

HOPE UNDER DINMORE and NEWTON GROUP PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on
Thursday 31st May 2018 at 7.30 pm in Hope under Dinmore Village Hall

MINUTES

Present:

Parish Councillors: Cllr. N Ramsay; Cllr. Mrs K Clarkson; Cllr Leslie Legge (Chairman); Cllr John Stone; Cllr A. Morgan; Cllr N Giles and Cllr K Rocke.

In attendance: Parish Clerk: Mrs L Hay; Ward Cllr Pauline Crockett;
No members of the public were present.

Chairman welcomed those present to this the Annual Parish Council Meeting

1. Cllr. Leslie Legge was unanimously re-elected as Chairman and he signed the Declaration of Acceptance of Chairman form.
2. Cllr Adele Morgan was unanimously re-elected as Vice Chairman.
3. Apologies for Absence: none
4. All councillors confirmed there were no changes to their Declarations of Interest and Applications for Dispensation during the past year.
5. **Elect other Officers:**
 - 5.1 The Clerk, Lesley Hay, was confirmed as Responsible Finance Officer
 - 5.2 Footpath Officers – Cllr N Giles.
 - 5.3 Representative to the Village Hall Committee – Cllr J Stone
 - 5.4 Representative to the Queenswood Park Advisory Panel- Cllr A Morgan and Cllr N Ramsay.
6. **TO RECEIVE ANNUAL REPORTS FOR 2017/18**
 - 6.1 **Herefordshire Council – Ward Cllr Crockett’s Report :**
 - 6.1.1 Phase two of City Centre Improvements has begun, the refurbishment project will be consistent with the look of Widemarsh Street and High Street. Let’s hope the paved areas do not have the trip hazard like Widemarsh Street.
 - 6.1.2 Full Council last week voted on the Constitutions Code of Conduct rules. It was agreed that transparency and openness should be adhered too, quite rightly, and all declarations of interest forms will now have to include membership of organizations such as The Freemasons.

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6.1.3 We are awaiting further information re the route of the proposed Hereford by pass, this will be discussed at the next Cabinet meeting at the end of June.

6.1.4 Locally I have been involved in liaising with Stonewater regarding the brook verges, hopefully this issue has been adequately resolved.

6.2 **Police Matters** – PCSO Sue Berrett is the PCSO currently covering Bromyard and the rural areas. PCSO emailed the following report:

I have worked here with PCSO Annette (until she moved on) for the past 11 years. PCSO Annette's post is currently vacant, I don't know when the replacement will arrive so at the moment it's me covering the entire patch along with PC Meek.

Unfortunately, I am unable to attend your meeting this evening. However, if you would be kind enough to forward me dates of forthcoming meetings, I will try and attend when I can. Failing that, I am happy to touch base with you any time that suits you.

My contact details are below. By way of reminder, all non-emergency incidents should be reported via Tel 101 not via my mobile or email. I am not on duty 24/7, whereas the 101 number is 24/7. Reporting incidents via 101 enables the Control Centre to assess the incident and allocate the most appropriate resource.

Sue Berrett
Police Community Support Officer 6439
Bromyard Police Station
Tel 101 Ext 61220
Mobile 07773 045837

6.3 **Village Hall Committee** - Councillor J Stone

Cllr Stone reported that the Village Hall car park had now been resurfaced. The new timed lighting system had been installed and this will now allow village hall users to leave the building in the light. The quote for external painting and repairs is approximately £1500 so this will have to be postponed until next year. However, in the meantime, it has been agreed to obtain other quotes.

The bank balance is about £1,000 which will improve with the annual donation of £750 from the Parish Council.

The Village Hall Committee are discussing various options in an attempt to prevent illegal car/van parking on the car park.

Cllr Stone reported that Village Hall bookings are continuing to increase.

6.4 **Village Footpaths** - Councillor N Giles reported that the footpaths are in reasonable order for the time of the year. Cllr Giles will check on the signage at Codlington Hall. The Clerk will again follow up with the Locality Steward with regard to missing 'beware horses crossing' signs which are missing on the A49 –bridleway HD26

7. **Open discussion** - There have been a number of complaints regarding Dinmore Caravans parking vehicles on the grass verge alongside the A49 and so restricting visibility when leaving the garage. The Clerk to liaise with the Locality Steward in the first instance with a request that he approach the owners – if necessary, to be followed up by a letter from the Parish Council.

7.1 The Chairman closed the open session

8. **To Approve Minutes** of Meeting held on Thursday 22nd March 2018

It was unanimously agreed that these were a true record and voted that they be adopted and signed by the Chairman.

Matters arising and update:

8.1 New Data Protection Laws – the Clerk confirmed that the Audit Report and Action Plan, both requirements under the new legislation, had now been collated by Microshade.

It was proposed, seconded and unanimously agreed to adopt the Audit Report and Action Plan. The Parish Council now meet all the legal requirements set out within the new law regulations.

The Clerk reported having received the following paragraph via an email from Anthony Bush:

*“An amendment has been made to the Data Protection Bill currently proceeding through Parliament that **removes the requirement for parish councils to have a data protection officer**. There is still time for this to change of course until the bill receives royal assent”.*

It would, therefore, appear that it may no longer be obligatory to appoint a DPO but, according to the HALC Information sheet (circulated), it is considered good practice. This option was discussed and it was agreed to continue with Microshade in their capacity of DPO to Hope under Dinmore and Newton Parish Council until guidelines become clear.

9. **Finance Matters:**

9.1 Lloyds Bank Balances - circulated

9.2 To Approve the Annual Governance Statement for 2017/18

The Annual Governance Statement for 2017/2018 read out by the Chairman was agreed and accepted by Council. The External Audit Form was duly signed by the Chairman and the Clerk as Responsible Finance Officer.

9.3 To Approve the Annual Accounts for 2017/2018

The Annual Accounts for 2017/2018 had been audited and these were agreed and accepted by Council. The External Audit form was completed and signed by the Chairman and Clerk as Responsible Financial Officer.

The Certificate of Exemption was signed and together with the Contact details will be returned to the External Auditor

The Notice of Date of Commencement of Period of the Exercise of Rights is ready to be displayed on the 3rd^h June 2018 for 30 working days up to and including 13th July 2017.

The Clerk informed those present that all documentation would be up loaded on to the website as appropriate and displayed on the village Notice Board within the appropriate time scale.

9.4 It was unanimously agreed to appoint Robert Taplin as Internal Auditor

9.5 The Clerk explained that NALC had confirmed an increase in Parish Clerks' salary of 2% dated from 1st April and this had been included in the salary cheque for April.

9.6 To Consider and Approve payment of outstanding invoices

9.6.1 Schedule of Payments had been circulated

9.6.2 It was unanimously agreed to accept the new insurance proposal from Zurich Municipal at a cost of £167.44 for 2018/2019. Clerk to raise cheque.

9.6.3 It was unanimously agreed to donate £750 to the churchyard maintenance

9.6.3 (a)

Update on recent church meeting – Cllr Legge gave a brief resume of the meeting during which it was established that the PCC are looking for help with obtaining grants etc to put towards installing a toilet and repairing the organ. Ward Cllr Crocket suggest the PCC contacted Dave Tristam from Herefordshire Council in the first instance kindly offered to furnish them with email details.

9.6.4 It was unanimously agreed to make a donation of £25.00 as a gift for the Internal Auditor – Clerk to purchase a voucher and card of thanks.

9.6.5 Vat reimbursement – clerk confirmed payment had been received.

9.6.6 It was unanimously agreed to donate £750 towards the Village Hall

10. To Consider adopting the revised Standing Orders (circulated); Financial Regulations; Financial Risk Assessment; Code of Conduct; safeguarding statement.

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The revised Standing Orders /existing Financial Regulations/Financial Risk Assessment/Code of Conduct were reviewed and accepted for the coming year. All signed and dated by the Chairman and Clerk.

All Councillors present agreed to abide by the Code of Conduct.

It was agreed to adopt Hope under Dinmore and Newton Parish Council's Safeguarding statement and details will be displayed on website and on Notice Boards. Hope under Dinmore and Newton Parish Council have not appointed a Safeguarding Officer at this time.

11. **Lengthsman** work sheet for June and July – Clerk, in the first instance, to liaise with Locality Steward with regard to getting the entrance splay to Newton Lane strimmed as it could soon affect visibility.

The Chairman and Clerk signed the Contract between Herefordshire Council and the Parish Council with regard to the Parish Paths Partnership (P3) and the Parish Lengthsman schemes 2018-2019.

12. **Neighbourhood Plan Report**

Following a previous email to all Parish Councillors and Steering Group - the Parish Council retrospectively voted unanimously to proceed with the NDP following receipt of the examiner's report and that they did not wish to withdraw the plan.

A leaflet will now be distributed prior to the referendum on the 12th July 2018. This is to encourage residents to come along and vote and hopefully support the implementation of the NDP.

13. Planning matters – 181754 – Kingcup Cottage – details circulated - on objections raised

Planning applications: 163900 and 163901 - Appeal decision on the former poultry unit at Upper Buskwood Farm: Appeal A dismissed and Appeal B dismissed.

Planning application 162102 – Site adjacent to Cherrybrook – up to 22 dwellings – Appeal dismissed.

Planning application 173653 – Tavern Fields – refused.

14. Items for the Next Agenda [no discussion] – none raised at this time.

15. Date of the Next Parish Council Meeting – Thursday 26th July 2018 – 7.00p.m. start.

Signed :

Date:

Parish Clerk : Lesley Hay
Bank Croft Monkland Leominster Herefordshire HR6 9DB