



**Minutes of Parish Council Meeting held Thursday 2nd July 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 and Ward Councillor William Wilding

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 4th June 2020

The minutes of Thursday 4th June were **AGREED**.

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. To receive and approve the budget report

6.1 The budget report should be dated 30th June but that aside the budget report **was APPROVED**.

The bank balances as at 13th June of £ 33,834.23 and £ 3,533.28 were noted.

6.2 It was noted that the quarterly check of invoices against cheques issued has been carried out.

7. Invoices for payment:

7.1 £ 265.20 Clerk salary June

7.2 £ 66.30 Clerk tax Jun

7.3 £ 468.00 Terry Griffiths invoice TGC1085 Roads

7.4 £ 420.00 Terry Griffiths invoice TGC1086 Roads

7.5 £ 666.00 Terry Griffiths Invoice TGC1102 PRO

7.6 £ 60.00 Adrian Bagg – reimbursement of litter pick costs.

7.7 £ 101.47 Herefordshire Council recharge of 2019 election expenses

7.8 £ 300.00 Heartbeat Trust donation for VETS system.

7.9 £ 240.00 HALC invoice for internal audit

These invoices were **AGREED** for payment with the exception of the invoices for Terry Griffiths. These required a better breakdown of costs. The clerk is to prepare the cheques and have them signed and release the cheques once the clerk and Cllr Smart are satisfied that they comply with the terms of the contract.

8. To receive the report of the Highways & Public Rights of Way subgroup.

The report was received and noted with thanks.

8.1 A40 traffic calming and resurfacing. The agenda item was not correct re a traffic island. It was agreed however that the highways group would draft a new e-mail to Mark Hadley requesting to know by the

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end of August how Balfour Beatty intend to carry out road closures on the A40 to enable the work to be carried out in October, and to ask for confirmation that the resurfacing and traffic calming work will be carried out at the same time. This will enable council to publish the plans on the website and in the September Weston News.

8.2 To consider new highways issues.

Siding work – Siding-work – The clerk is to contact Locality Steward Kevin Williams again to ask that the outstanding clearance work on three sections of pavement be actioned by Balfour Beatty.

Road name signs – The question of the name of The Streete/Whitehall Road will be put to residents through The Weston News. Quotations are to be obtained from Terry Griffiths. The Chairman has spoken to two of the three residents on who's properties it is hoped to place signs rather than have free standing signs and they have agreed. One further resident to approve.

Flower Pots at the Weston Cross – The clerk wrote to The Weston Cross in June expressing council's concerns over visibility for traffic, but no response has been received. Further specialist views will be sought in order to better understand the issues.

Public Rights of Way

Cllr Morris enquired about the stile in Church field behind the bungalows. Cllr Smart advised that although the gate manufacturer was now in production again because this gate is not standard it will be made at a later date and they cannot say at the moment when that will be.

9. To receive the report of the Planning subgroup.

The report was received with thanks.

9.1 Recommendations for approval:

P201213 Broome Hill Farm, Lea Bailey – outdoor riding arena.

P201672 Forest Way, Bailey Lane End – New external staircase.

Both recommendations of no objection were **APPROVED**.

9.2 To consider new issues.

No new issues were reported.

10. To receive the report of the Finance, Administration and Communications subgroup.

The report was received with thanks.

Website Report - Cllr Bagg outlined the work that the subgroup had undertaken particularly on the website questionnaire and the risk register. The majority view from the responses to the questionnaire was that the website should focus on council business and the publication of documents, not be a source of general news for the parish. Cllr Bagg proposed that the website report be accepted and it's plan of action be adopted. After some discussion this was **AGREED**.

Cllr Firman will forward pictures of councillors to Cllr Bagg and others can forward a suitable picture or ask for one to be taken..

Risk Register – Cllr Bagg thanked Chairman Dunn for drawing this up. It was pointed out that a gender specific comment had been made in the document and **APPROVAL** of the document was **AGREED** with the change to non gender specific terminology.

2019-20 Year End accounts.

It was explained that the accounts had been amended due to the inclusion of a small amount of expenditure from the previous year. The following were **APPROVED** with one abstention:

10.1.1. Accounts for 2019/20

10.1.2. AGAR forms and the Internal Audit Report.

10.1.3 Annual Governance Statement.

10.1.4 Certificate of Exemption.

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It was also APPROVED that:

- 10.1.5 That Cllr Adrian Bagg be the secondary user of e-banking on behalf of the council.
10.2 – No new issues were identified for the subgroup.

11. Other reports

11.1 Crime and prevention liaison

Cllr Firman has been in contact with the Police and Crime Commission office. Cllr Firman will act as the council's representative for all their communications.

11.2 Village Hall representative – no update.

11.3 Defibrillator liaison – Cllr McGill reported that they have all been checked and are in working order.

11.3.1 To consider the continuation of the VETS scheme. It was DECIDED that the VETS scheme should be continued on an annual basis but be the subject of a review. The clerk is to advise Heartbeat Trust of this when sending the donation payment approved by this meeting.

12. Neighbourhood Planning Projects.

Although it was noted that council had a responsibility to comply with the Neighbourhood Development Plan this item no longer needed to appear on the agenda as it is covered elsewhere.

13. Renewal of the steps to Weston Church.

Cllr Morris advised that work on this should start in September.

14. Renewal of footpath sign boards.

The Men's Shed is still shut and it is proving difficult to obtain quotations for the art work required so this is currently on hold.

15. Correspondence.

15.1.1 E-mail from Mark Hadley – see 8.1 above.

15.1.2 HC virtual parish summit – Chairman Dunn wishes to be one of the two to attend from council. Any others who would like to be included to contact the clerk.

15.1.3 E-mail from C Perkins re replacing stiles. Council thanks Cllr Smart for the great work that is being appreciated by parishioners as the e-mail confirms.

16. Items for the next agenda – no discussion

16.1 Speeding in Church Lane.

16.2 Three year plan for council finances.

17. Date of the next meeting.

The next meeting will be on Thursday 3rd September at 7.00 pm unless there is any requirement for an extraordinary meeting.

Nick Richmond
Parish Clerk
19th July 2020

Signed

Linda Dunn
Chairman.

L.M. Dunn

SEPT 4TH 2020

Weston-under-Penyard Parish Council
Accounts for the year ended 31st March 2021

Reporting date 13/6/20
Month 3

Opening Balance - Bank Current Account	£ 30,760.88
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Opening balance election costs account	£ 3,531.63
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	2019/20 Actuals	Budget	2020/21 Actual	Variance
Receipts				
Precept	£ 12,500.00	£ 7,500.00	£ 3,750.00	100%
VAT refund	£ 1,222.11	£ 700.00	£ -	-100%
Interest paid on election costs account	£ 7.17		£ 1.65	
TOTAL INCOME	£ 13,729.28	£ 8,200.00	£ 3,751.65	83%
Ongoing Expenditure				
Clerk Salary	£ 2,772.66	£ 4,000.00	£ 1,004.25	0%
Expenses/Office/Mileage	£ 289.64	£ 450.00	£ 176.77	57%
Insurance	£ 294.17	£ 350.00	£ 355.94	307%
Stationery and postage	£ -	£ 200.00	£ -	-100%
Int/Ext Audit	£ 240.00	£ 500.00	£ 200.00	60%
Room Hire	£ 132.00	£ 350.00	£ 117.00	34%
Website/IT	£ 236.00	£ 500.00	£ 50.00	-60%
Subscriptions	£ 763.43	£ 700.00	£ -	-100%
Training	£ 170.00	£ 400.00	£ -	-100%
Maintenance	£ 538.00	£ 750.00	£ -	-100%
Grants/Donations	£ -	£ 700.00	£ 300.00	71%
ICO/GDPR	£ 35.00	£ 50.00	£ -	-100%
VAT paid			£ 299.00	
Expenditure for Parish Services				
Lengthsman	£ 2,768.60	£ 5,000.00	£ 1,295.00	4%
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	£ 9,014.50	£ 20,200.00	£ 3,797.96	-25%
Projects				
Parish Projects	£ 625.17	£ 10,000.00	£ -	-100%
Neighbourhood Plan Parish Projects	£ -	£ 5,000.00	£ -	-100%
TOTAL PROJECTS EXPENDITURE	£ 625.17	£ 15,000.00	£ -	-100%

TOTAL EXPENDITURE	£ 9,639.67	£ 35,200.00	£ 3,797.96	-57%
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Income less expenditure	£ 4,089.61	-£ 27,000.00	-£ 46.31	
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Closing Balance - Bank Current Account	£ 30,712.92
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Closing balance election costs account	£ 3,533.28
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TOTAL Parish funds	£ 34,246.20
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