

WESTON BEGGARD PARISH COUNCIL

Minutes of The Annual Meeting of the Parish Council,
Held at Yarkhill Village Hall
On Monday 17th May 2021
At 7.00pm

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

In attendance: Emma Thomas – Parish Clerk
Ward Councillor Jonathan 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.
Cllr Keith Bayliss was ELECTED as Chairman for the coming year and 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
Cllr John Young was ELECTED as Vice-Chair for the coming year and he signed the form.

3. To receive and accept apologies for absence – all present

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 review their Register of Interests form submitted to Herefordshire Council.
NOTED

6. To agree and sign the minutes of The Group Parish Council meeting held on 8th February and 15th March 2021
The minutes were APPROVED and duly signed by the Chair.

7. Public Question Time - none

8. Reports

8.1 Ward Cllrs report & Q & A time

Cllr Lester's report included the following items:

- A High Court judgement had been handed down and found against Herefordshire Council's Children's Services.
- There has been a recent by-election in Bromyard
- New Chief Executive for Herefordshire Council – Mr. Paul Walker – is now in post.
- The issues of increased levels of phosphates in the Rivers Lugg and Wye is still causing planning issues
- The Scrutiny Committee will be looking at the Waste Collection changes

9. To note the attendance record of councillors at meetings during 2020-21
NOTED

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 5a and 5b

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

10.11 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

10.20 Reserves Policy – Appendix 20

The clerk REPORTED that none of the policies in plain type had changed since they were adopted in 2019. It was AGREED to readopt these. The clerk REPORTED that the following changes had been made to the policies in bold type:

- Standing Orders: The ability to have paper votes if needed has been added
- Code of Conduct: A new Code from the LGA that carries more weight and is easier to read

- Risk Schedule and Finance Controls – No changes have been made but Councillors need to have considered all risks.
 - Asset Register: No changes but needs noting for the audit
 - Data Protection: Have included online meetings and video images as well as tidying up general wording
 - Reserves Policy: Required by audit this year
- It was AGREED to ADOPT Standing Orders; The Code of Conduct and The Data Protection Suite.
The Asset Register was APPROVED as accurate.
It was AGREED to ADOPT the Reserves Policy and to review it when the budget was set in November.
The Risk Schedule and Finance Controls were considered, AGREED to be sufficient for the coming year and therefore ADOPTED.

10.21 To consider agreement to continue to comply with the transparency code

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

10.22 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 AGREED to do so.

10.23 To remind councillors of the self-disqualification law

All Cllrs were REMINDED of this law.

11. Finance

11.1 To note the End of Year Finance report and bank balances – Appendix 21

The clerk REPORTED that whilst the budget areas of travel expenses and subscriptions were overspent, all other areas were underspent. This means that the reserves fund will increase to a more suitable figure in the coming year. The EOY finance report was APPROVED and signed as evidence of budget monitoring and bank reconciliation.

11.2 To note the May Finance Report and Bank Balances – Appendix 22

The May finance report was NOTED

11.3 To consider and approve the internal audit report 2020-21 – Appendix 23

The internal audit report was CONSIDERED and APPROVED

11.4 To consider and approve the Annual Governance Statements – Appendix 24

The Annual Governance Statements were CONSIDERED, AGREED WITH and SIGNED

11.5 To consider and approve the Annual Return Accounting Statements – Appendix 25

The Accounting Statements were CONSIDERED, APPROVED and SIGNED

11.6 To consider eligibility for external audit exemption and sign the certificate – Appendix 26

It was AGREED that the Council were eligible for external audit exemption and the certificate was signed.

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

The policy was REVIEWED and it was AGREED that it was still adequate for the coming year, with no amendments needed.

11.8 To consider the internal auditor for 2021-22

It was AGREED to continue using Mr. Philip Brough as Internal Auditor for the coming year.

11.9 To consider continuing to use the "payments and receipts" accounting method for 2021-22

It was AGREED to continue using this method of accounting for the coming year.

11.10 To note the VAT return for 2021-22

NOTED

11.11 To consider the following invoices for payment:

11.11.1 – Clerk's Salary

11.11.2 – Clerk's expenses £57.79 previously circulated

The invoices were APPROVED for payment and the cheques were SIGNED

11.12 To note payments made between meetings under Clerk's delegated authority

11.12.1 – Autela Payroll Services £40.08

NOTED

11.13 To consider the risk of not moving bank account to a different provider.

It was NOTED that Lloyds Bank had turned down the application to open an online account with them. The clerk ADVISED the Council to move to Unity Trust Bank Ltd, at a cost of £6 per month, in order to eliminate the risk of the clerk being able to make online payments with no approval from Councillors. Councillors AGREED to stay with NatWest until they could open an account with Lloyds (an attempt will be made in November), as the risk from theft by the clerk was considered low.

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

- Potholes along Weston Beggard Lane.

13. Community Matters - None

14. Correspondence

- Herefordshire Council Minerals and Waste Consultation

- HALC – meeting information

NOTED

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

Consider co-opting a Councillor

16. To note the date of next meeting – 20th September 2021

NOTED

The meeting closed at 20:06

Signed: _____

Dated: _____

27-9-21