

BURGHILL PARISH COUNCIL BURGHILL PARISH COUNCIL

Meeting held on Tuesday 14th July 2020 at 6.00pm via Zoom

Minutes

Present: Simon Hairsnape (SH) Chairman, Mark Ellis (ME) Vice-Chairman, Janette Pudsey (JP), Bernie Green (BG), Alister Walshe (AW), Anthony Vaughan (AV), Lili Clarke (LC) and Pat Eagling (PE)

In Attendance: Paulette Scholes, Parish Clerk and 1 member of the public

1. **To accept apologies for absence** - John Bufton, Beryl Staite, Sam Davies, David Bishop, Ian Watkins and Dilys Price
2. **To receive declarations of interest and written requests for dispensation** - none received
3. **Minutes** - to approve and sign the minutes of the meeting held on 10th March 2020 and 3rd June 2020, the minutes were accepted and adopted by the Parish Council, the Chairman signed the minutes.

4. Public participation session

Brief verbal report from Ward Councillor Pauline Crockett - What a 6 months, first flooding from 'Storm Dennis' and then this 'new normal' with Covid-19 virus. Herefordshire Council reacted swiftly to both crises and continues with plans for more ongoing support for Parish Councils to facilitate local resilience planning through the Talk Community Programme. Herefordshire Council has received Government funding towards Transport management and are presently looking at reducing speed limits in the City and Market Town areas to 20mph thus improving safety for people, living, working and visiting County Town centres. Herefordshire Council has purchased Maylord Orchard and are now the freehold owner. Purchased through Capital receipt from previous sales of Council owned properties. The space will be developed for innovative projects and encourage opportunities to increase social value. U & C road funds has been received and will be held until a complete assessment of all roads has been carried out. Decision on which roads will benefit from repair will be planned on a priority basis. Locally, Talk Community Programme; Burghill has had good engagement with Herefordshire Councils Link Worker, throughout Covid-19 lockdown. They have assisted with identified needs or shortfall and I would like to thank Joe Helme for his continuing commitment to the well-being of Parishioners. The Flood alleviation plan is continuing to be produced and Balfour Beatty are completing a countywide survey identifying all works that need completing, with an action plan being produced. Local drainage grants have been offered through Balfour Beatty, I am surprised that Burghill has not applied for this, especially as one of the flooded areas (Tillington Common) will need work on the ditch to mitigate any further flooding on and across the C1095. Parish Council Summit on Thursday 23rd July, Burghills input will be included in this collaboration of information and Community planning. Stay safe and well in these challenging times. Please contact me with any concerns.

- a) 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) - nothing was raised

5. Planning: to consider the following applications

- a) (BG) Consider and agree response to planning application 201964, to be determined by Herefordshire Council, 8 Jasmine Lane, Burghill, Hereford, HR4 7QS. T1 Oak Reduce tree canopy back to growth points, leaving some growth for future, this will reduce excessive shading. T2 Chestnut. Cut back overhanging branches, reduce remaining foliage. This was discussed, a Councillor has looked at this application. It was RESOLVED to SUPPORT the application and No Objection. **Action: Parish Clerk**
- b) (BG) Consider and agree response to planning application 202150, to be determined by Herefordshire Council, Daimore, Burghill, Hereford, HR4 7RN Proposal to works to Blue Cypress and Golden Cypress (1) and Golden Cypress (2) - carefully fell in sections to as near ground level as possible. This was discussed, a Councillor has looked at this application. It was RESOLVED to SUPPORT the application and No Objection. **Action: Parish Clerk**

- c) Applications update - noted

6. Finance:

- a) Consider and approve Annual Internal Audit Report for 2019/20 - approved by the Council and signed by Heather Worth (Internal Auditor) also the Bank reconciliation report for 2019/20 prepared by Clerk verified by Heather Worth, signed by the Chairman and accepted by the Council
- b) Consider and approve Annual Governance Statement for 2019/20 - approved by the Council and signed by the Chairman and the Clerk

- c) Consider and approve Annual Accounts for 2019/20 - approved by the Council and signed by the Chairman and the Clerk
 - d) Consider and approve the Annual Risk Assessment 2020 - approved by the Council and signed by the Chairman
 - e) **Payment of invoices from April to June:** It was RESOLVED to approve the following payments:
 - P Scholes - Clerk salary for April, May and June (paid in accordance with contract)
 - P Scholes - Clerk Expenses for April - £25.32, May - £18.00 and June - £18.00
 - Freeloa - email domain (April) - £7.20
 - Simpson Hall - Room Hire (April) - £64.00
 - H Worth - Internal Audit (May) - £45.00
 - Came & Company - Insurance (May) - £417.76
 - Herefordshire Council - uncontested election (June) - £137.87
 - BT Phone Box conversion (June) - £100.00
 - Eyelid Productions Ltd - Accessibility upgrade (June) - £50.00
 - Richard Mills - Parish Contractor (June) - £441.12
 - f) **Payment of invoices:** It was RESOLVED to approve the following payments:
 - P Scholes - Clerk Salary for July & August (paid in accordance with contract)
 - P Scholes - Clerk Expenses for July - £25.80 & August - £18.00
 - Autela - Payroll (April - June) - £64.01
 - Kirkwells - Stage 5 NDP - £1560.00
 - R Mills - Parish Contractor - £244.80
 - Payment of agreed annual grants: Burghill in Bloom £400, Burghill Scouts & Guides £150, Burghill CAP £500, Simpson Hall £600, The Copse Leisure Trust £2,000, Burghill PCC £950, Good Neighbour Scheme £400 and Community Website £360
 - Finance Report (FWG) - the first quarterly invoices have been checked and agreed with Bank Statements by the Chair of the Finance Working Group. Accounts for the financial year 2019/20 have been checked and submitted to the External Auditors. The Working Group will look at likely expenditure for 2021/22 at its October Meeting and make a precept recommendation.
 - g) Bank reconciliation report - prepared by Clerk this was verified by Janette Pudsey, accepted by the Parish Council and signed by the Chairman.
7. **Community & Environment Working Group monthly report** - continues to work on a number of projects including management of the commons and local footpaths, road safety and the use of 'Section 106' monies including a bus shelter and the planting of new trees at Leasown. It has been looking at installing Community Defibrillators in the Parish, this work is on-going. The Simpson Hall Management Team would support an installation at the hall and it was agreed that the C&E WG should work up a scheme for this option as the first stage of a wider provision within the parish. Drainage Grant Offer: This has been a considered debate as there are pros and cons associated with the responsibilities that come with the grant. The principal concern is that the Parish Council should not be taking on Herefordshire Council's responsibilities for public realm work. If we do, we are taking on potentially unacceptable and unquantifiable responsibilities and risks without appropriate instruction or supervision (or possibly insurance). It was agreed the problems of drainage require a degree of expertise beyond a Parish Council so best left to Herefordshire Council, where the legal responsibility sits.
 8. **Road Sign Post at the crossroads by The Bell Inn** - two quotes were presented and then discussed it was agreed to order the signs from Nuneaton Signs, the Clerk will process the order. **Action: Parish Clerk**
 9. **Parish Contractor & Footpaths update**, report work for the contractor to clerk - Ragwort had been reported on the verge outside St Mary's Park and on the verge on the opposite side of the road, this will be reported to Manco for St Mary's and Herefordshire Council. The Parish Contractor will cut the footpath on the Commons and clear the ditch in September. There was an offer to cut the commons for free and take the Hay, this was discussed and it was decided to stay with the contractor who normally cuts the commons, these will be cut soon. **Action: Parish Clerk**
 10. **Correspondence, HALC and NALC updates** - noted
 11. **Items for next meeting** - none
 12. **Date of next meeting:** Tuesday 8th September 2020