ALMELEY PARISH COUNCIL
Minutes of the meeting of the Parish Council
Held on Wednesday 10th January 2018 at 7.30pm in Almeley Village Hall

Present: Councillors: Liz Tucker (Chair), Barry Hall, Bee Held and John Hope

In attendance: Emma Thomas – Clerk.

Public: 7

1. **To receive apologies for absence**
   Apologies for absence were received and accepted from Councillors James Edwards, Alan Payne and Martin Skyrme.

2. **To receive declarations of interest and written requests for dispensation**
   None

3. **Open session**
   3.1 To receive a report on Herefordshire Council matters from Cllr Roger Phillips
   Not present

   3.2 To receive views of local residents on parish matters
   - Comments were made regarding the state of the ditches by Tam House. It was suggested that a culvert was needed.
   - It was reported that he hedge at Wenetune (item 9.5) had been cut.

4. **To consider the minutes of the previous meeting**
   4.1 29th November 2017
   The minutes were APPROVED and SIGNED by the Chair.

5. **Finance**
   5.1 To note the bank balance and sign the finance report and bank statement. Appendix 1
   The clerk gave a brief summary on the finance report. This was ACCEPTED and the bank statements and report were SIGNED.
   5.2 To consider the clerks expenses £106.77 – previously circulated
   5.3 To consider the clerks salary.
   5.4 To consider invoice for CiLCA training of clerk £100
   The clerk REPORTED that she had passed her CiLCA qualification before Christmas.
   5.5 To consider the PAYE invoice to HMRC £176
   5.6 To consider invoice for Hall Hire x 3 £63.00
   5.7 To consider invoice for lengthsman duties to Andy Cross £144.50
   5.8 To consider invoice for payroll services to Autela £25.60
   5.9 To consider invoice for admin cover to HALC £200.52
   5.10 To consider invoice for admin cover to HALC £190.80
   5.11 To consider invoice for Recruitment services to HALC £240
   It was RESOLVED to approve the above invoices for payment. The cheques and invoices were duly signed.

   5.12 To consider the donation to Almeley Cricket Club £400
   It was RESOLVED to pay the above donation to ACC.

   5.13 To consider the budget for 2017-18.
   The clerk REPORTED that as no budget had been set, for the financial year 2017-18, she had used the 2016-17 budget to base her "spend against budget" information on in the finance sheet. This would mean that the council had at least some way of measuring their annual spend. It was AGREED that this was sensible although not ideal.

   5.14 To consider the budget and precept for 2018-19. Appendix 2
   Item 9.1 was brought forward for discussion alongside the budget. It was RESOLVED that the lengthsman budget should remain at £3000. It was RESOLVED that the mowing budget should be decreased to £1600 and the grass cutting at Woonton decreased to £25. This makes the required precept for 2018-19 £13,225. It was RESOLVED to approve the budget with the above alterations and precept at the above amount.

5.15 To consider the Audit opinion and certificate for audit year ending March 2017. Appendix 3
The clerk REPORTED on the findings of the March 2017 audit. These were ACCEPTED by the council. The clerk REPORTED that large steps had already been made to address any of the audit findings – and the council could be confident that, with these new monitoring steps in place, future audits should reflect a very different picture. The clerk REPORTED that the required audit "Notice of Conclusion" had been hung.

6. **To review policies and check compliance.**
7.1 To consider adopting the January 2016 version of Financial Regulations – Appendix 4
It was RESOLVED to adopt the Financial Regulations.

7. **Planning** – None

8. **NDP – To receive an update and consider actions.**
An update was RECEIVED from the NDP Steering Group. The SEA and HRA had been returned from Hereford Council. Comments need to be made and submitted by 26th January. The parish council can then look to approve the draft NDP for Regulation 14 consultation and submit the relevant documents. It is hoped this will take place in early February.

8.1 To consider invoices for printing of update letters, paper, ink and related mileage to Sandra Charles £153.60
8.2 To consider invoice for printing of NDP drafts to John Crippin £84.00
8.3 To consider invoice for printer ink and mileage to Liz Tucker £64.38
It was RESOLVED to pay the above invoices. The cheques were duly signed. It was RESOLVED that reimbursements of NDP payments could be made by the clerk between meetings up to a sum of £200 per item assuming the expenditure had been approved at an NDP Steering Group meeting previously.

9. **Parish Maintenance**
9.1 To consider the tender documents received for lengthsman position and submitting Expression of Interest form to HC
The tender documents were reviewed and it was RESOLVED to appoint Andrew Brewer as lengthsman for the coming financial year at the next meeting. It was RESOLVED that the clerk would invite him to the next meeting of the council so councillors could formally meet him before appointment. The appointment will be for 14 hours a month in the first instance. It was RESOLVED that the clerk will review his insurance documents and discuss risk assessments and training with him.

9.2 To consider any lengthsman or footpaths jobs that need undertaking.
It was REPORTED that an annual parish tour with Lara – the parish Locality Steward had been arranged by the clerk for Tuesday 13th February. Cllr John Hope will also attend. Any issues and concerns will be raised with her at this time.

9.3 To consider any highways issue that needs reporting.
It was REPORTED that several areas of highway had encroaching hedges and or overgrown trees nearby. It was RESOLVED that these would be pointed out to Lara on the 13th February.

9.3.1 To consider replacing the missing highways sign near Woonton
The clerk REPORTED that the sign had been replace by Balfour Beatty on the 9th January.

9.4 To consider responses to the tender for the Common's mowing contract.
It was RESOLVED to accept the tender from Cllr. Alan Payne as his was the only response and work had been to a good standard in previous years.

9.5 To consider hedge trimming at Almeley House and Wenetune – Woonton
It was RESOLVED to pass on concerns about the hedge at Almeley House to Lara on the 13th February.

10. **To consider "Outstanding Updates and Actions Sheet" and "Information Sheet."**
There was no information sheet. The outstanding actions below were NOTED.

Highways and Footpaths:

Date/Minute	Item	Comments
13.9.17 8.4	Speed reduction measures	It was noted in a report from Ray Wallace at Balfour Beatty that any speed measures that APC decide upon are to be funded by the PC. The report contained a list of costs that have been circulated to all Councillors with the meeting papers.

15.11.17 4.2 **Hedge trimming** — Almeley House – Clerk wrote requesting hedge be cut back. Received a quick response – hedge has been trimmed a bit.

Planning Applications Log:

Date	App No.	Description	PC Comment	HC Decision
15th Nov 2017	173699	**Land at Woonton, Almeley, Herefordshire** Proposed residential development of 5 dwellings, including the formation of two vehicular accesses, provision of two orchard strips, foul drainage treatment plant and other associated works.	Objection	Awaited
15th Nov 2017	173742	**Lower Wootton Farm, Almeley** Proposed cover for existing silage/manure yard	Supported	Approved

11. **To consider date for Annual Parish Meeting.**
The Annual Parish Meeting will be held after the Annual meeting of the parish council on 9th May 2018. It was RESOLVED that community groups would be invited to set up a display stall this year rather than give a speech. Coffee and cake would be served to make it a proper parish event and celebration.

12. **To note date of next scheduled meeting – 14th March 2018**
NOTED

Dates for 2018 meetings are as follows:
14th March
9th May
11th July
12th September
14th November

The meeting closed at 8.35pm.

Signed: [redacted] Dated: 5/2/18