

Kinnersley & District Group Parish Council
Minutes of the Annual Meeting held on 9th May 2017 at Norton Canon Village Hall

Present

Richard Betterton, Roger Bowen, Rosie Davidson, Don Evans, Janet Greenfield, Robert Humphreys, Malcolm Lewis, Roger Marshall, Colin Thomas, Stephen Turner, Patrick Wrixon
Clerk in attendance, Ruth Lovelace

Visitors

Allan Lloyd

1. Election of chairman and vice chairman

Chairman: Patrick Wrixon (proposed Roger Marshall, seconded Colin Thomas, elected unanimously)

Vice-chairman: Stephen Turner (proposed Patrick Wrixon, seconded Janet Greenfield, elected unanimously)

Janet Greenfield, as outgoing chairman, thanked the clerk for her help over the past three years, and also members, in particular Roger Marshall, who had provided a lot of help and expertise. Members thanked Janet for taking the role of chairman since 2014.

2. Apologies

Reece Jones

3. Approve the minutes of the last meeting

Minutes of the last meeting had been circulated to all members of the Council. These were confirmed and signed by the chairman.

4. Declaration by members of any interest relating to agenda items

There were none.

5. Matters arising from the previous meeting.

5.1 Proposed car park at St James church, Kinnersley.

The licence was now in place and the project would be going ahead.

5.2 Blue barriers in place long-term at Sarnesfield cross roads.

The clerk had written to BBLP (Balfour Beatty Living Places) – the only response so far had been to say they would investigate further.

5.3 Order for 2 benches – now supplied

5.4 Traffic speed through Kinnersley

Roger M had not managed to get useful answers from BBLP, partly due to changes of personnel there. Some members wondered whether a SID (Speed Indicator Device) could be the answer. The clerk's recollection was that these are not recommended where the existing speed limit is above 40mph.

ACTION: members will research this further, and the clerk will check back from when this was raised in previous years.

5.5 Possible action on fly tipping. On 27th April, Roger M had sent a detailed email to Paige Baron, the Customer Services Assistant who is the point of contact for parish councils at BBLP, in which various possible measures were suggested. No response had been received to date.

6. Correspondence

Nigel Pritchard had resigned as a PC member for Norton Canon, leaving a vacancy, as well as the existing vacancy for a Sarnesfield member.

ACTION: the clerk to notify the Electoral Registration office so that the vacancy could be officially advertised.

7. Events attended by members

Roger M had attended a BBLP briefing on 4th May – not well attended, with only 5 parish council representatives present. Due to funding problems, they struggle to achieve maintenance targets, for example, out of 300 bridges in the county, 40 badly need maintenance work. Potholes have always been graded as Category 1, 2 or 3, but BBLP are now trialling a new approach to Category 3 (the least severe category), and prioritising these according to risk assessments.

8. Highways matters and footpath matters

Both Peter Watts, Lengthsman and Phil Eggerton, P3 Contractor, have signed new contracts for 2017/18; the Lengthsman's hourly rate remains at £17, while the P3 contractor's is £16 (up from £15 in 2016/17). In respect of the Lengthsman we spent to budget during 2016/17, and in respect of the P3 Contractor we utilised c. £1,650 out of the maximum grant allowed (£2,115) Members gave a vote of thanks to Roger Marshall for his continuing voluntary role as Lengthsman Administrator, which saves the parish council money.

9. Report back from the Parish Plan Action Plan Working Party (PPAPWP)

Saffron Truelove has joined the Working Party and has an interest in objectives focussed on improving the wellbeing and opportunities for children and young people. She has some interesting ideas, not least a rewards scheme for local community actions/services, and she will be researching these. It was felt that it would be very helpful for her if we could identify one person in each parish who could help her establish a profile of the children/young people group across the four parishes, and work with her.

PPAPWP is actively promoting / pursuing many of the other Parish Plan objectives, and details can be found on the parish plan page of the website.

10. Report back from Norton Canon Village Hall management committee.

Don Evans gave a brief report – the management committee continues to oversee the provision and maintenance of the hall facilities. Following the AGM on 2nd May, the committee members remain the same but Robert Humphreys is now the chairman; Carol Wood continues as bookings officer and can be reached on 01544 318530

11. Appoint the internal auditor for 2017/18 and re-state cheque signatories and planning contacts

11.1 Having fulfilled this role since 2003, Gordon Valentine does not wish to continue into 2017/18. The clerk will thank him on behalf of the Parish Council for all his work.

ACTION: the clerk will take steps to look for a replacement.

11.2 Cheques must be signed by the clerk plus any two of the following members:

Don Evans, Patrick Wrixon, Janet Greenfield, Bert Thomas, Roger Marshall

11.3 Janet Greenfield co-ordinates the response to planning applications in Kinnersley and Letton, and Don Evans co-ordinates the response to planning applications in Norton Canon and Sarnesfield.

12. Approve the accounts for 2016/17

12.1 The clerk had prepared a Receipts and Payments Account for 2016 to 2017 showing Receipts of £7,415.89 and Payments of £5,756 giving a balance of £3,267 carried forward. Copies of this account were distributed to members and will be available on the web site, together with a copy of the annual return to the auditors. It was noted that the sum carried forward is more than double what was carried forward at the end of March 2016 and is considerably more than £1000, the sum which was deemed prudent as a minimum reserve. However £750 of the amount carried forward is ear-marked under the Parish Plan budget as detailed in the Minutes for November 2016. When the next budget is set, in November 2017, any surplus reserves will be taken into account. The accounts had been examined and signed off by the internal auditor.

12.2 The chairman read out Section 1 of the auditors' annual return, the Annual Governance Statement, and the meeting agreed "Yes" to the 8 statements listed there. Statement 3 referred to compliance with laws – this includes the parish council's registration with the Office of Data Protection to cover storage of residents' email addresses for the community email system. Statement 5 referred to risk management and the parish council's risk assessment is available on the website. The Governance Statement was then signed by the chairman and the clerk.

12.3 Members then examined Section 2 of the auditors' annual return, ie. accounting statements derived from the Receipts and Payments Account. These were approved by the meeting, after which the chairman and the clerk signed Section 2.

12.4 Electors' rights to examine the accounts will be publicised on the web-site.

13. Payments

Retrospective agreement was needed for the following payments since the last meeting:

Lengthsman: £425 on 14/4/17

P3 contractor: £157 on 9/3/17, £52.50 on 14/4/17

Accounts for payment:

Clerk's salary: £280.93 gross, £56 payable to HMRC

Expenses: postage, printing, heating for the hall etc : £35.27

Hire of hall for this meeting: £12

Insurance (AoN): £173.52

Ex gratia payment to the internal auditor: £10

2 benches from Centrewire: £368.40 inc. £61.40 VAT

All the above payments were approved by the meeting (proposed by Stephen Turner, seconded by Robert Humphreys)

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14. Planning matters

Recent planning applications and decisions were as follows.

Deadline for comments	Code	Details	Parish Council response	Decision
6/3/17	170136	Sallies Cottage and The Cottage – proposal to make the 2 cottages into one dwelling	Support (comment = no objections)	withdrawn 17/4/17
17/4/17	163537	Lower Ailey, Kinnersley, variation to previous application Silage storage in connection with anaerobic digester and variation of condition 1 of application	Response would have been No Objections but deadline was missed.	Granted 5/5/17
17/4/17	171001	Woodlands, Norton Canon. Widening a gateway	Support (comment = no objections)	
13/4/17	170897	1 Pennyfields, Norton Canon. Granny annexe	Support (comment = no objections)	
4/4/17	170631	Prior Approval: Woodmanton Farm Sarnesfield, Replace existing building with new sprayer store.,	PC not consulted	Prior Approval Not Required
	170825	Prior Approval Hyatt Sarnesfield Norton Canon, Concreting of yard.	PC not consulted	Prior Approval Not Required
21/2/17	170206	Land adjacent to Hinton Cottage Norton Canon. Proposed dwelling and garage.	KDGPC Parish Council is not submitting a comment	Refused 17/3/17

Regarding the Herefordshire Local Plan, the Rural Area Site Allocation Development Plan Document is now approaching the Issues and Options consultation stage, and members had been invited to an event on 22nd May, but no members will be able to attend. The clerk will request the presentations from the event.

15. Items of parish interest

The clerk thanked Stephen Turner for dealing with PC emails while she had been away for four weeks.

Gigaclear has been selected as the approved supplier for an improved broadband service – it is Roger M's understanding that fibre provision along C1087 through Norton Canon will be in the Phase 2 roll-out.

There being no other business the meeting was closed at 8.30 pm.