

WESTON BEGGARD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council,
Held at Yarkhill Village Hall
On Monday 20th May 2019
At 7.00pm

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

In attendance: Emma Thomas – Parish Clerk

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 that Cllr Richard Williams should be Chairman for a further year and he signed the Declaration of Acceptance of office 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 that Cllr Keith Bayliss should be Vice-Chairman for a further year and he signed the Declaration of Acceptance of office form.

3. To receive and accept apologies for absence

Cllr Keith Lawrence sent his apologies – he will be late.

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

5. Councillor Forms

5.1 To remind councillors to complete the Register of interests form and submit to Herefordshire Council.

The clerk REMINDED all Councillors to submit their Register of Interest Forms. She RECEIVED a copy from each Cllr.

5.2 To receive all Declarations of Acceptance of Office forms.

The clerk RECEIVED forms from all councillors.

6. To agree and sign the minutes of The Group Parish Council meeting held on 18th February 2019

The minutes were APPROVED and duly signed by the Chair.

7. Public Question Time

None present.

8. Reports

8.1 Ward Cllrs report & Q & A time

Cllr Jonathan Lester sent his apologies as he was unable to attend. His short report included the following:

- He was pleased to have been re-elected and thanked all those who had supported him.
- Due to no one party having control of the Council any longer he was unsure what the administration would look like as yet.

8.2 Locality Officer Report

Not present.

9. To note the attendance record of councillors at meetings during 2018-19

The following table was NOTED:

Name	Total meetings attended	Total meetings held
Richard Williams	3	4
Roger Barnett	4	4
John Young	4	4
Keith Bayliss	3	4
Keith Lawrence	4	4

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

10.1 Standing Orders – Appendix 1

10.2 Code of Conduct – Appendix 2

10.3 Financial Regulations – Appendix 3

10.4 Donations/Grants policy – Appendix 4

10.5 Risk Schedule Assessment and Finance Controls – Appendix 5

10.6 Risk Management Policy – Appendix 6

10.7 Publication Scheme – Appendix 7

10.8 Complaints Procedure – Appendix 8

10.9 Asset Register – Appendix 9

10.10 Media and Press Policy – Appendix 10



- 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**

It was RESOLVED to approve all of the above policies in plain type as they had had no change since last year and were AGREED to still be appropriate.

The policies in bold type were discussed individually as minor alterations had been made as follows:

- It was RESOLVED to approve the updated Standing Orders. The alterations made were to add timings to sections such as public speaking. It was deemed useful to be able to tighten the structure of the meetings if need be.
- It was RESOLVED to accept the new Code of Conduct. This is in line with incoming legislation that states a Parish Council must either adopt the Code from it's Local Authority or the LGA. As the LGA one has not been circulated it was deemed prudent to accept this one as an interim measure.
- Both the Risk Assessment Schedule and Asset Register were confirmed as accurate for the coming year.
- The Data Protection Policy and Security Incident Procedure had been updated to take in to account that Parish Council's have been deemed exempt from having to appoint a Data Protection Officer. It was RESOLVED to approve these changes.

- 10.20 To consider agreement to continue to comply with the transparency code**
It was AGREED to continue to comply with the Transparency Code.

- 10.21 To reconfirm eligibility to act under the General Power of Competence**
It was AGREED that the Council was still eligible to act under the General Power of Competence and Cllrs RESOLVED to do so.

- 10.22 To remind councillors of the self-disqualification law**
The Clerk REMINDED all Councillors about the Self-disqualification law.

11. Finance

- 11.1 To note the End of Year Finance report and bank balances – Appendix 20**
The Clerk REPORTED that both payments and receipts were within the expected budget and that the Council had an adequate reserve amount. The report was APPROVED and duly signed by the Chair as evidence of budget monitoring.

- 11.2 To note the May Finance Report and Bank Balances – Appendix 21**
The May Finance REPORT was viewed alongside the bank statement and APPROVED and duly signed by the Chair as evidence of budget monitoring and bank reconciliation.

- 11.3 To consider and approve the internal audit report 2018-19 – Appendix 22**
The internal audit report was APPROVED.

- 11.4 To consider and approve the Annual Governance Statement – Appendix 23**
The Annual Governance Statement was APPROVED and signed by the Chair and the Clerk

- 11.5 To consider and approve the Annual Return Accounting Statements – Appendix 24**
The Annual Return Accounting Statements were APPROVED and signed by the Chair

- 11.6 To consider eligibility for external audit exemption and sign the certificate – Appendix 25**
It was RESOLVED that the Council were eligible for exemption from an external audit and the Certificate of Exemption was signed by the Chair and the Responsible Financial Officer.

- 11.7 To review the council's insurance policy and decide upon any amendments required then approve renewal.**
It was AGREED that the insurance policy schedule was sufficient for the coming year and that no amendments are required.

- 11.8 To consider the internal auditor for 2019-20**
It was AGREED to use Mr Philip Brough as internal auditor for the coming year.

- 11.9 To consider continuing to use the "payments and receipts" accounting method for 2019-20**
It was AGREED to continue using the "payments and receipts" accounting method for the coming year.

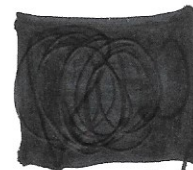
- 11.10 To note the VAT return for 2018-19**
The VAT Return for £98.77 was NOTED as having been submitted.

Cllr Keith Laurence joined the meeting

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

- 11.11.1 The clerks expenses £19.49 (previously circulated)
- 11.11.2 The clerks salary –
- 11.11.3 HALC – 2019-20 subscription fee £314.68
- 11.11.4 Autela – Payroll Services - £33.00

All the above invoices were APPROVED for payment and the cheques were signed. It was AGREED that the clerk's salary cheque could be signed between meetings when the payslip arrived.



16/9/19

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

It was REQUESTED that the clerk ask if and when the rest of Weston Beggard Lane would be re-surfaced.

12.3 To consider an update on highways/locality issues incl the re-surfacing of Weston Beggard Lane.

It was AGREED that now the first section of re-surfacing had been finished on Weston Beggard Lane that a thank you letter should be written to Balfour Beatty.

13. Planning**13.1 To note planning application approved / refused by Herefordshire Council since the last meeting**

The table below was NOTED

Date	App. No.	Description	PC Comment	HC Decision
26.11.18 9	184153	Hill Top, Shucknall Spout, Shucknall, HR1 3SW	Support with Condition	Approved with conditions

13.2 To consider the review of the NDP

It was NOTED that when the Herefordshire Council Core Strategy is renewed, the NDP may well have to be altered to reflect any changes made.

14. To consider the response from Bill Wiggin MP to the Parish Council's letter regarding Government Funding

Copies of the correspondence from Bill Wiggin MP had been circulated. It was AGREED that the question asked, regarding Central Government Funding Cuts, had not been answered. It was RESOLVED that Cllr Richard Williams pursue the issue further.

15. Correspondence

None

16. To consider the outstanding actions

None

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

How to identify vulnerable parishioners in the community; To arrange a consultation about a possible community bus service; Litter Pick in November.

18. Date of next meeting – 16th September 2019

Noted

*A resolution was passed to exclude the press and public from the following confidential item - employment***19. To consider the clerk's annual appraisal.**

It was REPORTED that the Clerk had had her Annual Appraisal and that there were no issues arising. The Appraisal report was discussed.

The meeting closed at 7.55pm/

Signed: _____

Dated: _____

16.9.19