WESTON BEGGARD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council,
Held at Yarkhill Village Hall
On Saturday 3rd May 2025
At 7.00pm

Meeting commenced at 7:10

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

In attendance: Rosie 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 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 – RECEIVED Cllr Fenton's apology for absence.

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 1st February 2025
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, and the report was read out.

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

10. To consider the following planning application for determination by Herefordshire Council
250742 - Dingley Dell, Shucknall Spout, Shucknall Hill, Hereford, Herefordshire HR1 3SL
Proposed conversion of garage to residential annex, ancillary to the primary cottage. Levelling of adjacent earth bank to form parking. New solar PV, EV charging and Air Source Heat Pump.
It was RESOLVED to submit the following comment: to raise concerns about the density of residential buildings on the site.

11. To review WBPC policies and (re)adopt as necessary
11.1 Standing Orders – Appendix 1
It was resolved to ADOPT the 2025 updated NALC model policy.
11.2 Code of Conduct – Appendix 2
It was resolved to READOPT the policy.
11.3 Financial Regulations – Appendix 3
It was resolved to READOPT the 2024 policy.
11.4 Grant and Donation Policy – Appendix 4
11.5 Risk Schedule Assessment and Finance Controls – Appendix 5a and 5b
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.
11.6 Risk Management Policy – Appendix 6
It was resolved to REAPOPT the policy as it was felt adequate for the management of risk faced by the Council.
11.7 Publication scheme – Appendix 7
11.8 Complaints procedure – Appendix 8
11.9 Asset Register – Appendix 9
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.
11.10 Reserves Policy – Appendix 10

11.13 Bullying and Harassment Policy – Appendix 13
11.14 Policy for dealing with planning applications between meetings – Appendix 14
11.15 Discipline and Grievance Policy – Appendix 15
11.16 Health and Safety Policy – Appendix 16
11.17 Training and Development Policy – Appendix 17
11.18 Unacceptable behaviour Policy – Appendix 18
11.19 Urgent business between meetings Policy – Appendix 19
11.20 Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form – Appendix 20 and 20a – 20f

It was RESOLVED to re-adopt all of the above policies not in bold as no changes had been made and they are still relevant to the workings of the PC.

11.21 To consider agreement to continue to comply with the transparency code
It was RESOLVED to continue to comply with the code.
11.22 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.

12. Finance
12.1 To note the End of Year Finance report and bank balances – Appendix 21
NOTED. The report was signed as evidence of bank reconciliation and budget monitoring.
12.2 To note the May Finance Report and Bank Balances – Appendix 22
NOTED
12.3 To consider and approve the internal audit report 2023-24 – Appendix 23
The report was considered and APPROVED. There were no issues raised therein.
12.4 To consider and approve the Annual Governance Statement – Appendix 24
The Annual Governance Statements were considered and APPROVED. They were SIGNED by the Chair and the clerk.
12.5 To consider and approve the Annual Return Accounting Statements – Appendix 25
The Accounting Statements were considered, APPROVED and signed by the Chair.
12.6 To consider eligibility for external audit exemption and sign the certificate – Appendix 26
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.
12.7 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.
12.8 To consider the internal auditor for 2025-26
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.
12.9 To consider continuing to use the "payments and receipts" accounting method for 2025-26
It was RESOLVED to continue to use the receipts and payments accounting method for the coming year.
12.10 To note the VAT return for 2024-25 - £429.07
The VAT claim for £429.07 was NOTED and having been submitted and already repaid.
12.11 To consider continuing making all payments by BACS
It was RESOLVED to make all payments by BACS
12.12 To confirm the clerk's delegated authority to make payments between meeting as necessary
It was NOTED that the clerk has delegated authority to make payments up to £750 between meetings if required.

12.13 To consider the following invoices for payment:
12.13.1 – Clerk's expenses £101.58 previously circulated
12.13.2 – Weston Beggard Village Hall – Meeting Hire - £16.00
12.13.3 – Autela Payroll Services - £67.57
12.13.4 – Wordpress website maintenance - £100.00
12.13.5 – HALC subscription - £478.44
The above invoices were APPROVED for payment by BACS
12.14 To note payments made between meetings under Clerk's delegated authority
12.14.1 – Clerk's salary
NOTED

13. Highways and footpaths
13.1 To consider work to be undertaken on the parish footpaths – None
13.2 To consider road issues for reporting to Balfour Beatty
The following point was raised for reporting:
- The issue of potholes on Weston Beggard Lane.

14. Community Matters
14.1 To receive an update on collecting speed data from Hereford Council
The clerk REPORTED that Herefordshire Council were monitoring speed and that it had been decided not to lower the speed limit, but to improve and redo road markings.

14.2 To receive an update on the distribution of SmartWater kits
It was REPORTED that kits had not yet been distributed, but that distribution would now begin.

14.3 To receive an update on the positions of potholes and the 'quarry view'. To consider next steps for placing a lookout marker
It was resolved to DEFER this item to the next meeting.

15. Correspondence
Cllr Young provided a brief report on the NPPF meeting.

16. To consider items for the next meeting – No discussion
- Smart Water distribution
- Quarry view location and next steps

17. To note the date of next meeting – 6th September 2025
NOTED

The meeting closed at 20:17

Signed: [redacted] Dated: 6th Sept 25