



Parish Clerk: Emma Thomas,
Hadleigh, Bishops Frome, Worcester, WR6 5AP
Tel: 01885 490414
email: bcp Parish Clerk@gmail.com
www.bosburyandcoddington.co.uk

**Minutes of the Annual Meeting of the Parish Council
held at Coddington Church
on Thursday 5th May 2022 at 7.30pm**

Present: Councillors: Sven Bosley (Chair), Julie E. Baker, Rachel Lovering, Joe Hayes, Liz Cooke, Emily Hicks and Dave Grimes

In attendance: Emma Thomas – Parish Clerk
Mr. James Boyce – Footpaths Officer

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 appoint Cllr Charlie Ferrier as Chair of the Parish Council for a further year in his absence. He will sign the Declaration of Acceptance of Office form between meetings.
- 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 appoint Cllr Sven Bosley as Vice-Chair for the coming year. He signed the Declaration of Acceptance of Office form. Cllr Sven Bosley continued as Chair for the rest of the meeting.
- 3. To Accept any Apologies for Absence and Note the Reason**
Apologies were RECEIVED and ACCEPTED from Cllrs: Tim Newsholme – Work; Julia Boyle – Family Reasons and Charlie Ferrier - illness
- 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.**
None.
- 7. To Consider Approval of Minutes of Parish Council meeting held on 7th April 2022**
The minutes were APPROVED and duly signed by the Chair.
- 8. To Receive a brief Report from Ward Councillor Tony Johnson**
Not present
- 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 2021-22**
NOTED
The following Cllrs were allocated the following roles:
 - 10.2 Planning Committee** – Cllrs Sven Bosley; Charlie Ferrier; Tim Newsholme; Liz Cooke and Julia Boyle
 - 10.3 Staffing Panel** Cllrs: Charlie Ferrier and Julia Boyle
 - 10.4 Traffic and Speed Management Cllr** – Cllr Julie Baker
 - 10.5 Lengthsman Liaison Cllr** – Cllr Joe Hayes
 - 10.6 Quarterly Finance check / Bank reconciliation** – Cllr Tim Newsholme
 - 10.7 Bank Signatories** – Cllrs: Sven Bosley; Joe Hayes; Charlie Ferrier; Liz Cooke; Julia Boyle and Julie Baker
 - 10.8 Footpaths Officer** – Mr James Boyce alongside Cllr Liz Cooke
- 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 2021. It was AGREED to re-adopt these. The Asset Register and Risk Schedule were AGREED to be correct and adequate for the coming year with all risks having been considered. It was AGREED that the clerk should confirm that the lengthsman still has both sets of trimmers.
- 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**
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 2021-22 finance report and bank statements. – Appendix 21**
The clerk REPORTED that finances remained healthy and due to a slower year due to Covid-19 were under-spent for the year. This has allowed the reserves to increase to a solid level. The report was APPROVED as evidence of bank reconciliation and budget monitoring.
- b) **To Consider and Approve Internal Audit Report – Appendix 22**
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 it was AGREED that no amendments were needed. It was RESOLVED to pay the invoice £504
- g) **To consider the internal auditor for 2022-23**
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 2022-23**
It was AGREED to continue using this method for the coming year.
- i) **To note the VAT return for 2021-22**
The VAT Return of £577.37 was NOTED
- j) **To Consider Payments of Outstanding Accounts:-**
 - Clerks May Salary
 - Clerks expenses £48.42 – previously circulated
 - Lengthsman tasks - £848.55 (Feb-April)
 - The Community Heartbeat Trust – Annual maintenance contract £453.60

The above invoices were APPROVED for payment by BACS

13. Highways/Footpaths:

- a) **To consider any footpaths or highways issues for reporting to Balfour Beatty**
The following items were NOTED for reporting:
 - BZ58 has a broken top rail on one of the stiles by Woodings
 - Can more 30mph repeater signs be put up between the Forge Bank entrance ways?

b) To consider any work for the lengthsman

The following items were RAISED:

- Clear around the war memorial
- Check the drainage grid on Cottons Corner to see if it is silted up.

c) To consider signing the lengthsman contract with Balfour Beatty

It was RESOLVED to sign the contract.

d) To consider the quotes for the drainage works at Raycombe Lane

No quotes had been received. It was RESOLVED to defer this item.

14. Environment:

a) To consider an update on installing a play area at Forge Bank and next steps.

The clerk REPORTED that she had met with PlayDale. They are now drawing up suggestions for play equipment on the site.

c) To receive an update on enhancing the Parish Council land in the churchyard

It was REPORTED that this was ongoing and in hand.

d) To receive an update on planting wildflowers at Coddington Cross and The Cabbage Patch and consider the use of Grazon to kill the docks.

The clerk REPORTED the Mr Clive Killick would be mowing and clearing the two sites ear-marked for wild flowers. It was NOTED that docks had overrun one of the areas and need removing. It was AGREED that Mr. Clive Killick could use Grazon (using a hand sprayer) to kill them.

15. War Memorial

a) To consider adding a plaque detailing names of those who have died in later wars.

It was AGREED to defer this item until the next meeting

b) To consider the quotes received for the repair and maintenance of the memorial.

It was AGREED to defer this item until the next meeting. It was AGREED the clerk should contact The War Memorial Trust for names of recommended stone masons.

16. To consider the ownership of the Burial Ground.

The clerk REPORTED that she had received confirmation that the Burial Ground is owned by The Hereford Diocesan Board of Finance. In light of NALC's legal advice LO1-18 Financial Assistance to the Church (Appendix 26) it was RESOLVED that the Council could no longer maintain the burial ground or donate to the upkeep of the community area in Coddington until such as a time as the issue is legally resolved.

17. To consider an update on the organising of a community event for the Queens Platinum Jubilee

It was REPORTED that this is coming together and details will be given nearer the time.

18. Information Section and Correspondence:

- Letter to residents from Hills Ford 3 Shires Stages Closed Road Rally

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

The fence by the proposed play area at Forge Bank; Monitor the use of the collection bin in the burial ground.

20. To note the date of the next Parish Council meeting – 9th June 2022 – at Coddington Church (TBC)

NOTED

The meeting closed at 8.24pm

Signed: _____

Dated: _____

09.06.22