

# WESTON BEGGARD PARISH COUNCIL

## Minutes of the Ordinary Meeting of Weston Beggard Parish Council

held in Yarkhill Village Hall  
on Tuesday 23<sup>rd</sup> February 2016

**WBPC/HALC/002**

### **Councillors Present**

Councillor Mr. Roger Barnett  
Councillor Mr. Keith Bayliss  
Councillor Mr. Tony Walsh  
Councillor Mr. Richard Williams  
  
HALC Clerk Mr. Malcolm Walker

### **Also Present**

Ward Councillor Mr. Jonathan Lester, Bromyard Locality Steward for Balfour Beatty Living Places (BBLP) Ms. Cathy Berkeley and one further member of the public

Councillor Mr. Richard Williams was unanimously elected to Chair the meeting

A3 laminated parish maps with Highways and Public Rights of Way (PRoW) marked on given to all present. {Councillor Mr. Tony Walsh took one for Councillor Mr. David Probert Chairman}

**The Ordinary Meeting of the Parish Council was formally opened  
by Councillor Mr. Richard Williams at 7.00pm**

### **1.0 Apologies for Absence**

Apologies for absence were received and accepted from Councillor Mr. David Probert Chairman  
No representative from the Local Police Team

### **2.0 Minutes**

To receive, approve and sign the Minutes WBPC/HALC/001 as a true record of the Ordinary Parish Council Meeting held on Thursday 3<sup>rd</sup> December 2015 were unanimously confirmed as a true record and signed by Councillor Mr. Richard Williams.

### **3.0 Declarations of Interest & Dispensations**

#### **3.1 To receive any declarations of interest in agenda items from Councillors**

No declarations of interests were made

#### **3.2 To consider any written applications for dispensation**

No Written Applications were received

### **4.0 Financial Report**

Councillor Mr. Tony Walsh presented the accounts to date and provided a spread-sheet up to 22<sup>nd</sup> February 2016 *see appendix*

#### **4.1 Bank Balance as per spread-sheet**

@ 22 <sup>nd</sup> February 2016	Nat West Current Account	£4,308.55
Carried forward from 2013/2014	NSI Account	£1,040.43

#### **4.2 Receipts**

Confirmation of Precept for 2016/2017 received from Herefordshire Council	£1,500.00
1 <sup>st</sup> instalment 15 <sup>th</sup> April 2016 £750.00 and 2 <sup>nd</sup> instalment 16 <sup>th</sup> September 2016 £750.00	
Confirmation of Transparency Grant from National Association of Local Councils (NALC)	£2,026.00

#### **4.3 Invoices for Payment**

HALC Clerk Cover 17/02/2016 + Extras Invoice No 6279	£239.79
23/02/2016 Cheque No 000292	



### **Financial Payments Unanimously Approved**

Existing cheque signatories for Nat West Bank are Councillor Mr. David Probert Chairman and Councillor Mr. Tony Walsh.

Previous Clerk Nicola Jane Evans signature to be removed completely

Councillor Mr. Roger Barnett and Councillor Mr. Keith Bayliss to be additional cheque signatories  
On-line banking to be applied for with Clerk / Councillor Mr. Tony Walsh able to look on screen and print bank statements only.

Nat West Bank visit for relevant Weston Beggard Parish Councillors.

Clerk to register Weston Beggard Parish Council to enable them to reclaim  
Value Added Tax (VAT), a maximum of three years back VAT can be reclaimed.

The Pensions Regulator letter dated June 2015 Reference AEM15

Staging Date 1<sup>st</sup> July 2017 PAYE Reference 475/NA68114 Letter Code 1015443119

Clerk to check enrolment and legal duties

#### **5.0 Parish Council's Responsible Financial Officer (RFO)**

*{The Parish Council resolved for Councillor Mr. Tony Walsh to continue as RFO for the foreseeable future.}*

The Clerk explained that best practice for Parish Councils is for the Clerk to be RFO as well. Due to present circumstance the roles to remain as agreed.

The Parish Council resolved unanimously that when a permanent Parish Council Clerk is appointed he/she will be both Parish Council Clerk and Responsible Financial Officer (RFO)

#### **6.0 Public Question Time**

A 10 minute period is to be allocated if required to facilitate any member of the public to address the Parish Council

No matters raised

#### **7.0 To Receive Reports from**

##### **7.1 Local Police**

No representative from the Local Police Team present

##### **7.2 Ward Councillor's Report**

Ward Councillor Mr. Jonathan Lester representing 9 Parish Councils in the Three Crosses Ward gave a verbal report including:-

Cllr. Mr. Lester is responsible for Young People and Children's Wellbeing, there is now a Children's and Young Peoples Plan (to be forwarded by email)

5<sup>th</sup> February 2016 Herefordshire Council set the budget

11<sup>th</sup> February 2016 Capital Investment Strategy for Schools

4<sup>th</sup> March 2016 Herefordshire Council will set the Council Tax which is up 3.9%

24<sup>th</sup> July 2016 Citizens Advice Bureaux (CAB) will be closing due to lack of funding

##### **7.3 Locality Steward Ms. Cathy Berkeley**

Locality Steward Cathy Berkeley gave an overview of her role and programme of works undertaken  
Resurfacing - Weston Beggard Lane to end will not take place this financial year,

only pothole repairs

Category 1 potholes – 1-24 hours

Other potholes and minor flooding - 28 days

Long term fix - 6 months

Programmed Works - next year 2016/2017

Use "Report It" on website for any defects or problems

"To help keep track of enquiries you may have raised, if you click on the following link, it will take you to the map of current and recently completed defects. "

<https://www.herefordshire.gov.uk/transport-and-highways/maintenance/potholes/potholes-map>

Full report see Item 10.0 on peach Information Sheet.



Report only intended for Ward Councillor and Parish Councillors, if a public statement is needed Cathy can provide one.

Public Consultation Annual Plan to be emailed to all when received

### 8.0 Neighbourhood Development Plan

Councillor Mr. Richard Williams updated the Parish Council with regards to the Neighbourhood Development Plan and the Parish Council fully supported the Plan as presented including minutes and expenditure incurred

The Plan had been amended to include responses from the Pre-Submission Regulation 14 Consultation. The Regulation 16 Consultation stage had now been reached.

There were no outstanding invoices and any underspend would have to be returned under the grant terms. Claire Rawlings Planning Consultant at CR Planning Solutions is working with the Steering Group.

### 9.0 Community Governance Review

To consider and agree response to the review

The Parish Council resolved to stay with five Parish Councillors and not merge with an adjoining parish.

Clerk instructed to write to Herefordshire Council stating their resolution.

### 10.0 Information Sheet

Update of correspondence received (for information only)

#### Planning Results

153355 Dingley Dell, Shucknall Hill, Hereford HR1 3SL

Proposed single storey dwelling

**Planning Permission Granted 22<sup>nd</sup> December 2015**

153117 Lilac Cottage, Shucknall Hill, Hereford HR1 3SW

Proposed demolition of existing lean-to and erection of new single storey extension

**Planning Permission Granted 11<sup>th</sup> January 2016**

153708 Stokebridge Cottage, Shucknall, Hereford HR1 3SR

Proposed outbuilding to form double garage and workshop with storage over

**Planning Permission Granted 29<sup>th</sup> January 2016**

#### Correspondence

December 2015                      Herefordshire Association of Local Councils (HALC)  
Information Corner 24<sup>th</sup> December 2015

February 2016                      Herefordshire Association of Local Councils (HALC)  
Information Corner 8<sup>th</sup> February 2016

12<sup>th</sup> February 2016                Cathy Berkeley Locality Steward Report

The Parish Council resolved unanimously to receive all future documentation for Parish Council meetings by email, including the Notice and Agenda for the Notice Board

### 11.0 Agenda of next meeting

Standing Orders (already circulated)

Financial Regulations (already circulated)

Other Policies in due course

### 12.0 Confirmation of Time, Date & Venue of next meeting

The next Parish Council meeting will be an Ordinary Meeting {Employment Issues} to be held on Tuesday 5<sup>th</sup> April 2016, meeting to commence at **7.00pm** in Yarkhill Village Hall

Meeting declared closed 8.45pm

Signed..........

Councillor ~~Mr. David Probert~~ Chairman

Cllr. Mr. Richard Williams

Date 5<sup>th</sup> April 2016