

STRETTON GRANDISON GROUP PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council
held at The Stables, Canon Frome, HR8 2UN on Monday 13th May 2019 – and followed directly on from Annual
Parish Meetings which began at 7pm**

Present: Cllrs: Douglas Smith (Chairman); Charles Pudge, Malcolm Davies, Richard Henson and Helen Heathfield.

In attendance: Emma Thomas – Parish Clerk

Public: 2

1. **To Elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office**
It was RESOLVED that Cllr Doug Smith would continue as Chairman for a further year and he signed the Declaration of Acceptance of Office form. (Proposed: Cllr Charles Pudge; Seconded: Cllr Richard Henson)
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 that Cllr Malcolm Davies would continue as Vice-Chair for a further year and he signed the Declaration of Acceptance of Office form. (Proposed: Cllr Doug Smith; Seconded: Cllr Charles Pudge)
3. **To Accept any Apologies for Absence and Note the Reason**
None
4. **To Record any Declarations of Interest and Consider any Requests for Dispensations**
Cllr Malcolm Davies DECLARED a non-pecuniary interest against item 15 and SIGNED the Register of Interest book.
5. **To note the submission of the Councillors Register of Interests to be held by Herefordshire Council**
The clerk REMINDED all Councillors to submit their Register of Interest forms to Herefordshire Council and RECEIVED a copy from each Councillor present.
6. **To note the receipt of all councillor Acceptance of Office forms**
All Declaration of Acceptance of Office forms were RECEIVED by the clerk. It was NOTED that the Council still had three vacancies (Canon Frome; Castle Frome and Eggleton). It was REQUESTED that Councillors endeavour to find parishioners willing to be co-opted and ask them to contact the clerk in time for the July meeting.
7. **To Consider Approval of Minutes of Parish Council meeting held Monday 11th and 25th March 2019**
The minutes were APPROVED and duly signed by the Chair.
8. **To Receive a brief Report from Three Crosses Ward Councillor Jonathan Lester**
Cllr Lester sent his apologies as he had other meetings to attend. He submitted the following report for noting.
Firstly, I was very pleased to be re-elected to represent the Three Crosses ward. I am very grateful to all of those who have supported me.

Secondly, as there is no party with an overall majority I cannot inform you at this stage as to who will form the next administration. I assume that this will become clear at the next full council meeting on 24th May 2019. Consequently, at this time all things Herefordshire Council related remain suspended. I would like to take this opportunity to thank all of those councillors who have stood down for their service, and for those who are new I look forward to meeting you and working with you accordingly.
9. **Public Participation Session for Local Residents to raise matters relevant to the Parish Council**
It was NOTED that one parishioner was available to answer questions on item 12a – application 191213/14 if needed.
10. **To Review Committee Structures, areas of responsibility, and to appoint members to serve as required:-**
 - a) **Neighbourhood Planning Steering**

It was RESOLVED that Cllr Doug Smith continue should be the Council representative on the NDP Steering Group. 1 further vacancy is available.

11. 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**
- g) **Publication Scheme – Appendix 7**
- h) **Complaints Procedure – Appendix 8**
- i) **Asset Register – Appendix 9**
- j) **Media and Social Media Policies – Appendix 10 and 11**
- 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**
- m) **Bullying and Harassment Policy – Appendix 14**
- n) **Policy for dealing with Planning Applications received between meetings – Appendix 15**
- o) **Communications Policy – Appendix 16**
- p) **Discipline and Grievance Policy – Appendix 17**
- q) **Health and Safety Policy – Appendix 18**
- r) **Training and Development Policy – Appendix 19**
- s) **Unacceptable Behaviour Policy – Appendix 20**
- t) **Urgent Business Between Meetings Policy – Appendix 21**

It was **RESOLVED** to approve all of the above policies for the coming year 2019-20. It was **NOTED** that minor changes had been made to the policies in bold above – they included the following:

- Standing Orders had been updated to include time limits for some of the items.
- The Code of Conduct is the Local Authority Code. Due to incoming legislation, either this or the local LGA Code (still awaited) must be adopted by Parish Councils. In the absence of the LGA this one has been adopted as an interim measure.
- Dates have been updated to reflect the review of the Risk Schedule policy.
- The asset register was checked and confirmed to be unchanged.
- The Data Protection policy has been updated to reflect the exemption of Parish Councils from having to employ a Data Protection Officer.
- It was **NOTED** that the Communications Policy uploaded mistakenly had another Councils details inserted. The clerk will amend this.

u) To consider agreement to continue to comply with the Transparency Code

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

v) To remind councillors of self-disqualification law

The clerk **REMINDED** all Councillors of the self-disqualification law.

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

It was **RESOLVED** that as the Council were eligible to act under the General Power of Competence they would continue to do so.

x) To note the attendance record of councillors at meetings during 2018-19

The following attendance register was **NOTED**:

| NAME | MONTH | | | | | | | ATTENDED | TOTAL IN YEAR |
|--------------------------|-------|------|------|-----|------|-------|--------|----------|---------------|
| | MAY | JUNE | SEPT | NOV | JAN | MARCH | 25-Mar | | |
| R MANNING | APOL | Y | - | Y | APOL | APOL | - | 2 | 7 |
| M DAVIES (vice-chairman) | Y | Y | Y | Y | - | Y | Y | 6 | 7 |
| G ORGEE | DISQ | - | - | - | - | - | - | 0 | 1 |
| C PUDDGE | Y | Y | APOL | Y | Y | Y | Y | 6 | 7 |
| D SMITH (chairman) | Y | Y | Y | Y | Y | Y | Y | 7 | 7 |
| D KANER | Y | Y | Y | N/A | N/A | N/A | N/A | 3 | 3 |
| J DAVIES | Y | Y | APOL | Y | - | Y | Y | 5 | 7 |
| M STRACHAN | N/A | N/A | Y | Y | Y | Y | - | 4 | 5 |
| CLERK | Y | Y | Y | Y | Y | Y | Y | 7 | 7 |
| WARD COUNCILLOR | Y | Y | Y | Y | Y | n | Y | 6 | 7 |

12. Planning:**12a) To Consider any Planning Applications referred for comment:**

184529 – Land East of Pullens Cottage, Lower Eggleton, HR8 2UJ
Proposed erection of 1 no dwelling

It was RESOLVED to support this application.

191352 – Pear Tree House, Fromes Hill, Ledbury, Herefordshire HR8 1HT
Change of use from class C3 dwelling house, Class D1, to non-residential institution.

It was RESOLVED to support this application.

191412 – Land South of Yew Tree Farm, Fromes Hill, Herefordshire,
Proposed residential dwelling south of Yew Tree Farmhouse

The applicant was invited to give some detail on this and the following application.
It was RESOLVED to support this application.

191413 – Land West Yew Tree Farm, Fromes Hill, Herefordshire,
Proposed residential dwelling

It was RESOLVED to support this application.

12b) To Note Planning Record (attached) and Details of Decision Notices Received from Hereford Council
The following table was NOTED:

| DATE | APPLICATION NUMBER | DESCRIPTION | PC COMMENT | HFD COUNCIL DECISION |
|-------------|---------------------------|--|-------------------------|-----------------------------|
| Jan 2019 | 184542 | Meephill House, Canon Frome, Ledbury, HR8 2TF - Proposed stable building, arena and gallops including associated works. | Support with conditions | Awaited |
| Jan 2019 | 184529 | Land East of Pullens Cottage, Lower Eggleton, HR8 2UJ - Proposed erection of 1 no dwelling | Support | Awaited |
| Jan 2019 | 184528 | Town Farm Poultry Unit, Castle Frome, Ledbury – Erection of rural workers dwelling with detached garage and sewage treatment plant | Support | Awaited |
| 25 MAR 2019 | 190739 | Land adjacent to The Willows, Canon Frome – Proposed new dwelling and garage. | Support | Awaited |

13. Finance:**a) To Consider the End of Year 2018-19 finance report and bank statements. – Appendix 22**

The clerk REPORTED that the End of Year finances were as expected and within budget. The only apparent overspend was due to the NDP grant not having been budgeted for the previous year.

It was RESOLVED to accept this report and it was SIGNED by the Chair as evidence of budget monitoring and bank reconciliation.

b) To Consider and Approve Internal Audit Report – Appendix 23

It was RESOLVED to approve this report. There were no recommendations for improvement.

c) To Consider and Approve the Annual Return Governance Statement – Appendix 24

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

d) To Consider and Approve the Annual Return Accounting Statements – Appendix 25

It was RESOLVED to approve the Annual Return Accounting Statements and bank reconciliation and it was signed by the Chair.

e) To Consider eligibility for audit exemption and sign certificate

It was RESOLVED that the Council was eligible for exemption from an external audit and the exemption

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

It was RESOLVED that the insurance schedule was suitable for the coming year and that no amendments were necessary.

g) To consider the internal auditor for 2019-20

It was RESOLVED to continue to use Mr. Philip Brough as internal auditor for the 2019-20 financial year.

h) To consider continuing to use the "payments and receipts" accounting method for 2019-20

It was RESOLVED to continue using the "payments and receipts" accounting method for the year 2019-20.

i) To note the VAT return for 2018-19

It was NOTED that the clerk had submitted the 2018-19 VAT return for £590.94

j) To Receive Update on Poorlands Meadow Trust

It was NOTED that as the final bank account form had finally been received the new bank account would hopefully be opened shortly and the Trust be operational again.

k) To Consider Payments of Outstanding Accounts:-

a) Clerks salary – April and May

b) Clerks expenses £65.11 – previously circulated

c) Autela – Payroll Services - £47

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

14. Highways/Footpaths:

a) To consider any footpath/highway issues for reporting to Balfour Beatty

The following issues were REPORTED as needing following up by the clerk.

- The two gates closed over the footpath in Lower Eggleton – previously discussed with the Locality Steward.
- What the mowing schedule of the verges in the parishes was.

15. To receive an update from the NDP Steering Group

a) To approve Clerk's overtime of 21 hours of NDP work to date.

It was RESOLVED to approve the clerk's overtime.

17. To approve printing the draft NDP and questionnaire as recommended by the Steering Group.

It was RESOLVED to approve printing of the draft NDP and questionnaire at a cost of £676 and £162.50 respectively. One A5 copy of the draft would be delivered to each household. 10 A4 copies would be printed for the consultation events. The cost of the 10 A4 NDP's would be extra to the cost quoted above.

18. To consider approving the draft NDP document and questionnaire to go to initial consultation between 3rd – 29th June 2019

It was RESOLVED to approve the draft NDP document and questionnaire go to initial consultation between the dates of 3rd – 29th June 2019. It was AGREED that the clerk would check that the web address of the Parish Council was on the questionnaire in case parishioners wished to view the document online.

16. Communication within the Parish

a) Faster Broadband – update

The clerk REPORTED that she had tried to receive an update on the situation in the Parishes but none had been forthcoming. She would continue to try.

19. Information Section / Correspondence / Discussion:

a) To Note Correspondence Received

The clerk REPORTED that the following two planning applications had arrived since the agenda went out.

191418 – Plum Tree House, Fromes Hill, Ledbury, Herefordshire HR8 1HT

Two storey side extension to Children's Care Home. (The extension will take the total to 7 bedrooms)

It was RESOLVED that Councillors would email their responses to the clerk once they had had time to look at the application.

191548 – Dutch barn at Woodcroft Farm, Bosbury, Ledbury, Herefordshire

Notification for prior approval for a proposed change of use of an agricultural building to a single larger dwellinghouse (Class C3) and for associated operational development.

This application was for Prior Approval so only needed noting.

05/19

- 19. To Raise Items for Next Scheduled Parish Council Meeting (no discussion)
Speeding in Stretton Grandison and Lower Eggleton
- 20. To Decide Venue, Dates and Time of Ordinary Meetings for the ensuing Year
Mondays: 8th July; 9th September; 11th November; 13th January; 9th March and 11th May – all to start at 7.30pm
It was RESOLVED to continue to meet on the 2nd Monday of the month during the coming year and the above dates were NOTED.

The meeting closed at 8.35pm

Signed: _____

Dated: _____

8/7/19