WESTON BEGGARD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council,
Held at Yarkhill Village Hall
On Saturday 9th May 2026
At 7.00pm

Meeting commenced at 7:00

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

In attendance: Rosie Thomas – Parish Clerk
Jonathan Lester – Ward Councillor

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
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. Minutes
6.1 To agree and sign the minutes of the Parish Council meeting held on 14th March 2026
The minutes were APPROVED and duly signed by the Chair.

6.2 To agree the amended date, and sign the minutes of the Parish Council meeting held on 31st January 2026
The minutes were APPROVED and duly signed by the Chair.

7. Public Question Time
Designated maximum period of 10 minutes to accommodate members of the public who may wish to either raise relevant issues or ask the Parish Council questions
NONE

8. Reports
8.1 Ward Cllrs report & Q & A time
Ward Cllr Lester's report included the following items:
- To note the sad passing of Tony Johnson, former leader of Herefordshire Council
- To announce the appointment of Paul Satoor as Herefordshire Council's new Chief Executive and Head of Paid Service
- £4m invested in wetland schemes to generate phosphate credits
- 1st June arrangement with Balfour Beatty ends, Herefordshire Council to take back day-to-day control of services such as highways and drainage

9. To note the attendance record of councillors at meetings during 2025-26
NOTED

10. To consider the following planning application for determination by Herefordshire Council
10.1 260542 - Land at Stoke Edith, Hereford, Herefordshire
Variation of conditions 2 & 12 of planning permission 241510 (Proposed installation and operation of a renewable energy generation station comprising ground-mounted photovoltaic, inverter/transformer units, control room, substations, onsite grid connection equipment, site access, access gates, internal access tracks, security measures and other ancillary infrastructure) – revised site layout
It was RESOLVED not to comment on the application.

11. To review WBPC policies and (re)adopt as necessary
11.1 Asset Register – Appendix 1
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.
11.2 Bullying and Harassment Policy – Appendix 2

11.3 **Code of Conduct – Appendix 3**
It was resolved to READOPT the policy.

11.4 Complaints procedure – Appendix 4
11.5 Data Protection Policy, Data Security Incident Procedure, General Privacy Notice, Privacy Consent Form, Retention Schedule Policy, Staff Privacy Notice, Subject Access Request Form – Appendix 5 and 5a – 5f
It was RESOLVED to readopt these policies.
11.6 Discipline and Grievance Procedures – Appendix 6
11.7 Equality Policy – Appendix 7
11.8 Financial Regulations – Appendix 8
It was resolved to READOPT the 2025 policy.
11.9 Grant and Donation Policy – Appendix 9
11.10 Health and Safety Policy – Appendix 10
11.11 IT Policy – Appendix 11
11.12 Planning applications between meetings Policy – Appendix 12
11.13 Press and Media Policy – Appendix 13
11.14 Publication scheme – Appendix 14
11.15 Reserves Policy – Appendix 15
It was resolved to READOPT the policy.
11.16 Risk Management Policy – Appendix 16
It was resolved to REAPOPT the policy as it was felt adequate for the management of risk faced by the Council.
11.17 Risk Schedule Assessment and Finance Controls, and Risk Register – Appendix 17a and 17b
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.
11.18 Standing Orders – Appendix 18
It was resolved to ADOPT the 2025 updated NALC model policy.
11.19 Training and Development Policy – Appendix 19
11.20 Unacceptable Behaviour Policy – Appendix 20
11.21 Urgent business between meetings Policy – Appendix 21

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.

11.22 To consider agreement to continue to comply with the transparency code and to confirm that the website has all the requirements on it.
It was RESOLVED to continue to comply with the code and NOTED that the website has all the required information on it.
11.23 To confirm that the legality of the website and accessibility statement has been confirmed by the providers.
The clerk CONFIRMED that the website met legal requirements as confirmed by the web provider. The clerk CONFIRMED that there is an accessibility statement on the website that is reviewed alongside all the policies on an annual basis. The web provider confirmed that this is in compliance with Web Content Accessibility Guidelines (WCAG) 2.2AA.
11.24 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.
11.25 To reconfirm eligibility to act under the power of General Competence
The clerk CONFIRMED that the council remained eligible to act under the General Power of Competence. It was RESOLVED to do so.

12. Finance
12.1 To note the End of Year Finance report and bank balances – Appendix 22
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 23
NOTED.
12.3 To consider and approve the internal audit report 2025-26 – Appendix 24
The report was considered and APPROVED. There were no issues raised therein.
12.4 To consider and approve the Annual Governance Statement – Appendix 25
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 26
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 27
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 2026-27
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 2026-27
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 2025-26
The VAT claim for £197.05 was NOTED.
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 meetings as necessary
It was NOTED that the clerk has delegated authority to make payments up to £750 between meetings if required.

12.13 To reconfirm the following direct debit payments for the following year

12.13.1 ICO - £47.00

It was CONFIRMED to continue making this payment by direct debit.

12.14 To consider the following invoices for payment:

12.14.1 – Clerk's expenses £96.82 previously circulated
12.14.2 – Weston Beggard Village Hall – Meeting Hire May- £16.00
12.14.3 – Autela Payroll Services - £70.20
12.14.4 – Clerk's salary March and April
12.14.5 – HMRC March and April

The above invoices were APPROVED for payment by BACS

13. Highways and footpaths

13.1 To consider work to be undertaken on the parish footpaths including submitting a PROW application

It was RESOLVED that Cllrs would bring a W3W location, photos and descriptions of any footpath issues to the September meeting, so that the clerk can submit a PROW application.

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 and at the bottom of Shucknall Hill.

13.3 To consider purchasing a dead-end sign to be located by Weston Beggard church

It was RESOLVED not to purchase a sign, as there is already one in place.

14. Community Matters

14.1 To consider the locations of the SmartWater signs

Cllr Young gave an update on the progress of the SmartWater signage. It was RESOLVED that Cllr Young would liaise with the police to have the signs put in place, with the largest signs put on the A4103 road.

15. Correspondence

15.1 To note the Local Government Boundary Commission for England Ward Boundary Review – closes 6th July 2026

NOTED

15.2 Herefordshire Council receipt of comments for planning application 260238

NOTED

15.3 To note the wavering of the March meeting hall hire cost

NOTED

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

- SmartWater signage locations
- PROW application
- Distribute .org emails for Cllrs
- Update on Baflour Beatty pothole reporting app, and Herefordshire Council pothole reporting website page

17. To note the date of next meeting – 12th September 2026

NOTED

The meeting closed at 20:08

Signed: ______________________________ Dated: ______________________