

1/2019

UPTON BISHOP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on

Wednesday 22nd May 2019 at 7.00 pm in the Memorial Hall

Millennium RKC.

Present:

Councillors: Keith Cornwall, Alison Feist, Chloe Rusby, Brian Spencer.

In attendance:

Acting Clerk ... Lynda Wilcox (HALC). Ward Councillor ... Barry Durkin. Seven local residents.

NB: Prior to the meeting, parish councillors signed their declarations of acceptance of office as councillors

1. Election of Chairman

Brian Spencer proposed Keith Cornwall. The nomination was seconded by Alison Feist and carried unanimously.

The Chairman signed his declaration of acceptance of office as Chairman.

2. Election of Vice Chairman

Chloe Rusby proposed Brian Spencer. The nomination was seconded by Keith Cornwall and carried unanimously.

3. Apologies for absence had been received from Tony Chudziak.

4. Clerk Cover from HALC

It was RESOLVED that HALC would provide Clerk Cover for meetings (@ £200 plus mileage per meeting) until the employment of a new Clerk.

5. Adoption of the Herefordshire Council Code of Conduct

In line with Government advice to adopt either the local principal authority Code or the emerging Local Government Association (LGA) Code, it was RESOLVED to adopt the Herefordshire Code and consider whether to move to the LGA one when it was finalised.

6. Declarations of interest & written requests for dispensation ... There were none.

7. Adoption of Standing Orders

In the absence of a draft, it was RESOLVED to postpone discussion until the next meeting.

8. Co-option of councillors to fill two vacancies from the recent election

It was RESOLVED to advertise the vacancies on the website and invite written expressions of interest to be sent to Lynda Wilcox at HALC by 30th May.

9. Minutes of the previous meeting ... 1st April 2019

It was RESOLVED to adopt the minutes of the 1st April subject to the following amendments:

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- 9.1 Present:
 - 9.1.1 Addition of Chairman against the name of Tony Chudziak.
 - 9.1.2 Addition of Mike Tyers under present (for part of the meeting).
- 9.2 Agenda item 5 ... Delete all and insert "Discussed at different meeting".
- 9.3 Agenda item 11 ... Delete 'HALC-£503.02' and insert "Not on agenda and not discussed."

10. Open Session

- 10.1 A verbal report from Ward Councillor Barry Durkin, included:
 - 10.1.1 An update on the results of the recent Ward Elections.
 - 10.1.2 The future of the proposed western by-pass for Hereford would be reviewed by the new Herefordshire Council.
- 10.2 Views of local residents on parish matters:
 - 10.2.1 The parish website manager, Claire Austin, reported that the parish website had been running for twenty years, funded by the parish council. Parish Councillors were very appreciative of the voluntary effort provided by Claire and reassured her that support for the parish website could continue even if the parish council followed Government guidance to set up a specific parish council website which would be linked to the parish one.
 - 10.2.2 A long-standing member of the NDP (Neighbourhood Development Plan) Steering Group welcomed the fact the Group was being actively supported by the new parish council and encouraged new members to join.

- 11. **Planning ...** To consider an application for determination by Herefordshire Council: P191082/XA2 ... Application for approval of details reserved by conditions 7 & 8 attached to planning permission 181523. It was RESOLVED to support the application.

Ward Councillor Barry Durkin left the meeting

12. Finance

- 12.1 Adopt Financial Regulations ... In the absence of a draft, it was RESOLVED to postpone discussion to the next meeting.
- 12.2 Bank balances and actions required in the absence of a clerk:
 - 12.2.1 In the absence of financial records from the outgoing RFO (Responsible Financial Officer), councillors had drawn up a draft budget for 2019/20 and a bank reconciliation which, to the best of their knowledge identified a bank balance of £9,166.18.
 - 12.2.2 Included in the above figure was £5,880 grant funding specifically for the NDP which might need to be repaid because it was not spent during the financial year 2018/19.
 - 12.2.3 It was noted that the Precept of £8,864 had remained the same for several years and initial investigations showed that the anticipated expenditure for 2019/20 was likely to be between £4-£5k. This would mean that the reserves would be severely depleted during the financial year and the precept would need to be increased for 2020/21.

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- 12.2.4 It was RESOLVED that councillors would visit the bank and request that, in the interim period with a Clerk, statements should be sent to the Chairman. It was further RESOLVED that electronic banking would be set up.
- 12.3 Bank signatories ... It was RESOLVED that the following four councillors would be Bank signatories: Keith Cornwall (current signatory), Alison Feist, Chloe Rusby and Brian Spencer. Any two out of the four signatories would be authorised to make payments via cheque or electronic payment. Councillors would visit the Bank and ask that the new signatories be authorised as soon as possible because there were outstanding payments to be made.
- 12.4 Asset register ... In the absence of an asset register, it was noted that the parish possibly owned bus stops, noticeboards, a telephone box and the war memorial. Councillors would endeavour to compile an asset register for the forthcoming audit process.
- 12.5 Appointment of an internal auditor & consideration of external audit process for 2018/19 ... It was RESOLVED to appoint HALC to undertake an internal audit for 2018/19 @ £200.00.
- 12.6 Consideration of all outstanding payments: It was RESOLVED to make the following payments (12.6.1-12.6.3) in addition to the outstanding renewal policy for Zurich in the sum of £358.34.
- 12.6.1 Memorial Hall hire ... £72 October 2018-March 2019.
- 12.6.2 Lengthsman ... April invoice £220.00.
- 12.6.3 UK2 outstanding payment of £54.89.

13. Lengthsman:

- 13.1 Lengthsman contract ... It was noted that a Lengthsman contract for the financial year 2019/20 would need to be drawn up.
- 13.2 Outstanding payments and future work ... It was RESOLVED to settle outstanding payments to the current Lengthsman and to identify future work prior to further work being undertaken.

14. To consider training requirements for councillors

It was RESOLVED to book a two-hour 'In House' training session from HALC @ £175 + mileage, once the new councillors had been co-opted.

15. Website

- 15.1 Current practice and outstanding payments ... It was noted that the parish council funded the parish website which was run very effectively by a local resident. It was RESOLVED to pay an outstanding fee of £54.89 to UK2. If a parish council specific website were to be set up, there would be a link to the parish website and the parish council would be able to continue funding the parish site as well as their own.
- 15.2 Consideration to set up a parish council specific website ... Over the previous four years, Government had provided grants for all parish councils to set up their own

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websites. It was noted that the grants had now ceased but it was RESOLVED to follow national guidance and set up a '.gov' parish council website from local provider 'Eyelid' @ £500.00 which included training for up to five people. Future on-going technical support via local contact and/or training videos, was £100 per annum. Eyelid websites were hosted by HALC and a ".gov" site would cost £50.00 per annum in hosting fees. The new clerk would have a ".gov" email address via the website.

16. Neighbourhood Development Plan (NDP)

- 16.1 Outstanding payments: Members considered and RESOLVED to pay the following two outstanding invoices:
- 16.1.1 Millennium Hall hire charges ... £102.00.
 - 16.1.2 Data Orchard ... £746.88.
- 16.2 It was noted that Data Orchard might not be able to continue supporting the NDP and new consultants would therefore need to be considered by the Steering Group and appointed by the Parish Council. It was noted that Kirkwells had undertaken a number of NDPs across Herefordshire.
- 16.3 It was RESOLVED to apply for a further NDP grant from Government for the financial year 2019/20.
- 16.4 Parish council representation on Steering Group ... It was RESOLVED that Alison Feist and Brian Spencer would be the formal parish council representatives on the Steering Group and the Chairman also undertook to attend meetings whenever possible.
- 16.5 Next steps ... An update on the NDP would be given at the forthcoming Annual Parish Meeting. New volunteers would be encouraged to join the Group and a Steering Group Meeting would be held as soon as possible. All future meetings of the Steering Group would be advertised and be open to local residents to attend.

17. Date of the next scheduled meeting ... *Tuesday 4th June* RUC.

- 12.1 The date of the Annual Parish Meeting was noted as 28th May 2019.

A resolution was passed to exclude the public from the following confidential item.

18. Recruitment of a new clerk

- 18.1 Matters relating to outgoing clerk, including expenses payment £15.42 ... Members discussed the handover of all Parish Council property from the outgoing clerk. It was RESOLVED to pay outstanding expenses against receipts.
- 18.2 Members considered all aspects concerning the recruitment of a new clerk, including:
- 18.2.1 It was RESOLVED to access HALC's recruitment service @£200.
 - 18.2.2 It was RESOLVED to access future payroll/pension services from Autela.

The Chairman closed the meeting at 21.30

DATE ... *14th June 2019* ...