



Parish Clerk: Emma Thomas,
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**Minutes of The Annual Meeting of the Parish Council
held online via Zoom – due to the Coronavirus Pandemic
on Thursday 6th May 2021 at 7.30pm**

Present: Councillors Julia Boyle (Chair), Sven Bosley, Julie E Baker, Tim Newsholme, Rachel Lovering, Charlie Ferrier, Liz Cooke and Joe Hayes

In attendance: Emma Thomas – Parish Clerk
Ward Cllr Tony Johnson

Public: 0

1. **To Elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office**
Cllr Charlie Ferrier was ELECTED as Chair for the coming year and signed the Acceptance of Office form.
2. **To Elect the Vice-Chairman of the Council and to receive the Vice-Chairman's signature on Declaration of Acceptance of Office**
Cllr Sven Bosley was ELECTED as Vice-Chair for the coming year and signed the Acceptance of Office form.
3. **To Accept any Apologies for Absence and Note the Reason**
None
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**
NOTED
6. **To consider the co-option of councillors to fill the remaining vacancies.**
It was AGREED to defer this item until July.
7. **To Consider Approval of Minutes of Parish Council meeting held on 1st April 2021**
The minutes were APPROVED and duly signed by the Chair.
8. **To Receive a brief Report from Ward Councillor Tony Johnson**
Ward Cllr Tony Johnson's report included the following items:
 - The new Council Chief Executive – Mr Paul Walker – is now in post
 - A recent High Court judgement found against Herefordshire Council Children's Services.
 - 3000 more people in the county have been added to the "vulnerable and need to shield list"
 - The NDP for Colwall goes to referendum today.
 - Fastershire has now laid fibre to 93% of the counties properties.

Ward Cllr Tony Johnson left the meeting

9. **Public Participation Session for Local Residents to raise matters relevant to the Parish Council**
None
- 10 **To Review Committee Structures, areas of responsibility, and to appoint members to serve as required:-**
 - 10.1 **To note the Cllr meetings attendance record for 2020-21**
NOTED
The following Cllrs were allocated the following roles:
 - 10.2 **Planning Committee** – Cllrs: Sven Bosley; Charlie Ferrier; Liz Cooke; Julia Boyle and Tim Newsholme
 - 10.3 **Staffing Panel** – Cllrs: Charlie Ferrier and Julia Boyle
 - 10.4 **Traffic and Speed Management** – Cllr Julie Baker
 - 10.5 **Lengthsman Contact** – Cllr Joe Hayes
 - 10.6 **Quarterly Finance check / Bank reconciliation** – Cllr Tim Newsholme
 - 10.7 **Bank Signatories** – Cllrs: Julia Boyle; Liz Cooke; Julie Baker; Sven Bosley; Joe Hayes and Charlie Ferrier

11 To Review Bosbury and Coddington Group Parish Council policies and (re)adopt

- a) Standing Orders – Appendix 1
- 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
- g) Publication Scheme – Appendix 7
- h) Complaints Procedure – Appendix 8
- i) Asset Register – Appendix 9**
- j) Media and Press Policies – Appendix 10
- 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**
- 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
- r) Unacceptable Behaviour Policy – Appendix 18
- s) Urgent Business Between Meetings Policy – Appendix 19
- t) Reserves Policy – Appendix 20**

The clerk REPORTED that all policies not in bold remained unchanged from when they were last adopted in 2019. It was AGREED to re-adopt these. The policies in bold had the following changes made to them:

- o Code of Conduct: New.
- o Risk Schedule - to confirm it is still adequate for the coming year.
- o Asset register - updated with new highway signs
- o Data Protection Suite: Minor tweaks and updates to include video footage and online meetings.
- o Retention Policy: Change from HC to NALC one
- o Reserves: New as required by audit this year.

It was NOTED that the Bosbury defibrillator now needs adding to the asset register as it is no longer on lease hire. It was AGREED to adopt all of the above policies. It was AGREED that the Risk Schedule was adequate for the coming year with all risks having been considered. It was AGREED to revisit the Reserves Policy when the budget is set in November.

u) To consider agreement to continue to comply with the Transparency Code

It was AGREED to continue to comply with the Transparency Code

v) To remind councillors of self-disqualification law

All Cllrs were REMINDED of this law.

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

Eligibility to continue to act under The General Power of Competence was confirmed

12. Finance:

a) To Consider the End of Year 2020-21 finance report and bank statements. – Appendix 21

The clerk REPORTED that finances remained healthy and due to Covid-19 were under-spent for the year. This has allowed the reserves to increase to a better level. The report was APPROVED as evidence of bank reconciliation and budget monitoring.

b) To Consider and Approve Internal Audit Report – Appendix 2

The internal audit was considered and APPROVED

c) To Consider and Approve the Annual Return Governance Statement – Appendix 23

The Governance Statements were considered, agreed with, APPROVED and signed.

d) To Consider and Approve the Annual Return Accounting Statements – Appendix 24

The Accounting Statements were considered, APPROVED and signed.

e) To confirm exemption from the external audit process and sign the certificate – Appendix 25

It was CONFIRMED that the Council is eligible this year to declare itself exempt from an external audit and the certificate was signed.

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

The Parish Insurance policy was REVIEWED, and whilst it was AGREED that no amendments were needed, it was AGREED that the clerk should obtain a further quote as the premium has increased significantly.

g) To consider the internal auditor for 2021-22

It was AGREED to continue to use Mr. Philip Brough as Internal Auditor for the coming year.

h) To consider continuing to use the "payments and receipts" accounting method for 2021-22

It was AGREED to continue using this method for the coming year.

i) To note the VAT return for 2020-21

The VAT Return of £509 67 was NOTED

j) To Consider Payments of Outstanding Accounts:-

- Clerks May Salary
 - Clerks expenses £34.79 (previously circulated)
 - Lengthsman March and April Maintenance £654
 - Community HeartBeat Trust – Defib annual support x 3 £453.60
- The above invoices were APPROVED for payment.

13. Highways/Footpaths:

a) To consider any footpaths or highways issues for reporting to Balfour Beatty

The following items were NOTED for reporting:

- The Parish Footpath Officer is trying to get the length of time the BZ31 will be closed shortened
- Pothole by The Old Bishops Palace
- Bosbury to Ashperton highway needs resurfacing.

b) To consider any work for the lengthsman

The following tasks were NOTED for undertaking:

- Sign at the entrance to Southfield Lane needs tightening
- Sign at entrance to Brook Lane needs looking at

It was NOTED that the verges at the Cradley end of the village are very narrow now and becoming ever more dangerous. The verges at the Ledbury end are also decreasing in size.

It was REQUESTED that the clerk ask the lengthsman if any of the tools need servicing.

c) To note the highway closure on the C1160 from B4220 to Fox Hill

NOTED

d) To note the Road Closure - C1167 from C1179 to Red Cottages, Petty France – 24th May for 4 days

NOTED

14. Information Section and Correspondence:

a) To Review Outstanding Actions and updates

None

b) Correspondence:

Both items of following correspondence were NOTED

- Herefordshire Council Minerals and Waste Consultation
- Response from Platform Housing re debris.
- The offer for free cycle racks has expired.

15. To Raise Items for Next Scheduled Parish Council Meeting (no discussion)

The derelict houses on Stanley Hill

16. To note the date of the next Parish Council meeting – 3rd June 2021 – Venue TBC

It was AGREED that now meetings had to be face-to-face again, the June meeting should be cancelled. This would allow more councillors and the clerk to have both vaccines before undertaking these meetings. It was AGREED that the situation would be reviewed in June. It was NOTED that the clerk has delegated authority to make payments and that the planning policy between meetings and urgent business policy between meetings would allow for any items that did arise to be dealt with.

The meeting closed at 20

Signed: _____

Dated: 02.07.21