

Stretton Grandison Group Parish Council

**Minutes of the meeting of the parish council
held at The Stables, Canon Frome, HR8 2UN
On Wednesday 3rd January 2018 at 7.30pm**

Present: Cllrs: Douglas Smith (Chairman), Rob Manning, David Kaner and Charles Pudge

In attendance: Emma Thomas – Clerk

Public: None

1. **To accept any apologies for absence and note the reason**
Apologies were received from Cllrs Malcolm Davies and Brian Willder. The clerk noted both reasons as valid.
2. **To record any Declarations of Interest and consider any written Requests for Dispensations**
None. It was NOTED that Cllr David Kaner had handed his Declaration of Interest form into Hereford Council.
3. **To approve the minutes of the meeting held on the 7th November 2017**
The minutes were amended – Point 3 – to state “the Parish of Canon Frome”, then APPROVED and signed by the chairman.
4. **To receive a brief report from the Ward Councillor – Cllr. Jonathan Lester**
Not present. It was RESOLVED that the clerk would request that Cllr Lester come to the March meeting.
5. **Public participation session for local residents to raise matters relevant to the parish council –**
Decisions can not be made on these items. Item to be limited at the discretion of the Chair.
None present.
6. **Planning**
 - 6.1 **To note any planning applications approved/refused by Herefordshire Council since the last meeting – see attached table - None**
 - 6.2 **To consider any new planning applications.**

174520 Rosebank, Bosbury, Ledbury, HR8 1HF
Proposed Annexe

It was RESOLVED to “support” the application.
 - 173965 Filings Bridge, Stable Yard, Stretton Grandison**
Proposed change of use at field. Currently 7.49 acre field with 3 stables and yard. To make a 60 x 20m outdoor riding menage at one side of the field.

It was RESOLVED to “support” the application, with the proviso that the plans don’t change to affect the nearby footpaths.
7. **NDP**
 - 7.1 **To consider the “Call for Sites” process.**
The clerk explained that the next steps for the NDP process was the “Call for Sites”. It was RESOLVED that the clerk would go ahead and ensure that the correct notices were placed in the local parish magazines, the Hereford Times and on the website and noticeboard. Cllrs were REQUESTED to make the notice known to any potential interested parties. It was RESOLVED that the clerk could place 2 adverts in the Hereford Times at as reasonable a cost as possible. It was RESOLVED that the clerk would email the NDP steering group to explain the situation. The next NDP steering group meeting would be held when any “Call for Sites” responses had been ranked by the consultant.

8. Finance**8.1 Confirmation of bank balances and note and sign finance report – Appendix 1**

The clerk explained how the new finance report allows the council to monitor bank balances as well as spend against budget. It was RESOLVED that the clerk would alter the finance sheet to reflect any NDP monies spent and any NDP grant monies needing to be returned – once ascertained. The unallocated reserves were then thought to be nearer £4000. The Chairman SIGNED the bank statement and finance report.

8.2 To consider invoices for payment

8.2.1 Recruitment of Clerk – HALC £240

8.2.2 Clerks expenses £81.09 plus home allowance

The clerk explained that all Cllrs would receive a copy of the expenses sheet with the meeting papers so that they had time to query any claims.

8.2.3 Clerks salary for November and December

8.2.4 Autela for payroll services £38.40

8.2.5 HMRC PAYE £85.80

It was RESOLVED to pay all the above invoices. The clerk confirmed that item 8.2.3 included a last payment to the ex-clerk for her salary in November.

8.3 To consider and approve the precept and budget for 2018-19 – Appendix 2

It was RESOLVED that, assuming unallocated funds of £4000 once the NDP grant had been repaid, the precept would increase to £8000 for the year 2018-19 in order to cover increased costs of administration and the new data protection laws and to operate a balanced budget.

8.4 To consider an update on the Poorland Meadow Trust bank account

It was REPORTED that the opening of the new account was still underway and Cllr Malcolm Davies would continue to chase it. It was RESOLVED that the clerk would draw up a finance sheet – as in item 8.1 - for this account once the new account was opened.

8.5 To consider new bank signatories

The clerk received confirmation that the only signatory needing adding was Cllr Douglas Smith. It was RESOLVED to ensure the correct forms were filled in and submitted.

9. To sign the clerks contract of employment.

The clerks contract of employment was APPROVED and SIGNED by the Chairman.

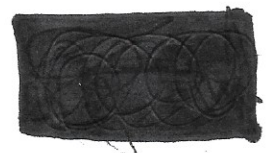
10. Highways and footpaths**10.1 To consider any highway or footpath issues for reporting to Balfour Beatty**

It was RESOLVED that the clerk would report the following issues to Balfour Beatty:

- Potholes from the Hoppocket to the Crossroads.
- Potholes next to the Old Rectory on the C1158.

11. To consider council vacancies

The parishes of Stretton Grandison and now Eggleton have vacancies following the resignation of Cllr Ben Skinner in December. The position in Stretton Grandison can now be filled by co-opting a parishioner. The notice of vacancy for Eggleton has been hung on the noticeboard and website. Cllrs were REQUESTED to approach any possible candidates and bring any names to the next council meeting in March.



12. **To consider any outstanding actions and updates – see attached table**
The following outstanding actions were noted and updated.

Date/ Meeting	Minute	Action	Status	Comments
October 2016	10.3	MD/DS/JHP	Ongoing	Complete new bank mandate for Poorlands Meadow Trust
March 2017	10.3	Clerk		Pothole on A4103 bottom of Fromes Hill where road goes over brook CAS614164Z9X1H9 White Lines to be reinstated at Hop Pocket CAS614174T6K2J2
May 2017	13b	Clerk		Culvert at Townsend Farm needs clearing Potholes need repair and white lines need reinstating at Hop Pocket
June 2017	9c	clerk		Potholes – fillingsbridge cottage, Millend straight Culvert needs clearing Townsend Farm Write to resident re Hedge clippings in ditch opp Old School House Stretton Park

13. **Correspondence**
12.1 To consider any correspondence received by the clerk
None

14. **Training**
14.1 To note any dates for forthcoming training courses
It was RESOLVED that the new training sheet be circulated as soon as it was available. The clerk ADVISED that the chairman go on the "Dancing with Data" course as it dealt with the forthcoming new data protection laws.

15. **To consider the date of the Annual Meeting**
It was RESOLVED that the Annual Meeting would be on the same date as the Parish Meeting in May.

16. **To note the date of the next meeting Wednesday 7th March 2018 at 7.30pm**
The date was NOTED but it was REQUESTED that the meeting day move to a Monday. It was RESOLVED that the clerk let all Cllrs know new meeting dates.

Signed: _____



Dated: _____

5/3/18