b.** The annual financial return and audit form Section 1 - The Annual Governance Statement for 2022-23 was read, reviewed, **AGREED unanimously** and signed by the chairman and the clerk accordingly.

**16/23c.** The annual financial return and audit form Section 2 – The Accounting Statements for 2022-23 were reviewed, **AGREED unanimously** and signed by the chairman and the responsible finance officer.

The completed return to be forwarded to external auditor by 3rd July 2022. *Clerk to arrange.*

**17/23. 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 has been circulated to councillors. First half payment of Precept received for 2023-24. Bank reconciliations to end of April 2023 have been completed using VT cashbook.

**Financial Report as 30<sup>th</sup> April 2023.**

Bank statements reconciled to VT cashbook end of April 2023.

**Balances at 31<sup>st</sup> March 2023**

Community account	£12854.44
Savings account	£14244.62 (including interest £17.66 + y/e transfer £5.00)
Playground account	£ 598.70
Business Saver account	£ 425.51

*All other items from previous agendas are being dealt with.*

**Income since last meeting**

First half Precept	£10500.00
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**Payments for Approval**

Clerk's Salary, Pension & HMRC for May 2023 as previously agreed.

Clerks Expenses	Expenses	£90.11	+VAT	
Internal Auditor	Fee to be donated to Lyonshall Memorial Hall	£50.00		
SLCC	Subscription	£93.50		

Clerk

Gallagher Insurance	Annual PC Insurance	£679.13		
S Price	Footpath works & sign installation	£126		
Kington Building Supplies	Footpath materials	£65.83	+VAT	

### **18/23. Planning Applications**

#### **Planning Application recently received:**

- 221922 – Land Adj to Webbs Meadow, Lyonshall – **SUPPORT – No further comment**  
Application for 4 dwellings – Further amended additional information creation of phosphate credit bank at The Holme.

#### **Recent Planning Applications still awaiting determination:**

- 210088 – APPEAL -Parklands, Bullocks Mill, HR5 3LN- **SUPPORT**  
Proposed conversion of redundant barn
- 221922 – Land Adj to Webbs Meadow, Lyonshall - **SUPPORT**  
Application for 4 dwellings – Further amended additional information Phosphate Calculator.
- 223715 – Hunton Farm Barn Conversion, Noke Lane, Lyonshall, HR5 3JH. - **SUPPORT**  
Additional windows to external walls of barn including roof windows. Change of use to class E.
- 221979- Land adjacent to Webbs Meadow, Lyonshall, Kington- **SUPPORT**  
Outline planning for erection of 4 dwellings with garages and access off Webbs Meadow.
- 212932 – Orchard Cottage, Holme Marsh, HR5 3JS- **SUPPORT**  
Proposed construction of a four bedroomed 2 storey house with associated access and landscaping
- 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**  
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)
- 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.

### **19/23. 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 2023-24.

### **20/23. Insurance Provision from 1<sup>st</sup> June 2023.**

The Parish Council are in the second year of a 3-year Long Term Insurance Agreement. It was **AGREED** unanimously to renew with Hiscox through Gallagher Insurance at **£679.13**. *Clerk to raise cheque and advise.*

### **21/23. Clerk's Report for Items not on Agenda: information only.**

- Met with the internal auditor to review the Year End accounts.
- Completed the year end accounts and financial statements.
- Prepared paperwork and information for annual meetings.
- Organised Coronation event
- Advised councillors of insurance risk for the new pond in White Lion Meadow. Cllr Lomax to produce a risk assessment and clerk to chase up land transfer documents.
- All councillors must complete the Councillor expense form and return to the elections department before 31<sup>st</sup> May.
- Lyonshall PC has 10 seats with 9 uncontested councillors now elected to form the new council. The Parish Council can now co-opt for a new councillor to fill the vacancy. – *Clerk to arrange adverts.*

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

Clerk

Clerk

KL/Clerk

Clerk

**22/23. Membership of SLCC and HALC**

It was **AGREED** not to join HALC for 2023-24. SLCC membership of £93.50 for the clerk, a joint application with Pembridge PC was **AGREED unanimously**.

**23/23. Playground Maintenance.**

Cllr Richards advised the playground was in good order apart from weeds. All other areas are being dealt with in preparation for the annual inspection in June.

**24/23. Meeting Dates for 2023-24.**

Meeting dates for 2023-24 continue on the second Thursday of the month in the Memorial Hall at 19.15.

2023 – 8<sup>th</sup> June, 13<sup>th</sup> July, 14<sup>th</sup> September, 12<sup>th</sup> October, 9<sup>th</sup> November, 14<sup>th</sup> December.

2024 – 11<sup>th</sup> January, 8<sup>th</sup> February, 14<sup>th</sup> March, 11<sup>th</sup> April.

Dates may be subject to change.

**25/23. Balfour Beatty Verge Cutting 2023.**

Councillors **AGREED** all verges to be cut twice yearly in the parish for safety reasons.

**26/23. Correspondence.**

Parishioner request to reduce speed limit on Windy Corner. Cllr Phillips to visit.

**27/23 Date of Next Meeting**

**To Confirm date: Thursday 8<sup>th</sup> June 2023.**

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

The meeting closed at 8.24pm.

Clerk

RJP

Clerk

KL