

01/18

**STRETTON GRANDISON GROUP PARISH COUNCIL**

**Parish Clerk: Mrs Emma Thomas, Hadleigh, Bishops Frome, Worcester, WR6 5AP. Tel: 01885 490414**  
**email: pcgroupclerk@gmail.com website: www.strettongrandisongpc.org.uk**

**Minutes of the Annual Meeting of the Parish Council**  
**held at The Stables, Canon Frome, HR8 2TG on Monday 14<sup>th</sup> May 2018**

**Present:** Cllrs: Douglas Smith (Chairman); David Kaner, Charles Pudge, Jess Davies and Malcolm Davies

**In attendance:** Emma Thomas – Parish Clerk, Ward Cllr Jonathon Lester and Mrs Pudge – Parish Footpaths Officer.

**Public:** 0

1. **To Elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office**  
It was RESOLVED to elect Cllr. Doug Smith to the office of Chairman for a further year. He duly signed the form.
2. **To Elect the Vice-Chairman of the Council and to receive the Vice-Chairman's signature on Declaration of Acceptance of Office**  
It was RESOLVED to elect Cllr. Malcolm Davies to the office of Vice-Chairman for a further year. He duly signed the form.
3. **To Accept any Apologies for Absence and Note the Reason**  
Apologies were RECEIVED and ACCEPTED from Cllr. Rob Manning.
4. **To Record any Declarations of Interest and Consider any Requests for Dispensations**  
None
5. **To Remind Councillors to Review their Register of Interests held with Herefordshire Council and update if required - NOTED**
6. **To Consider Approval of Minutes of Parish Council meeting held Monday 5th March 2018**  
It was RESOLVED to approved the minutes of the 5<sup>th</sup> March 2018 and they were duly signed by the Chair.
7. **To Receive a brief Report from Three Crosses Ward Councillor Jonathan Lester**  
Cllr. Lester had delivered his report at the Annual Parish Meeting prior to this meeting – it was therefore noted as RECEIVED.
8. **Public Participation Session for Local Residents to raise matters relevant to the Parish Council**  
None
9. **To Review Committee Structures, areas of responsibility, and to appoint members to serve as required:-**
  - a) Neighbourhood Planning Steering Group – Cllr Charles Pudge.
  - b) Planning Committee – no longer used
  - c) Financial Working Group – no longer used
  - d) Staffing Panel – no longer used
  - e) Highways/ Footpaths/Traffic & Speed Management - no longer used
  - f) Website Administrator – The clerk
10. **To Review Stretton Grandison Group Parish Council policies and (re)adopt**
  - a) Standing Orders – Appendix 1
  - b) Code of Conduct – Appendix 2
  - c) Financial Regulations – Appendix 3
  - d) Donations / Grants Policy – Appendix 4
  - e) Risk Schedule Assessment and Finance Controls – Appendix 5
  - f) Risk Management Policy – Appendix 6  
Both e) an f) were reviewed and the risks relating to the Parish Council were deemed to be low for the coming year.
  - g) Publication Scheme – Appendix 7
  - h) Complaints Procedure – Appendix 8
  - i) Asset Register – Appendix 9

**k) Equality Policy – Appendix 12****l) Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form – Appendix 13 and 13a – 13f incl**

The above data policies were DISCUSSED. Councillors were ADVISED by the clerk that they should have a separate email folder and document folder on their computers for council correspondence and documents. This is so that, in the event of them ceasing to be a councillor, all data can be easily deleted. The clerk REPORTED that a bill was going through Parliament that stated that Parish Councils would no longer need a Data Protection Officer. Should this be passed it was RESOLVED that the clerk would re-word the above policies and notices. Should it not be passed it was RESOLVED to use HALC for the Data Protection Officer services.

**m) Bullying and Harassment Policy – Appendix 14****n) Policy for dealing with Planning Applications received between meetings – Appendix 15**  
It was RESOLVED to amend this policy to include all councillors and not a planning committee.**o) Discipline and Grievance Policy – Appendix 16****p) Health and Safety Policy – Appendix 17****q) Training and Development Policy – Appendix 18****r) Unacceptable Behaviour Policy – Appendix 19****s) Urgent Business Between Meetings Policy – Appendix 20**

It was RESOLVED to re(adopt) all the above policies a) to s)

**t) To consider agreement to continue to comply with the Transparency Code**

It was RESOLVED to continue to comply with the Transparency Code.

**u) To remind councillors of self-disqualification law**

All councillors were REMINDED of the self-disqualification law due to non-attendance.

**v) To confirm eligibility to act under the General Power of Competence**

It was NOTED that following a mis-understanding by the clerk the Council were in fact eligible to act under the General Power of Competence. It was RESOLVED to do so moving forwards.

**w) To note the attendance record of councillors at meetings during 2017-18**

The following table was NOTED.

NAME	MONTH 2017 - 2018							ATTEND	TOTAL
	MAY	JUNE	SEPT	NOV	JAN	MAR			
R MANNING	N	Y	Y	Y	Y	N		4	6
M DAVIES (vice-chair)	Y	Y	Y	Y	APOL	Y		5	6
J HAMILTON-PATERSON	Y	Y	Y	RESIGN	N/A	N/A		3	3
G ORGEE	N	N	Y	Y	N	N		2	6
C PUDGE	Y	N	Y	Y	Y	Y		5	6
B SKINNER	APOL	Y	Y	APOL	RESIGN	N/A		2	4
D SMITH (chairman)	Y	Y	Y	Y	Y	Y		6	6
G TROUGHTON	N	N	DISQ	N/A	N/A	N/A		0	3
D KANER	N/A	N/A	N/A	Y	Y	Y		3	3
B WILLDER	Y	APOL	APOL	APOL	APOL	DISQ		1	6
J DAVIES	N/A	N/A	N/A	N/A	N/A	Y		1	1
CLERK	Y	Y	Y	ACTING	Y	Y		2	2
WARD COUNCILLOR	APOL	APOL	Y	N	N	N		1	6

**11. Planning:**

- a) To Consider any Planning Applications referred for comment:  
181195 – Gospel Ash Cottage – Fromes Hill, HR8 1HW  
Proposed porch to front and single storey extension to rear.  
It was RESOLVED to support the above application

- b) To consider a response to Ashperton NDP consultation  
It was RESOLVED to give no response



## c) To Note Planning Record (attached) and Details of Decision Notices Received from Hereford Council

<u>DATE</u>	<u>APPLICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFD COUNCIL DECISION</u>
3.1.18	174520	Rosebank, Bosbury, HR8 1HF Proposed Annexe	Support	Awaited
3.1.18	173965	Filings Bridge, Stable Yard, Stretton Grandison. Change of use at field – Make a riding menage.	Support	Approved with conditions
Feb 2018	174749	Frome Barn, Birchend Farm, Bosbury, HR8 1HF	Support	Awaited

## 12. Finance:

## a) To Consider the End of Year 2017-18 finance report and bank statements. – Appendix 21

It was RESOLVED to accept the bank report and statements for the financial year 2017-18. All spend was REPORTED as being within budget.

## b) To Consider finance report 1 2018-19 – including budget monitoring and bank reconciliation

The item was DEFERRED to the next meeting as the bank statements had not come through.

## c) To Consider eligibility for audit exemption and sign certificate - Appendix 22

It was RESOLVED that the council was eligible to sign the Certificate of Exemption from external audit. This was signed by the Chair and the RFO.

## d) To Consider and Approve Internal Audit Report – Appendix 22

It was RESOLVED to approve the internal audit. There were no recommendations for improvements.

## e) To Consider and Approve the Annual Return Governance Statement – Appendix 22

It was RESOLVED to approve the Annual Return Governance Statement. This was signed by the Chair and the clerk.

## f) To Consider and Approve the Annual Return Accounting Statements – Appendix 22

It was RESOLVED to approve the Annual Return Accounting Statement for 2017-18. It was signed by the Chair and the RFO.

## g) To Review the parish council insurance policy and decide on any amendments required

The insurance schedule was REVIEWED and deemed adequate for the coming year.

## h) To consider the internal auditor for 2018-19

It was RESOLVED to continue to use Mr. P Brough as internal auditor for 2018-19. He was thorough and good value.

## i) To consider continuing to use the “payments and receipts” accounting method for 2018-19

It was RESOLVED to continue to use the payments and receipts accounting method for 2018-19

## j) To note the VAT return for 2017-18

The VAT return of £281.11 was NOTED

## k) To Receive Update on Poorlands Meadow Trust

It was REPORTED that the bank account was still in the process of being opened.

## l) To Consider Payments of Outstanding Accounts:-

- a) Clerks salary – March, April and May
- b) Clerks expenses £240.18 – previously circulated
- c) Groundwork UK – NDP grant repayment £4091.90
- d) Autela – payroll services £46.08

It was RESOLVED to approve all the above invoices for payment and the cheques were signed.



**13. Highways/Footpaths:****a) To Receive Report from Balfour Beatty Locality Steward Maynard Smith**

None available – it was REPORTED that the parishes had a new locality steward – Mr Paul Hunter.

**b) To Receive Report / Update or any new issues on Road Conditions / Traffic Management / Flooding / Footpaths**

The footpaths Officer REPORTED that she had been replacing way-markers. Footpaths were being kept clear. She was thanked for her efforts.

The following table was NOTED

**Highways and Footpaths Record**

Date/ Meeting	Minute	Action	Status	Comments
March 2017	10.3	Clerk		White Lines to be reinstated at Hop Pocket CAS614174T6K2J2
June 2017	9c	clerk		Culvert needs clearing Townsend Farm
January 2018	10.1	Clerk		Clerk to Log: Potholes between the Hop Pocket and the Crossroads CAS660147-G7Q6N6 Potholes by Old Rectory on the C1158 CAS660148-R9Z2J1

**14. Communication within the Parish****a) Faster Broadband**

It was REPORTED that as many parishioners as possible needed to sign up on the Fastershire Broadband website as this would increase the chances of the parishes getting access to high speed broadband.

**b) Parish Council communication to the parishioners**

Cllr Kaner put forward his ideas for improving communications within the parishes and from the Parish Council. It was RESOLVED that the council would look at communication further at the July meeting, with a view to putting out a letter to all parishioners regarding the council website and future email/ newsletter communications. It was NOTED that this would be done in line with the new Data Protection legislation. It was AGREED that this was especially important due to the NDP communications needed over the coming months.

**15. Information Section / Correspondence / Discussion:****a) To Note Correspondence Received & Communication Responses from Councillors**

None

**b) To Review Information Sheet and Outstanding Actions**

None

**Training / Meetings:****a) To Note the dates of any forthcoming training courses / meetings and decide attendees**

Cllrs were REQUESTED to contact the clerk if wished to attend any training.

**17. To Raise Items for Next Scheduled Parish Council Meeting (no discussion)**

Council vacancies,

**18. To Decide Venue, Dates and Time of Ordinary Meetings for the Ensuing Year**

It was RESOLVED that meetings would continue to be held at The Stables on the 2<sup>nd</sup> Monday of every other month. All dates are on the Council website. The next meeting was therefore the 9<sup>th</sup> July 2018 at 7.30pm

The meeting closed at 9.15pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

9/7/18