

# WESTON BEGGARD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council,  
Held at Yarkhill Village Hall  
On Monday 16<sup>th</sup> May 2022  
At 7.00pm

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

**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 to elect Cllr Keith Bayliss as Chair of a further year. 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 to elect Cllr John Young as Vice-Chair. He signed the Declaration of Acceptance of Office 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. Councillor Forms**

**5.1 To remind councillors to review their Register of interests form submitted to Herefordshire Council.**  
Cllrs were REMINDED

**6. To agree and sign the minutes of The Group Parish Council meeting held on 17<sup>th</sup> January 2022**  
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**  
It was AGREED to defer this item until the Ward Cllr arrived.

**9. To note the attendance record of councillors at meetings during 2021-22**  
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 2021. It was AGREED to readopt these. The clerk REPORTED that although no changes had been made to the policies in bold they needed extra consideration.

- 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

The Asset Register was APPROVED as accurate. The Risk Schedule and Finance Controls were considered, AGREED to be sufficient for the coming year and therefore ADOPTED.

*Ward Cllr Jonathan Lester joined the meeting*

**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.

*It was AGREED to take item 8 next as the Ward Cllr had joined the meeting.*

**8. Reports**

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

Cllr Lester's report included the following items:

- The Scrutiny Committee has been looking at the Planning Department
- Children's Services is increasing their budget to aid departmental improvements.
- An update from the University is awaited
- HC are still waiting on the arrival of any Ukrainian refugees

*It was AGREED to take items 13 and 14 next as they are of interest to the Ward Cllr.*

**13. Planning**

**13.1 To note the following applications**

**13.1.1 - 220585** Pigeon House, Weston Beggard Lane, Weston Beggard, Hereford, Herefordshire HR1 4BL  
Proposed agricultural dry manure storage building.

No comment made

**13.1.2 - 220335** Hill Top, Shucknall Hill, Hereford, Herefordshire HR1 3SW  
Proposed double garage

No comment made

**13.2 To consider any planning enforcement needed for works already undertaken at Shucknall Court following the refusal of application 202985**

It was RESOLVED that the clerk should email Planning Enforcement noting the refusal of permission and asking for an update on how activities would be regulated moving forwards.

**13.3 To consider a response to Bartestree with Lugwardine Group Parish Council's Regulation 14 NDP Consultation**

It was RESOLVED to make no comment.

**14. To consider an update on Waste Collection issues at the bottom of Shucknall Hill and next steps.**

It was REPORTED that the issue of non-collection from some properties and one large communal bin by the A4103 is still causing difficulties. Balfour Beatty did put a sign up stating which properties could use the bin but it washed off. The solution would be for a smaller collection van to be used. It was REQUESTED that a photographic log of incidents is kept. Ward Cllr Jonathan Lester will raise the issue with Balfour Beatty again.

*Ward Cllr Jonathan Lester left the meeting*

**11. Finance**

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

The clerk REPORTED that whilst the budget area of travel expenses, 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 2021-22 – Appendix 23**

The internal audit report was CONSIDERED and APPROVED

**11.4 To consider and approve the Annual Governance Statement – 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 2022-23**

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 2022-23**

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

**11.10 To note the VAT return for 2022-23**

It was NOTED that the VAT Return for £82.10 has been submitted

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

- 11.11.1 – Clerk's Salary
- 11.11.2 – Clerk's expenses £64.37 previously circulated
- 11.11.3 – HALC Annual Subscription £345.47
- 11.11.4 – Autela Payroll Services £5.01

The above invoices were APPROVED for payment.

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

- 11.12.1 – Eyelid Productions – Web Support £100
- 11.12.2 – HMRC PAYE £61.60



11.12.3 – Clerks May Salary  
NOTED

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

It was RESOLVED to move to Unity Trust Bank. The monthly cost of doing so was NOTED as £6. It was AGREED that this was a similar cost to the mileage cost of getting cheques signed.

12. Highways and footpaths

12.1 To consider work to be undertaken on the parish footpaths

None. It was NOTED that the response from Balfour Beatty with regards the filling of potholes was inadequate.

12.2 To consider road issues for reporting to Balfour Beatty

None

Items 13 and 14 were taken above

15. Community Matters

None

16. Correspondence

- Update from BB regarding a mirror at the bottom of Shucknall Hill. – *Balfour Beatty will not allow a mirror to be installed. The clerk has REQUESTED the Safer Neighbourhood Team monitor speeds in the area.*
- Weston Beggard Lane resurfacing – *There is no plan to resurface this road for the next 5 years.*

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

None

18. To note the date of next meeting – 19<sup>th</sup> September 2022

NOTED

The meeting closed at 20:25

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

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

28-11-22