WESTON UNDER PENYARD PARISH COUNCIL

Minutes of the Annual Meeting of Weston under Penyard Parish Council
held on Monday 8th May 2017 at 7.30 p.m. at Weston Village Hall.

Present
Councillors: Linda Dunn – Chairman.
Chris Bailey, Rodney Barker, Deirdre Byrne, Bryan Davies, Paul Marshall, Chris Morris, Greg Weston, Liam Kearns
In attendance: Acting Clerk … Lynda Wilcox – HALC

1. **Election of Chairman**
   1. It was unanimously RESOLVED to elect Linda Dunn as Chairman.

2. **Election of Vice Chairman**
   1. It was unanimously RESOLVED to elect Rod Barker as Vice Chairman.

3. **Apologies for absence were received from …** Bryan Davies.

4. **Declarations of interest and written requests for dispensations …** There were none.

5. **Co-option of a parish councillor**
   5.1. It was unanimously RESOLVED to co-opt Martin Firman to fill the outstanding vacancy. Cllr Firman completed his acceptance of office form and took his place at the meeting.

6. **Open Forum** …Views of local residents on parish matters … There were no residents present.

7. **Minutes of previous meeting** held on 3rd April 2017 … It was unanimously RESOLVED to adopt the minutes of the previous meeting with the following amendment:
   7.1. Item 5..'be deleted' was deleted and 'contradicted the December 2016 minutes' was inserted.

8. **A written report from Ward Councillor Harry Bramer** was noted.

9. **Financial Matters**
   9.1. It was RESOLVED to pay for HALC clerk cover for the meeting in the sum of £150 + mileage
   9.2. Members noted the cash book report sent out by the Chairman which showed a balance of £25,302.32 in the main account and £3,988 in the Lottery Fund account.
   9.3. In the absence of an RFO, members noted figures for the 2016/2017 draft annual accounts as prepared by the Chairman. Consideration of the accounts would be undertaken at the June meeting, following internal audit.
   9.4. Timetable for internal and external audits … It was noted that, as previously agreed, HALC would undertake an internal audit which would hopefully be ready for the June meeting of the parish council. Following adoption of accounts at that meeting, papers would be forwarded to the external auditor Grant Thornton.
   9.5. Draft Financial Regulations would be considered by the Finance Working Group in readiness for discussion at the June meeting.

10. **Highway Matters:**
   10.1. Members considered and endorsed the Risk Assessment on the erection of a sign at the junction of the A40 and Rectory Lane, as prepared by Rod Barker. Erection of the sign involved previously agreed expenditure of £114.25.

10.2. The Road Safety Report prepared by Rod Barker and including an update on Speed Indicator Devices (SIDs) was considered. It was RESOLVED to proceed with the Balfour Beatty site assessment for a SID at a cost of £445.

11. Lengthsman:

11.1. It was unanimously RESOLVED to sign the contract with Herefordshire Council for 2017/18.

11.2. Review of work performed/required … It was noted that no work had been undertaken during the last month.

12. Verbal reports & consideration of any necessary action:

12.1. Feedback from Open Day on Parish Projects … The Chairman reported on the event which had not been as well attended as hoped.

12.2. Defibrillator … Members noted a report by Rod Barker and endorsed the purchase of two further defibrillators from the Community Heartbeat Trust. It was noted that donations made to CHT for the devices totalled £3290 payable from the Lottery Fund Grant. Both new sites had been inspected by a qualified electrician and judged to be suitable. There was funding for one further device. Martin Firman queried the maintenance arrangements for the equipment and Rod Barker offered to report back on that aspect at the next meeting.

13. Footpaths

13.1. It was unanimously RESOLVED to sign the P3 contract with Herefordshire Council for 2017/2018.

13.2. There were not outstanding matters concerning footpaths. It was noted that Bryan Davies had received a previously agreed sum of £111.80 for repairing three stiles.

14. Trees:

14.1. To receive a report from the Tree Warden – P Rutter & consider any action.

14.2. Felling of Sycamore trees.

15. Planning:

15.1. Comments on planning applications for determination by Herefordshire Council:

15.1.1. Application P171415/F Land adjacent to the Link – Weston under Penyard. The retention of the vehicular access for maintenance purposes relating to the land for the existing use as a garden (part-retrospective). In line with the Planning Group Report, it was RESOLVED to object to the application for the reasons specified in that report.

15.1.2. Application P171259/F Rudge House Farm, Pontshill. Conversion of redundant period barns to residential use and associated works. In line with the the Planning Group report, it was RESOLVED not to object, subject to further clarification and evidence of compliance with the relevant policies.

15.2. The Planning Group's monthly report was discussed and the contents endorsed.

15.3. Raising awareness of current planning applications to local residents … Following discussion it was RESOLVED that councillors would use a variety of methods to ensure that local residents were aware of planning applications in close proximity to their properties.

16. Parish Projects … To receive an update and consider action:

16.1. Road Safety… Report under agenda item 10 noted.

16.2. Community Right to Bid … nothing new to report.

16.3. Services and Facilities … It was noted that bags containing litter from the recent litter pick had not been collected from the second car park by Balfour Beatty.

16.4. Sustaining Rural Environment … There was on-going discussion about the Forest School.

17. Annual Parish Meeting … The Chairman had circulated draft minutes which were noted.

18. Correspondence … The Chairman outlined correspondence received to date.

19. Items raised for next agenda:

19.1. Appointment of new clerk.
19.2. SID … To receive report on suitable locations and consider purchase/hire of SID.
19.3. Adoption of revised planning policy.
19.4. Adoption of Financial Regulations.
19.5. Consideration of Internal Audit Report.
19.6. Adoption of 2016/17 accounts.
19.7. Salt bins in Church Lane being misused for disposal of dog litter bags.
19.8. Defibrillator agreement with Hope Mansell Parish Council.
19.9. Possible purchase of litter-pick sticks and bags.

20. Date of Next meeting … Noted as June 5th 2017.

The Chairman closed the meeting at 9.30 pm

SIGNED ………………………………………………… DATE …………………………………