

## BIRLEY WITH UPPER HILL PARISH COUNCIL

Annual Parish Council Meeting 6.00pm on Tuesday 5<sup>th</sup> May 2020

In view of government legislation re the Coronavirus Pandemic this was a remote meeting by zoom and telephone.

**Present:** Mrs A Pendleton, (Chairman); Mrs I Stokes (joined by telephone); Mr J Gough; Mr A Last; Mrs S de Rohan and Mr M Pytka.

Also joining the meeting: Cllr M Jones (Ward Cllr) and 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 will sign the Declaration of Acceptance of Office and 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 R Grayburn.

**4. To Receive Declarations of Interests and Applications for Dispensations**

**Resolved:** No declarations required.

**5. To Approve the Minutes of the Parish Council Meeting held on Tuesday 10<sup>th</sup> March 2020**

**Resolved:** The Minutes were confirmed and to be 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, were 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

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

All updates since the meeting on 10<sup>th</sup> March 2020 are included in the Information Sheet which had been circulated.

Cllr Michael Jones gave a brief report on behalf of Herefordshire Council. He outlined the present position within the council in view of the Covid 19 pandemic.

**Resolved:** Reports, Updates and Information Sheet noted. A copy of Information Sheet and full report from Cllr M Jones are attached to these minutes.

## 8. Financial Matters

### 8.0 To Receive a Report from the RFO

Bank Balances as of 15<sup>th</sup> April 2020: Community Account: £5,696.20 and Business Premium Account: £985.23.

The Clerk highlighted a government regulation, Website Content Accessibility Guidelines (WCAG 2.1) which defines how to make the websites of public sector organisations more accessible to people with disabilities. The deadline to comply with the regulations is the 23<sup>rd</sup> September 2020.

**Resolved:** Report noted.

It was also agreed for Eyelid Productions to upgrade our website at a cost of £50.00.

### 8.1 To Consider the following Payments

#### 8.1.1 Payments Made since the last Meeting:

HALC subscription for 2020/21 of £391.82 (incl £65.29 vat) (592) and ICO (Data Protection Registration fee for 2020/21) £40.00 (593). Both agreed at meeting on 10<sup>th</sup> March agenda item 8.2.2

**Resolved:** Payments previously agreed were confirmed.

#### 8.1.2 Outstanding Payments:

Outstanding Payments: Eyelid Production (annual website support for 2020/21) £100.00 (594), Clerks salary (April/June) £130.10 (596). HMRC (PAYE April/June) £32.40 (597) and Zoom (video conference) £14.39 (598).

**Resolved:** The above payments were agreed.

#### 8.1.3 Insurance Renewal 2020/21

Quote received from BHIB Insurance (Aon) for £184.33 as part of the annual agreement (595)

**Resolved:** The quote for £174.33 was agreed.

### 8.2 To Approve the Certificate of Exemption for 2019/20

**Resolved:** The Certificate of Exemption to be submitted to the external auditor was approved and a copy attached to these minutes.

### 8.3 To Approve the Governance Statement for 2019/20

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

### 8.4 To Approve the Accounting Statement for 2019/20

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.

### 8.5 To Approve the Annual Accounts for 2019/20

**Resolved:** The annual accounts for 2019/20 were approved.

8.6 **To Approve Payment to the Internal Auditor for 202/21**

**Resolved:** It was agreed to pay the Internal Auditor £30.

8.7 **To Confirm the Cheque Signatories for 2020/21**

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

9. **Planning Matters**

**Decisions received from Hereford Planning Department:**

**200142:** Lion Cottage, Upper Hill HR6 0JZ – Proposed erection of two storey side extension with 3 dormer windows to the rear, 2 dormer windows to the front and a front porch - Refused

**200145:** Rogers Farm, Bush Bank HR4 8EP – Installation of ground heat pumps and plant housing for space heating and cooling of poultry units – Granted with conditions.

**Resolved:** Decisions noted.

10. **Highway Matters**

**To Receive any Issues for Herefordshire Highways**

**Resolved:** No issue raised.

11. **To Review and Agree the NALC 2018 Standing Orders with the Covid 19 addendum**

It was necessary to add an addendum to the previously adopted Standing Orders to enable remote meetings to be held as per Government legislation under the current Coronavirus pandemic. Circulated by email.

**Resolved:** The Covid 19 addendum to the NALC 2018 Standing Orders was agreed and adopted.

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

**Resolved:** All items referred from this meeting. Also to form a subcommittee to compile a Community Resilience Plan.

13. **To Confirm the Date of the next Parish Council Meeting**

**Resolved:** Tuesday 17<sup>th</sup> September 2020

**Meeting concluded at 6.48pm**

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**Signature of Chair**

17<sup>th</sup> September 2020  
**Date**