

WESTON BEGGARD PARISH COUNCIL

Minutes of the Annual Meeting of Weston Beggard Parish Council
held in Yarkhill Village Hall
on Tuesday 9th May 2017

WBPC/MW/008

Councillors Present

Councillor Mr Richard Williams Chairman
Councillor Mr Roger Barnett
Councillor Mr Keith Bayliss
Councillor Mr Tony Walsh

Clerk Mr Malcolm Walker

Also Present

Ward Councillor Mr Jonathan Lester

1.0 Election of Chairman

Councillor Mr Richard Williams having been nominated unopposed was unanimously elected to the post of **Chairman** for the year 2017-2018 and duly signed the appropriate Acceptance of Office Form

The post of **Vice – Chairman** was left vacant

**The Annual Meeting of the Parish Council was formally opened
by Councillor Mr Richard Williams Chairman at 7.20pm**

2.0 Apologies for Absence

Apologies were received and accepted from Councillor Mr David Probert
Bromyard Locality Steward for Balfour Beatty Living Places (BBLP) Ms Cathy Berkeley not present

3.0 Minutes of Previous Meeting

To receive, approve and sign the Minutes WBPC/MW/007 as a true record of the Ordinary Parish Council Meeting held on Tuesday 28th February 2017. Unanimously confirmed as a true record and signed by Councillor Mr Richard Williams Chairman.

The Parish Council resolved to change the order of business to Item 7.1 at this time

7.1 Ward Councillor Mr Jonathan Lester

Ward Councillor Mr Jonathan Lester gave a comprehensive verbal report on Parish, Ward and County issues during the last 12 months.

The Parish Council resumed the correct order of business to Item 4 at this time

4.0 Declarations of Interest & Dispensations

4.1 To receive any declarations of interest in agenda items from Councillors

Declarations of Interests were made by Councillor Mr Roger Barnett and Councillor Mr Keith Bayliss both reference Item 10.0

To consider any written applications for dispensation

No Written Applications were received

4.2 All members present reviewed their Notice of Registrable Interests Forms and no amendments were needed

5.0 Financial Report

5.1 The Annual Governance Statement “Section 1” was read to the Parish Council and all responses were **Unanimously Approved** signed by Councillor Mr Richard Williams Chairman and Clerk and RFO Mr M Walker
Financial year ending 31st March 2017 printed form signed by Councillor Mr Richard Williams Chairman



- 5.2 The Parish Council **Resolved Unanimously** to ratify the 2016-2017 accounts as presented with 1 minor amendment.

Code Details for all transactions to be emailed to all Parish Councillors

See appendix 1 spread sheet + Code Details

- 5.3 The Chairman signed the Annual Audit Return "Section 2" as did the Clerk / RFO

- 5.4 **Bank Balances** as per statement Current Account No 147 dated 30/01/2017-28/04/2017

End of year balance 31 st March 2017	£1,849.34
Statement balance 21 st April 2017	£2,881.62
Bank reconciliation end of year balance 31 st March 2017	£1,849.34
NS&I Account	£1,040.43

Receipts

Herefordshire Council Precept 1 st part 19 th April 2017 by BACS Reference 2224756	£1,125.00
HMR&C VAT refund 01/04/2016-31/03/2017 Submitted not yet received	£153.14

Invoices for Payment

Eyelid Productions Ltd Invoice 1863 Annual Website support from March 2017 Cheque 000315 Website www.westonbeggardpc.org	£100.00
Clerk's Salary March 2017 Gross HMR&C TAX £13.20 NIC £0.00	£66.32
Nett salary	£53.12
Cheque No 000313 HMR&C TAX & NIC 4 th Quarter January February March Cheque No 000310	£39.60
Clerk's Salary April 2017 Gross Software update (1/5 share) HMR&C TAX £13.20 NIC £0.00	£66.32
Nett salary	£28.80
Cheque No 000316 Mrs J Cole Internal Auditor WBPC 09/05/17 Cheque 000318	£81.92
Clerk's Salary May 2017 Gross HMR&C TAX £13.20 NIC £0.00	£25.00
Nett salary	£66.32
Cheque No 000319 Andrew Evans Notice Board repairs Cheque No 000320	£53.12
	£75.00

All payments were **Unanimously Approved**

- 5.5 Consider Internal Auditor's Report for 2016 - 2017 and agree any required action
There were no actions required from the Internal Auditor's Report for 2016 - 2017
- 5.6 The scope of the Internal Audit for 2017 - 2018 was agreed and the Internal Audit Plan signed by the Chairman Councillor Mr Richard Williams
- 5.7 The Parish Council confirmed (in principal) the re-appointment of Mrs J Cole as their Internal Auditor for 2017 – 2018
- 5.8 The Parish Council considered the Nat West Bank Mandate and resolved no changes to be made
The NS&I Account hopefully had been updated

6.0 Parish Notice Board

The Parish Council resolved to purchase a new Oak Notice Board to be sited outside the Church costing £425.00 with monies from their contingency fund.



7.0 To received reports from:-

7.1 Ward Councillor Mr Jonathan Lester

See after Item 3.0

7.2 Bromyard Locality Steward Ms Cathy Berkeley not present see Information Sheet Item 13.0

7.3 Police report not available

8.0 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

Discussion about the War Memorial location

Agenda item for the next full Parish Council meeting

9.0 Schedule / Policies and Register Updates

9.1 To undertake a review of the Parish Council's Standing Orders

The Parish Council reviewed their Standing Orders with no amendments

9.2 To undertake a review of the Parish Council's Financial Regulations

The Parish Council reviewed their Financial Regulations with no amendments

9.3 To review and update as required Parish Council's Risk Assessment Schedule

The Parish Council reviewed their Risk Schedule and updated as required

9.4 To review and update as required Parish Council Asset Register

The Parish Council reviewed their Asset Register and updated as required

10.0 Footpath Issues

Proposed re-routing WB1 Public Right of Way

No action required

11.0 Planning Applications

11.1 No 171141 Longview Shucknall Hill

Proposed erection of storage barn to replace dilapidated building

Resolved Unanimously No objections

11.2 No 171210 Longview Shucknall Hill

First floor extension over existing ground floor living area

Resolved Unanimously No objections

12.0 Area Plan & Transport Package

To consider response to consultation

https://www.herefordshire.gov.uk/info/200136/travel_and_transport/721/hereford_area_plan_hap_and_hereford_transport_package_htp_consultation

The Parish Council resolved to offer no response

13.0 Information Sheet (for information only) {Full sheet emailed to all Parish Councillors}

Sheet to include update on previous action points and a list of correspondence received

Planning Application Update

Application No 170600 The Farm House, Hill End, Weston Beggard Lane, Hereford HR1 4BW

Propose to remove a spiral staircase and replace it with a straight staircase

Listed Building Consent

Planning Application Still Valid

Correspondence

1st March 2017 Subject: Top of Weston Beggard Lane Dear Cathy, Top of Weston Beggard Lane.

The issue of the condition of Weston Beggard lane came up for discussion at last night's parish council meeting and all were in agreement that the road near the junction has deteriorated that much that any action to improve the surface would be most welcome. It would be much appreciated therefore if we could add it to the list of priorities to be done as soon as practically possible.



3rd March 2017 Dear Cllr Lester I have forwarded your request to the Asset Management team who will prioritise accordingly.

Kind regards, Cathy Berkeley Bromyard Locality Steward

16th March 2017 Warwickshire & West Mercia Community Rehabilitation Company Probation
Community Payback Project

Agenda of next meeting

War Memorial location

14.0 Confirmation of Time, Date & Venue of next meeting

The next Meeting will be the **Ordinary Meeting** of the Parish Council on
TUESDAY 12th September 2017 in Yarkhill Village Hall and is due to commence **at 7.00pm**

Meeting declared closed 8.45pm

Signed..... 

Councillor Mr Richard Williams Chairman

Date 26th September 2017