

BURGHILL PARISH COUNCIL

Annual Meeting held on Tuesday 14th May 2019 at 7.30pm in the Simpson Hall

Minutes

Present: Simon Hairsnape (SH), Chairman, Mark Ellis (ME), Vice-Chairman, Dilys Price (DP), Anthony Vaughan (AV), Bernie Green (BG), Beryl Staite (BS), Janette Pudsey (JP), Pat Groves (PG), Alison Fenton (AF), Marion Luscombe (ML), Pat Eagling (PE).

In Attendance: Paulette Scholes, Parish Clerk, 4 members of the public

All Parish Councillors introduced themselves to the Parishioners in attendance of this meeting

1. **To elect a Chairman and Vice Chairman** - AV nominated SH to continue as the Chairman and ME seconded this proposal, all Councillors agreed this, SH accepted the position as Chairman and signed the Declaration of Acceptance of Office of Chairman. SH nominated ME to continue as the Vice-Chairman and JP seconded this proposal, all Councillors agreed this and ME accepted the position as Vice Chairman. Both the Chairman and Vice Chairman have the full support of all the Parish Councillors. SH welcomed all parishioners to the meeting.
2. **Co-Option of Councillors** - At the recent elections eleven Parish Councillors were elected, our full complement is fifteen councillors so at the meeting a vote was held, and four further members were co-opted David Bishop, Sam Davies, Alister Walsh and Ian Watkins. All Parish Councillors will serve for four years until the next elections in 2023. Parish Councillors gave there thanks to Sally Blackman, Sally Robertson and Alan Stokes who stood down from the Parish Council for their significant service to our local community. It was agreed that a Co-Option Policy needs to be put in place so the process is open, transparent and fair. Alister Walshe (AW), David Bishop (DB) and Ian Watkins (IW) joined the meeting. **Action: Parish Clerk**
3. **To accept apologies for absence** - Sam Davies
4. **To receive declarations of interest and written requests for dispensation** - none received
5. **To remind Councillors to update their Notice of Registrable Interests** - noted by all Parish Councillors
6. **Adoption of Herefordshire Council's Code of Conduct (May 2018)** - This will be reviewed by the Finance Working Group at their next meeting. **Action: FWG**
7. **Minutes** - to approve and sign minutes of meeting held on 9th April 2019 - the minutes were accepted and adopted by the Parish Council, the Chairman signed the minutes.
8. **Public participation session** -
 - a) Brief verbal report from Ward Councillor Pauline Crockett - Pauline was not present at the meeting and she had reported to SH that there is nothing specific to report. Parish Councillors congratulated her on her re-election to Herefordshire Council.
 - b) Receive views of local residents on local matters (max 10 mins - members of the public are invited to speak or raise a matter for consideration at a future meeting) - no matters to discuss
9. **Planning: to consider the following applications**
 - a) Application update - PA 183188, it was noted that the fairy lights highlighted at the last meeting are in fact security lights for the fishing pool. The clerk will inform Herefordshire Council of this. **Action: Parish Clerk**
10. **To appoint officers:**

SH raised the issue of governance and structure. It was agreed that the matter would go onto the June agenda and that SH would draft a paper for discussion. It was agreed that *pro tem*, the existing arrangements would apply i.e.

 - a) Commons Working Group - P Groves, P Eagling and A Walshe
 - b) Tree Warden - Bernie Green supported by Mr Terry Peters
 - c) Simpson Hall representative - D Price

- d) Copse Leisure Trust representatives - I Watkins & M Elli
- e) Footpaths officer - vacant at present
- f) Finance Working Group FWG - J Pudsey, S Hairsnape & The Clerk P Scholes

11. To designate lead roles & membership of working groups.

As above, agenda item for June. **Action: SH & Parish Clerk**

12. Finance:

- a) Consider and approve Annual Governance Statement for 2018/19 - approved by the Council and signed by the Chairman and the Clerk
- b) Consider and approve Annual Internal Audit Report for 2018/19 - approved by the Council and signed by Heather Worth (Internal Auditor) also the Bank reconciliation report for 2018/19 prepared by Clerk verified by Heather Worth, signed by the Chairman and accepted by the Council
- c) Consider and approve Annual Accounts for 2018/19 - approved by the Council and signed by the Chairman and the Clerk
- d) Consider and approve the Annual Risk Assessment 2019 - approved by the Council and signed by the Chairman
- e) **Payment of invoices** - all agreed and paid
 - P Scholes - Clerk salary
 - P Scholes - Expenses £25.32
 - Richard Mills - Lengthsman £143.40
 - Game & Company (Annual Insurance) £407.05
 - Heather Worth (Internal Audit) £45.00
 - Arbortech (Tree Surgeon) £180.00
 - Simpson Hall (Room Hire) £84.00

- 13. Lengthsman & P3 scheme update**, report work for the lengthsman to clerk - it was agreed to change the heading on this agenda item as the P3 scheme no longer exists. Speeding issues were discussed, and this is being looked into with Section 106 monies, the group looking after this are arranging another meeting. The verges are in need of a cut and the Clerk will check what responsibility Balfour Beatty has. **Action: Parish Clerk**
- 14. Commons update** - the Commons committee have received two quotes to fell the horse chestnut tree on the common, Arbortech quoted £1150 and the Council decided to accept this. The Clerk will inform them. The Clerk has received no responses to the letter sent out to the residents who live by the common in respect of the maintenance of the lane. **Action: Parish Clerk**
- 15. Dog fouling** - there is a concern about all the dog fouling around the Parish and on agricultural land. This was discussed and it was agreed that whilst the majority of owners were responsible there was small minority that allowed their dogs to cause a nuisance. The Parish Council discussed what could be done to promote good practice including better signage and information e.g. 'bag it and bin it'. This issue will be discussed further in a working group.
- 16. Community Website** - Sally Robertson will continue to assist the Clerk with the website and it was agreed that the website needs to be more robust for the purpose of keeping the parish informed.
- 17. Correspondence, HALC and NALC updates** - noted
- 18. Items for next meeting** - Governance structure
- 19. Date of next meeting: Tuesday 11th June 2019**