

9/2023

HAMPTON BISHOP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Tuesday 16th May 2023 at 19.00 in the Village Hall

Present: Councillors Steve Hunt (Chair), Julia Pearson, James White.

In attendance: Parish Clerk-Lynda Wilcox; Ward Councillor Graham Biggs, 15 local residents.

1. Election of a Chair.

- 1.1 Julia Rogers proposed that Steve Hunt be elected as Chair. James White seconded, and the Chair signed his Declaration of Acceptance of Office.

The Chair brought Item 5 forward as the second item of business.

2. Election of a Vice Chair.

- 2.1 The Chair proposed Jamie Rogers be elected as Vice Chair, The proposal was seconded by Julia Pearson and carried unanimously.

3. To receive apologies for absence.

4. To receive declarations of interest & written requests for dispensation.

5. Co-option to fill current vacancies following the election process.

NB: Agenda Item brought forward as second item of business – see above.

- 5.1 It was unanimously agreed to co-opt Jamie Rogers, who had notified the Clerk of his wish to re-join the Council.

- 5.2 Mr Rogers signed his Declaration of Acceptance of Office and joined the meeting.

6. Minutes of the previous meeting held on 21st March.

- 6.1 It was RESOLVED to adopt the minutes as a true record, and they were signed by the Chair.

7. Membership on Working Groups.

It was RESOLVED to defer this item until the July meeting when co-options were likely.

- 7.1 Planning.

10/2023

- 7.2 Finance.
- 7.3 Parish Land (including Orchard).

8. Appointment of officers.

- 8.1 Tree Officer ... It was unanimously RESOLVED to re-appoint Val Caton as the Parish Tree Officer.
- 8.2 Footpaths Officer ... It was unanimously RESOLVED to re-appoint Dawn Fisher and Margaret Waddington to jointly hold the role of Parish Footpaths Officer.

9. Delegation of powers to Parish Clerk.

It was unanimously RESOLVED to delegate the following powers to the Clerk:

- 9.1 Spend within agreed budget between meetings.
- 9.2 Comments on planning applications between meetings (if necessary) following email consultation with councillors.

10. Open Session:

- 10.1 Brief verbal report from the recently elected Ward Councillor ... Councillor Graham Biggs reported that a meeting would be held that coming Friday, to define the way forward for Herefordshire Council.
 - 10.1.1 Parish Clerks within the Ward area were to be invited to informal meetings with the Ward Councillor.
 - 10.1.2 The parish council and local residents were encouraged to inform the Ward Councillor of any issues within the parish.
- 10.2 Views of local residents on parish matters included:
 - 10.2.1 A query about the removal of long-standing supposedly 'temporary' fencing across a local farmer's land which had been erected during works by the Environment Agency (EA). The fencing was causing an obstruction to the route of a footpath and had resulted in an area being totally trodden down by cattle in the field. Jamie Rogers offered to chat to the landowner and ascertain the latest position.
 - 10.2.2 A suggestion that a 'Please Shut the Gate' sign be fixed to the gate of the field by the landowner because cattle because the gate had been left open by walkers and a bull had got out.
 - 10.2.3 Boy racers had been causing an evening problem in the vicinity of Daggy Powell's Lane. The Clerk offered to have a word with the local PCSO.

11. Parish Orchard

- 11.1 It was RESOLVED to agree to a request for parking on a cordoned off area of the orchard for the fete on 17th June.
 - 11.1.1 The Clerk would email the fete organisers and let them know that the parking area would be marked out.

11/2023

11.1.2 James White offered to mark out the proposed area and liaise with Mr Barrell for a grass-cut immediately prior to the fete.

11.1.3 James White would also remind the mowing contractor to leave a one metre gap between adjacent houses and the field.

11.2 5-year Plan ... Update and action ... It was noted that:

11.2.1 The bird boxes would be put up soon.

11.2.2 The tree works had been undertaken.

12. Finance

12.1 Bank balance ... Noted as £94462.77.

12.2 Investment of surplus funds with CCLA ... In line with previous discussions (which had not resulted in investment due to the falling interest rates) the Clerk was authorised to invest £25k for up to two years.

12.3 The receipt of the first half of precept (£10,500.00) was noted.

12.4 Audit 2022/2023 ... The following documents were considered for AGAR submission:

12.4.1 Internal Audit Report ... No matters had been raised and the report was noted.

12.4.2 Governance Statements ... The Clerk read all statements and they were ticked by the Clerk who signed the document with the Chair.

12.4.3 Statement of Accounts ... It was RESOLVED to sign the statement which related to the end of year financial record and the document was signed by the RFO (Responsible Financial Officer) and the Chair.

12.4.4 Exemption Certificate ... It was RESOLVED to submit the Exemption Certificate which was signed by the RFO and Chair.

12.4.5 Dates for exercise of public rights ... It was RESOLVED that the Clerk would set dates in accordance with lawful requirements.

12.5 It was RESOLVED to make the following payments:

12.5.1 Clerk's salary April/May & HMRC.

12.5.2 Annual Insurance renewal ... It was delegated to the Clerk to seek the best offer for the parish council, either from the current insurers (Gallaghers) or NALC's recommended insurers, BHIB. It was noted that that the expiry date of the current insurance was 31st May.

12.5.3 Autela Payroll ... £73.85.

12.6 The meeting endorsed payments made by Clerk under delegated powers:

- 12.6.1 Removal of fallen trees from parish land ... £600.00. The Chair confirmed that local residents were able to remove the remaining wood on a first come, first served basis.
- 12.6.2 Parish Contractor ... £160.00 for April and May.

13. Road Safety

- 13.1 The date of the next Zoom meeting of the B4224 Strategy Group would be held on Monday 5th June. The Chair and Clerk would attend and, hopefully the Ward Councillors.
- 13.2 Concerns of local resident re speeding in vicinity of Holywell Gutter Lane ... The Clerk would notify the local resident that the parish council was liaising with the West Mercia Safer Roads Partnership on the entire stretch of the B4224.

14. Village Hall

- 14.1 Grass-cutting grant requests for financial years:
 - 14.1.1 2022/23 ... It was RESOLVED to reimburse the Villagers' Association with the full cost of grass-cutting during that year - £972.
 - 14.1.2 2023/24 ... It was RESOLVED to pay £972 upfront for grass-cutting during the current year with a view to a further top-up payment later in the year, if required.
- 14.2 Outstanding payments for hall hire during financial year 2022/2023 ... It was RESOLVED to pay a forthcoming invoice for £120 which covered the period between January and September 2022, following which there was a price increase.
- 14.3 Advance payment of hall hire for 2023/2024 ... It was RESOLVED to pay a forthcoming invoice for the period from October 2022-March 2024.

15. Footpaths: The Footpaths Officers gave a brief update. It was noted that a one metre width was required when crops were being grown near rights of way.

16. Annual Parish Meeting (APM)

- 16.1 Date It was RESOLVED that the APM be held on 25th May at 19.00, subject to the availability of the Village Hall.
- 16.2 Speaker ... It was RESOLVED to invite a representative from the West Mercia Safer Roads Partnership.

17. Date of next scheduled meeting ... Tuesday 18th July 2023.

SIGNED DATE