Weston under Penyard
Parish Council

Minutes of Parish Council Meeting held Thursday 5th July 2018 at 7.30 p.m. at Weston village hall.

Present: Chairman Linda Dunn, Chris Morris, Bryan Davies, Linda St Hill, Paul Marshall, Martin Firman & Liam Kearns

In attendance: Kath Greenow, Parish Clerk

1. To receive apologies for absence.

Apologies accepted from Rod Barker (Vice-Chair), Deirdre Byrne, & Greg Weston

2. To receive declarations of interest and written requests for dispensations.

Chairman Linda Dunn Declared a Non-Disclosable Pecuniary Interest on agenda item 13.1

3. Open Forum.

To receive the views of local residents on parish matters

No members of the public present

4. Minutes of previous meetings.

4.1 To agree and sign the minutes of The Parish Council Meeting on Thursday 7th June 2018

It was **RESOLVED:** to agree and sign the minutes of The Parish Council Meeting on Thursday 7th June 2018

4.2 To agree and sign the minutes of Extra Ordinary Parish Council Meeting on Thursday 28th June 2018.

It was **RESOLVED:** to agree and sign the minutes of The Extra Ordinary Parish Council Meeting on Thursday 28th June 2018.

5. Highways

5.1 To consider Highways issues for reporting to Balfour Beatty

It was **RESOLVED**: that the clerk contacts Balfour Beatty concerning Bartwood Lane, overgrown hedge & tree branches which need cutting back and report again the pot holes in need of filling along A40 near Rectory Lane.

It was **RESOLVED:** that the clerk contacts Balfour Beatty to request that the grass triangle marking in the road is removed and new road markings are put down to make it a T Junction.

5.2 To consider parishioners' letter regarding traffic restrictions and highway maintenance

Discussion took place concerning the letter received.

It was **RESOLVED:** That the Chairman contacts the parishioner to advise that the Parish Council have no powers to deal with the matters raised in the letter. The letter will be passed onto Balfour Beatty's locality steward for the area.

Discussion took place regarding the junction at Bollitree and the road from Rudhall as it was considered a highway safety issue for traffic. Balfour Beatty would be contacted to enquire if the grassed area could be removed and made a T junction.

6. Lengthsman

6.1 To consider work to be undertaken by the lengthsman

Work previously identified had not been carried out and the Chairman advised that she would be meeting with the locality steward and the lengthsman to discuss road & footpath issues and identify work that would be suitable for the lengthsman to attend to under the lengthsman contact with Balfour Beatty on C &U roads in the parish.

7. Footpaths

7.1 To receive a report from the footpaths officer and consider work required as appropriate.

Nothing further to report.

8. Planning

8.1 To note planning applications approved /refused by Herefordshire Council since the last meeting.

None

8.2 To consider commenting on planning application:

182166 - Chestnuts Barn, Pontshill, HR9 5TB

DESCRIPTION: Proposed construction of single storey porch to front elevation

It was R**ESOLVED:** No Objection to the application

8.3 To consider commenting on planning application: 182096 - 3 Woodview, Pontshill HR9 5SY

DESCRIPTION: Proposed rear extension and alterations

It was R**ESOLVED:** No Objection to the application

9. Website

9.1 To consider website report from Cllr Morris and to agree expenditure to develop the website.

A report was given by Cllr Morris on the website and improvements/upgrade of the website.
A quote had been obtained and this would be considered under agenda item 16.6.
Cllr Morris would liaise with website provider on the development /upgrade of the website.

10. Finance

10.1 To note bank balance as per bank statement

Noted as £33,012.65

10.2 To consider internal audit report

The finance working group had met to consider the internal audit report and the recommendations were that the standing orders financial regulations needed updating along with the risk assessment of financial and non-financial internal audit controls.

It was **RESOLVED**: that these would be attended to at the next Parish Council meeting

10.3 To review of asset register

It was **RESOLVED**: that asset register needed updating and the clerk would attend to updating of the register and this would be considered at the next PC meeting.

10.4 To receive a report and recommendations from the finance working group regarding budget monitoring and internal audit report.

The finance working group gave an update on the monthly budget report and the monthly finance which were noted. The monthly reports would go on the website.

10.5 To consider invoices for payment:

To note Clerks salary payment - June as per contract.

It was **RESOLVED**: to pay the clerks salary for June as per contract by cheque.

It was **RESOLVED:** that all future salary payments due to the clerk each month would be made as per clerk's contract and payment schedule.
To note HMRC PAYE due £8.40..
It was RESOLVED: to pay the PAYE amount of £8.40 by cheque.

10.6 To consider the payment of £200 to upgrade the website
It was **RESOLVED:** to agree to the quote obtained of £200 for upgrading of the website.

11. Parish Projects reports

11.1To receive verbal reports on the following parish projects and consider any action:

11.2 Road safety - SID update
The clerk reported that she had emailed the officer dealing with the speed survey a number of times requesting an update, but to date no correspondence had been received back. The clerk would continue to chase up the matter.

11.2a To consider street naming plaques.
It was **RESOLVED:** to request street naming plaques to be put in by Balfour Beatty for Church Lane, Rectory Lane, Springetts Lane & The Streete

11.3 Community right to bid - Nothing

11.4 Service & Facilities - Nothing

11.5 Sustaining Rural Environment - Nothing

12. Parish Council Booklet

12.1 To receive an update on proposals for a Parish Council booklet. Cllr Firman was waiting for information from some Cllrs

13. Correspondence

13.1 To consider letter from The rector of Weston under Penyard PCC regarding church paths.
The Chairman left the meeting at this point and it was **RESOLVED:** that Liam Kearns take over as Chairman for the agenda item.
Discussion took place concerning the letter from the rector of Weston under Penyard PCC concerning a financial donation/grant toward the work required on the church paths.
It was **RESOLVED:** that given the nature of the request advise was required from HALC.
It was **RESOLVED:** that the clerk contacts HALC to seek advice, to ask the PCC for further costings of the length of path from the church field to the church gate and report back at the next meeting.

14. Items raised for next agenda (no discussion)

Internet banking
Financial Regulations

15. To note date of next meeting as Thursday 6th September 7.30pm Weston Village

Noted

Signed Linda Dunn **Chairman** **Date 6/9/2018**