

## **BURGHILL PARISH COUNCIL**

Annual Meeting of the Parish Council held on Tuesday 4<sup>th</sup> May 2021 at 7.15pm via Zoom

### **Minutes**

**Present:** Simon Hairsnape (SH), Chairman, Mark Ellis (ME), Vice-Chairman, Anthony Vaughan (AV), Bernie Green (BG), Janette Pudsey (JP), Pat Eagling (PE), Alister Walshe (AW), Ian Watkins (IW), Sam Davies (SD), Lili Clarke (LC) and David Bishop (DB)

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

1. **To elect a Chairman and Vice Chairman** - DB nominated SH to continue as the Chairman and AV 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.
2. **To confirm Chairs of Working Groups** - JP agreed to continue as the Chair of the Finance Working Group and AV agreed to continue as Chair of the Community & Environmental Working Group. SH thanked them for their continued support.
3. **To remind Councillors to update their Notice of Registrable Interests** - noted by all Parish Councillors
4. **To accept apologies for absence** - none received
5. **To receive declarations of interest and written requests for dispensation** - SD (items 8a & 15), AV (item 8a) and DB (item 15)
6. **Minutes** - to approve and sign minutes of meeting held on 9<sup>th</sup> March 2021, the minutes were accepted and adopted by the Parish Council, the Chairman signed the minutes.
7. **Public participation session** -
  - a) Brief verbal report from Ward Councillor Pauline Crockett - Please see the [Link](#) to the Leaders Report, locally, meeting Connexus at Leasown next week to discuss disability parking, speed concerns at Elton's Marsh have been raised, Pauline will include the Parish Council in all correspondence with Herefordshire Council and the Parish Council will do the same. Talk Community are now involved within Burghill parish and thanks were given to Joe and Joanna Helme for all their hard work with this project.
  - 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 issues raised
8. **Planning: to consider the following applications**
  - a) (JP&DB) Consider and agree response to planning application 211490, to be determined by Herefordshire Council, Grove Farm, Burghill, Hereford, HR4 8NF. An application to determine if prior approval is required for proposed change of use from agriculture to flexible commercial use (E (g)) Schedule 2, Part 3, Class R. SD had declared an interest and left the meeting. This was discussed, a Councillor has looked at this application and the PC did comment that there is a tree, on the applicant's land, that would cause visual obstruction to accessing the A4110, it was suggested this tree be removed to aid visibility when accessing the A4110 from the Moreton Road. It was RESOLVED to SUPPORT the application and No Objection. **Action: Parish Clerk.** SD re-joined the meeting
  - b) (LC&PE) Consider and agree response to planning application 210749, to be determined by Herefordshire Council, Edenfield, Canon Pyon Road, Hereford, HR4 7RB. Proposed extension. This was discussed, a Councillor has looked at this application. It was RESOLVED to SUPPORT the application and No Objection. **Action: Parish Clerk**

- c) (ME&IW) Consider and agree response to planning application 210638, to be determined by Herefordshire Council, Silverbirch, Burghill, Hereford HR4 8NG. Proposed extension above an existing single-story extension. This was discussed, a Councillor has looked at this application and the PC noted concerns that there has been no drainage assessment and suggest that one should be carried out for this application. It was RESOLVED to SUPPORT the application and No Objection. **Action: Parish Clerk**

Alister Walshe joined the meeting.

- d) Application update -  
210473 - Approved  
210374 - Approved with conditions  
202202 - Approved with conditions  
210452 - Refused  
Bird in Hand sewage treatment was discussed - the planning application is in breach if the drainage goes wrong, it was discussed as to whether the Parish Council should write to the planning department explaining the issue to clarify who would be responsible if there was an issue in the future. It was agreed not to write and leave it in the hands of the Developer.

**9. To appoint officers:**

- a) Tree Warden - Bernie Green supported by Mr Terry Peters
- b) Simpson Hall representative - deferred to the next meeting
- c) Copse Leisure Trust representatives - I Watkins & M Ellis
- d) Footpaths Officer - J Parnaby

**10. Finance:**

- a) Consider and approve Annual Governance Statement for 2020/2021 - approved by the Council and signed by the Chairman and the Clerk
- b) Consider and approve Annual Internal Audit Report for 2020/2021 - approved by the Council and signed by Heather Worth (Internal Auditor) also the Bank reconciliation report for 2020/21 prepared by Clerk verified by Heather Worth, signed by the Chairman and accepted by the Council
- c) Consider and approve Annual Accounts for 2020/2021 - approved by the Council and signed by the Chairman and the Clerk
- d) Consider and approve the Annual Risk Assessment 2021 - approved by the Council and signed by the Chairman
- e) **Payment of invoices which need approving from April** - It was RESOLVED to approve the following payments:
  - P Scholes - Clerk salary - (paid in accordance with contract)
  - P Scholes - Clerk Expenses - £32.27
  - Autela (Payroll Dec - Mar) - £78.54
  - Zoom (monthly membership) - £14.39 (paid by Clerk)
  - Richard Mills (Parish Contractor) - £394.80
- f) **Payment of invoices** - It was RESOLVED to approve the following payments:
  - P Scholes - Clerk salary
  - P Scholes - Expenses £26.00
  - Heather Worth (Internal Audit) £45.00
  - Zoom (monthly membership) - £14.39 (paid by Clerk)
  - Freeola (email) - £7.20 (paid by S Hairsnape)

- g) Finance Report - Year End - JP went through her report, the accounts for 2020/21 have been completed by the Clerk and were passed to the auditor for inspection. Total expenditure for 20/21 was £22,566.56 which was marginally above our raised precept figure, it included reclaimable VAT and our final NDP invoice was paid in the 20/21 financial year and funds had been held in reserves for that purpose. Main overspends were more than met by underspends in other areas. JP was satisfied that we have come in on budget and wished to record her thanks to our Clerk, Paulette, for her due diligence with regard to the Councils' finances. The modest increase of approximately 1% for the 2021/22 precept was therefore welcomed at a time when some households may be experiencing a degree of financial hardship.
11. **Arrangements for filling the current vacancies** - JP explained the current position that the Parish Council has three vacancies currently available for co-option and after previously advertising, we have three candidates who have expressed a continuing wish to be co-opted on and under the Parish Councils Co-option Policy we are formally able to co-opt those candidates at this meeting even though they are not present this evening. We have already significantly delayed filling the current vacancies and after taking advice it is incumbent on the Parish Council to proceed without further delay. In addition, we have a further vacancy that is currently being advertised, if only one candidate comes forward for the vacancy they will automatically be co-opted at a subsequent meeting of the full Parish Council but if more than one candidate applies, then under the terms of our Co-Option Policy, those persons will be asked to provide a written submission to the Parish Council and give a short presentation to the next available Meeting. JP proposed the Parish Council proceeds with the Co-option of the three candidates for the current three vacancies at tonight's meeting and co-opts a candidate for the fourth vacancy at the next available Meeting. The majority of the Parish Councillors objected to this proposal and asked for this process to be delayed until the next face to face meeting.
  12. **Talk Community Hubs** - JP explained that the Community Hubs will help strengthen local communities with a range of amenities and she is happy to report back to the Parish Council all developments.
  13. **BT Phone Box Library** - SH wanted to thank Mr Clive Fletcher for his hard work over the past twelve months and also her efforts with the library have raised over £500 for the church. The Clerk will write to Mr Fletcher.  
**Action: Parish Clerk**
  14. **Speed Control Measures** - a list of possible locations for speed control measures were discussed they are - C1095 through Tillington Common which has recently been surfaced - within 30mph limit; C1095 fronting Burghill Academy; A4110 at Portway within 30mph limit - northern end; C1095 lower end near junction with Roman Road; C1095 near Pye Finch; C1095 near its junction with Towtree Lane/Burlton Lane and towards entrance to St Mary's Park. Section 106 monies (which will be used the finance these speed controls) were then discussed and progress to gaining access to the funds is proving very slow. Pauline Crockett will take this forward with Herefordshire Council.
  15. **Bird in Hand sewage treatment** - previously discussed at item 8d).
  16. **Lengthsman & P3 scheme** - report work for the Parish Contractor to the clerk - the wooden gate on bridleway BX4 does not close properly and needs repairing (Grid ref 465464). BX16 opposite Home Farm the stile needs replacing and it was suggest using the metal kissing gate removed from the footpath on the new development at the bottom of the Tillington Road (Grid ref 477440). A new waymark post on BX23 near Hill Farm to indicate the route of the footpath across the field is required (Grid ref 454454). Weeds need to be cleared form the kerbs along Haymeadow Lane and moss spraying is required around the parish. All jobs were agreed by the Parish Council and the Clerk will report these to the Parish Contractor. **Action: Parish Clerk**
  17. **Correspondence update - HALC, Herefordshire Council and Balfour Beatty Living Places** - noted
  18. **Items for next meeting** - Co-Option of new Parish Councillors
  19. **Date of next meeting: Tuesday 8<sup>th</sup> June 2021** - this will need to be confirmed closer to the date due to the current restrictions in place