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**Minutes of the Annual Meeting of the Parish Council  
held at Bosbury Parish Hall on Thursday 24<sup>th</sup> May 2018 at 7.30pm**

**Present:** Councillors Sven Bosley (Chair), Julie E Baker, Patrick Whitehead, Julia Boyle, Rachel Lovering, John Joyce-Townsend, Tim Newsholme, Sue Ransford, Liz Cooke and Charlie Ferrier.

**In attendance:** Emma Thomas – Parish Clerk and Ward Councillor Tony Johnson

**Public:** 0

**1. To Elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office**

It was RESOLVED to elect Cllr. Julia Boyle as Chair for the coming year. She signed the Declaration of Acceptance of Office form. (Proposed: Cllr Bosley; Seconded: Cllr Newsholme; In favour: All councillors)

Cllr. Julia Boyle took over as Chair of the meeting. Councillors thanked Cllr. Sven Bosley for his efforts during his time as Chair.

**2. To Elect the Vice-Chairman of the Council and to receive the Vice-Chairman's signature on Declaration of Acceptance of Office**

It was RESOLVED to elect Cllr. Sven Bosley as Vice-chair for the coming year. He signed the Declaration of Acceptance of Office form. (Proposed: Cllr Boyle; Seconded: Cllr Joyce-Townsend; In favour: All councillors)

**3. To Accept any Apologies for Absence and Note the Reason**

Apologies were RECEIVED and accepted from Cllr. Gian Carlo Paganuzzi (Work) and Cllr. Joe Hayes (Late)

**4. To Record any Declarations of Interest and Consider any Requests for Dispensations**

None

**5. To Remind Councillors to Review their Register of Interests held with Herefordshire Council and update if required**

All councillors were REMINDED of this requirement.

**6. To Consider Approval of Minutes of Parish Council meeting held on 5<sup>th</sup> April and 16<sup>th</sup> May 2018**

It was RESOLVED to approve both sets of minutes and they were duly signed.

**7. To Receive a brief Report from Ward Councillor Tony Johnson**

Cllr Johnson had previously circulated a report to all councillors – this was taken as read. He added the following:

- The budget for care of the 3500 vulnerable citizens in the county was the same as for highway repairs and maintenance.
- The university were still identifying sites throughout the city that they could use.

**Cllr Joe Hayes joined the meeting**

Councillors thanked Cllr Johnson for his informative report. It was both useful and positive.

**8. Public Participation Session for Local Residents to raise matters relevant to the Parish Council**

None

**9. To Review Committee Structures, areas of responsibility, and to appoint members to serve as required:-**

**9.1 To note the Cllr meetings attendance record for 2017-18**

The attendance report was NOTED

**9.2 Planning Committee**

It was RESOLVED that the Planning Committee members would remain the same for the coming year – Cllrs. Patrick Whitehead, Julia Boyle, Sven Bosley, Liz Cooke, Tim Newsholme and Gian Carlo Paganuzzi.

It was RESOLVED that Cllr Patrick Whitehead would continue as Chair for a further year.

**9.3 NDP Working Group**

It was RESOLVED that the following Councillors would remain on the NDP Working Group – Cllrs: Sven Bosley, Julia Boyle, Charlie Ferrier, Tim Newsholme and Gian Carlo Paganuzzi.



#### **9.4 Staffing Panel**

It was RESOLVED that Cllrs: Julia Boyle, Charlie Ferrier and Gian Carlo Paganuzzi would form the Staffing Panel for the coming year.

#### **9.5 Traffic and Speed Management working party**

It was RESOLVED that Cllr. John Joyce-Townsend would remain council representative for Traffic, Transport and Road Safety. He would form a Working Party as and when necessary.

#### **9.6 Lengthsman working party**

It was RESOLVED that Cllr Joe Hayes would remain the council representative for the lengthsman role and would form a working party as and when necessary.

#### **9.7 Quarterly Finance check / Bank reconciliation**

It was RESOLVED that Cllr Patrick Whitehead would continue to undertake the monthly finance check and bank reconciliation on behalf of the council.

#### **9.8 Bank Signatories**

It was RESOLVED that the signatories would remain the same for the coming year – Cllrs: Patrick Whitehead; Sven Bosley; Julia Boyle and Joe Hayes. This was deemed sufficient for financial management and risk.

#### **10. To Review Bosbury and Coddington Group Parish Council policies and (re)adopt**

a) **Standing Orders – Appendix 1** - This had been amended to include the new audit processes.

b) **Code of Conduct – Appendix 2**

c) **Financial Regulations – Appendix 3**

d) **Donations / Grants Policy – Appendix 4**

e) **Risk Schedule Assessment and Finance Controls – Appendix 5**

f) **Risk Management Policy – Appendix 6**

It was RESOLVED that both the risk assessment schedule, finance controls and risk management policies were sufficient in ensuring minimal risk to the council over the coming year. It was felt that successful risk management would become ever more key for Parish Councils as they were asked to take on more and more by Herefordshire Council.

g) **Publication Scheme – Appendix 7**

h) **Complaints Procedure – Appendix 8**

It was NOTED that it is very important to follow policies in the event of a complaint as it is easy to make a situation worse if this does not happen.

i) **Asset Register – Appendix 9 (Revised)** - It was RESOLVED to further update the asset register to include the lawn mower and lengthsman tools.

j) **Media and Press Policies – Appendix 10**

It was NOTED that following this procedure is important to prevent mis-quoting of councillors by the press.

k) **Equality Policy – Appendix 11**

l) **Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form – Appendix 12 and 12a – 12f incl**

It was NOTED that these policies and documents take effect from tomorrow – 25<sup>th</sup> May 2018. It was RESOLVED that to minimise the risk of a data breach by the council – all communication from the council should go through the clerk. The clerk also REQUESTED that councillors set up an email folder for council emails and a document folder for documents on the computer. This is so, that in the event of a councillor ceasing to sit on the council, all data can easily be deleted. It was RESOLVED to undertake this.

m) **Bullying and Harassment Policy – Appendix 13**

n) **Policy for dealing with Planning Applications received between meetings – Appendix 14**

o) **Discipline and Grievance Policy – Appendix 15**

p) **Health and Safety Policy – Appendix 16**

q) **Training and Development Policy – Appendix 17**

It was NOTED that a budget had been set aside and that councillors should email the clerk if they wanted to attend any training.

r) **Unacceptable Behaviour Policy – Appendix 18**

s) **Urgent Business Between Meetings Policy – Appendix 19**

It was RESOLVED that this was important to have in place in case of an urgent financial or health and safety matter coming to light between meetings. All actions undertaken under this policy will be reported at the following full council meeting.

It was RESOLVED to (re)adopt all the above policies and documents.

t) **To consider agreement to continue to comply with the Transparency Code**

It was RESOLVED to continue to comply with the Transparency Code.

u) **To remind councillors of self-disqualification law**

All councillors were REMINDED of the self-disqualification law due to non-attendance at meetings.



**v) To re-confirm eligibility to act under the General Power of Competence**

It was RESOLVED to re-confirm eligibility to act under the General Power of Competence moving forwards.

**11. Finance:**

**a) To Consider the End of Year 2017-18 finance report and bank statements. – Appendix 20**

It was RESOLVED to approve the End of Year Finance report. It was felt that the financial position of the council was now secure with adequate reserves. The report and statements were signed.

**b) To Consider finance report 1 2018-19 – including budget monitoring and bank reconciliation – Appendix 21**

It was RESOLVED to approve the Finance Report 1 as an accurate record of spend against budget and bank reconciliation. The report and bank statements were signed.

**c) To Consider and Approve Internal Audit Report – Appendix 22**

It was RESOLVED to approve the internal audit. There were no recommendations for improvements.

**d) To Consider and Approve the Annual Return Governance Statement – Appendix 22**

It was RESOLVED to approve the Governance Statement. It was signed by the Chair and clerk.

**e) To Consider and Approve the Annual Return Accounting Statements – Appendix 22**

It was RESOLVED to update the fixed asset figure. The accounts were then APPROVED and signed by the Chair and RFO

**f) To Review the parish council insurance policy and decide on any amendments required**

It was RESOLVED to ensure that the updated asset register be sent to the insurance company for inclusion on the schedule. It was also RESOLVED that the clerk enquire if a reduction to the premium was now available – given that the clerk was CILCA qualified and all accounting paperwork was in place. Once the updated asset register was added it was RESOLVED that the insurance schedule was sufficient for the coming year.

**g) To consider the internal auditor for 2018-19**

It was RESOLVED to continue to use Mr Brough as internal auditor for the council for 2018-19 as he had been thorough and good value.

**h) To consider continuing to use the “payments and receipts” accounting method for 2018-19**

It was RESOLVED to continue using the “payments and Receipts” accounting method for 2018-19

**i) To note the VAT return for 2016-18**

NOTED

**j) To Consider Payments of Outstanding Accounts:-**

742 – Clerks May Salary

743 – Clerks expenses £52.97 (previously circulated)

744 – Lengthsman - £376.99

745 – Autela Payroll £46.08

746 – Came and Company Insurance £285.60

It was RESOLVED to approve all of the above invoices for payment and the cheques and invoices were signed.

**12. Highways/Footpaths:**

**a) To appoint a footpaths officer**

It was RESOLVED to appoint Mr. James Boyce as Footpaths Officer for a further year.

**b) To confirm appointment of lengthsman – for review in July.**

It was CONFIRMED that the lengthsman used by the Council for the coming year (for review in July) will be Mr. Andy Thomas and Mr. George Day.

**c) To sign the LM and Footpaths Contract with Balfour Beatty 2018-19**

It was RESOLVED to sign the lengthsman and footpaths contract with Balfour Beatty. They were signed by the Chair.

**d) To consider the Balfour Beatty quote for a new grit bin.**

The Balfour Beatty quote for a new grit bin near Forge Bank for £167 – to include installation, bin and first fill of salt – was CONSIDERED. It was RESOLVED that Cllr Joe Hayes would source another quote and bring it to the July meeting for further discussion. It was RESOLVED that the clerk report the damaged grit bins at Catley Lane, Foxhill and Harbour Hill to Balfour Beatty.

**13. To receive an update on the submission of the NDP to Herefordshire Council at Regulation 16.**

It was REPORTED that the clerk was waiting on one further amendment and would then submit the NDP and relevant documents to Herefordshire Council at Regulation 16.

**14. NDP's**

- a) To consider a response to the Ledbury NDP Regulation 16 Consultation
- b) To consider a response to the Ashperton NDP Regulation 16 Consultation

It was RESOLVED to not respond to either of the above NDP consultations.

**15. Commonwealth Trees**

It was REPORTED that 35 trees were available from the Forestry Commission to celebrate the Commonwealth. A parishioner had requested that the Council consider land available for these to be planted on. It was RESOLVED that more information on the type of tree be sought and the matter brought back to the July meeting for further discussion of options.

**16. Information Section /Correspondence /Discussion:**

- a) To Review Outstanding Actions – see table below

Date - minute	Item	Status
1.02.18 minute 6	Letter to Kevin Bishop	This has been put on hold until planning permission has been granted (or otherwise) for Gold Hill Farm. Determination date to be 22 <sup>nd</sup> March 2018 – moved to 19 <sup>th</sup> April 2018. The determination date had changed again.

**Highways and Footpath Issues Log with Balfour Beatty**

Date - minute	Item	Status
7/9/17 minute 7.2	Bridge over Stoney Brook	Response from Neil James received 18 <sup>th</sup> September. Bridge is being built. Mike Walker of BB confirmed that this would be installed in March 2018. Clerk emailed details to Tony Johnson – 13 <sup>th</sup> March 2018 It was REPORTED that work had finally begun on installing the new bridge. It was RESOLVED that Cllr Joe Hayes would email a photo to the clerk when work was complete.

**17. To Raise Items for Next Scheduled Parish Council Meeting not already included above (no discussion)**

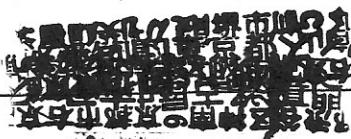
Heartstart. Cllrs were REQUESTED to email the clerk any other items

**18. To note the date of the next Parish Council meeting – 5<sup>th</sup> July 2018 – Coddington Church**

NOTED

The meeting closed at 8.45pm

Signed: \_\_\_\_\_



Dated: \_\_\_\_\_

19<sup>th</sup> July 2018