ALMELEY PARISH COUNCIL
Minutes of the meeting of the Parish Council
Held on Wednesday 11th January 2023
at Almeley Village Hall at 7.00pm

Present: Councillors: Michael Handley (Chair), Andy Cross, Rose Proctor, John Crippin, Martin Skyrme and Jon Argent

In attendance: Emma Thomas – Clerk
Ward Councillor Graham Jones

Public: 2

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

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

Cllr Colin Powell joined the meeting

3. **To approve the minutes of the previous meeting – 9th November 2022**
The minutes were APPROVED and duly signed by the Chair.

One parishioner joined the meeting

4. **Open session**
   - **4.1 To receive a report on Herefordshire Council matters from Ward Cllr Graham Jones**
   Cllr Jones report included the following items:
   - Apologies for missing the November meeting
   - HC is working on the 2023-24 budget – there is likely to be a significant shortfall of finances during this year.
   - Children's Services is still working at improvements
   - Final planning decision on the IPU at Crump Wood will take place on 30th January 2023
   - The Hereford bus station will be moving to Hereford train station. There are plans for a multi-story car-park to be built on the old site to help with parking issues at the hospital
   - Kington travel study is taking place at the moment
   - Graham will not be re-standing for Ward Cllr in the May elections – *he was thanked for his efforts in this role over the past few years.*
   - **4.2 To receive views of local residents on parish matters**
   It was AGREED that the parishioner could speak on items 5.7 and 10 during the agenda item.

5. **Finance**
   - **5.1 To note the January bank balance and finance report and sign both. – Appendix 1**
   The clerk REPORTED that there would be an under-spend against budget by the year end. The report was APPROVED and signed as evidence of budget monitoring and bank reconciliation.
   - **5.2 To consider the following invoices paid under clerk's delegated authority**
     - 5.2.1 Clerk's December salary
     - 5.2.2 Reimburse clerk for DocMail postcard as agreed 9th November 2022 £250.84

     The above invoices were NOTED as paid.
   - **5.3 To consider the following outstanding invoices for payment:**
     - 5.3.1 Clerk's January salary
     - 5.3.2 Clerk's January expenses - £84.83 (Previously circulated)
     - 5.3.3 HMRC PAYE £748.71
     - 5.3.4 Almeley Village Hall – January meetings £45.00
     - 5.3.5 Autela Payroll Services £68.40
     - 5.3.6 Graeme Keeble – Lengthsman Services £650.00
     - 5.3.7 Graeme Keeble – Mowing Services £782.13

     It was RESOLVED that items 5.3.6 and 5.3.7 should be deferred and discussed in a closed session at an extra-ordinary meeting as they concern employment. The above invoices (5.3.1-5.3.5) were APPROVED for payment by BACS

5.4 To consider paying mileage to cover the cost of collecting and returning the SID to Kinnersley PC at £4.50 per journey

It was RESOLVED to pay the costs of mileage for the collection and return of the SID. The efforts with this, by the parishioners concerned, on behalf of the parish, were fully appreciated by the Council
It was AGREED the clerk should ask Kinnersley PC why they do not pick the item up from Almeley in the interest of fairness.

5.5 To consider the tenders received for the Mowing and Lengthsman contracts for 2023-24

The clerk REPORTED that one tender for each contract had been received. It was RESOLVED to defer this item to the closed extra ordinary meeting as it concerned finances and tender documents.

5.6 To consider an update on changing the website to a .gov web address with Cllrs using .gov email addresses

The clerk REPORTED that this has been passed on but not auctioned yet – she will chase it up.

5.7 To consider the finance working group's recommended draft budget & precept figure for 2023-24 – Appendix 2

Cllr Jon Argent talked through the assumptions made by the Finance Working Group when setting this budget. These can be found on Appendix 2. The precept will remain the same as this year at £16,450.
It was RESOLVED to approve this budget and precept. It was further RESOLVED that the clerk should contact parish groups and email out the Grants and Donations Policy, in order that the Finance Working Group can consider donation requests for 2023-24 in time for the March meeting.

It was requested by a parishioner that the Parish Council include a budget heading "Climate Action Plan" in future budgets.

6. Planning

6.1 To note applications determined by Herefordshire Council – table attached.

The following table was NOTED

Date - minute	Application	Details	Parish Council Decision	Hereford Council Decision
24.08.22	222250	**Land at Woonton Farm, Woonton, Herefordshire,** Application for variation of condition 2 following grant of planning permission 203683 - (Proposed erection of 5 dwellings and associated garaging and parking) - change of car port design on plot 3.	Support	Approved with conditions
24.08.22	222118	**Stone Farm Woonton** Proposed new single storey dwelling at Stone Farm, Woonton	Object	Refused

6.2 To consider an update on setting up an NDP Review Working Group to begin to review the NDP

The clerk REPORTED that she had had two parishioners come forward who wanted to be part of this group. She further REPORTED that no consultants were available to assist with the review at this time so the grant could not be applied for. It was RESOLVED to revisit this item in the new financial year.

Ward Cllr Graham Jones left the meeting

7. Commons

7.1 To consider an update on obtaining ownership of commons from Herefordshire Council and next steps

The clerk REPORTED that the form has been submitted and she is waiting for feedback.

7.2 To consider communication received from Welsh Newton and Llanrothal GPC regarding un-owned commons.

It was REPORTED that WNLGPC are having difficulty managing issues on their unowned common as there is no longer a Commons Officer at Herefordshire Council. They wish to ask HC to reinstate the post. It was AGREED that as there were no such issues on the unowned commons in this parish, no further action is necessary.

8. Parish Maintenance

8.1 To consider any lengthsman or footpath jobs that need undertaking.

It was NOTED that the clerk has requested that the lengthsman clear two fallen trees off footpaths. No further tasks were raised.

8.2 To receive a report from the Parish Footpaths Officer

None received – regular footpaths checks are taking place.

9. Highways and Footpaths

9.1 To consider any highways issue that needs reporting

The following items were RAISED for reporting:

- Flooding on the C1079 by The Meadows Farm
- Flooding on the U90414 by Tan House
- Potholes on the C1080 were marked by Balfour Beatty – but the wrong holes were filled so it still needs doing.

9.2 To consider an update on communication with the landowner of AM2
None received. It was RESOLVED to report the issue to Balfour Beatty.

9.3 To consider an update siting a SID at Bells Orchard
A survey has been requested but no response received. The clerk will chase this up.

One parishioner left the meeting

9.4 To consider an update on the installation of a directional sign for properties in Westview.
A site for the sign has yet to be agreed. Mr. F. McNally kindly AGREED to contact the clerk with details of which signs would work best and where they needed siting.

10. Environment

10.1To note the update from the Almeley Green Group – Appendix 3
NOTED

10.2To note the Green Groups Ecological Walkabout report on Meer Pond – Appendix 4
NOTED

10.3To note the tree survey undertaken by the Green Group on the Meer Pond area. – Appendix 5
NOTED

10.4To report back on an informal meeting held with the Almeley Green Group and consider setting up a joint working group to progress issues in the best interest of the parish
Cllr Jon Argent REPORTED back on the positive meeting that was held. It was RESOLVED to set up a working group to discuss how best to move forward and which items to collaborate on. It was RESOLVED that Cllrs Jon Argent; Andy Cross and Rose Proctor would be the Parish Councils representatives on this group.

11. Correspondence
Regular Talk Community updates – previously forwarded

12. To consider agenda items for next meeting – no discussion
None

13. To note date of next scheduled meeting – 8th March 2023 at Almeley Village Hall.
NOTED

The meeting closed at 20.16

Signed: [redacted] Dated: 01/03/2023