WESTON BEGGARD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council,
Held at Yarkhill Village Hall
On Monday 20th May 2024
At 7.00pm

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

In attendance: Rosie Thomas – Parish Clerk

Public: 3

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 Keith Bayliss would be Chair for the coming year and he signed his Acceptance of Office Form

2. To elect the Vice-Chairman of the Council
It was RESOLVED that Cllr John Young should be Vice-Chair for the coming year.

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 update their Register of interests form with Herefordshire Council if necessary.
Cllrs were REMINDED to review their Register of Interest forms.

6. To agree and sign the minutes of the Parish Council meeting held on 19th February and 21st March 2024
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
- Apologies were RECEIVED from the ward councillor.

9. To note the attendance record of councillors at meetings during 2023-24
NOTED

10. To review WBPC policies and (re)adopt as necessary
10.1 Standing Orders – Appendix 1
- It was resolved to READOPT the policy, with the change that accounts will now be received with the agenda of the meeting.

10.2 Code of Conduct – Appendix 2
- It was resolved to READOPT the policy.

10.3 Financial Regulations – Appendix 3
- It was resolved to ADOPT the policy.

10.4 Risk Schedule Assessment and Finance Controls – Appendix 4a and 4b
- It was resolved to READOPT the policy. The Risk Schedule was CONSIDERED and AGREED to be a comprehensive list of the risks faced by the Parish Council. It was RESOLVED that mitigations were adequately in place to reduce the risks. The schedule was APPROVED and re-adopted.

10.5 Risk Management Policy – Appendix 5
- It was resolved to REAPOPT the policy.

10.6 Asset Register – Appendix 6
- It was resolved to READOPT the policy. The asset register was AGREED to be an accurate reflection of the assets owned by the PC and was APPROVED

10.7 Reserves Policy – Appendix 7
- It was resolved to READOPT the policy.

10.8 To consider agreement to continue to comply with the transparency code
It was RESOLVED to continue to comply with the code.

10.9 To confirm eligibility to act under the General Power of Competence
It was CONFIRMED that the Council is no longer eligible to act under The General Power of Competence until the new clerk is qualified.

10.10 To remind councillors of the self-disqualification law
Cllrs were REMINDED of the requirement to attend at least one meeting every six months to remain as a Cllr.

11. Finance
11.1 To note the End of Year Finance report and bank balances – Appendix 8
NOTED

11.2 To note the May Finance Report and Bank Balances – Appendix 9
NOTED and signed as evidence of budget monitoring and bank reconciliation

11.3 To consider and approve the internal audit report 2023-24 – Appendix 10
The report was considered and APPROVED

11.4 To consider and approve the Annual Governance Statement – Appendix 11
The Annual Governance Statements were considered and APPROVED. They were SIGNED by the Chair and the clerk.

11.5 To consider and approve the Annual Return Accounting Statements – Appendix 12
The Accounting Statements were considered, APPROVED and signed by the Chair

11.6 To consider eligibility for external audit exemption and sign the certificate – Appendix 13
It was AGREED that the Council were eligible to claim 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.
The insurance policy was REVIEWED and AGREED to be adequate for the coming year.

11.8 To consider the internal auditor for 2024-25
It was AGREED that Mr Philip Brough would continue as Internal Auditor for the Council for the coming year. He was thanked for his hard work with this.

11.9 To consider continuing to use the "payments and receipts" accounting method for 2024-25
It was RESOLVED to continue to use the receipts and payments accounting method for the coming year.

11.10 To note the VAT return for 2023-24
The VAT claim for £201.80 was NOTED and having been submitted and already repaid.

11.11 To consider continuing making all payments by BACS
It was RESOLVED to make all payments by BACS

11.12 To confirm the clerk's delegated authority to make payments between meeting as necessary
As RESOLVED under item 10, it was NOTED that the clerk has delegated authority to make payments up to £750 between meetings if required.

11.13 To consider the following invoices for payment:
11.13.1 – Clerk's Salary
11.13.2 – Clerk's expenses £97.67 previously circulated
11.13.3 - Weston Beggard Village Hall – Meeting Hire - £16.00
11.13.4 – Autela Payroll Services - £59.98
The above invoices were APPROVED for payment by BACS

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
The Following points were raised for reporting:
- The ditch near Weston Green Farm is blocked
- The field opposite the kennels on the A4103 is still causing drainage and flooding issues – the clerk will follow this up.

13. To consider the following planning application for determination by Herefordshire Council
240657 – Buzzards View, Shucknall Hill, Hereford, Herefordshire, HR1 3SL
The planning applicant was given the opportunity to explain the application, it was RESOLVED to support the application.

Two members of the public left the meeting.

14. Community Matters
14.1 To consider speed of drivers on the busy A4103 in Shucknall
The clerk REPORTED that she had been contacted by a parishioner regarding speeds on the A4103 in Shucknall. It was NOTED that recently the parish council have investigated installing a convex mirror at the base of Shucknall Hill, and once a response is received from the Ward Councillor, will be submitting a traffic regulation order to reduce the speed throughout the parish on the A4103 to 40 mph. It was further NOTED that the parish council have requested operation snap signs along this stretch of road as a deterrent to speed. It was RESOLVED that the clerk should investigate prices and procedure for installing SIDs for discussion at the September meeting.

14.2 To note the concerns regarding the proposed 75-acre solar farm in Stoke Edith
None received

14.3 To consider purchasing Smart Water for all parishioners
It was RESOLVED to purchase Smart Water for all parishioners and roll the scheme out mid-September.

15. Correspondence
Local Planning consultation - NOTED

16. To consider items for the next meeting – No discussion
- Smart Water
- SIDS
- Other Planning Applications

17. To note the date of next meeting – 23rd September 2024
NOTED

The meeting closed at [redacted] 11 - 9 - 21.