

**Minutes of the Annual Meeting of Ewyas Harold Group Parish Council held on Tuesday 10th May
2016 at St Michaels Hall, Ewyas Harold at 8.00pm**

Present: Cllr P Jinman (EH) – Chairman, Cllr S Eynon (EH), Cllr S Probert (EH), Cllr M Wrigglesworth (EH), Cllr R Baker (EH), Cllr J Wilson-Thomas (EH), Cllr A Loudon (EH), Cllr M Watkins (R), Cllr S Clayton (R), Cllr C Pogson (L) Cllr R Evans (D) and Cllr L Overstall (D).

In attendance: Ward Cllr G Powell, CSO Witcher, the Clerk and two members of the public.

1 Election of Chairman

Cllr P Jinman was proposed and seconded as Chairman and this was agreed unanimously. Cllr Jinman signed a declaration of acceptance of office.

2 Election of Vice-Chairman

Cllr C Pogson was proposed and seconded as Vice-Chairman and this was agreed unanimously.

3 To accept Apologies for Absence

None.

4 To receive Declarations of Interest & Dispensation Applications – to include review of members interests

None.

Members were given a copy of their registered interests to check if any amendments were required.

5 To consider Minutes of the Previous Meeting

The Minutes of the Meeting held on 12th April 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

6 Open Forum

6.1 CSO Witcher gave an update on the police briefings. With regards to rogue traders, Cllr Powell would check a Herefordshire number for reporting these and forward it to the clerk. Speed monitoring had taken place and was discussed and further monitoring was planned. Advisory letters had been sent to those who had been caught speeding. With regard to the enquiry re. community speed watch, CSO Witcher believed PC Milton had sent a response, but the clerk had not received this, so this would be checked and forwarded.

6.2 Cllr Powell gave a report which included information on a meeting with Openreach on Wednesday 15th June, 6-7.30pm at Longtown Village Hall, the schools white paper, the Hereford bypass, the Hereford city link road, Hereford city library and museum, the Lengthsman scheme, Syrian refugees and Herefordshire Council smallholdings.

6.3 The report had been received by the footpath officer and a repair to missing and loose footboards on stiles on EH1 had been passed to the lengthsman. He had also asked for waymarkers, which the clerk would request.

6.4 Comments received from local residents: Three letters relating to possible breaches of planning permission at Pontrilas Timber were received at the meeting. Cllr Powell offered to take the letters and pass them on to the planning enforcement officer to be looked into.

Cllr Powell and PCSO Witcher left the meeting.

7 To receive Clerk Update and to note Correspondence List

The clerk's update and correspondence list was noted. With regards to the suggestion that the 30mph limit at the A465 junction be moved further away from the junction to increase awareness, Simon Hobbs had advised that he didn't think it would make much of a difference, however members requested the clerk forward it be considered for a TRO change. Cllr Probert had been in contact with the school and they were keen to run a poster competition to increase awareness of dog fouling and speeding. It was agreed for Cllr Probert and the clerk to judge the competition and for the winning entry to be used for a poster campaign within the parish. A meeting with Paul Shipton, Locality Manager at BBLP had taken place and improving communication had been discussed. A regular monthly 'catch up' meeting with the locality steward had been suggested and this would be scheduled.

Action

GP

Clerk

GP

Clerk/SP

Site quality inspections would also be scheduled to look at the standard of some of the work that has been carried out and dates would be circulated. The A465 vegetation clearance would be chased up again as the centre refuge could not be progressed until this had been done. The flood signs by the Westwood Trading Estate needed clarification over who would be moving them, who liability is with etc. Updates on water on the carriageway at Dulas, highway white lining works on the A465 and moving of the clothing recycling bin had been received.

8 **To consider approval of the draft policy in the Neighbourhood Development Plan relating to the proposed relocation of Ewyas Harold School**

Resolved that the draft policy was approved for inclusion in the Neighbourhood Development Plan.

9 **To receive update re. parking proposals for Ewyas Harold School and agree any action required**

Cllr Powell had forwarded the most recent information regarding the parking proposals and these required the school to apply for planning permission. No information had been received on costings. **Resolved** for Cllr Wilson-Thomas to discuss at the next school governors meeting re. planning permission.

JWT

Resolved for the clerk to ask Cllr Powell if estimated costings are available.

Clerk

10 **Planning**

10.1 Planning application 161253, Home Farm, Dulas – Proposed conversion of redundant farm building to house was considered.

Resolved that the parish council supports this application.

Clerk

11 **Lengthsman Scheme (incorporating the P3 scheme)**

11.1 The lengthsman worksheets and report were noted. Cllr Powell was seeking further information on the recent information regarding P3 materials.

11.2 Appointment of the lengthsman for 2016/17 was considered.

Resolved that Terry Griffiths Contracts be appointed for 2016/17 due to the level of experience and the standard of work undertaken, including progress on long standing drainage issues.

Resolved for the clerk to arrange the contract between the parish council and Terry Griffiths.

Clerk

11.3 The appointment of the parish path officer and tree warden for 2016/17 was considered.

Resolved that Michael Pritchard be appointed as parish path officer for 2016/17 and if he was agreeable to being the tree warden for 2016/17 that he also be appointed to this role.

Clerk

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

12 **Finance**

12.1 **Resolved** that the finance report was approved. Balances held at 22nd April 2016 were £10,071.86 current account and £19,598.20 savings account, which included grant money for the Kemble Centre feasibility/planning and other budgeted costs.

12.2 The finance working group had not met, but had carried out discussion via email. They had covered the annual return/audit for 2015/16, review of the budget for 2016/17, review of clerk contract, LGPS information for 2016/17, financial regulations and the effectiveness of internal audit and internal control.

12.3 The internal auditors report was received and noted. There was no action required.

12.4 The Annual Governance Statement and Accounting Statements for the 2015/16 annual return were considered.

Resolved that the Annual Governance Statement for 2015/16 was approved.

Clerk

Resolved that the Accounting Statements for 2015/16 were approved.

Clerk

12.5 **Resolved** that the review of parish council banking arrangements, schedule of regular payments and payments by Direct Debit, attached as a confidential file note, was approved.

12.6 **Resolved** that the review of the effectiveness of internal audit and internal control was approved.

12.7 The appointment of an internal auditor for 2016/17 was considered.

Resolved that Sue Probert be appointed for 2016/17 for an honorarium of £50.00, if she is in agreement.

Clerk

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| <p>12.8 Resolved that the mobile telephone contract details and 50% contribution to Madley Parish Council for use of the phone for the year were noted and approved.</p> <p>12.9 Overtime worked by the clerk had not been calculated, therefore it was agreed to consider two months at the next meeting.</p> <p>12.10 Resolved payments for approval: Clerk's salary for April 2016 as per contract of employment Pension £57.05 EE, £254.12 ER, PAYE £64.20 NI £44.87 EE, £51.05 ER Postage £2.54 Stationery/Office Expenses £0.00 Mileage £74.70 Total £77.24 Terry Griffiths Contracts (P3 Scheme, Invoice no. TGC1613) £114.00 (£95.00 exc. VAT) Terry Griffiths Contracts (P3 Scheme, Invoice no. TGC1614) £1560.00 (£1300.00 exc. VAT) Terry Griffiths Contracts (Lengthsman Scheme, Invoice no. TGC1615) £114.00 (£95.00 exc. VAT) Mrs C Boyles (Reimburse purchase of PROW notice board) £855.30 (£712.75 exc. VAT) S Probert (Honorarium for undertaking internal audit) £50.00 Madley Parish Council (Contribution towards mobile phone for Apr 2016-Apr 2017) £102.00 CT Groundcare (Grass cutting, bin emptying and toilet cleaning) £320.00 St Michaels Hall (Hall hire for May meeting) £17.00 Terry Griffiths Contracts (Lengthsman Scheme, Invoice no. TGC1638) £450.00 (£375.00 exc. VAT)</p> | <p>Clerk</p> |
| <p>13 Kemble Centre</p> <p>13.1 The weekly inspection reports had not been received, however Cllr Wilson-Thomas provided an update. The metal stays on site needed to be looked at and the bench in poor state of repair required removal, however as there was a dedication on the bench, the family would be contacted first.</p> <p>13.2 The report from the workshop facilitated by Clever Elephant was received and noted.</p> <p>13.3 The report from the Kemble Centre Working Group was received and noted. Resolved that the actions proposed within the report were approved.</p> <p>13.4 The remaining expenditure for the Awards for All grant was discussed. £3,000 was budgeted for architects plans but due to the development of the project and the deadline of August for it to be spent, it was proposed that the money would be better spent on other project costs. Resolved that the clerk contact Awards for All to enquire about using the funding to extend the contract with Clever Elephant to include further development of the PCTF bid, liaison with the Community Collaboration for One Herefordshire Transformation Plan and to look at options for the management/ownership structure.</p> | <p>MW/RB</p> <p>Clerk</p> |
| <p>14 Recreation Ground</p> <p>14.1 The recreation ground checklist was received. The jeep play equipment item required a repair to the seat and a section of fence needed repair. Other issues could be looked at by the recreation ground working group. Cllr Pogson would carry out the checks this month. Resolved for Cllr Wrigglesworth to undertake the repairs to the jeep and for the clerk to arrange repair of the fence, within the limits set out in the financial regulations.</p> <p>14.2 The Recreation Ground Working Group report was received and noted. Resolved that the actions proposed within the report were approved.</p> <p>14.3 The cricket club had now signed the stewardship agreement, had paid 50% of the annual charge (£60.00 inc. VAT), with the other 50% being paid in October and they had been provided with a set of keys. A copy of their insurance was being forwarded to the clerk.</p> | <p>CP</p> <p>MW/Clerk</p> |
| <p>15 To review Parish Council Steering Groups, Membership and Terms of Reference and Parish Council Representatives on Outside Bodies Resolved that the draft circulated, attached as Appendix 1 was adopted.</p> | |
| <p>16 To review Responsibilities Delegated to the Clerk Resolved that the clerk be delegated to undertake submission of VAT returns, authorising work under the Lengthsman and P3 Schemes between meetings, manage the parish council bank accounts, including transfer of money between parish council 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.</p> | |

17 **To receive report from Cllr Overstall on the Ewyas Harold Commons Society Meeting**
Cllr Overstall reported that the Commons Society meeting had been successful. She would continue to provide reports when necessary.

18 **Matters for Next Agenda (no discussion)**
None. Thanks were given to Cllr Wrigglesworth and Nick Cooper-Tomkins for installation of the recreation ground signs.

The meeting closed at 10.05pm

Next Meeting Tuesday 14th June 2016 at 6.30pm.

| Action | Who |
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| Rogue Traders telephone number | Cllr Powell |
| Request waymarkers | Clerk |
| Report possible planning condition breach re. Pontrilas Timber | Cllr Powell |
| Request TRO change for 30mph at A465 junction | Clerk |
| Liaise with school re. poster competition | Cllr Probert |
| Liaise with BBLP re. meetings and outstanding issues | Clerk |
| Discuss parking proposals/planning permission with school governors | Cllr Wilson-Thomas |
| Request parking proposal costings from Cllr Powell | Clerk |
| Arrange contract with the Lengthsman | Clerk |
| Submit Annual Return | Clerk |
| Appoint internal auditor | Clerk |
| Look at metal stays and dedication bench at the Kemble Centre and contact family | Cllr Wrigglesworth/Cllr Baker |
| Contact Awards for All re. grant | Clerk |
| Repair to jeep play equipment seat | Cllr Wrigglesworth |
| Fencing repairs | Clerk |
| Weekly recreation ground checks for May | Cllr Pogson |

Appendix 1

Review of Ewyas Harold Group Parish Council Working Groups, Membership and Terms of Reference and Appointment of Representatives to Outside Bodies

All Working Groups, Membership and Terms of Reference shall be reviewed annually.

Recreation Ground Working Group

Membership: GPC Reps - Cllr Eynon (Chair), Cllr Baker, Cllr Evans, Cllr Wrigglesworth. EHUFC Reps – M Watkins, A Smith, W Lindsay, S Hall. EHCC Reps – P Matthews, C Cornish.

Terms of Reference:

1. To investigate and advise the parish council on possible funding streams for the improvement of the recreation ground as a whole.

2. To support the parish council in facilitating use of and compliance with the Stewardship Agreement and Terms of Use for users of the Recreation Ground and review as necessary.
3. To identify methods of encouraging all ages and abilities to undertake sport for well being (must include male and female and all new facilities must be accessible by all).
4. To monitor compliance with the Sport England and Football Foundation grant conditions and advise action where necessary.
5. To review the provision and maintenance of equipment and facilities.
6. To give consideration to any matters relating to the recreation ground and pavilion as a community facility.
7. Reports from the Recreation Ground Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision.

Meetings to be held monthly during May to September and every two months between these times (November, January and March).

Kemble Centre Working Group

Membership: GPC Reps – Cllr Wilson-Thomas (Chair), Cllr Jinman, Cllr Baker, Cllr Loudon. Community Reps – P Overstall, K Cooper, R Humphries, L Bower. Surgery Rep – A Price. Herefordshire Council Reps – Cllr Powell, P Lydford, N Bridges, K Stanton.

Terms of Reference:

1. To draft a business plan for The Kemble Centre as a community Health and Wellbeing facility.
2. To investigate and advise the parish council on possible funding streams for the development of the site for community use.
3. To review site maintenance and upkeep requirements.
4. Reports from the Kemble Centre Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision.

Meetings to be held monthly.

Neighbourhood Development Plan Working Group (this is a joint working group with Abbeydore & Bacton Parish Council and Kentchurch Parish Council)

Membership: GPC Rep – Cllr Overstall. Ewyas Harold Rep – F Belcher. Abbeydore & Bacton Reps – T Murcott (Chair), D Cook, M Pullen, P Rostron, D Bannister. Kentchurch Rep – J Pring. Ward Councillor – Cllr Powell.

Terms of Reference:

1. To develop the Abbeydore & Bacton, Ewyas Harold Group and Kentchurch Joint Neighbourhood Development Plan.
2. To identify funding available to assist with the process.
3. That suggested procedure and draft content of the plan is submitted to the parish councils for approval before progression to the next stage.
4. Reports from the Neighbourhood Development Plan Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision. It is the responsibility of the constituent parish council clerks to ensure their council is kept informed and any decisions are taken before their parish council.

Meetings to be held as the process dictates.

Finance Working Group

Membership: GPC Reps – Cllr Jinman (Chair), Cllr Watkins, Cllr Wilson-Thomas and Cllr Pogson.

Terms of Reference:

1. To review internal audit reports.
2. To monitor budgets and to produce budget and precept proposals.
3. To review insurance cover and the asset register.
4. To review the Financial Regulations of the parish council.
5. To draft and review risk assessments.
6. To monitor VAT and HMRC returns.
7. To annually review banking arrangements, regular payments/Direct Debits, salaries and income fees/charges.
8. To review internal audit and internal control procedures.
9. Reports from the Finance Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision.

Meetings to be held quarterly.

GPC Representatives to outside groups:

Ewyas Harold Commons Society – Cllr L Overstall.

Ewyas Harold Primary School Governors – Cllr J Wilson-Thomas.

Ewyas Harold Events Committee – Cllr S Eynon