ALMELEY PARISH COUNCIL
Minutes of the meeting of the Parish Council
Held on Wednesday 14th March 2018 at 7.30pm in Almeley Village Hall

Present: Councillors: Liz Tucker (Chair), Barry Hall, Bee Held and Alan Payne
In attendance: Emma Thomas – Parish Clerk

Public: Three

1. **To receive apologies for absence**
   Apologies were received and accepted from Cllrs Martin Skyrme and James Edwards

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**
   Cllr. Phillips sent his apologies as he was unable to attend.

   3.2 **To receive views of local residents on parish matters**
   None

4. **To consider the minutes of the previous meeting**
   4.1 **5th February 2018**
   It was RESOLVED to approve the minutes and they were signed by the Chair.

5. **Finance**
   5.1 **To note the bank balance and sign the finance report and bank statement. – Appendix 1**
   It was RESOLVED to accept the finance report and bank statements as an accurate reflection of the Council's finances. Both were signed by the Chair.

   5.2 **To consider the clerks expenses £120.56 – previously circulated**
   5.3 **To consider the clerks salary – Feb and March**
   5.4 **To consider the invoice from PIP printing for NDP newsletters £23.86**
   5.5 **To consider the invoice from HALC for their annual subscription £467.51**
   5.6 **To consider invoices from Almeley Hall for meeting hire £54**
   5.7 **To consider the overdue payment to PWLB for loan repayment £511.24**
   5.8 **To consider outstanding payment to HC for elections £1251.68**
   5.9 **To consider payment to HMRC for PAYE £201.20**
   It was RESOLVED to accept the above invoices for payment. The cheques were signed.

   5.10 **To note the repayment by Stretton Grandison Group Parish Council for invoice from HALC (H79) paid by APC in error £190.80**
   Noted

   5.11 **To consider the internal controls on the parish council bank account.**
   It was NOTED that at present there are two signatories on the bank account. It was RESOLVED that two more should be added.

   It was NOTED that either one signatory could make online payments at present. It was RESOLVED to stop the online payment facility.

6. **To review policies and check compliance.**
   6.1 **To consider adopting an equality policy – Appendix 2**
   6.2 **To consider adopting a publication scheme – Appendix 3**
   6.3 **To consider complying with the transparency code – Appendix 4**
   6.4 **To consider adopting a complaints policy – Appendix 5**
   6.5 **To consider adopting a press and media policy – Appendix 6**
   6.6 **To consider adopting a grants and donations policy – Appendix 7**

   It was RESOLVED to adopt the above policies and to note the need to comply with the Transparency Code

7. **Planning –**

7.1 180596 Church Gate, Almeley, HR3 6LB
Removal of existing timber garage and replace with timber frame coach house/car port.
It was RESOLVED to support this application

7.2 173699 Land at Woonton, Almeley
Proposed residential development of 5 dwellings, including the formation of a vehicular access, provision of an orchard and coppice strips, foul drainage treatment plants and other associated works – amended and additional.
It was RESOLVED to continue to object to this application and that all previous comments still stood.

7.3 180451 21 Bells Orchard, Almeley, HR3 6NE
Enlargement of existing garage(Retrospective)
It was RESOLVED to support this application with the proviso it was not used for commercial purposes.

8. **NDP –**

8.1 To receive an update on Reg 14 consultation process.
It was REPORTED that all consultation material had been sent and emailed in good time. The consultation ends on 9th April 2018.

9. **Parish Maintenance**

9.1 To consider any lengthsman or footpaths jobs that need undertaking.
In light of no other lengthsman tasks being undertaken it was RESOLVED that Cllr. Allan Payne would walk the parish footpaths, and produce a list of equipment and work that needed doing to send to the clerk, in order that the remaining grant monies could be claimed before the end of this financial year. It was RESOLVED that all purchases for items deemed necessary could be made.

9.2 To consider any highways issue that needs reporting.
None

9.3 To consider an update from the parish inspection by Lara Edwards – Locality Steward.
The clerk REPORTED that the annual parish inspection with Lara Edwards had been very useful and thanked Cllrs. John Hope and Allan Payne for their time. Several tasks noted had been completed shortly afterwards.

10. **To consider renewal of website contract for financial year 2018-19**
It was RESOLVED to renew the contract for a further year.

11. **To consider "Outstanding Updates and Actions Sheet" and "Information Sheet." – Appendix 8**

Outstanding Actions and Updates:

Date/Minute	Item	Comments
5th Feb 2018 3.1	Parking on the verges	Clerk wrote to the school – no reply received.
5th Feb 2018 7.2	Lengthsman Parish Materials	The out-going lengthsman confirmed that he had no parish materials remaining.
5th Feb 2018 7.4	Annual Maintenance Plan	This has been submitted to Balfour Beattty.
5th Feb 2018 7.4	Slow down sign	Clerk has requested a quote from the locality steward.
5th Feb 2018 7.4	Insurance cover for road signs	Insurance have confirmed that the signs would be covered in future.

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.
05.02.18 3.1	Various highway issues	All reported to Lara Edwards – Locality Steward on the Annual Parish "tour".

The information sheet was NOTED

12. **To consider actions and planning for the Annual Parish Meeting.**
It was RESOLVED that the Annual Parish Meeting would follow on from the Annual Meeting of the Parish Council in May. Various groups in the community would be invited to display a stand, in the village hall, of their activities undertaken over the year. Tea and cakes would be served. It was RESOLVED that the Chair would circulate contact details for all these groups to the clerk in order that they be invited.

    It was RESOLVED to advertise the event through the Offa Tree News and on the notice boards.

    It was RESOLVED that the Annual Meeting of the Parish Council would start at 7pm to allow time for the following meeting.

13. **To consider eligibility to use the General Power of Competence.**
It was RESOLVED that, following the clerk completing her CiLCA qualification and more that two thirds of the councillors being elected at the last relevant election, the Council was eligible to use the General Power of Competence forthwith. This was APPROVED.

14. **To note agenda items for the next meeting – no discussion.**
Speeding in Woonton – July agenda

15. **To note date of next scheduled meeting – 9th May 2018 at 7pm**

A resolution was passed to exclude the public from the following confidential item – employment matters

16. **To consider the clerks salary following her appraisal and achieving the CiLCA qualification with regards to contractual obligations.**
Following the clerk's successful completion of the CiLCA qualification and good appraisal it was RESOLVED that her salary be increased to SCP26. It was NOTED that the clerk's position was now permanent.

The meeting closed at 8.45pm.

Signed: [redacted] Dated: 25/4/18