

Clerk's Actions for report to Parish Council 7th March 2019

Briefing meeting at HALC with Lynda Wilcox

Points Discussed:

- 1) The bible of Local Councils – Arnold-Baker's book 'Local Council Administration' Lynda asked if we had a copy which obviously I didn't know – it's in it's eleventh edition and costs £ 130 but we can get a 20% discount. It looks a very complicated read but the Council might think it worth investing in as a reference point.
- 2) Payroll – Lynda asked how it is handled so I said as far as I knew the Clerk created documents in Brightpay from which cheques were drawn up and signed to pay the Clerk and HMRC. She said that they use an outsourced company called Autela Group who handle all aspects –
- 3) She suggested the use of an information sheet to do along with the Agenda to inform councillors of matters that they needed to know but involved no council decision or expenditure – for example the barking dogs can be reported in the information sheet that the matter has been taken up with the Herefordshire Council 'implementation officer' is that the correct term ?
- 4) Lynda advised that the agenda was only for items that required a council decision or expenditure. Matters Arising and Any Other Business were not permitted or any means around this – I think you mentioned PC Actions – she seemed no keener on any other type of agenda item that would give rise to general discussion.
- 5) Accounts auditing – Lynda asked if a letter had been sent re-appointing the internal auditor ?
- 6) Powers delegated to the Clerk – Lynda asked if any spending powers had been delegated to the Clerk for expenditure between meetings.
- 7) She advised me that any complaints about an individual councillor should be sent to the Herefordshire Council Monitoring officer, and that there should be no discussion of the complaint at council meetings or talk amongst councillors.
- 8) I asked about Committees and she said that it was normal for Parish Councils to have working groups but these had no delegated powers of decision making or expenditure they are information gathering bodies who report back to the Council.
- 9) Lynda asked about insurance and suggested we obtain some competitive quotes – they use Came & Co but said that NALC recommend B.H.I.B
- 10) Notice boards – now I know there are three and you have them covered – I will ask Lynda to e-mail the coloured notices – I can laminate them at the Church office if you wish.
- 11) Elections – Lynda said the councillor Greg Weston didn't need to resign just leave it until May and not stand again. She is going to issue some guidelines shortly for the election and advise what date the application packs will be available. She said it maybe that the Councillors fill out their applications which are then delivered in bulk to the Town Hall – she said it's best to ask at the Town Hall that they have all been completed correctly. I don't mind taking them when the time comes.

Internet Banking

HALC opinion is that using cheques is currently the best option and as there are not that many cheques issued there is no current reason to change but I will look into this for future reference if the use of cheques becomes impossible.

Chair persons actions to report to the Parish Council 7th March 2019

Residents complaints about dogs barking at Lower Foxhall. I have been in contact with Scott Low, HC Enforcement Officer, and this matter is currently with HC legal department.

The school is not happy with the road markings as they are large and very yellow!

I will ask the Men's Shed in Ross if they can repair the seat at Penyard Gardens.

The Forestry Commission have been in contact and I have given them a copy of the letter from Lawns Farm.

I received an email from a resident who had 3 concerns:

- Gutters need cleaning along A40
- Could the PC mount and sponsor an event in the hall with the theme of encouraging residents to care for and value their arboreal heritage?
- Lane signs

I have contacted the Locality Steward about the cleaning of the gutters. We would need to discuss the second concern. BB have still not replied to my two emails about the signs.

The path has been cleared from the bus shelter (opposite Weston Cross) to School Lane. Wayne will be tidying up the triangle at Bollitree and installing the gate/stile/walk planks/way marker at Pontshill. He has the spread sheet with the work to be completed.

I met with the Locality Steward and viewed the grip below Bollitree. He will contact the land owner.

The stile at Pontshill will be replaced with a gate. Where a stile is in place HC will now provide a gate but if the landowner wants a stile then a stile will remain.