ALMELEY PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council
Held on Wednesday 9th May 2018 at 7pm in Almeley Village Hall

Present: Councillors: Liz Tucker (Chair), Barry Hall, Bee Held, James Edwards, Allan Payne and Martin Skyrme

In attendance: Emma Thomas – Clerk and Cllr Jonathon Lester – Leader of Herefordshire Council

Public: 17

1. **To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office form.**
   It was RESOLVED to elect Cllr. L. Tucker for a further year as Chair. The Declaration of Office form was signed.

2. **To elect the Vice-Chairman of the Council and to receive Vice- Chairman's signature on Declaration of Acceptance of Office form.**
   No-one came forward for the position

3. **To receive apologies for absence**
   None

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

5. **To remind councillors to review the Register if Interests form held with Herefordshire Council and update if necessary.**
   All councillors were reminded.

6. **To approve the minutes of the previous meetings – 25th April 2018**
   It was RESOLVED to approve the minutes and they were duly signed by the Chair.

7. **Open session**
   7.1 To receive a report on Herefordshire Council matters from Ward Cllr Roger Phillips
   Cllr Phillips was unable to attend and had tended his apologies. Cllr Lester came in his place and delivered a short report including:
   - He had now been Leader of Herefordshire Council for 2 months. He was previously member for Childrens' services and Wellbeing.
   - Recent topics included the Hereford By-pass; the need for Herefordshire Council to be self-funding by 2020; his intention to focus on the health and well-being of all citizens in Herefordshire whilst Leader.
   - The Council was moderately stable financially – as noted by the Peer Review.
   - The Council could do more to communicate with parishes
   - There is a proposal to extend Marlbrook Primary School.

   Cllr Lester took questions which included:

   - Could the land at The Bache be considered for purchase by the Parish Council at a low cost – it has significant importance to the residents of Almeley? Response: request noted.
   - Was he for or against the sale of the Council small-holdings? Response: The sale had been necessary to allow Herefordshire Council to maximise the return on the assets. The amount raised by the sales will shortly be available.
   - Could funding be found to cover the outside area of the Almeley Primary School – as pupils were unable to use the space in either wet or very hot weather. Response: He would look at it.

Cllr John Hope joined the meeting.

   - Was it correct that Herefordshire Council had to be self-funding by 2020. Response: Yes.
   - If work by Balfour Beatty was sub-standard, did the tax-payer have to repay for the work to be done? Response: If any sub-standard work or complaint was made to Herefordshire Council they investigated the matter fully. If found to be lacking the contractor would have to pay Herefordshire Council by way of a fine.

7.2 To receive views of local residents on parish matters

The following matters were raised:

- There was still no sign erected in Woonton
- Praise was given for how well run and transparent the Parish Council now was.

8. To review committee structures, areas of responsibility, and appoint members to serve as required.

8.1 To note the attendance record at meetings of councillors during 2017-18.

Noted

9. To review Almeley Parish Council Policies and (re)adopt

9.1 **Standing Orders** – Appendix 1
9.2 Code of Conduct – Appendix 2
9.3 Financial Regulations – Appendix 3
9.4 Donations / Grants Policy – Appendix 4
9.5 **Risk Schedule Assessment and Finance** Controls – Appendix 5 It was agreed that the risk outlined in this policy and the following were acceptable for the coming year.
9.6 **Risk Management Policy** – Appendix 6
9.7 Publication Scheme – Appendix 7
9.8 Complaints Procedure – Appendix 8
9.9 **Asset Register** – Appendix 9 Items were added to the Asset register. It was then approved.
9.10 Media and Press Policy – Appendix 10
9.11 Equality Policy – Appendix 11
9.12 **Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form** – Appendix 12 and 12a – 12f
9.13 **Bullying and Harassment** Policy – Appendix 13
9.14 **Policy for dealing with Planning Applications received between meetings** – Appendix 14 Amended to state that all councillors would sit on the planning committee
9.15 **Discipline and Grievance Policy** – Appendix 15
9.16 **Health and Safety Policy** – Appendix 16
9.17 **Training and Development Policy** – Appendix 17
9.18 **Unacceptable Behaviour Policy** – Appendix 18
9.19 **Urgent Business Between Meetings Policy** – Appendix 19

It was RESOLVED that the above policies and documents in bold were adopted and those not were reviewed and re-adopted.

9.20 To consider agreement to continue to comply with the transparency code

It was RESOLVED to continue to comply with the Transparency Code.

9.21 To reconfirm eligibility to act under the General Power of Competence.

It was RESOLVED to reconfirm eligibility to act under The General Power of Competence.

9.22 To remind councillors of self-disqualification law

This was NOTED by all councillors.

10. Finance

10.1 To note the End of Year bank balance finance report and sign both. – Appendix 20

The EOY Finance Report was NOTED by all. The clerk REPORTED that reserves were increasing but needed to yet more to ensure financial security for the Council in the event of an election.

10.2 To consider eligibility for audit exemption and sign the certificate

It was RESOLVED that the Council were eligible for audit exemption for the year 2017-18 and the certificate was signed.

10.3 To consider and approve the internal audit report 2017-18 – Appendix 21

The clerk REPORTED that the internal audit report had come back with no recommendations.

10.4 To consider and approve the Annual Governance Statement – Appendix 22

It was RESOLVED to approve the Annual Governance Statements for 2017-18 and the form was signed by the Chair and the clerk

10.5 To consider and approve the Annual Return Accounting Statements – Appendix 23

The clerk REPORTED that she had been unable to reconcile the figures presented at the end of last year to those at the start of this year. It was felt that this was likely due to an error in the presentation of figures as any banking transactions had been checked. It was RESOLVED to approve the Accounting Statements for 2017-18.

10.6 To review the parish council insurance policy and decide on any amendments required then approve renewal.

It was RESOLVED to accept the 3 year quote from Came and Co insurance for £330 per annum. The schedule was AGREED to be adequate.

10.7 To consider the internal auditor for 2018-19

It was RESOLVED to use Mr. Philip Brough from Bosbury again for this years internal audit. He was thorough and was good value for money.

10.8To consider continuing to use the "payments and receipts" accounting method for 2018-19

It was RESOLVED to continue using the Receipts and Payments Accounting method for 2018-19.

10.9 To note VAT return 2017-18

Noted

10.10 To update signatories on the Council bank account

Cllrs. B. Held and M. Skyrme AGREED to become signatories for the council and signed the bank forms.

10.11 To consider the clerks expenses £35.38 – previously circulated

10.12 To consider the clerks salary – May

10.13 To consider invoice from Smith of Derby for the church clock service visit £273.60

It was RESOLVED to approve the above three invoices for payment and the cheques were signed.

11. Planning –

None

12. NDP –

12.1To receive an update on next steps

Mr. J. Crippin of the NDP steering group was requested to give an update. This included:

- Thanked the land owners for coming forward during the Call for Sites process with development land options.
- The NDP steering Group had not picked these sites.
- The NDP had been a process of negotiation throughout to endeavour to get the best plan possible for the parish.
- Thanks were given to Bill Bloxome - Consultant, and Liz Tucker – Chair if the Steering Group for their hard work
- Comments from Herefordshire Council, Welsh Water and Heritage England were read out. All praised the NDP as a well written, well researched, sensitive document that had involved consultation and the community

It was RESOLVED to send the updated draft NDP to Herefordshire Council in order that they could make a start on completing the updated SEA and HRA. It was REPORTED that it was hoped all the NDP documents could come before the Parish Council in early June for submission to Herefordshire Council at Regulation 15 and 16.

13. Parish Maintenance

13.1To consider putting the lengthsman contract out to tender

It was agreed that local contractors should be used instead as a lengthsman was hard to find. It was RESOLVED to defer how this would be managed to the July meeting.

13.2To consider any lengthsman or footpaths jobs that need undertaking.

The drains and gullies along from the Village Hall needed clearing.

13.3To consider any highways issue that needs reporting.

The U90414 by Tan House needs re-reporting to the locality steward as it is still flooded and causing issues for the nearby residents.

13.4To note total grant monies claimed for LM and Footpaths in 2017-18

The clerk REPORTED that about a third of both grant monies available had been claimed during 2017-18

13.5To sign the 2018-19 Balfour Beatty Contract.

It was RESOLVED to sign the contracts for the coming year – 2018-19.

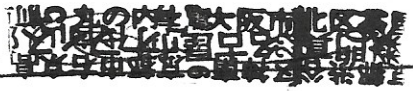
14. To consider "Outstanding Updates and Actions Sheet"
The following outstanding actions were NOTED

Outstanding Actions and Updates:

Date/Minute	Item	Comments
5th Feb 2018	3.1 Parking on the verges	Clerk wrote to the school – reply received – letter been sent out.
5th Feb 2018	7.4 Slow down sign	There has been a confusion at Balfour Beatty's end – awaiting a response

15. To consider agenda items for next meeting – no discussion
Speeding in the villages. Councillors were REQUESTED to contact the clerk if they had any other items they wished adding.

16. To note date of next scheduled meeting – 11th July 2018
Noted

Signed:  **Dated:**