



Parish Clerk:
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Minutes of the Parish Council meeting, 5th April 2018, Coddington Church, 7.30pm

Present

Councillors Sven Bosley (Chair), Julie E Baker, Patrick Whitehead, Rachel Lovering, Joe Hayes, Gian Carlo Paganuzzi, John Joyce-Townsend, Tim Newsholme and Liz Cooke .

In attendance

Emma Thomas – Parish Clerk

Public: 0

1.0 To Accept Apologies for Absence and Note the Reason

Apologies were received and accepted from:

Cllr. Charlie Ferrier - Work

Cllr. Sue Ransford – Work

Cllr. Julia Boyle – Unwell

Mr. James Boyce – Footpaths Officer

2.0 To Record any Declarations of Interest and Written Requests for Dispensations

None

3.0 To approve the Minutes of the Parish Council Meeting 12th March 2018

Item 4 was amended to read "...Green Farm application had been submitted. The Council supported and approved the changes made to this application."

The minutes were APPROVED and signed by the Chair.

4.0 To Receive Brief Report from Ward Councillor Tony Johnson

Not present. Cllrs. expressed their disappointment as they had wished to question Cllr. Johnson on the last report he had sent out.

5.0 Public Participation session for Local Residents to raise matters relevant to the Parish Council.

- It was REPORTED that the service drains on the newly re-surfaced roads had not been jetted.

6.0 NDP – Report from the committee and update on amended draft NDP for re-submission.

The clerk REPORTED that she had had a successful meeting with Hereford Council. All documents had been promised to be emailed to the clerk by the 9th April 2018 ready to approve for submission at Regulation 16. It was RESOLVED to call an extra-ordinary meeting to discuss these documents once they had all been returned.

7.0 To consider any new highway or footpath issue

The following highway and footpath issues were raised for logging with Balfour Beatty

- Cold Green Farm potholes on Hayward Lane
- Potholes near Coddington Cross on the C1175
- Drain in Bosbury – already logged – but not rectified
- Drains blocked by Briarcroft on C1152 – need jetting
- Potholes on the C1152 by Catley Cross
- Drains along the newly re-surfaced Bosbury Road need jetting
- Drains on Cottons Corner need clearing
- Drain by The Firs needs jetting
- Pothole by village Hall – already logged – but not rectified
- Potholes on road to Coddington – already logged but not rectified
- Signpost at Cottons Corner needs a new post

It was RESOLVED that the clerk would thank the Locality Steward and Balfour Beatty for the re-surfacing work done on the Bosbury road – it was making a big difference.

It was RESOLVED that the Footpaths Officer would inform the Locality Steward as to where all the new posts and markers should go.

8.0 To consider remaining lengthsman and footpath grant monies to be claimed

It was REPORTED that the clerk had yet to have all the receipts in for the grant monies so would report on final figures at the May meeting.

It was RESOLVED to ask the lengthsman to re-stock the tubs at the entrance to Bosbury at a suitable time.

9.0 To consider councillor roles within the Parish Council

It was RESOLVED to re-issue roles to those who wanted them as a way of focusing future plans.

It was RESOLVED that the following roles would be filled by:

Cllr. Patrick Whitehead – Planning
 Cllr. John Joyce-Townsend – Highways, Traffic and Transport
 Cllr. Julie E. Baker – Crime Prevention and Defibrillator
 Cllr. Liz Cooke – Community Liaison
 Cllr. Joe Hayes – Lengthsman and Footpaths

It was RESOLVED to reconsider and add to this list when appropriate.

10.0 Finance**10.1 To agree the finance report and bank balances**

The clerk REPORTED that the parish finances were in good order and they would have a small underspend on this years budget. The finance report and bank balances were agreed and signed. Appendix 1

10.2 To agree payments of outstanding accounts including:

738 Clerk's expenses (including postages, stationary and mileage) £14.62

739 Clerk's salary – April

740 James Boyce – Lengthsman equipment - £94.01

It was RESOLVED to approve and pay all items and the cheques were signed.

10.3 To confirm the internal auditor

It was RESOLVED to use Mr. Phillip Brough as internal auditor for the 2017-18 internal audit.

10.4 To confirm exemption from the external audit process and sign the certificate

The clerk REPORTED that the audit process had changed for small parish councils this year. She read the criteria for exemption. It was RESOLVED that the council did fit the criteria and were therefore exempt from the external audit process for the financial year 2017-18. The exemption certificate was signed by the RFO and the Chairman.

11.0 To note the Health and Safety report on the suitability of the Clerk's office space.

The Chair REPORTED that he had undertaken a visit of the office space and confirmed that it was a suitable space for the clerk to be working and holding Council information.

12.0 To note and review the information and outstanding actions sheet. –

The Information and Outstanding action sheet was NOTED and REVIEWED. (Appendix 2)

12.03.18 minute 6 – The enforcement officer had asked the owner of the caravan to move it.

12.03.18 minute 9 – the clerk had investigated insurance of the salt spreader – however the council had a £250 excess on their policy so was not worth claiming. The salt spreader had subsequently though to have been found.

01.02.18 minute 6 – The determination date for application 174602 had now been postponed until 19th April 2018.

07/09/2017 minutes 7.2 – The clerk would continue to chase a date for the installation of the bridge.

16.0 To note the date of the next meeting – Annual Parish Meeting - 3rd May 2018 – Bosbury Village Hall
Noted**12.0 To note items for the next meeting**

Councillors were REQUESTED to email the clerk if anything arose.

The meeting closed at 20.25

Signed: _____

Dated: _____

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