

**Parish Clerk:**

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**Minutes of the Annual Parish Council meeting held on Thursday, 26th May 2016
at Bosbury Parish Hall at 7.30pm**

Present

Councillors Sven Bosley (Chairman), Julia Boyle, Julie Baker, John Joyce-Townsend, Rachel Lovering, Tim Newsholme, Gian Paganuzzi, Patrick Whitehead, Jo Hayes, Liz Cooke, Mark Andrews, Matt Hosking

In attendance

Leanne Rex – Parish Clerk

Public: 1

ITEM	MINUTE	ACTION
1.0	Election of Officers Sven Bosley was elected as Chairman (MA proposed/GCP seconded/all in favour). Julia Boyle was elected as Vice Chair (PW proposed/SB seconded/all in favour).	
2.0	To Accept Apologies for Absence and Note the Reason Charlie Ferrier (work), Julie Baker, Tony Johnson, Jo Hayes joined the meeting late due to traffic	
3.0	To Record any Declarations of Interest and Requests for Dispensations None	
4.0	Register of Interests Councillors were reminded to review their register of interests (which can be viewing on www.herefordshire.gov.uk)	All
5.0	To approve the Minutes of the Previous Parish Council Meeting Minutes from 20.4.16 meeting were agreed to be true and accurate and were approved and signed by the chair.	
6.0	To Receive Brief Report from Ward Councillor Tony Johnson No report available.	
7.0	Open Forum for Local Residents to Raise Matters Relevant to the Parish Council	
	7.1 Church Lych Gate Flood/Puddle: discussion re the large puddle that gathers outside the lych gate on the school crossing. Conclusion was that it is both a severe traffic/pedestrian safety issue and is also eroding the Grade 1 listed lych gate. Clerk to contact Cllr Tony Johnson with a copy to Cllr Paul Rone (re traffic hazard) and the Parish Council are duty bound to notify Historic England.	Clerk
	7.2 Community Relations : Concerns have been raised about community relations within Bosbury and Coddington Parish. The meeting resolved to have this as an agenda item for the next meeting to see if the parish council could help concerned residents.	
8.0	To Review and Adopt Policies	
	8.1 Standing Orders The Clerk had made minor amendements to the Standing Orders. PW to compare against previously adopted standing orders. Defer adoption to July meeting.	PW
	8.2 Financial Regulations The Clerk had made minor amendements to the Financial Regulations. The meeting requested that the document be amended to include: Section 2.6/2.7 – The internal audit may not be carried out by another parish council clerk.. Defer adoption to July meeting.	Clerk / MH
	8.3 Asset Register The Clerk had added the A3 photocopier and the Cradley End gates to the fixed assets, and corrected some values. JJT noted the Temple Court gates should be £700 not £350. Clerk to amend. Defer adoption to July meeting.	Clerk
	8.4 Code of Conduct The policy is the Herefordshire Council policy. Adopted.	
	8.5 Freedom of Information the Clerk had updated the previous policy to reflect access to information on the website. Adopted.	

	<p>8.6 Planning Process The Clerk had written a document to cover the 3 ways that planning applications could be reviewed:</p> <ul style="list-style-type: none"> • in standalone planning committee meetings • within parish council meetings • (in exceptional circumstances and as a last resort) by devolved powers to the Clerk. <p>PW addressed the meeting and would prefer to revert to standalone Planning Committee meetings rather than reviewing planning applications within a parish council meeting. This would give time to consider the applications carefully rather than at the end of a busy meeting.</p> <p>The Clerk advised the meeting that when planning applications were reviewed within Parish Council meetings then the section is chaired by the parish council chairman and noted that with a full compliment of councillors (13) the meeting quorum is 5.</p> <p>The meeting agreed that in the exceptional circumstance that the planning committee couldn't meet then the Clerk would return a nil response to the planning officer worded as follows "the planning committee were unable to meet".</p> <p>The meeting resolved to return to standalone planning committee meetings with devolved powers. Clerk to update the policy document accordingly. Adoption deferred to July meeting.</p>	Clerk
	<p>8.7 Risk Assessment and Risk Management JH offered to review the Risk Assessment and Risk Management policies and report to the July meeting. Clerk to send documents to JH. Adoption deferred to July meeting.</p>	JH / Clerk
	<p>8.8 Donations Policy Adopted</p>	
	<p>8.8 Press and Media Policy The meeting was reminded that in the event of any press contact it was to be passed immediately to the chairman. Adopted</p>	
	<p>8.9 Co-option Policy The Clerk advised that it was not clear in the files which policy had been adopted previously as there was a lot of paperwork and multiple files and notes. JJT advised he had the agreed version and would forward to the Clerk. Adoption deferred to July meeting.</p>	JJT / Clerk
9.0	Review Committee Structures	
	<p>9.1 Planning Committee (devolved power) PW elected as Chairman (MH proposed/GCP seconded / all in favour). Planning Committee – 6 members elected : PW, SB, GCP, MH plus 2 new members LC, TN (PW proposed / JBo seconded / all in favour).</p>	
	<p>9.2 Financial Working Group Meeting resolved that financial matters would go to full council and hence a working group was not required. The Clerk advised that the bank reconciliation should be checked quarterly by someone other than the clerk. Meeting resolved MH to carry this out. (SB proposed / GCP seconded / all in favour). Clerk to update financial regulations policy</p>	MH / Clerk
	<p>9.3 Staffing Panel The meeting resolved to continue with the current panel of SB, JBo, GCP (PW proposed / MH seconded / all in favour).</p>	
	<p>9.4 Traffic, Transport and Access The meeting resolved for JJT to continue and request assistance if needed (MH proposed / JH seconded / all in favour).</p>	
	<p>9.5 Lengthsman working party The meeting resolved for PW, JJT and JH to continue (SB proposed / JBo seconded / all in favour).</p>	
	<p>9.6 Bank Signatories The meeting resolved for SB, JBo, JH and PW to continue as signatories (MH proposed / JJT seconded / all in favour).</p>	
	<p>9.7 Neighbourhood Development Plan The meeting resolved for MH to continue with this work and to call upon support from JH, JBo, PW, GCP if needed (JH proposed / JBo seconded / all in favour).</p>	
	<p>9.8 Website Working Group The meeting resolved to dissolve the website working group and thanked them for all their hard work. The next stage of website work / grant application to be conducted through the Clerk.</p>	
10.0	<p>Finance: 10.1 To approve annual return of accounts The Clerk advised that the internal auditor had been unable to sign off all areas of the audit due to VAT calculation errors made in the 4 years up to 2015.</p>	

	<p>The meeting resolved that the Clerk should re-work the last 4 years accounts and write to HMRC, with apologies and commitment to tighten procedures and implement quarterly review with a cheque to refund the over claimed VAT amount.</p> <p>The meeting answered all the statements positively in Section 1 of the Audit – Annual governance statement, and the Chairman signed the form ready for submission to Grant Thornton.</p>	Clerk		
	<p>10.2 To Agree Payments of outstanding accounts as per finance report:</p> <p>The following were all agreed:</p>			
	<table border="1"> <tr> <td>668 Ed Seabright – Lengthsman – £320 669 Clerk Salary £521.64 670 Parish council expenses £181.84</td> <td>671 Came and Co insurance £273.75 Ongoing deibrillator paymentd £61.42 monthly</td> </tr> </table>	668 Ed Seabright – Lengthsman – £320 669 Clerk Salary £521.64 670 Parish council expenses £181.84	671 Came and Co insurance £273.75 Ongoing deibrillator paymentd £61.42 monthly	
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11.0	<p>Insurance</p> <p>The existing insurance policy premium is £273.75 due on 1.6.16. Clerk to find out how the defibrillator needs to be included as it is leased, and to increase the value of the Temple Court gates to £700 and add the Cradley end gates on the insurance policy.</p>	Clerk		
12.0	<p>Highways / Footpaths / Lengthsman</p>			
	<p>12.1 Appoint Footpath Officer</p> <p>The meeting requested James Boyce to continue as footpath officer (SB proposed / PW seconded / all in favour).</p>			
	<p>12.2 To appoint lengthsman</p> <p>The clerk advised a quote had been received from Ed Seabright. Clerk to contact and find out hourly rate. The meeting resolved to appoint Ed Seabright to continue as lengthsman on a rolling programme. G Day had not submitted a quote. The meeting resolved to continue with G Day as lengthsman. Lengthsman working party to report to the July meeting with proposals on lengthsman work and tighter controls/process relating to work orders, timesheets and contracts.</p>	Clerk		
13.0	<p>To Note & Review the Information & Outstanding Actions Sheet (attached)</p> <p>PW thanked the Clerk for making this section of outstanding actions and highways issue log much clearer and relevant.</p> <p>Feb 16 8d: JBa had requested SB to open the defibrillator awareness evening. SB agreed. Help with refreshments on the evening would be appreciated – offers to JBa.</p> <p>Feb 16 8e : The Chairman requested RL, MA, TN, JBa, GCP, MH, CF to provide a paragraph about themselves to the Clerk for the website by the next meeting.</p> <p>Mar 16 6e : Clerk to check Buchanan website for secretary contact details as no update received.</p> <p>20.4.16 7ii : lengthsman is mowing cradley end verges. Resolved and closed.</p> <p>20.4.16 7c : lengthsman working party – ongoing – report in July</p>	<p>SB All RL, MA, TN, JBa, MH, CF Clerk</p> <p>PW/JJT/JH</p>		
14.0	<p>To note Date and Time of next scheduled meeting</p> <p>7th July 2016 , 7.30pm at Bosbury Parish Hall</p>			
	<p>The Chairman declared the meeting closed at 21.16pm</p>			
	<p>Signed..... Dated</p> <p>Chairman</p>			