

# WESTON BEGGARD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council,  
Held at Yarkhill Village Hall  
On Monday 21<sup>st</sup> May 2018  
At 7.00pm

**Present:** Councillors: Richard Williams (Chairman), Roger Barnett, John Young, Keith Bayliss and Keith Lawrence.

**In attendance:** Emma Thomas – Parish Clerk and Ward Councillor Jonathon Lester

**Public:** 0

**1. To elect the Chairman of the Council and to receive Chairman's signature on the Declaration of Acceptance of Office form.**  
It was RESOLVED to elect Cllr Richard Williams to the office of Chairman for a further year. He signed the form.

**2. To elect the Vice-Chairman of the Council and to receive Vice-Chairman's signature on the Declaration of Acceptance of Office form**  
It was RESOLVED to elect Cllr Keith Bayliss to the office of Vice-Chair. He signed the form.

**3. To receive and accept apologies for absence**  
None

**4. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items**  
None

**5. To remind councillors to review the Register of Interest form held with Herefordshire Council and update if necessary.**  
NOTED

**6. To agree and sign the minutes of The Group Parish Council meeting held on 26<sup>th</sup> February 2018**  
It was RESOLVED to approve and sign the minutes of the meeting held on 26<sup>th</sup> February 2018

**7. Public Question Time**  
None present

## 8. Reports

### 8.1 Ward Cllrs report & Q & A time

Cllr Jonathon Lester gave his report which included:

- He had been Leader of Herefordshire Council since 9<sup>th</sup> March 2018. Key areas for his focus were to improve the economic development and growth of Herefordshire as well as improving the health and well-being of all citizens.
- In March a service to help support young carers was put in place.
- A Peer Review had taken place which had deemed the Council to be financially stable although it did highlight the need for improved communications with the wider community.
- The small holdings had raised in the region of £46 million. This would be re-invested to allow for a greater return on the asset than previously.
- It had been agreed that Marlbrook Primary would be extended.
- This summer the consultation on how best to manage the libraries, museums and archive centre in the future would begin.
- The next route of the by-pass would also be decided in the summer months.

Questions were raised by councillors on all the above topics.

### 8.2 Locality Officer Report

It was NOTED that Paul Hunter is the new locality steward for the parish.

**9. To note the attendance record of councillors at meetings during 2017-18**  
The following attendance record was NOTED

Name	Total meetings attended	Total meetings held
Richard Williams	4	4
Roger Barnett	4	4
John Young	1	1
Keith Bayliss	4	4
Keith Lawrence	1	1
David Probert	0	1
Tony Walsh	2	2

**10. To review WBPC policies and (re)adopt as necessary**

**10.1 Standing Orders – Appendix 1**



**10.4 Donations/Grants policy – Appendix 4****10.5 Risk Schedule Assessment and Finance Controls – Appendix 5****10.6 Risk Management Policy – Appendix 6**

It was RESOLVED that the risk schedule and finance controls, alongside the risk management policy were adequate to protect the council from risk. Risk for the coming year was therefore deemed low.

**10.7 Publication Scheme – Appendix 7****10.8 Complaints Procedure – Appendix 8****10.9 Asset Register – Appendix 9**

It was RESOLVED to update the Asset Register to include the new noticeboard. This was done and reflected on the Accounting Statement

**10.10 Media and Press Policy – Appendix 10****10.11 Equality Policy – Appendix 11****10.12 Bullying and Harassment Policy – Appendix 12****10.13 Policy for dealing with planning applications between meetings – Appendix 13****10.14 Discipline and Grievance Policy – Appendix 14****10.15 Health and Safety Policy – Appendix 15****10.16 Training and Development Policy – Appendix 16****10.17 Unacceptable Behaviour Policy – Appendix 17****10.18 Urgent business between meetings policy – Appendix 18****10.19 Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form – Appendix 19 and 19a – 19f**

The clerk REMINDED all of the new Data Protection legislation due to take effect from the 25<sup>th</sup> May 2018. She ADVISED all councillors to have a separate "council" folder for emails and documents. This is so that in the event of no longer being a council member all council data can be deleted.

It was RESOLVED to (re)adopt all the above policies.

**10.20 To consider agreement to continue to comply with the transparency code**

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

**10.21 To reconfirm eligibility to act under the General Power of Competence**

It was RESOLVED to reconfirm eligibility to act under the General Power of Competence.

**10.22 To remind councillors of the self-disqualification law**

Councillors were REMINDED of the self-disqualification law due to non-attendance at meetings.

**10.23 To consider appointment of Data Protection Officer**

The clerk REPORTED that a bill was going through parliament that meant parish councils would no longer need a DPO. It was RESOLVED that when the bill was passed the clerk would amend the data protection documents to reflect this change. It was also RESOLVED that should the bill not be passed that the council would employ HALC to provide the DPO services at £50 per annum.

**11. Finance****11.1 To note the End of Year Finance report and bank balances – Appendix 20**

It was NOTED that both income and expenditure closely matched the budgeted figures. The EOY finance report was ACCEPTED and the bank statement, bank reconciliation and report signed by the Chair.

**11.2 To note the May Finance Report and Bank Balances – Appendix 21**

The clerk REPORTED that the first precept payment for 2018-19 had been paid. The new budget figures were on the sheet although there had been no expenditure to date. The report was ACCEPTED and signed.

**11.3 To consider eligibility for external audit exemption and sign the certificate – Appendix 22**

It was RESOLVED that the council were eligible for external audit exemption and the certificate was signed by the Chair and RFO.

**11.4 To consider and approve the internal audit report 2017-18 – Appendix 22**

It was RESOLVED to accept the Internal Audit for 2017-18. There were no recommendations for improvement.

**11.5 To consider and approve the Annual Governance Statement – Appendix 22**

It was RESOLVED to approve the Annual Governance Statement – this was signed by the Chair and the clerk.

**11.6 To consider and approve the Annual Return Accounting Statements – Appendix 22**

It was RESOLVED to approve the Annual Return Accounting Statement. This was signed by the Chair and the RFO.

**11.7 To review the council's insurance policy and decide upon any amendments required then approve renewal.**

The schedule was REVIEWED and deemed adequate for the coming year – approval for renewal will be given in September.

**11.8 To consider the internal auditor for 2018-19**

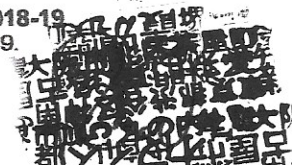
It was RESOLVED to use Mr. P Brough again for the internal audit for 2018-19. He was thorough and good value.

**11.9 To consider continuing to use the "payments and receipts" accounting method for 2018-19**

It was RESOLVED to continue to use the "payments and receipts" accounting method for 2018-19.

**11.10 To note the VAT return for 2017-18**

NOTED





**11.11 To consider the following invoices for payment:**

11.11.1 The clerks expenses £54.43

11.11.2 The clerks salary –

11.11.3 HALC subscription for 2018-19 £303.43

11.11.4 Autela Payroll services £39.72

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

**11.12 To note the payment of chq 000341 to HMRC for £44.40 – paid between meetings to avoid a fine.**

NOTED

**12. Highways and footpaths****12.1 To consider work to be undertaken on the parish footpaths**

None

**12.2 To consider road issues for reporting to Balfour Beatty**

None

**12.3 To consider an update on highways/locality issues**

The following table was NOTED

Date	Minute	Item	Status
26.02.18	7.1	Weston Beggard Lane needs resurfacing	Clerk logged with BB – CAS 669335-J8W3Y2
26.02.18	7.1	Cut through between A4103 and A438 by Whitestone has potholes and verge is unguarded by the bridge allowing access onto Railway track	Clerk emailed Linzy Outtrim at BB
26.02.18	7.1	New lane marking and light phasing at Morrisons junction – Hereford needs looking at.	Clerk emailed Linzy Outtrim at BB

**13. Planning**

None

**14. To consider the War Memorial situation**

It was RESOLVED that Cllr Williams would continue to investigate the possibility of moving the memorial to the churchyard.

**15. Correspondence**

None

**16. To consider the outstanding actions**

The following actions were NOTED

Date	Minute	Item	Status
26.02.18	10	KL to go to Natwest	To be done as soon as possible
26.02.18	9	RW to email clerk photos of war memorial	This had been done and sent to the War Memorial Trust. Funds to help move the memorial would be very unlikely to be forthcoming.

**17. To consider items for the next meeting – No discussion**

Councillors were REQUESTED to email the clerk if they wanted anything adding.

**18. Date of next meeting - 3<sup>rd</sup> September 2018**

NOTED

The meeting closed at 8.40pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

3/9/18