



**Minutes of Parish Council Meeting held Thursday 4th June 2020
at 7.00pm via Zoom conference.**

Present: Chairman Linda Dunn, Linda McGill, Martin Firman, John Smart, Terry Prince, Liam Kearns, Helen Barker, Chris Morris, John Bonham and Adrian Bagg.
In attendance: Nick Richmond, Parish Clerk.

1. To receive apologies for absence.

No apologies received.

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

No declarations made.

3. Open Forum.

No parishioners joined the meeting.

4. To agree and sign the minutes of the meeting held on Thursday 14th May 2020

Cllr Morris requested a change of date in the minutes to reflect the correct date of the Environment working group meeting. This was noted and the minutes agreed subject to this amendment.

5. To receive verbal reports, the clerk's actions report and consideration of any necessary actions.

The clerk's actions were taken from his salary spreadsheet. No verbal reports and no actions required.

6. Highways

6.1 Report of the Highways working group.

The report was received and the group thanked for their work. It was decided that in future this section of the agenda should include all the working group's matters including PROW. Dog litter A5 signs designed by Cllr Bagg are being installed by Cllr Barker.

6.2 New highways issues.

No new issues were reported.

6.3 To agree the group's recommendations:

6.3 (a) Draft e-mail to Mark Hadley re A40 traffic calming. It was agreed to send the e-mail with the addition of a request for confirmation that the resurfacing would cover the entire section from the 40mph sign on the western approach to the 30mph sign on the eastern approach to the village.

6.3 (b) Response to Mr Chester's email re potholes. Council considered that, bad though the potholes are, it did not make sense to request Balfour Beatty to repair them ahead of the resurfacing. Mr Chester to be advised of this by the clerk and to add that he is able to report the potholes on the Herefordshire Council website.

6.4 SID update.

The SID deployment in May, having not completed its full 26-day period, council agreed to send the draft e-mail to Balfour Beatty advising that council was considering withdrawing from the contract if the following July deployment is also incomplete.

6.5 Proposal for road name signs.

It was agreed to seek permission from landowners of two sites where signs could be wall mounted instead of free standing, and then obtain quotes from Terry Griffiths. Cllr Kearns continues to investigate the name of the disputed Whitehall Road/ The Streete and awaits a call from the HC Gazetteer. Other sources of information will also be followed up, and it may result in council deciding to name the road The Streete.

6.6 Flower pots on the wall at the Weston Cross.

Cllr Kearns will draft a letter for the clerk to send to the Weston Cross Inn outlining it's reasons for

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requesting the moving of some of the pots. Should this not result in action taken by the Weston Cross owner then other options will be considered.

7. Lengthsman.

7.1 To receive the report of the Lengthsman liaison.

The report was received with thanks.

7.2 To consider new work for the lengthsman.

Clearing the footpaths at Dairy Cottages was identified but rather than give this as a specific job to TGC it was suggested that this be included in the next maintenance day. Other than this no new work was identified and the outstanding items on the spreadsheet are for Balfour Beatty to action. A request to the locality steward has been made and this will be followed up by the clerk.

8. Public Rights of Way (PROW)

8.1 To receive a report from the footpaths officer.

The report was received with thanks. Cllr Smart reported that with the good work carried out by the lengthsman footpaths were clear and in good repair. Cllr Smart was congratulated for the work that had been achieved.

8.2 Update on the footpath's improvement programme.

The gate factory was still closed so no progress is currently possible. Cllr Smart is looking at new sites for gates.

9. Environment & Climate Change.

9.1 To receive the report of the working group.

The report was received with thanks.

9.1 (a) Wild Flowers

Cllr Morris reports that services and facilities maps of the proposed areas have been received from Balfour Beatty. It was considered that we should check the depth of the underground services and complete a risk assessment, following which a certificate can be issued by BB to allow the work to commence.

9.1 (b) Trees

Cllr Morris and tree officer Paul Rutter have walked round the playing fields and identified where 8-10 trees can be planted and potentially a hawthorn hedge. It may be possible to obtain a grant from The Tree Council. It was thought that Weston School could be involved in the planting. Some reservations were expressed about the maintenance of a hawthorn hedge in the future.

10. Other Reports.

10.1 Weston Village Hall representative.

No update to report.

10.2 Tree Officer.

See item 9.1 (b).

10.3 Defibrillator liaison.

Cllr McGill has asked via the Weston News for new volunteers for VETS. A bill for the telephone system has been received which she will pass to the clerk for payment. Cllr McGill considers that this item need only be on the agenda every three months.

10.4 Environment & Climate change

See item 9.

10.5 Crime and prevention liaison.

10.5 (a) Smart Water Crime Prevention Initiative.

Cllr Firman introduced the initiative whereby property can be marked for ease of tracing. Council would arrange a presentation from a representative of the initiative, and if there is sufficient take up locally a sign might appear advising potential criminals that the area is protected by the initiative

11. Planning.

11.1 To receive the planning group report.

The report was received with thanks. The landscaping at Ariconium Place will be addressed by the Chairman e-mailing HC enforcement officer Scott Low.

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11.2 To consider new planning applications:

- 11.2 (a) P201266 Highfields Bromsash Single storey dwelling. **NO OBJECTION**
- 11.2 (b) P201389 Porch Farm New farm entrance. **NO OBJECTION**
- 11.2 (c) P201420 Bury Hill Cottage Two storey extension. **NO OBJECTION**
- 11.2(d) P200345 Bollitree Farm Erection of farm building – re-consultation. No action required

11.3 NDP review.

No activity, pending responses from HC regarding NDP housing numbers.

12. Finance, Administration and Communications.

12.1 The bank balances as at 1st May £ 34,510.88 and £ 3,531.63 were noted.

12.2 The budget report was received and approved and appears at the end of the minutes.

12.3 The report of the working group was received with thanks.

Cllr Bagg introduced the report explaining the thoughts of the working group. He will liaise with the clerk to write to HC requesting the contracted scope of work for Balfour Beatty so that council can understand what work council legitimately expect Balfour Beatty to carry out.

12.4 The following payments were agreed:

- 12.4 (a) £299.00 Clerk salary May
- 12.4 (b) £74.75 Clerk tax May
- 12.4 (c) £355.94 renewal of Insurance policy
- 12.4 (d) £50.00 Mark Millmore website invoice

12.5 The following recommendations of the working group were AGREED:

- 12.5 (a) To record expenditure as it occurs.
- 12.5 (b) To authorise the use of electronic banking with the appropriate update of the Financial Regulations.
- 12.5 (c) To create and maintain a financial project schedule.
- 12.5 (d) To create and maintain a Register of Policies with review dates.
- 12.5 (e) To create a plan for website improvements.
- 12.5 (f) To approve the review of the Financial Regulations.

13. Neighbourhood Planning Projects

13.2 Services and Facilities

Approval was granted to spend up to £100.00 to set up litter pick packs for local residents.

14. Proposed renewal of crumbling steps to Weston Church.

Cllr Morris advised that the contractor will be in a position to start work within the next month to six weeks

15. Renewal of footpath sign boards.

The chairman will contact the person who may have the original art work for the footpaths as this will aid the process of obtaining quotes. Cllr Smart will be asked to check the details to make sure the information is correct.

16. Correspondence received.

16.1 E-mail re potholes on the A40 – dealt with under 6.3 (b).

16.2 Copy of letter sent to Cobrey Farms re excessive noise levels from an anonymous Pontshill resident.
No action required.

17. Seeking opinions from young people in the parish.

Cllr Bonham advised that Weston School may not be fully back for a considerable time so this item can be taken off the agenda.

18. Items raised for the next agenda (no discussion).

None raised.

19. To note date of next meeting as Thursday 2nd July 2020 at 7.00pm.

Nick Richmond
Clerk, Weston-under-Penyard Parish Council

8th June 2020

Signed:

L.M. Dunn

Chairman

Date

JULY 5TH 2020

Weston-under-Penyard Parish Council
Receipts and Payments Account
for the year ended 31st March 2021
Reporting date 30/5/20

Month

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	£
Opening Balance - Bank Current Account	30,760.88
	£
Opening balance election costs account	3,531.63

	2019/20 Actuals	Budget	2020/21 Actual	Variance
Receipts				
	£	£	£	
Precept	12,500.00	7,500.00	3,750.00	200%
	£	£		
VAT refund	1,222.11	700.00	£ -	-100%
	£			
Interest paid on election costs account	7.17			
	£	£	£	
TOTAL INCOME	13,729.28	8,200.00	3,750.00	174%

Ongoing Expenditure				
	£	£	£	
Clerk Salary	2,772.66	4,000.00	1,004.25	51%
	£	£	£	
Expenses/Office/Mileage	307.54	450.00	15.30	-80%
	£	£	£	
Insurance	294.17	350.00	355.94	510%
		£		
Stationery and postage	£ -	200.00	£ -	-100%
	£	£		
Int/Ext Audit	240.00	500.00	£ -	-100%
	£	£	£	
Room Hire	132.00	350.00	117.00	101%
	£	£	£	
Website/IT	236.00	500.00	50.00	-40%
	£	£		
Subscriptions	763.43	700.00	£ -	-100%
	£	£		
Training	270.00	400.00	£ -	-100%

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Maintenance	£ 538.00	£ 750.00	£ -	-100%
Grants/Donations	£ -	£ 700.00	£ -	-100%
ICO/GDPR	£ 35.00	£ 50.00	£ -	-100%
Expenditure for Parish Services				
Lengthsman	£ 2,768.60	£ 5,000.00	£ 888.00	7%
Footpaths	£ 265.00	£ 3,500.00	£ -	-100%
Speed Indicator Device	£ 510.00	£ 2,000.00	£ -	-100%
Dog/Grit Bins/ Defib	£ -	£ 750.00	£ -	-100%
TOTAL ONGOING EXPENDITURE	<u>£ 9,132.40</u>	<u>£ 20,200.00</u>	<u>£ 2,430.49</u>	-28%
Projects				
Parish Projects	£ 625.17	£ 10,000.00	£ -	-100%
Neighbourhood Plan Parish Projects	£ -	£ 5,000.00	£ -	-100%
TOTAL PROJECTS EXPENDITURE	<u>£ 625.17</u>	<u>£ 15,000.00</u>	<u># £ -</u>	-100%
TOTAL EXPENDITURE	£ 9,757.57	# £ 35,200.00	# £ 2,430.49	-59%
Income less expenditure	£ 3,971.71	# £ 27,000.00	# £ 1,319.51	#
Closing Balance - Bank Current Account	£ 32,080.39			
Second Bank account to cover election costs	£ 3,531.63			
TOTAL Parish funds	£ 35,612.02			

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