

STRETTON GRANDISON GROUP PARISH COUNCIL

**Parish Clerk: Mrs Emma Thomas, Hadleigh, Bishops Frome, Worcester, WR6 5AP. Tel: 01885 490414
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**Minutes of the Annual Meeting of the Parish Council
held on The Front Lawn, Canon Frome Court
on Monday 10th May 2021 at 7.30pm**

Present: Cllrs: Helen Heathfield (Chairman), Andy Towers, Malcolm Davies, Richard Henson and Richard Crompton.

In attendance: Emma Thomas – Parish Clerk,

Public: 0

1. **To elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office**
Cllr Helen Heathfield was ELECTED as Chair for a further year and signed the Declaration of Office form
 2. **To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's signature on Declaration of Acceptance of Office**
Cllr Malcolm Davies was ELECTED as Vice-Chair and signed the Declaration of Office form.
 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 Helen Heathfield DECLARED a NPI against item 10a and signed the Register of Interest book.
 5. **To remind Councillors to review their submission of the Councillors Register of Interest form be held by Herefordshire Council**
All Councillors were REMINDED
 6. **To consider Approval of Minutes of Parish Council meeting held Monday 8th and 29th March 2021**
The minutes were APPROVED and duly signed by the Chair.
 7. **To receive a brief Report from Three Crosses Ward Councillor Jonathan Lester**
Ward Cllr. Jonathan Lester sent his apologies. He emailed his report, which included the following items:
 - Childrens Services department at Herefordshire Council have been found against at a recent Judicial Review.
 - Herefordshire Council will have to hold its AGM on 21st May at a venue. This is not possible at the Shirehall.
- 1 parishioner joined the meeting but sat a distance away.*
8. **Public Participation Session for Local Residents to raise matters relevant to the Parish**
None raised
 9. **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,**

- 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
- u) **Reserves Policy – Appendix 22**

The clerk REPORTED that none of the policies in plain type had changed since they were adopted in 2019. It was AGREED to re-adopt all of these. The policies in bold had had the following changes:

- Standing Orders was changed to allow paper ballots if necessary
- The Code of Conduct is the new document from the LGA.
- The Risk Schedule was to ensure all Cllrs are happy that the risks to the council have been considered for the coming year.
- The Asset Register – has been updated to include the new highway equipment
- The Data Protection Suite has been updated to include online meetings
- The Reserves Policy was required by audit this year.

It was RESOLVED to ADOPT the Standing Orders; Asset Register and Data Protection Suite.

It was AGREED that the Risk Schedule did adequately cover the risks to the Council for the coming year and was re-adopted.

The Code of Conduct was considered and ADOPTED as the new Code moving forwards

The Reserves Policy was ADOPTED. It was AGREED that this should be revisited when the 2022-23 budget is set in November.

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

It was AGREED to continue to comply with the Transparency Code

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

All Councillors were REMINDED of this law.

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

It was CONFIRMED that the Council were still eligible to act under the General Power of Competence and it was AGREED they would continue to do so.

- y) **To note the attendance record of councillors at meetings during 2020-21**

NOTED

10. Planning:

- a) **To consider any planning applications referred for comment, for determination by Herefordshire Council**

- **210798 - Land adjacent The Willows, Canon Frome, Herefordshire,**
Proposed variation of conditions 2 & 6 of planning permission 190739 (Proposed new dwelling and garage)
- changes to the design of the proposed dwelling.
It was RESOLVED to support this application

Cllr Ed Godsall joined the meeting and sat in a group with the parishioner.

- **210865/6 - Canon Frome Court, Canon Frome, Ledbury, Herefordshire HR8 2TD**
Proposed conversion of two outbuildings to create three new dwellings. Works include: lean-to extension to former Workshop to be replaced with single storey extension and open courtyard attached to former Dairy to be enclosed with a new flat roof. Proposed works to upgrade existing storage building. And Listed Building Consent
It was RESOLVED to support this application as it was contained within the NDP.

- b) **To consider an update on the NDP referendum**

It was REPORTED that the NDP passed the referendum on the 6th May 2021. 81.5% of those who voted, voted "yes" and 18.5% "no". 33.16% of the electorate voted. Once the issue of phosphates is sorted by Herefordshire Council, the NDP will be formally adopted as a legal planning document.

- c) **To consider an update on phosphates and nitrates affecting development in the River Lugg catchment area**

The clerk has received no further information. The Chair REPORTED that Herefordshire Council were having regular meetings with relevant national organisations. It was NOTED that Natural Resources Wales had been granted a new set of powers recently. It was AGREED to revisit this item at the July meeting.

11. Highways/Footpaths:

- a) **To receive an update on the installation of traffic calming measures through Stretton Grandison.**

It was REPORTED that most measures were in place. The white gates were imminently to be installed and likewise the SIDs. The clerk CONFIRMED that the PCC had allowed the Parish Council to keep the underspent grant of £800 to put towards improved signage.

It was NOTED that between November 2020 and the present day, the speed enforcement van had visited the site 13 times and logged 120 offences.

12. Finance:

- a) **To consider the End of Year 2020-21 finance report and bank statements. – Appendix 23**

The clerk REPORTED that a few budget codes were overspent by small amounts by the end of the year – however these have all been accounted for in the coming years budget. Given the works done on the highway this year, reserves remained healthy. The report was APPROVED as evidence of budget monitoring and bank reconciliation.

- b) **To consider and approve Internal Audit Report – Appendix 24**

The internal audit report was considered and APPROVED.

- c) **To consider and approve the Annual Return Governance Statement – Appendix 25**

The Annual Governance Statements were considered, agreed with and APPROVED

- d) **To consider and approve the Annual Return Accounting Statements – Appendix 26**

The Annual Accounting Statements were considered and APPROVED

- e) **To review the parish council insurance policy and decide on any amendments required**

The insurance schedule was REVIEWED. The clerk CONFIRMED that the now highway installations had been added to the schedule. It was AGREED no further amendments were required.

- f) **To consider the internal auditor for 2021-22**

It was AGREED to continue using Mr Philip Brough for the coming year.

- g) **To consider continuing to use the “payments and receipts” accounting method for 2021-22**

It was AGREED to continue using this accounting method for the coming year.

- h) **To note the VAT return for 2020-21**

The VAT return of £3389.66 was NOTED as having been submitted.

- i) **To receive an update on moving to Unity Trust Ltd for online banking**

It was NOTED that the transfer was complete – with both Lloyds accounts now closed.

- j) **To receive update on Poorlands Meadow Trust**

It was REPORTED that after several frustrating years of trying to re-open a bank account, this has now been achieved. The fund can once again be opened for applications. It was AGREED that this needed readvertising in the Parish of Stretton Grandison. It was AGREED to defer this item until July in readiness for advertising at the start of the new academic year.

- k) **To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5)**

- a) Clerks April Salary

- b) Clerk – NDP Items as agreed 29/03/21 - £225.16

- c) Re-payment by BACS of lost cheque 00583 to Stocksigns Ltd for the SID's £5857.46

The above payments were NOTED

- l) **To consider the following invoices for payment**

- a) Clerks May Salary

- b) Clerks May expenses £63.16 – previously circulated

- c) JACS – White Gates - £3445 – payment to be withheld until installation completed though

- d) Groundwork UK – Remaining NDP Grant £286.41

The above payments were APPROVED for payment.

13. To consider any correspondence received by the Clerk

- Herefordshire Council Minerals and Waste Consultation

- TRO Scheme @ Frome's Hill – an update

Both pieces of correspondence were NOTED

14. To consider any items for the next agenda (no discussion)

None

15. To note the date of the next meeting – 12th July 2021

NOTED. It was AGREED that this meeting should be held at The Stables moving forwards

The meeting closed at 19.58

Signed:

Dated:

12.7.21