

*HOPE UNDER DINMORE and NEWTON GROUP PARISH COUNCIL*

Minutes of the Annual Parish Council Meeting held on  
Thursday 16<sup>th</sup> May 2019 at 7.30 pm in Hope under Dinmore Village Hall

**MINUTES**

**Present:**

**Parish Councillors:** Cllr. N Ramsay; Cllr. Mrs K Clarkson; Cllr John Stone; Cllr A. Morgan; Cllr N Giles.

In attendance: Parish Clerk: Mrs L Hay;

No members of the public were present.

Due to the absence of Cllr L Legge – it was unanimously agreed that Cllr A. Morgan (Vice Chairman) should take the Chair,

Chairman welcomed those present to this the Annual Parish Council Meeting

1. Cllr. Leslie Legge was unanimously re-elected as Chairman. He will sign the Declaration of Acceptance of Chairman form at a later date.
2. Cllr Adele Morgan was unanimously re-elected as Vice Chairman.
3. Apologies for Absence: Cllr J Pritchard; Cllr P Stephens; Cllr L. Legge and Ward Cllr P Crockett.
4. All councillors confirmed there were no changes to their Declarations of Interest and Applications for Dispensation during the past year. All Councillors present signed a new Declaration of Interest form in accordance with the recent elections.
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
6. **TO RECEIVE ANNUAL REPORTS FOR 2018/19**
  - 6.1 Herefordshire Council – No report as Ward Cllr Crockett was attending compulsory training following the recent elections.
  - 6.2 **Police Matters** – no representative was present.
  - 6.3 **Village Hall Committee** - Councillor J Stone

Parish Clerk : Lesley Hay

Bank Croft Monkland Leominster Herefordshire HR6 9DB

Cllr Stone circulated paper copies of the Income and Expenditure for the Village Hall – year ending 31<sup>st</sup> March 2019. Cllr Stone reported that the Village Hall finances were healthy. However, there was a repair/maintenance programme in place – this includes repairs/painting to the outside of the building at an estimated cost of £800. Cllr Stone also report that due to the increased usage of the hall, it had become necessary to employ a part time cleaner.

Cllr Stone reported that the Village Hall committee had recently appointed a new Treasurer, Mr N Scott.

Cllr Clarkson reported that Village Hall bookings are continuing to increase and there is a forecast of £1800 additional income before the end of October 2019.

**6.4 Village Footpaths** - Councillor N Giles reported that the footpaths are in reasonable order for the time of the year.

There was some discussion on the Notice of Order Highways Act 1980 Section 119 – Footpath HD4 – Diversion Order 2018. Any further updates on this item to be discussed at the next meeting.

At the last meeting there had been general discussion on making easier access along the HD6 by replacing a stile with kissing gate and the removal of a stile further up the path. However, due to the absence of Cllr Legge, it was agreed to defer this item until the next meeting.

7. **Open discussion** - There were no members of the public present – no discussion.

7.1 The Chairman closed the open session

8. **To Approve Minutes** of Meeting held on Thursday 21<sup>st</sup> March 2019

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

9. **Finance Matters:**

9.1 Lloyds Bank Balances - circulated

9.2 To Approve the Annual Governance Statement for 2018/19

The Annual Governance Statement for 2018/2019 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 2018/2019

The Annual Accounts for 2018/2019 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 17th June 2019 for 30 working days up to and including 23rd July 2019.

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.

9.6 To Consider and Approve payment of outstanding invoices -schedule of Payments had been circulated.

9.6.1 It was unanimously agreed to accept the new insurance policy proposal from Zurich Municipal at a cost of £167.44 for 2019/2020. Clerk to raise cheque.

9.6.2 It was unanimously agreed to donate £750 to the churchyard maintenance.

9.6.3 It was unanimously agreed to make a donation of £50.00 as a gift for the Internal Auditor – Clerk to purchase a voucher and card of thanks.

9.6.4 Vat reimbursement – clerk confirmed payment had been received.

9.6.4 It was unanimously agreed to donate £750 to the Village Hall.

10. To Consider adopting the Standing; Financial Regulations; Financial Risk Assessment; Code of Conduct; safeguarding statement.

The Standing Orders together with the Financial Regulations/Financial Risk Assessment and Safe Guarding Policy were discussed and adopted. A revised Code of Conduct (which had been circulated) was adopted for the coming year.

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

All documents were signed and dated by the Chairman; Councillors and Clerk.

11. **Lengthsman** work sheet for June and July – no work identified at this time but to respond between meetings as required.

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 2019-2020

The Clerk confirmed she had completed and submitted the P3 and Lengthsman Maintenance Plan for 2019-20

12. Planning matters – no new planning applications received.
13. Items for the Next Agenda [no discussion]. Deferred items – HD4 and HD6 footpaths. Chairman's Annual Report.
14. Date of the Next Parish Council Meeting – Thursday 18th July 2019 – 7.00p.m.

Signed:

Date: