

Minutes of the meeting of Ewyas Harold Group Parish Council held on Tuesday 12th November 2013 in Ewyas Harold Memorial Hall at 7.15pm

Present: Cllr J Webb (Dulas)-Chairman, Cllr R Weaver, Cllr S Clayton (Rowlestone), Cllr E Overstall (Dulas), Cllr P Jinman, Cllr M Wrigglesworth, Cllr S Eynon

In attendance: Cllr G Powell, CSO F Witcher, Lynda Wilcox (HALC), Clerk and five members of the public

Action

1 To accept Apologies for Absence

None received.

2 To receive Declarations of Interest & Dispensation Applications

Cllr R Weaver declared an interest in item 13.1.

3 To consider Minutes of the Previous Meeting

The Minutes of the Meeting held on 1st October 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 A verbal report was received from CSO Witcher.

4.2 A report was received from Ward Councillor, Graham Powell. Cllr Powell gave information regarding the 'Digital by Default' strategy, the school transport consultation (which had now ended), the cabinet portfolio and consultations on Herefordshire Council's budget and Hereford and Worcester Fire and Rescue Service. A public map based pothole reporting system is available via the Herefordshire Council website www.herefordshire.gov.uk ("report a pothole") that allows anyone to report a road defect.

4.3 Comments from local residents: Dogs on lead notice from the Priorsfield gate at the recreation field had gone (noted that this is in the pavilion). No reference to the GPC was included on the notice and should be considered in future. Cricket nets had been taken down, but the structure remained. This would be considered in line with terms of use being drafted by the Sports Working Group.

5 Clerk Update

Two Freedom of Information Act requests had been received and responded to, following advice from Herefordshire Council's Information Governance Principal Officer. One had requested further information and may request a review. Should this be the case, it would be reviewed by Herefordshire Council's Legal Services and there may be cost implications for the GPC.

Details of key holders for the various GPC keys would be compiled for information and to ensure the clerk holds a spare of any keys.

6 Councillor Vacancies

6.1 The resignation of Allan Burgoyne was noted and the relevant notices had been displayed.

6.2 Three expressions of interest had been received to consider for co-option to current vacancies. The elections office had confirmed that there were currently 5 vacancies open for co-option, not including the vacancy currently being advertised. The expressions of interest were from Carey Godwin, Julie Wilson-Thomas and Sally Probert.

Resolved to co-opt Carey Godwin, Julie Wilson-Thomas and Sally Probert.

Carey Godwin was unable to be present and would sign a declaration of acceptance of office at the December meeting.

Julie Wilson-Thomas and Sally Probert signed the declaration of acceptance of office and joined

the meeting as members.

6.3 Action to promote councillor recruitment would be deferred as there were currently four possible candidates for the remaining vacancies.

7 To consider options relating to Community Library location & costs

7.1 Herefordshire Housing would be willing to review the rent payable on the community library if the GPC writes to them explaining that it is only being used as a community library and not any additional uses as initially intended. A donation from the summer fayre of £250 by the Community Library volunteers had been received. Cllr Wilson-Thomas offered to speak to Herefordshire Housing regarding possible use of the facility by Herefordshire Housing for various educational and adult learning uses.

Resolved that the clerk writes to Herefordshire Housing to request a rent reduction.

Resolved that the clerk sends a note of thanks to the Community Library volunteers for the donation.

Resolved Cllr Wilson-Thomas to make enquiries with Herefordshire Housing about options for use by them.

Clerk
Clerk

JW-T

8 To agree storage & usage arrangements for Community Technology Equipment

8.1 All parish council equipment needs to be held by either the clerk or a current member. The laptop was now with the clerk, the printer with Cllr Webb and the projector was currently out on loan. There were currently no records of who had used the equipment or what for.

Resolved to implement a log of users of the equipment.

Clerk

9 To receive Neighbourhood Plan update & complete Herefordshire Council questionnaire

The next meeting was being scheduled. It was agreed that the chairman of the steering group would be better placed to complete the questionnaire. Representatives on the steering group were discussed. Cllr Overstall was willing to be on the steering group and it was hoped another representative would come forward at the next meeting.

Resolved to forward the questionnaire to the chairman of the steering group.

Clerk

10 Recreation Ground

10.1 The monthly audit carried out by Cllr Weaver identified holes in the fencing, perished swing seats, overflowing litter bins and a bracket required for the verandah. The repaired swing seats were ready to be fitted. Cllr Eynon was thanked for emptying the litter bins.

Resolved to change the monthly audit period to run from meeting to meeting rather than calendar month.

Resolved that Cllr Wrigglesworth (who holds the appropriate insurance) fit the swing seats as they were previously.

Resolved that Cllr Eynon continue emptying the bins until a contractor is in place.

10.2 The car park barrier had now been fixed, with thanks to Cllrs Wrigglesworth, Clayton & Weaver.

Resolved to fix a resting post for the barrier. This would be looked at when the weather gets better.

10.3 A verbal report on the Sports Working Group was given by Cllr Eynon. A meeting at the recreation field had been held with a pitch advisor from the Institute of Groundsmen and he had provided a specification. The bonfire and firework event clear up had taken place, Cllr Eynon was thanked for this.

Resolved that a letter of thanks be sent to the events committee for the bonfire and firework event and clear up afterwards, to include a request that options for the bonfire that could minimise damage caused to the grass be investigated.

10.4 A report on the specification for the football and cricket pitch had been received from the

MW

SE

Clerk

pitch advisor, following the site visit, as well as information from Herefordshire Council on grounds maintenance specification.

Resolved that under delegation to the clerk, in consultation with the Cllrs Webb and Eynon, the grounds maintenance specification (to include grass and hedge cutting) be reviewed in line with the Inspired Facilities grant criteria and quotes be sought for the contract, to be considered at the next meeting.

Clerk,
JW, SE

10.5 A request from the Football Club to carry out interim grass cutting and aeration works until a new contractor is found was considered. The Football Club had confirmed they held the appropriate insurance and had provided a copy of this.

Resolved that the clerk write to EHFC confirming that provided the works are carried out in accordance with advice received in the report from the pitch advisor, dated 31.10.13, permission be given, until a contractor is found. Vote of 7 for, 0 against and 1 abstention.

Clerk

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

11 To agree draft Lengthsman Scheme contract and job specification

The draft lengthsman contract and specification had been circulated.

Resolved to approve the contract and specification and to seek quotes from contractors to be considered at the December meeting.

Clerk

12 Finance Report

12.1 Currently two accounts are held with Santander and two with Natwest. Signatories required updating.

Resolved to close the Santander accounts and to update the signatories on the Natwest accounts. Signatories agreed as Cllr Webb, Cllr Eynon, Cllr Weaver and Cllr Wrigglesworth. Clerk, Carla Boyles, only to have access to transfer money between accounts. Statements are to be sent to the Clerk's address.

Clerk

12.2 During the change of clerk all emails from prior to the new clerks start had been lost, due to the GPC email account being transferred. The purchase of external back up devices was discussed.

Resolved that the clerk purchase suitable external back up for all parish council documentation, emails etc.

Clerk

12.3 A requirement for the new clerk in post was to undertake the CiLCA qualification, if not already held. HALC had advised that costs required to gain the CiLCA qualification would be 3 x full day courses, run by HALC, to cover the modules at a cost of £60 plus VAT each, £150 CiLCA registration fee and in addition to the course attendance, approx. 20 hours of study time to compile the portfolio. A clerk training bursary could be applied for up to 50% of training costs up to £100. Madley Parish Council had agreed to apply for a bursary and to cover 50% of any remaining costs. The latest version of Charles Arnold Baker, Local Council Administration would also be required at a cost of around £60.

Resolved to pay the costs outlined above in relation to the clerk obtaining the CiLCA qualification.

Resolved to purchase the latest edition of Charles Arnold Baker, Local Council Administration.

Clerk

Clerk

12.4 All councillors were requested to consider any suitable candidates to act as internal auditor to the GPC. No specific experience was required, although they must be independent of the GPC and a basic knowledge of accounts would be useful. They must also be prepared to provide an internal audit report annually. Details of willing candidates to be brought to the December meeting.

All

Cllrs

12.5 A request for a grant from Dore Community Transport was discussed and would be considered when setting the precept.

12.6 To consider setting up a finance working group.

Resolved that a working group comprising of Cllrs Webb, Jinman and Wilson-Thomas be set up to report to council on matters including draft precept, insurance and risk assessments.

12.7 Payments for approval:

PAYE £88.20 (Basic Rate until tax code issued) NI £0.00 employee £0.00 employer
Stationery/Office Expenses £32.99 Postage £10.80. Total £43.79
HALC (CILCA training for Roles & Responsibilities & Law) £72.00
Michael Wrigglesworth (Materials for repair to car park barrier) £96.00
SLCC (50% of membership cost, shared with Madley Parish Council) £63.50
NPower (Electricity for Pavilion) £77.50

13 **To comment on Planning Application:**

13.1 No. 131365/F, Mobile Home at the Garage, Ewyas Harold – Siting of a mobile home on land to rear of garage to provide temporary residential accommodation (retrospective).

Resolved that no comments be made.

14 **Highway matters**

14.1 The refusal of the request for 30mph roundels on the B4347, with reasons why was noted.

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

Nothing to report.

16 **To consider upgrading the Parish Website and Parish Council branding**

16.1 This would be considered when setting the precept.

17 **To note Correspondence list**

18 **Matters for the Next Agenda (no discussion)**

18.1 Vice-chair.

A resolution was passed that the public be excluded from the following two items due to their confidential nature

19 **To consider acquiring St John Kemble Catholic Church, Ewyas Harold for the parish**

19.1 Herefordshire Council had confirmed that the church had been listed as an asset of community value and that as the property owners had indicated it was currently being offered for sale, there is a 6 week period to inform Herefordshire Council of any intention to submit a bid. Upon such notification, there would then be a 4.5 month period for a complete bid to be submitted.

Resolved that the GPC inform Herefordshire Council that it does intend to submit a bid.

Clerk

20 **To consider the terms of the draft clerk's contract**

The draft contract had been circulated. Expenses that could be claimed were discussed.

Resolved that the clerk's draft contract be signed.

Resolved that all business mileage be paid at 45p per mile and details of options for other expenses be circulated for the next meeting.

The meeting closed at 10.20pm

Next Meeting Tuesday 10th December 2013 – location to be confirmed