

**Minutes of the Annual Meeting of Ewyas Harold Group Parish Council held on Tuesday 12th May 2015
at St Michaels Hall, Ewyas Harold at 7.00pm**

Present: Cllr P Jinman – Chairman, Cllr R Weaver, Cllr S Eynon, Cllr M Price, Cllr J Hayes, Cllr R Baker, Cllr L Overstall (Dulas) and Cllr S Clayton (Rowlestone)

In attendance: Cllr G Powell, CSO Witcher, Clerk and three members of the public

Absent: Cllr C Pogson

Prior to the start of the meeting all members present signed a declaration of acceptance of office and it was agreed that those members not present could sign prior to the next parish council meeting.

| | Action |
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| <p>1 Election of Chairman Peter Jinman was unanimously re-elected and signed his declaration of acceptance of office.</p> | |
| <p>2 Election of Vice-chairman Resolved to defer this item to the June meeting.</p> | |
| <p>3 To accept Apologies for Absence Cllr S Probert and Cllr J Wilson-Thomas.</p> | |
| <p>4 To receive Declarations of Interest & Dispensation Applications None.</p> | |
| <p>5 To consider Minutes of the Previous Meeting The Minutes of the Meeting held on 14th April 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.</p> | |
| <p>6 To consider applications to co-opt for remaining Councillor vacancies Two expressions of interest were received from Malcolm Watkins and Rachel Evans. Some concern was expressed at a brother and sister both serving on the parish council, although there were no regulations preventing this and all councillors are bound by the Code of Conduct. Resolved that Malcolm Watkins be co-opted to the casual vacancy in Rowlestone and Rachel Evans be co-opted to the casual vacancy in Dulas. Both signed declarations of acceptance of office.</p> | |
| <p>7 Open Forum</p> <p>7.1 CSO Witcher gave an annual report. Issues of parking in the village were raised and members would speak to local businesses regarding tackling this and also include it in the next newsletter. Speeding through the village centre was also raised and Cllr Powell offered to ask Simon Hobbs to take a look and advise of any measures that may assist.</p> <p>7.2 Due to elections Cllr Powell had not prepared a report, but advised that Faster Broadband should be going live within 2-3 weeks. He also advised that the schools estate strategy was due to be published in July.</p> <p>7.3 No Parish Path Officer report was received. Cllr Hayes offered to take on the role and it was agreed for her to speak to Peter Overstall about this and the clerk would forward her some information. Appointment of the PPO would be put on the June agenda.</p> <p>7.4 Comments from local residents: A blocked path at Dinter Wood that had previously been raised with Cllr Powell was still blocked. The clerk would contact Cllr Powell for a progress update. An issue emailed by a member of the public regarding a structure without planning consent was already being dealt with by Cllr Powell. Cllr Powell would distribute a note to all local newsletters outlining the planning rules relating to this.</p> | <p>PJ/LO/ GP</p> <p>JH/ Clerk</p> <p>Clerk/ GP</p> |
| <p>8 Clerk Update and to note Correspondence List The clerk's update and correspondence list was noted. The wind turbine application discussed at the last meeting had been withdrawn. Brightstripe had asked to come and speak about a project called Active Parishes and it was agreed to invite them to attend a parish council meeting.</p> | <p>Clerk</p> |

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| <p>9 To receive update on the Lengthsman Scheme and agree action Despite submission of the annual maintenance plan and chasing up since, there had been no further progress on the scheme. This meant no work could be carried out under the scheme at present. The clerk had requested Cllr Powell make enquiries.</p> | |
| <p>10 To consider comments on planning application 151073, Land opposite Lower House, Pontrilas Road, Ewyas Harold – Proposed two houses and woodland area This application was discussed. The status of the PROW had been queried and the planning officer had provided details regarding this. Resolved to make a general comment that the parish council is in favour of development on this site but would prefer more smaller houses rather than two large houses as this would be more suitable for the needs of the village.</p> | Clerk |
| <p>11 To receive report from the Neighbourhood Plan steering group The report was received and Cllr Overstall gave a brief overview of the NDP project for new members. Funding was currently being applied for and if successful would be used to fund technical work to look at flooding in Ewyas Harold.</p> | |
| <p>12 Update from the School Governors re. possible new school Deferred until the next meeting.</p> | |
| <p>13 To consider consultation comments on extending the remit of the Local Government Ombudsman to larger parish and town councils Resolved not to comment.</p> | |
| <p>14 To consider request for a Parish Council representative to join local Social Justice and the Environment group The email would be sent around again so that new members could read the detail and any member able to attend their meeting on 21st May should contact the clerk.</p> | All |
| <p>15 To review Parish Council Steering Groups, Membership and Terms of Reference Current steering groups were Sports, Neighbourhood Development Plan and Kemble Centre. It was recommended that a Finance group also be set up and that the Sports group be renamed as the Recreation Ground group. Parish Council representatives were also required for the Commons Society and the School Governors. Details of these were discussed and the clerk would collate the information accordingly and circulate for approval at the next meeting.</p> | Clerk |
| <p>16 To review Responsibilities Delegated to the Clerk Responsibilities delegated to the clerk, in addition to those specified in Standing Orders and Financial Regulations, were submission of VAT returns, progressing the Pavilion project within the budget and specification, authorising works under the Lengthsman and P3 schemes between meetings, authority for the parish council bank accounts, although not as a signatory and commenting on non-contentious planning applications between meetings, after consultation with members if the deadline is prior to the next meeting. Resolved that these remain the same.</p> | |
| <p>17 Kemble Centre 17.1 The weekly inspections had been carried out by Cllr Weaver and no action was required. 17.2 CT Groundcare was charging grass cutting at £25 per cut. Resolved that grass cutting be carried out on average every two weeks with Cllr Weaver informing CT Groundcare when a cut was required. 17.3 There had been no further progress on site clearance, fencing or signage and Cllr Jinman and Cllr Clayton would progress this for the next meeting. A risk assessment would be required prior to use of the car park and for the hArt exhibition. 17.4 The clerk, Cllr Wilson-Thomas and Peter Overstall had met with Matt Kerry from the Environment Agency to look at the riverbank and drainage ditch. He had provided some general advice about</p> | RW PJ/SC |

management of the bank and possible building works which would be considered when progressing the project.

17.5 Cllr Wilson-Thomas had forwarded details of a proposed application to the Wellbeing Innovation Fund relating to the patient book-in screen at the surgery. Members thought the project would be more suitable for the surgery than the parish council.

17.6 Herefordshire Council had agreed to facilitate the informal evening event and the 16th June was the suggested date.

Resolved that it be held at The Temple on 16th June at 6.30pm, with Cllr Jinman, Cllr Wilson-Thomas and the clerk to liaise with Herefordshire Council on the agenda and content.

17.7 The Utility Helpline had suggested Eon as an alternative electricity supplier, but Total had offered the opportunity to de-energise the supply until it was required, which would mean the standing charge would cease. An electrician had carried out a safety check on the meter and had confirmed that while upgrading was recommended there was nothing urgent requiring attention. When asked if the power supply was safe to use, it was advised that a test certificate would be needed.

Resolved that the clerk enquire whether there would be any re-connection charge if the de-energising option was taken. Any electrical works would be considered further at the next meeting.

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

18 Recreation Ground

18.1 Cllr Weaver had checked the recreation ground. Some holes had appeared in the grassy bank and Cllr Watkins offered to fill these.

18.2 The Sports Working Group Report was received and noted. The Cricket Club had previously not responded to emails, but had now been in contact to say they would attend a meeting. They had also raised further issues with the grass cutting.

Resolved to arrange a meeting as soon as possible. Discussions regarding grass cutting etc. would take place once a stewardship agreement was in place.

18.3 Repairs to the play surfacing were still being looked at by Cllr Pogson and Cllr Weaver. The play area gates could be repaired by CT Groundcare for a cost of £49.50 and he could also hand pull the small trees that had germinated around the edge of the play area and then weed spray for £70.00. Fencing was deferred to the next agenda.

Resolved for CT Groundcare to fix the gates and remove the tree saplings.

18.4 The pavilion project was close to completion and Collins would be ready to handover on Monday 18th May. Due to the slight overrun, the contract insurance had been extended by two weeks at no extra cost.

18.5 The S104 agreement for the mains water connection had been circulated and was considered.

Resolved that this was approved for signature.

18.6 Cllr Overstall declared a DPI. The contract for the agreed Wildplay sessions was considered.

Resolved that the contract was approved.

19 Finance

19.1 **Resolved** that the finance report be approved. Balances held at 8th May 2015 were £59,198.91 current account and £351.75 savings account. This includes grants held for the P3 Scheme, Pavilion project and other budgeted expenditure.

19.2 Overtime worked by the clerk during the previous month was 32 hours.

Resolved to pay the clerk 32 hours of overtime.

19.3 The internal auditors report for 2014/15 was received and noted.

19.4 It was requested that the annual return be circulated to members with accompanying documentation and that approval be deferred until the June meeting.

19.5 The banking arrangements, schedule of regular payments and payments by Direct Debit were reviewed.

Resolved that with only two current signatories, Cllr Jinman and Cllr Probert be added as signatories, as agreed previously, as soon as possible. Payments by variable Direct Debit for electricity supply to Eon and to Welsh Water were approved. The regular payment schedule attached as a confidential file note was approved.

19.6 **Resolved** payments for approval:

Clerk

Clerk

Clerk

Clerk

Clerk

Clerk

PJ/SP

Clerk's salary for April 2015 as per contract of employment
Pension £52.31 EE, £224.47 ER, PAYE £75.40 NI £27.90 EE, £23.06 ER
Postage £15.12 Stationery/Office Expenses £15.41 Mileage £89.10 Total £119.63
Eon (Pavilion electricity 27/2/15-15/4/15) £66.33
Hoople Ltd (Footpath map) £153.80
Berry & Davies Electrical Ltd (Kemble Centre electric meter box survey) £72.00
Highground Maintenance Ltd (Recreation ground grass cutting) £186.49
CT Groundcare (Kemble Centre grass cutting/recreation ground bin emptying) £95.00
St Michaels Hall (Hall hire 12/5/15) £17.00
S Probert (Internal audit honorarium) £50.00
19.7 Payments ratified:
Herefordshire Housing (Lease of Community Library) £100.00
InDesign (Kemble Centre banner – cost covered by donation) £78.00

20 Matters for Next Agenda (no discussion)

None.

The meeting closed at 9.45pm

Next Meeting Tuesday 9th June 2015, venue The Pavilion, Ewyas Harold Recreation Ground.