

# WESTON BEGGARD PARISH COUNCIL

Minutes of the Meeting of the Parish Council,  
**held online via Zoom – due to the Coronavirus Pandemic**  
**On Monday 18<sup>th</sup> May 2020**  
**At 7.00pm**

**Present:** Councillors: Keith Bayliss (Chairman), John Young and Keith Lawrence.

**In attendance:** Emma Thomas – Parish Clerk

**Public:** 0

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

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

**2.1 To remind councillors to review their Register of interests form held by Herefordshire Council**  
NOTED

*Cllr Roger Barnett joined the meeting.*

**3. To agree and sign the minutes of The Group Parish Council meeting held on 17<sup>th</sup> February 2020**  
The minutes were APPROVED and will be signed by the Chair as soon as possible.

**4. Public Question Time**  
None present – Ward Cllr Jonathan Lester emailed a brief report prior to the meeting.

**5. To note the attendance record of councillors at meetings during 2019-20 – Appendix 1**  
NOTED

**6. Council Policies; Committees and Powers:**

**6.1 To note that due to the Coronavirus Pandemic, there is no requirement for an Annual Meeting of the Parish Council this year.** (*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*)  
NOTED

**6.2 To note that therefore Committee Structures; Council Powers; Banking Signatories and Council Policies will all remain in place for a further year until May 2021 without need for review.**  
NOTED

**7. Finance**

**7.1 To note the End of Year Finance report and bank balances – Appendix 2**  
The clerk REPORTED that both payments and receipts were as budgeted. The report was APPROVED as evidence of budget monitoring.

**7.2 To consider and approve the internal audit report 2019-20 – Appendix 3**  
The internal audit was APPROVED.

**7.3 To consider and approve the Annual Governance Statement – Appendix 4**  
It was AGREED that all systems were in place to ensure a sound system of internal control and the Annual Governance Statement was APPROVED

**7.4 To consider and approve the Annual Return Accounting Statements – Appendix 5**  
The Accounting Statements were APPROVED.

**7.5 To consider eligibility for external audit exemption and sign the certificate – Appendix 6**  
It was AGREED that the Council was eligible to be exempt from external audit. The Certificate, alongside the above audit papers, will be signed by the Chair as soon as possible.

**7.6 To review the council's insurance policy and decide upon any amendments required then approve renewal.**  
The Council's insurance was reviewed. It was AGREED that no amendments were necessary for the coming year.

**7.7 To consider the internal auditor for 2020-21**  
It was AGREED to continue to use Mr. Brough as internal auditor for the 2020-21 financial year.

**7.8 To consider continuing to use the "payments and receipts" accounting method for 2020-21**  
It was AGREED to continue using the "payments and receipts" accounting method for 2020-21.

**7.9 To note the VAT return for 2019-20 £105.31**  
NOTED

**7.10 To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5):**

7.10.1 Clerk's Expenses – April 2020 - £39.38

7.10.2 Clerks Expenses – May 2020 - £23.86

The above payments were NOTED

**7.11 To note the following receipts:**

7.11.1 Precept Part 1 - £2000

7.11.2 Fastershire Grant to cover 6 months subscription to Zoom Online Meetings £71.94

7.11.3 VAT Return £105.31

The above receipts were NOTED

**8. Planning**

**8.1 To consider an update on the review of the NDP and Core Strategy and related issues**

The clerk REPORTED that due to the on-going pandemic, the NDP Review meeting with Herefordshire Council has been cancelled for the time being.

**8.2 To consider Planning Comments submitted under the Planning between Meetings Policy.**

8.2.1 200829 – Purlbrook Farm, Shucknall, HR1 3SJ - Conversion of existing house into two separate residential dwellings -

*Support*

8.2.2 200886 – Land at Bartestree off A438 (Opp Lower Lodge), Bartestree – Proposed creation of an environmental park including fishing lakes, wildlife ponds and wetlands – *General comments submitted as follows:*

- *The access is onto a fast stretch of highway with little visibility.*

- *The evacuation route has not been agreed with the landowner*

- *The area has flooded in recent months.*

The above comments were NOTED

**9. To consider any highway or footpath issues for reporting to Balfour Beatty.**

Potholes by Moorend Farm were logged for reporting.

**10. To consider an update on issues surrounding the Commons in the parish.**

The clerk REPORTED that she had been in touch with Herefordshire Council about issues raised by Parishioners at the February meeting. If Shucknall Common title is accepted then parishioners will be able to register their prescriptive rights against this.

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

None

**12. Date of next meeting – 21<sup>st</sup> September 2020**

NOTED

The meeting closed at 19.17

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



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

24-9-20