

# **WESTON BEGGARD PARISH COUNCIL**

Minutes of the Ordinary Meeting of Weston Beggard Parish Council

held in Yarkhill Village Hall  
on Tuesday 28<sup>th</sup> February 2017

**WBPC/MW/007**

## **Councillors Present**

Councillor Mr Richard Williams Chairman

Councillor Mr Keith Bayliss

Councillor Mr Roger Barnett

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

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

### **1.0 Apologies for Absence**

Apologies were received from Councillor Mr David Probert and Councillor Mr Tony Walsh  
No representative from the Local Police Team

### **2.0 Minutes of Previous Meeting**

To receive, approve and sign the Minutes WBPC/MW/006 as a true record of the Ordinary Parish Council Meeting held on Tuesday 29<sup>th</sup> November 2016. Unanimously resolved as a true record and signed by Councillor Mr Richard Williams Chairman.

### **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

**The Parish Council resolved to change the order of business to Item 6.2**

### **6.0 To Receive Report from:-**

#### **6.2 Bromyard Locality Steward for Balfour Beatty Living Places (BBLP) Ms Cathy Berkeley**

Reference Public Rights of Way

Ms Cathy Berkeley thanked the Parish Council for their invitation to the meeting

She gave an overview of the Public Rights of Way Scheme "P3 Scheme"

Information to be put on the Notice Boards and on the Website outlining the Public Rights of Way Scheme and the Footpath Officer's Role within the parish

Concern reference Footpaths WB8 and WB7 were reported

Materials for repairs were available from Balfour Beatty free to the landowners but not to the Parish Council

White lines on junctions were the first priority, then double white lines on highways

Culvert required clearing before the railway bridge – turning by the Bus Stop bottom of the dip  
Weston Beggard Road

**The Parish Council resumed the correct order of business to Item 4.0**

### **4.0 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



**5.0 Financial Report** (hand-outs given to all present)

**5.1 Bank Balance** as per Bank Statement No 145

@ 30 <sup>th</sup> November 2016	Nat West Current Account	£2,212.11
Internet printed Bank Statement dated 23 <sup>rd</sup> January 2017 (received by email)		£2,088.30
Bank Reconciliation dated 26 <sup>th</sup> February 2017	£2,088.30	
Councillor Mr Richard Williams Chairman to email Clerk Bank Statements as and when received		
NS&I Account		£1,040.43

**5.2 Receipts**

Zurich Municipal Insurance plc refund 20 <sup>th</sup> December 2016 by Automated Credit	£202.43
Herefordshire Council Notification of Precept for 2017/2018 of £2,250.00	
1 <sup>st</sup> payment 21 <sup>st</sup> April 2017 and 2 <sup>nd</sup> payment 22 <sup>nd</sup> September 2017 by BACS	

**5.3 Invoices for Payment**

Clerk's Salary January 2017	£66.32
TAX & NIC £13.20	
Cheque No 000309	
Eyelid Productions Invoice No 1834 – Website training	£60.00
Cheque No 000311	
Clerk's Salary February 2017	£66.32
TAX & NIC £13.20	
Cheque No 000312	
Clerk's Salary December 2016	£33.12
Outstanding payment	
Cheque No 000314	
PIP Printing - Neighbourhood Development Plan {Other Cheque Book used Number 000326}	£307.37

**Financial Payments Unanimously Approved**

**5.4 Confirmation of receipt of HMR&C “Gateway” Registration**

HMR&C “Gateway” Registration acquired  
Employers PAYE booklet received

**5.5 Bank & NS&I Investment Mandate update**

Clerk to be named contact on Both Accounts to receive statements and to have view only electronic access.

Access still awaited

Form completed by Councillor Mr Richard Williams Chairman and Councillor Mr Roger Barnett at the meeting and now to be posted to Councillor Mr David Probert for signing and returning to the Clerk for copying and sending to NS&I.

**6.0 To Receive Report from:-**

**6.1 Ward Councillor's Report**

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

Herefordshire Council Budget Meeting 3<sup>rd</sup> February 2017 + update

Adult Social Care is purchased as a block booking

“Canary Girls” Plaque at Rotherwas

West - East Road still on-going

Robert Owen Academy having difficulties

New build School at Colwall now underway – all services are child friendly

Foster carer numbers in Hereford are up with national numbers down

Solid adoption service

All road issues and defects can now be reported on the Herefordshire Council new Website

Mordiford School traffic grid lock issues are next on the list at Herefordshire Council



**7.0 Waste Services Charges Consultation**

Confirmation of awareness and where to respond

Councillor Mr Richard Williams Chairman to collate answers ready for submission to Anthony Bush at Herefordshire Council with a letter and cc to Ward Councillor Mr Jonathan Lester

**8.0 To Consider Policies for Approval**

**8.1 Policy for Early Discussions on Development Projects**

The Parish Council unanimously resolved to ratify the Early Discussions on Development Projects Policy and was signed by Councillor Mr Richard Williams Chairman.

**8.2 Data Protection Policy & Information Security Policy**

The Parish Council unanimously resolved to ratify the Data Protection Policy & Information Security Policy and was signed by Councillor Mr Richard Williams Chairman, Councillor Mr Roger Barnett and Parish Clerk.

**8.3 Urgent Business Between Meetings Policy**

The Parish Council unanimously resolved to ratify the Urgent Business Between Meetings Policy and was signed by Councillor Mr Richard Williams Chairman.

**9.0 Information Sheet**

Update of correspondence received (for information only)

Correspondence

5 <sup>th</sup> December 2016	Letter sent to Herefordshire Council Reference Precept request for 2017-2018 of £2,250.00
14 <sup>th</sup> January 2017	Herefordshire Council Electoral Office Request for Electoral Register for Weston Beggard
13 <sup>th</sup> February 2017	HMR&C Employer Payment Booklet for 2017-2018 received
February 2017	Reply sent to Herefordshire Council Reference Parish Councillors <u>not</u> introducing an Allowance Scheme

**Subject to Council resolution Item 10 may be held in closed session**

**10.0 Employment Issues**

To agree content and sign a Contract of Employment for the Clerk & RFO

The Parish Council resolved unanimously the Contract of Employment and Job Description for Mr Malcolm Walker as Parish Council Clerk, signed by Councillor Mr Richard Williams Chairman

**11.0 Agenda of Next Meeting**

**12.0 Date, Time and Venue of Next Meetings**

Annual Parish Meeting and Annual Parish Council Meeting Tuesday May 9<sup>th</sup> 2017 7.00pm


Ordinary Meeting Tuesday September 12<sup>th</sup> 2017 7.00pm

Ordinary Meeting Tuesday November 28<sup>th</sup> 2017 7.00pm

**13.0 Confirmation of Time, Date & Venue of next meeting**

The next Meeting will be the **Annual Meeting** of the Parish Council on **TUESDAY 9<sup>th</sup> May 2017** in Yarkhill Village Hall and is due to commence **at 7.20pm** or immediately on completion of the Annual Parish Meeting if later

Meeting declared closed 8.15pm

Signed.....  .....

Parish Council Chairman Councillor.....

Date 9<sup>th</sup> May 2017