

BIRLEY WITH UPPER HILL PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at St Peters Church, Birley at 6.00pm on Monday 24th May 2021

Present: Mrs A Pendleton, (Chairman); Mrs I Stokes (Vice Chair); Mr J Gough; Mr A Last; Mrs S de Rohan and Mr M Pytka.

Also 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 elected to the office of Chair and signed the Declaration of Acceptance of Office and the Clerk countersigned as required. The Parish Council were unanimous in acknowledging the hard work, time and effort Cllr Pendleton had given to the parish during the eleven years as Chair. It was agreed that she had made a positive contribution to the wellbeing of the parish and people of Birley with Upper Hill.

2. To Elect a Vice Chairman

Resolved: Cllr Mr M Pytka was elected as Vice Chair for the ensuing year. Likewise Cllr Stokes was thanked for all her hard work during her time as Vice Chair.

3. To Accept Apologies for Absence

None.

4. To Consider the Co-option of a Parish Councillor

The vacancy has been advertised on the Herefordshire Council and Parish Council website and notice boards. If a request for an election is not received by the 10th June 2021, then we can co-opt a person to fill the vacancy as soon as practicable in accordance with the Local Elections (Parishes and Communities) Rules 1986.

5. To Receive Declarations of Interests and Applications for Dispensations

Resolved: No declarations required.

6. To Approve the Minutes of the Parish Council Meeting held on Monday 22nd March 2021 and Extraordinary Meetings held on Wednesday 28th April 2021 and Wednesday 12th May 2021

Resolved: All sets of Minutes were confirmed and signed by the Chair.

7. To Appoint

7.1 A Responsible Finance Officer

Resolved: The Parish Clerk was appointed.

7.2 A Finance Working Group

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

7.3 An Internal Auditor

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

- 7.4 **A Representative to the Westhope Common Management Committee**
Resolved: Cllr I Stokes was re-appointed.
- 7.5 **A Representative to the HALC Executive**
Resolved: Cllr Pendleton was re-appointed.
- 7.6 **A Public Rights of Way Officer**
Resolved: Mrs Karen Morris was confirmed as the PROW officer for 2021/22.
- 7.7 **Members of the Community/Resilience Team**
Resolved: Cllrs J Gough, S de Rohan and M Pytka and were appointed.
8. **To Receive the Clerks Report, General Updates and Note the Information**
All updates since the meeting on 22nd March 2021 are included in the Information Sheet which had been circulated.
Resolved: Report, Updates and Information Sheet noted. A copy of Information Sheet was circulated and a copy is attached to these minutes.
9. **Financial Matters**
- 9.0 **To Receive a Report from the RFO**
Bank Balances as of 14th May 2021: Community Account: £7,603.41 and Business Premium Account: £985.67.
Resolved: Report noted.
- 9.1 **To Consider the following Payments**
- 9.1.1 **Payments Made since the last Meeting:**
Resolved: No payments made.
- 9.1.2 **Outstanding Payments:**
Outstanding Payments: Society Local Council Clerks (Membership fee 2021/22) £45.00 (624), Clerk's salary (April/June) £130.10 (625) and HMRC (PAYE April/June) £32.40 (626).
Resolved: The above payments were agreed.
- 9.2 **To Approve the Certificate of Exemption for 2020/21**
Resolved: The Certificate of Exemption to be submitted to the external auditor was approved and a copy attached to these minutes.
- 9.3 **To Approve the Governance Statement for 2020/21**
Resolved: The Governance Statement to be submitted to the external auditor was approved and a copy attached to these minutes.
- 9.4 **To Approve the Accounting Statement for 2020/21**
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.
- 9.5 **To Approve the Annual Accounts for 2020/21**
Resolved: The annual accounts for 2020/21 were approved.

9.6 To Approve Payment to the Internal Auditor for 2021/22

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

9.7 To Confirm the Cheque Signatories for 2021/22

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

10. Planning Matters

Application received from Hereford Planning Department:

211519: Land adjacent to Cedar House, Bush Bank -variation of conditions 3, 6 & 7 of planning permission for application 192784 in order to facilitate the plots to be sold individually.

Resolved: The Parish Council made no further comment to this planning application.

11. Highway Matters

To Receive any Issues for Herefordshire Highways

The matter of alleged speeding through Upper Hill was discussed. The clerk confirmed he had contacted Ian Connelly, Traffic Management Advisor with the West Mercia Safer Roads Team, requesting roadside signs/literature etc that could be displayed on the roadside or attached below existing signs. The signs would carry a message such as "Slow Down in our Community". Also, for stickers which are designed to go on residents "wheelie bins" so will be visible to drivers on a fairly regular but not permanent basis.

Resolved: No further issues were raised.

12. To Adopt the Local Government Association Model 2020 Councillors Code of Conduct

Resolved: Local Government Association Model 2020 Councillors Code of Conduct was agreed and adopted.

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

Resolved: All items referred from this meeting.

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

Resolved: September date and venue to be confirmed

Meeting concluded at 7.10pm

.....
Signature of Chair

5th October 2021
Date