

BIRLEY WITH UPPER HILL PARISH COUNCIL

Annual Parish Council Meeting held at The Function Room, The Bush Inn HR4 8EH
7.30pm on Tuesday 29th May 2018

Present: Mrs A Pendleton, (Chairman); Mrs I Stokes; Mr J Gough; Mr R Grayburn,
Mr J Mackay-Lewis and Mr A Last.

Also in Attendance: Mr M Hopkins (Clerk).

Members of the public: No members of the public.

1. To Elect a Chairman/Sign Declaration of Office

Resolved: Cllr Mrs A Pendleton was re-elected to the office of Chair and signed the Declaration of Acceptance of Office which the Clerk countersigned as required.

2. To Elect a Vice Chairman

Resolved: Cllr Mrs I Stokes was re-elected as Vice Chair for the ensuing year. Her work over the last year was also gratefully acknowledged.

3. To Accept Apologies for Absence

Cllr Mrs S de Rohan.

4. To Receive Declarations of Interests and Applications for Dispensations

Resolved: None required.

5. To Approve the Minutes of the Parish Council Meeting held on Tuesday 6th March 2018

Resolved: The Minutes were confirmed and signed by the Chair.

6. To Appoint

6.1 A Responsible Finance Officer

Resolved: The Parish Clerk was appointed.

6.2 A Finance Working Group

Resolved: It was agreed that the bank signatories, Cllrs Pendleton, Stokes and Last, would be appointed to the Finance Working Group.

6.3 An Internal Auditor

Resolved: Present Internal Auditor, Mrs M Williams, was re-appointed.

6.4 A Representative to the Westhope Common Management Committee

Resolved: Cllr I Stokes was re-appointed.

6.5 A Representative to the HALC Executive

Resolved: Cllr A Pendleton was re-appointed

6.6 A Data Protection Liaison Officer

Resolved: On the advice of HALC this item was deferred to a future meeting.

7. Financial Matters

7.0 To Receive a Report from the RFO

Bank Balances as of 15th May 2018: Community Account: £4,764.56 (less £378 website grant = nett £4,386.56) and Business Premium Account: £98145.

Resolved: Report noted.

7.1 To Consider the following Payments

7.1.1 Payments Made since the last Meeting:

Confirmation of the HALC subscription for 2018/19 of £344.58 incl £57.43 vat (545) had been paid. Originally approved at the March meeting.

Resolved: The HALC renewal for 2018/19 was confirmed.

7.1.2 Outstanding Payments: Eyelid Production (annual website support for 2018/19) £100.00 (546), Data Protection Registration £35.00 (548), The Bush Inn (Room hire) 20.00 (549); Clerks salary (April/June) £130.10 (550) and HMRC (PAYE April/June) £32.40 (551).

Resolved: The above payments were agreed.

7.1.3 Insurance Renewal 2018/19

Quote received from BHIB Insurance (Aon) for £174.33 as part of the 3 year agreement (547)

Resolved: The quote for £174.33 was agreed.

7.2 To Approve the Governance Statement for 2017/18

Resolved: The Annual Return/Governance Statement to be submitted to the external auditor was approved and a copy attached to these minutes.

7.3 To Approve the Accounting Statement for 2017/18

The accounts had been internally audited and approved. The Accounting Statement was completed from these accounts and presented.

Resolved: The Accounting Statement was approved for submission to the external auditor and a copy attached to these minutes.

7.4 To Confirm the NALC recommended 2016 Financial Regulations

Resolved: The 2016 NALC Financial Regulations, having been circulated, were approved.

7.5 To Confirm the NALC recommended 2016 Financial Risk Assessment

Resolved: The 2016 NALC Financial Risk Assessment, having been circulated, was approved.

7.6 To Approve Payment to the Internal Auditor

Resolved: It was agreed to pay the Internal Auditor £30 for 2018/19.

7.7 To Confirm the Cheque Signatories for 2018/19

Resolved: Cllrs Pendleton, Stokes and Last were confirmed as cheque signatories.

8. Planning Matters

Notifications received from Hereford Planning Department:

181952 - Land adjacent to Lye Green, Bush Bank HR4 8EN Application for approval of details reserved by conditions 3, 5, 8, 12, 13 & 14 attached to planning permission 171289. Notification only - no comments required

Resolved: Notification was recorded.

9. Highway Matters

9.1 Speeding and Installation of Village Gates

Resolved: The clerk to arrange a meeting with Cllrs A Last, J Gough and the Locality Steward, Phillip Pankhurst.

9.2 Problems with standing water on the Bush Bank to Upper Hill road by the oak tree at Wheelers Kiln.

Also request for a 'Blind Summit' sign on the A4110 at Bush Bank on the north side of the Upper Hill turn i.e. for southbound traffic.

Resolved: To raise these issues with Locality Steward when meeting re item 9.1.

A reminder that rather than wait for Parish Council Meetings anyone can report a road defects: by phone - 01432 261800 or via the following link - <https://myaccount.herefordshire.gov.uk/report-a-pothole>

10. To Receive the Clerks Report, General Updates and Note the Information

All updates since the meeting on 6th March 2018 are included in the Information Sheet which had been circulated.

Resolved: Reports, Updates and Information Sheet noted. A copy of Information Sheet is attached to these minutes.

11. To Consider adopting the following Policies recommended by the General Data Protection Regulations guidance from HALC on 4th March 2018:

11.1 Data Protection Policy (Parish Council)

11.2 General Privacy Policy

11.3 Privacy Notices (Individual)

11.4 Data Subject Access Policy

Resolved: All the above policies and notices, issued by NALC & HALC, were considered and approved. It was also noted that The Parish Council has been registered under the Data Protection Act - reference no A8279006.

A copy of the above policies and notices would be uploaded to the website and attached to these minutes.

12. To Review the Standing Orders, Code of Conduct and Safeguarding Statement

Model Standing Orders, the changes to the Standing Orders, Code of Conduct and Safeguarding Policy had been circulated for consideration.

Resolved: The 2018 Standing Orders, as updated by NALC, were agreed and adopted. It was agreed to continue with the 2017 Code of Conduct as issued by Herefordshire Council.

The Safeguarding Statement and Checklist, as issued by Herefordshire Safeguarding Adults Board, were considered and agreed. Cllr Pendleton would consider being nominated as the Safeguarding representative for the Parish Council.

13. To Consider Signing up to Herefordshire Council's 'Stop the Drop' litter pledge

Resolved: It was considered that the litter problem was not sufficient to join this campaign.

14. To Raise Items for the next Scheduled Parish Council Meeting - No Discussion

Resolved: All items referred from this meeting.

15. To Confirm the Date of the next Parish Council Meeting

Resolved: **Date in September 2018 and venue to be confirmed**

Meeting concluded at 8.36pm

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Signature of Chair

September 2018
Date