

BURGHILL PARISH COUNCIL

Meeting held on Tuesday 10th April 2018 at 7.30pm in the Simpson Hall

Minutes

Present: Mark Ellis (ME) Chairman, David Bishop (DB), Janette Pudsey (JP), Simon Hairsnape (SH), Dilys Price (DP), Bernie Green (BG), Alister Walshe (AW) Pat Eagling (PE), Anthony Vaughan (AV), Sally Ware (SW) and Beryl Staite (BS)

In Attendance: Paulette Scholes, Parish Clerk, Pauline Crockett, (PC) Herefordshire Council Ward Member and 4 members of the public

1. **To accept apologies for absence** - Pat Groves, Sally Robertson, Ian Watkins and Alan Stokes
2. **To receive declarations of interest and written requests for dispensation** - none received
3. **Minutes** - to approve and sign minutes of meeting held on 13th March 2018 - these were accepted and adopted by the Council, (proposed by Sally Ware and seconded by Janette Pudsey) The Chairman signed the minutes.
4. **Neighbourhood Development Plan update** - JP explained that all the documents required to progress to Regulation 16 are in the process of being sent to Samantha Banks (Neighbourhood Planning Team Leader at Herefordshire Council). Regulation 16 will commence at the beginning of May, there will then be a consultation period of six weeks to allow residents to make comments to Herefordshire Council. SR said all relevant documentation will be on the website and an article will be in the May edition of the parish magazine explaining the next stage in the formal consultation process for Regulation 16.
5. **Public participation session** -
 - a) To receive reports from local police on local matters - PCSO was unable to attend, no update.
 - b) Brief verbal report from Ward Councillor Pauline Crockett - Herefordshire Council have reported that the Poppies: Weeping Window display at Hereford Cathedral has been a huge success with over 5,000 people per day attending over the Easter period and regularly 2,000 people come to view it on a daily basis. WISH (Wellbeing Information and Signposting for Herefordshire) is a service provided by Herefordshire Council in partnership with Services for Independent Living (SIL). This service was accessible in the Hereford library but now it is only on-line. This service aims to provide you with the information you need to support your wellbeing and ensure your care needs are met. You can use the service to find out about things like, care and support, how to stay healthy, ways to support living independently and all sorts of activities and clubs in your area. Herefordshire Council has been shortlisted for 1.2 million pounds from the government towards repairing potholes in the County. There is a briefing at the end of the month at Balfour Beatty providing information and updates on a range of topics including, service performance, annual plan and resurfacing programme. Locally, dealing with planning applications and the Copse has been accepted onto the PSPO programme (dog fouling), so signs will be erected and fines imposed on anyone who's dog fouls on the Copse.
 - c) 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) - it was asked by a resident if hard copies of the current version of the NDP could be made available in Simpson Hall, this was agreed. It was also agreed to put an article in the next magazine with all the relevant information regarding the NDP. There is a planning application for four houses near the Bell Inn, it was questioned when this would be discussed, it will be discussed fully at the next meeting on the 8th May.
6. **Planning: to consider the following applications**
 - a) (AW) Consider and agree response to planning application 180795, to be determined by Herefordshire Council, Coven Hurn, Badnage Lane, Hereford, HR4 8LP, demolish and replace single storey part of dwelling with new one and a half storey extension. The pre-application had the full support of the case officer and there are no objections from the neighbours. This was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
 - b) (SW) Consider and agree response to planning application 181159, to be determined by Herefordshire Council, Spindleberry Cottage, Tillington, Hereford, Herefordshire HR4 8LL, proposed detached garage. There are currently no planning signs up for this application. This was discussed and there are no objections,

the Clerk will add these comments to the application. **Action: Parish Clerk**

c) Applications update - noted.

7. Finance:

a) **Payment of invoices** - all agreed and paid

P Scholes - Clerk salary

P Scholes - Expenses £16.00

Autela - Payroll - £46.08

Lambe & Corner - Registering of the Common - £510.00

Lawrence Dray - Cutting the Commons (replacement cheque) - £250.00

b) Finance Report - An FWG meeting was held with JP, SH and the Clerk, the main points are that all balances were agreed, invoices checked against the cheque book and bank statements. The Financial Statement is ready for checking with Internal Audit. Currently the PC remains within budget which justifies the maintenance of the precept at the same level as last year. The FWG recommendation to the PC is that all donations are paid according to the requests received as there are sufficient funds in 2018/19, this includes a donation to the PCC for the production of the Community Magazine. Whilst it is accepted that the Magazine is now self-financing, the PC, like other organisations, does submit content to be published, but suggests the PC asks the PCC to ring fence this grant specifically for production of the Magazine, which would help if there was a shortfall in revenue or an unexpected expenditure. JP asked for a proposer and DB proposed and this was seconded by DP, all the PC were in favour. The FWG have checked compliance with the Transparency Code for smaller Authorities. One recommendation is that after the AGM, Councillors responsibilities should be added to the website, GDPR (Data Protection Regulations) JP, SH, SR and the Clerk will be attending various training sessions regarding the requirements that are posed by these changes. The suggestion by members of the FWG is that the Parish Council should consider utilising the Data Protection Officer Service to be provided by HALC, once costs are known and what exactly this involves. SH will look at Safeguarding Policies with particular reference to the PC awarding grants. This will be addressed when sending out the grant cheques, an accompanying letter will request both acknowledgement of receipt of funds and that the recipients have the appropriate Safeguarding policies in place.

c) Bank reconciliation report prepared by Clerk - verified by Janette Pudsey, accepted by the Parish Council and signed by the Chairman.

8. Lengthsman & P3 scheme update, report work for the lengthsman to clerk - Richard Mills has been re-appointed the Lengthsman for 2018/19. SW reported that the footpaths have been too wet to walk of late, so have not been checked. Burghill School have pulled the project which involved the pupils maintaining and looking after parts of the footpaths near the school, this was disappointing. The footpath clearing day is going ahead on 12th May, details will be going in the May edition of the parish magazine.

9. Commons update - it has been pointed out by a resident that an old hawthorn tree on Tillington Common has died and collapsed, AW will look into how this can be removed safely. **Action: AW**

10. Correspondence, HALC and NALC updates - noted

11. Items for next meeting - none

12. Date of next meeting: Tuesday 8th May 2018