

BURGHILL PARISH COUNCIL

Meeting held on Tuesday 12th November 2019 at 7.30pm in the Simpson Hall

Minutes

Present: Simon Hairsnape (SH) Chairman, Janette Pudsey (JP), Bernie Green (BG), David Bishop (DB), Beryl Staite (BS), Dilys Price (DP), Anthony Vaughan (AV) and Alister Walshe (AW)

In Attendance: Paulette Scholes, Parish Clerk and 5 members of the public

1. **To accept apologies for absence** - Mark Ellis, Sam Davies, Pat Eagling, Alison Fenton and Ian Watkins
2. **To receive declarations of interest and written requests for dispensation** - David Bishop (items 6 c & d)
3. **Minutes** - to approve and sign the minutes of the meeting held on 8th October 2019, the minutes were accepted and adopted by the Parish Council, the Chairman signed the minutes.
4. **Public participation session**
 - a) Brief verbal report from Ward Councillor Pauline Crockett - Pauline was unable to attend the meeting, but did send the Parish Councillors a copy of a letter from the Leader of the Council, this is now available on the Herefordshire Councils website.
 - 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) - a pot hole at Leasown bus stop was mentioned, this will be reported but the Clerk did say that anyone can report a pothole, flooding or anything else on the Herefordshire Councils website by following this link: [Report a road problem | Report problems on the road | Herefordshire Council](#), once you click on this link you will also see you are able to report a number of issues, including potholes. Parishioners are encouraged to report issues using this link, the more times an issue is reported the better and not to wait until the monthly meetings.
5. **Planning: to consider the following applications**
 - a) (BS) Consider and agree response to planning application 193581, to be determined by Herefordshire Council, Fruit Farm House, Tillington, Hereford, HR4 8LD. The erection of a detached oak framed garage with room over to provide space for a home office. This was discussed, a Councillor has looked at this application and made the following comments, this planning is for an office above a garage, no neighbours would be affected. It was RESOLVED to SUPPORT the application and No Objection. **Action: Parish Clerk**
 - b) (ME) Consider and agree response to planning application Re-consultation - 191590, to be determined by Herefordshire Council, - Land between Tillington Road and, Roman Road, Hereford. Application for approval of reserved matters following outline approval P160048/O, for a development of 44 dwellings. This was discussed, a Councillor has looked at this application and made the following comments, it is noted that the development has reduced from 47 to 44 dwellings and we are pleased to note that the internal design has been amended to move the play area. All previous Parish Council comments on this application apply. The Clerk will add these comments to the application. **Action: Parish Clerk**
 - c) Applications update - it was noted the Homer & Shelwick development is going to committee.
6. **Finance:**
 - a) **Payment of invoices:** It was RESOLVED to approve the following payments:
 - P Scholes - Clerk salary for November & December (paid in accordance with contract)
 - P Scholes - Clerk Expenses for November - £18.00 & December - £18.00
 - Richard Mills (Parish Contractor) - £459.60
 - Simpson Hall (Hall rental) - £64.00
 - Remembrance Sunday Wreath - £30.50
 - b) Consider a donation to the Air Ambulance (email training) - £150.00 - This was agreed.

- c) Finance Report - Terms of reference were reviewed, the working group would meet quarterly with no delegated powers but may make recommendations to full Council. All Financial matters are checked to ensure they are conducted according to the Financial Regulations Policy 2019. Human resource matters such as Clerks remuneration, recommendation to be made to full Council. The working group reviewed the following policies: Code of Conduct, Model Financial Regulations 2019, Model Standing Orders 2018, Co-Option Procedure Burghill PC. They would recommend adoption of these policies. All PC members would receive emailed copies. Requests for small Grants have been received and clarification of some of the sums requested is currently under review. Whilst it may be that the Commons expenditure is in excess of what it has been in other years and could potentially be so in the future, sufficient reserves are held to accommodate any moderate overspend. The former lengthsman budget has, after reclaimed VAT, come in under budget so that headline figure has been reduced accordingly.
- d) Precept 2020/21 - The Annual precept has been held at the same level for financial years 2018/19 and 2019/20. Having checked any possible overspends/under spends, the Parish Council looks to come in under budget again for the year 2019/20. The working group considers therefore, that there is no justification for increasing the Parish Precept for 2020/21. The working group recommends acceptance of annual precept figure of £20,962.00. This was agreed by the Council and the Clerk will complete all the necessary paperwork and forward to Herefordshire Council. **Action: Parish Clerk**
7. **Parish Councillor Vacancy** - The Parish Council are now able to Co-Opt a new Councillor, under the regulations of the newly adopted Co-Opt Policy, the other vacancy will be advertised by Herefordshire Council shortly. Both will be advertised in the Community magazine. **Action: Parish Clerk**
8. **Community & Environment Working Group monthly report** - Our Community and Environment Working Group has recently agreed a new Commons Management Plan and a Footpaths and Bridleways Management Plan. These were presented to the Parish Council and approved. Both can be viewed on our website. The Working Group is now moving onto road safety, a new bus stop shelter and how we might use our redundant BT box!
9. **Green Lane - Planning Permission 182548/F** - There are concerns that people are living at this property, which has planning permission for stables, the Clerk will write to the Enforcement Officer for clarification. **Action: Parish Clerk**
10. **Adopting Policies; Standing Orders, Code of Conduct, Financial Regulations and Co-Opting Parish Councillor** - these were all agreed and adopted by the Council. The Clerk will put them on the website. **Action: Parish Clerk**
11. **Parish Contractor & Footpaths update**, report work for the contractor to clerk - Nothing was reported at the meeting, but everyone was reminded to add any issues to the Herefordshire Council website and not wait until the monthly meetings.
12. **Tree Planting** - this has been discussed at previous meetings, it was decided that the Clerk will contact Herefordshire Housing and the Woodland Trust regarding planting more trees at Leasown. **Action: Parish Clerk**
13. **Dropped kerbs needed at Leasown** - This is an issue with access to the footpath, AV agreed to follow this up with Herefordshire Council. **Action: Anthony Vaughan**
14. **Update on Burghill Manor and Barn** - The Clerk has written to Herefordshire Council and they are looking into the issues raised at the last meeting.
15. **Correspondence, HALC and NALC updates** - noted
16. **Meeting dates 2020** - agreed, the April meeting will be the first Tuesday because of the Easter Holiday. The Clerk will book Simpson Hall and add all dates to the Parish Councillors diaries. **Action: Parish Clerk**
17. **Items for next meeting** - nothing noted
18. **Date of next meeting: Tuesday 14th January 2020**