

**Minutes of the meeting of Ewyas Harold Group Parish Council held on Tuesday 10<sup>th</sup> December 2013 in Ewyas Harold Memorial Hall at 7.15pm**

**Present:** Cllr J Webb (Dulas)-Chairman, Cllr R Weaver, Cllr P Jinman, Cllr M Wrigglesworth, Cllr S Eynon, Cllr S Probert

**Not present:** Cllr S Clayton

**In attendance:** Clerk and five members of the public

**1 To accept Apologies for Absence**

Cllr E Overstall, Cllr J Wilson-Thomas, CSO F Witcher, Cllr G Powell and C Godwin.

**2 To receive Declarations of Interest & Dispensation Applications**

None received.

**3 To consider Minutes of the Previous Meeting**

The Minutes of the Meeting held on 12<sup>th</sup> November 2013, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

**4 Open Forum**

4.1 No report from the local policing team.

4.2 A report was received from Ward Councillor, Graham Powell. Cllr Powell gave information regarding 'Digital by Default', 2014/15 Budget exercise, pothole reports, local school matters and precept setting.

4.3 Comments from local residents: Sheep had been around the village and in the recreation field. The hole in the fence was getting larger. The fencing would be considered at the next meeting and when setting the precept. Query re. the grass cutting contract and poor condition of the roads (Dulas Road particularly).

**5 Clerk Update**

5.1 A further Freedom of information act request had been received and dealt with and a request for a review of one of the responses had been received and was being dealt with. This had required an external person to provide the review as Herefordshire Council Legal Services said they could not. This had resulted in a cost of around £75 to the parish council, which had not been invoiced as yet. This had to be done to comply with both the procedure and timescales set by the Information Commissioner. The clerk was asked to raise the issue of FOIA and parish councils with Jesse Norman MP.

5.2 A report of leaves on the Trappe House Pitch footpath had been deemed by the PPO as being expected in winter and advised appropriated footwear and reasonable care. The member of the public disagreed and requested it be swept. The clerk would respond to explain that this would not be possible due to budgetary constraints.

5.3 The clerk would request the criteria for a 30mph zone and report a 40mph roundel remaining in the 30mph zone.

**6 Councillor Vacancies**

No further applications had been received at present. It was agreed for Carey Godwin to sign the relevant paperwork at the next meeting.

**7 To consider appointment of Vice-Chairman**

Cllr P Jinman was proposed.

**Resolved** Cllr P Jinman appointed as Vice-Chairman.

**Action**

**Clerk**

**Clerk**

**Clerk**

8	<b>Community Library</b>	8.1 Following the clerk contacting Herefordshire Housing regarding the community library rent, they had offered a reduction to £100 per year from £1500 per year. This was subject to the premises only being used for community use and any commercial use would mean the rent would increase.	<b>Clerk</b>
		<b>Resolved</b> to accept the revised rent and for the clerk to sign the agreement for this from Herefordshire Housing.	
		8.2 Herefordshire Housing had advised they could look into running their Digital Inclusion Project at Horsecroft, which involved having computers available for use. While it was primarily aimed at their tenants, it was open to any member of the community.	
		<b>Resolved</b> for the clerk to investigate this further and make enquiries about the CAP run previously.	<b>Clerk</b>
9	<b>To consider venues of future meetings</b>	Ewyas Harold Memorial Hall lounge, where meetings are held is used by the WI on the second Tuesday. Therefore options for a meeting venue needed to be explored.	
		<b>Resolved</b> for the clerk to investigate alternative meeting venues.	<b>Clerk</b>
10	<b>To agree storage &amp; usage arrangements for Community Technology Equipment</b>	The projector had now been located and the clerk was arranging collection. It was suggested that the storage cupboard at the community library provided a central location for the equipment if a lock was fitted.	
		<b>Resolved</b> to fit a suitable lock to the cupboard doors to enable the equipment to be stored.	<b>Clerk</b>
		<b>Resolved</b> that the insurance is checked that this arrangement is compliant with the policy.	<b>Clerk</b>
11	<b>To receive Neighbourhood Plan update</b>	At the last steering group meeting it was agreed to arrange a presentation with Kirkwells, consultants who specialise in Neighbourhood Plans. Grants are available to cover consultant fees. A date was currently being arranged for early in January, but was yet to be finalised.	
12	<b>Recreation Ground</b>	12.1 The monthly audit report was received. Issues raised included the fencing and location/number of bins. Swing seats had now been replaced and Cllr Wrigglesworth was thanked for this. Cllr Eynon was thanked for continuing to empty the bins.	
		<b>Resolved</b> Cost of fencing and bins to be investigated and considered for the precept.	<b>Clerk</b>
		12.2 The Sports Working Group had met and cricket and rounders representatives were currently being approached to join. An extension request for the Sport England Inspired Facilities grant timescales was currently being drafted as the physical start by 31 <sup>st</sup> January 2014 was not going to be met due to changes to the working group, change of clerk and additional funding being sought. Additional funding for the shortfall was being explored, primarily through the Football Foundation, but applications for this funding were only accepted with full planning permission. This would mean a planning application needed to be submitted as soon as possible. A copy of the plans had been received and pre planning advice from Herefordshire Council was positive.	
		12.3 A proposal that an extraordinary parish council meeting be held to view the full planning application was considered. Queries relating to drainage/sewerage, traffic flows and overuse of the grounds were raised.	
		<b>Resolved</b> to hold an extraordinary meeting prior to Christmas to consider this item, with the aim of submitting the planning application on 23 <sup>rd</sup> December 2013, providing all information for the planning application could be compiled within this timescale.	<b>Clerk</b>
		12.4 The draft grounds maintenance specification to include grass and hedge cutting was not complete and would be considered at the next meeting.	<b>Clerk/J W/SE</b>

**A resolution was passed that Standing Orders be suspended to allow completion of the agenda**

**13 Lengthsman Scheme**

13.1 Quotes had been received from four contractors and were considered. Two had indicated that for health and safety reasons two people were required to work together. It was queried if this was a requirement.

**Resolved** that the clerk seek guidance on the regulations relating to this. Therefore the appointment of a contractor would be deferred until clarification is received. The clerk would inform the contractors.

**Resolved** that any urgent works required under the lengthsman scheme remit be carried out by Herefordshire Council/Balfour Beatty.

13.2 Authorisation of works under the lengthsman scheme was considered.

**Resolved** to delegate authority to the clerk to agree works under the lengthsman scheme between meetings.

Clerk

**14 To receive the Parish Paths Officer's report**

The report was received and noted.

**Resolved** to delegate authority to the clerk to agree works under the P3 scheme between meetings.

**15 Finance Report**

15.1 New version Good Councillor Guides were available from HALC at a cost of £1.50 each.

**Resolved** to purchase 13 copies.

15.2 No potential candidates to act as internal auditor had been suggested. An honorarium was available to someone suitable. A willing candidate would need to be found before financial year end.

15.3 A clerk expenses policy and overtime were considered. Details of what Madley currently pay for home office use, computer use and telephone/broadband were given as a comparison. The clerk has also worked a large number of overtime hours since commencement.

**Resolved** to pay working from home expenses of £230 per year and telephone/broadband expenses of £90 per year.

**Resolved** to monitor overtime of clerk and re-evaluate working hours if excessive workload continues.

15.4 A request for a grant from Rowstone Village Hall towards upkeep was considered.

**Resolved** to give a grant of £50.00, payable from 1<sup>st</sup> April 2014.

15.5 Payments approved:

PAYE -£88.20 (tax refund now tax code issued) NI £0.00 employee £0.00 employer

Stationery/Office Expenses £14.60 Postage £6.60 Mileage (Oct & Nov 13) £120.15 Total £141.35

Brian Ball (Pruning of flower beds at recreation ground) £40.00

Ewyas Harold Memorial Hall (Hall hire 12.11.13 and 10.12.13) £44.00

Clerk  
All  
Cllrs

Clerk

**16 To consider comments on Herefordshire Council Budget consultation 2014/15**

**Resolved** not to submit comments.

**17 To consider comments on Hereford & Worcester Fire & Rescue Service Community Risk Management Plan consultation**

No comments submitted.

**18 To consider retention/disposal of records not required by Herefordshire Archive Service**

Herefordshire Archive Service had looked through documentation recently deposited by the clerk and had advised that some records were not suitable for long term storage and there was no legal

reason for them to be retained any longer. They had offered to return them or confidentially dispose of them.

**Resolved** to give permission for the Archive Service to confidentially dispose of them.

19 **To consider salt bin location/provision in the parish**

Further to details of salt bin provision for this year from Balfour Beatty, provision in the parish was reviewed.

**Resolved** that salt bin provision was currently adequate.

20 **To note Correspondence list**

21 **Matters for Next Agenda (no discussion)**

Precept.

**A resolution was passed that the public be excluded from the following item due to its confidential nature**

22 **To consider proposals to acquire St John Kemble Catholic Church, Ewyas Harold**

CLlr Jinman was currently investigating possible uses for the building. The clerk had been advised that a business plan would need to be put together and community consultation carried out to be able to place a bid. The agents would be looking for best and final offers by 1<sup>st</sup> May 2014.

**Resolved** for CLlr Jinman to carry on investigating uses in contact with the agents and trustees as appropriate and keep the clerk and chairman informed.

**Resolved** for the clerk to check timescales for community right to bid with Herefordshire Council

**The meeting closed at 10.15pm**

**Next Meeting Tuesday 14<sup>th</sup> January 2014 – location to be confirmed**

Clerk

PJ

Clerk