

PIXLEY & DISTRICT PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036
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Minutes of the Annual Parish Council meeting held on Monday 21st May 2018

Present

Councillors Mrs L Clothier (LC), K Bray (KB), Mrs J Cowell (JC), K Davies, P Hawker (PH), A Mawby (AM), I Pritchard (IP), M Skittery (MS), S Swaites (SS), E Thompson (ET) and M Tristram (MTr)

In Attendance

Three Crosses Ward Councillor Jonathan Lester, David Nicholson – NDP Planning Consultant
Janet Chester – Parish Clerk

Members of the Public: 0

The Chairman Cllr Clothier welcomed everyone to the meeting

1. Election of Chairman and signing of Declaration of Acceptance of Office

Cllr K Bray proposed by Cllr Clothier and seconded by Cllr Davies, unanimously supported. Cllr Bray accepted the position and signed the Declaration of Acceptance of Office

2. Election of Vice-Chairman and signing of Declaration of Acceptance of Office

Cllr Tristram proposed by Cllr Bray and seconded by Cllr Cowell. Cllr Tristram accepted the position and signed the Declaration of Office.

At this point Cllr Clothier left the meeting having tendered her resignation.

Cllr Bray took the Chair and thanked Cllr Clothier for her service as a councilor and chairman. A letter of thanks will be sent to her.

3. Apologies for Absence

Cllr M Thwaites (holiday)

4. Declarations of Interest and Requests for Dispensations

Cllr Pritchard declared a disclosable pecuniary interest in agenda item 10a as he was the applicant.

5. Councillor Vacancies

No nominations were received. The clerk reminded councillors that there are now three vacancies on the parish council, one for Aylton, one for Munsley and one for Pixley.

6. To Remind Councillors to Review their Register of Interests held with Herefordshire Council.

The clerk reminded councillors that it was their responsibility to keep their register of interests up to date.

7. Approval of Minutes of Parish Council meeting held on 25th March 2018

RESOLUTION: The minutes of the parish council meeting held on 25th March 2018 having previously been circulated were AGREED and duly signed by the Chairman.

8. To Receive a Brief Report from Three Crosses Ward Councillor, Mr Jonathan Lester

Ward Councillor Lester reported that he chaired his first cabinet meeting as leader in March. At the April meeting an Adult Safeguarding Board was set up and Herefordshire Councils priorities for 2018/19 set out. One change is to the housing allocation system facilitated through Home Point. At the May cabinet meeting an investment of £4.6m was agreed for Marlbrook Primary School. £46m has been gained through the sale of the council small holdings. Future cabinet meetings will discuss the provision and service of libraries, museums and archive and the final decision for the Hereford bypass route will be made which will free up land for housing and industrial use. A peer review of Herefordshire Council has taken place and the overall message was that the council is performing well but needs to speak about its achievements more loudly, become braver and more robust and engage with communities more.

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

No matters raised.

10. Planning:

a) Planning Applications for Comment: (to be viewed online prior to the meeting)

Cllr Pritchard prepared to leave the room but as no comments were made he was asked by the chairman to stay.

181348 – Land at The Vern, Munsley,

Proposed variation of condition 2 of planning permission 163224 (Proposed replacement dwelling, with integral garage and garden store outbuilding. Change of use of agricultural land to residential), change to first floor cladding and change of ground floor render.

RESOLUTION: The Parish Council have no comments to make.

ACTION: clerk

b) Details of Decision Notices Received from Herefordshire Council – no new decisions

11. Pixley and District Neighbourhood Development Plan

David Nicholson advised that following 2 years of steering group work and public consultation the NDP is now at Regulation 16 stage. The Parish Council were asked to approve the amendments to the draft plan, as set out in the consultation document, and the submission draft NDP, Consultation Statement and Basic Conditions Statement.

RESOLUTION / ACTION: The Parish Council agreed to approve all documents and the clerk will submit to Herefordshire Council.

12. To Review and Adopt the following Policies for Pixley & District Parish Council

a) Standing Orders b) Code of Conduct c) Financial Regulations d) Donations/Grants Policy
e) Assets Register f) Risk Assessment Schedule g) Risk Management Policy h) Freedom of Information requests i) Complaints Policy j) Training & Development Policy k) Media Policy l) Social Media Policy
m) Communications Policy n) Equal Opportunities Policy o) Bullying & Harassment Policy p) Health & Safety Policy q) Unacceptable Behaviour Policy r) Discipline & Grievance Policy

RESOLUTION / ACTION: All above policies were reviewed and adopted.

13. GDPR - General Data Protection Regulations

a) To Receive Clerks GDPR Report

The clerk advised councillors about the new GDPR rules coming into effect 25th May. She asked all

councillors to read the NALC GDPR Toolkit that had been circulated, particularly pages 1 to 25 of the 63 page document. The circulated GDPR Action Plan will be followed. She reminded councillors that ALL correspondence is to go through the clerk not direct from councillors.

RESOLUTION / ACTION: The parish council will endorse the Action Plan recommended in the Toolkit circulated. All councillors will read the toolkit pages 1 – 25. All correspondence will be sent via the clerk.

b) To Consider Appointing the clerk as Data Protection Compliance Officer

RESOLUTION / ACTION: It was agreed that the clerk is appointed Data Protection Compliance Officer

c) To Consider Adopting the Following Policies recommended by the GDPR Working Group and Displaying them on the Parish Council Website:

- i) Data Protection Policy
- ii) Privacy Policy
- iii) Privacy Notices
- iv) Data Subject Access Policy
- v) Consent Form

RESOLUTION / ACTION: it was agreed to adopt the above policies and to display them on the website.

14. Appointments:

a) To Consider Appointing a GDPR Data Protection Officer (DPO)

RESOLUTION / ACTION: Deferred pending further advice

b) To Appoint Footpath Officer(s)

RESOLUTION / ACTION: Cllr Mandy Thwaites and Mrs Lesley Clothier appointed.

c) To Appoint Lengthsman

RESOLUTION / ACTION: George Day appointed

d) To Appoint HALC Eastern Area Representative

RESOLUTION / ACTION: Cllr Ken Davies appointed

15. To Review Working Groups and Terms of Reference, and to Review Members Leading Roles on Specific Issues as required:-

- a) Neighbourhood Development Plan Steering Group – members as present
- b) Financial Working Group – Cllrs Bray, Tristram, Hawker and Clerk
- c) GDPR Working Group – Cllr Bray, Tristram and clerk
- d) Traffic & Speed Management – full council
- e) Website Management – clerk

RESOLUTION / ACTION: agreed as above.

16. Finance:

a) To Receive Report from Financial Working Group

The Finance Group had met and reviewed the internal audit procedures of the parish council, the asset register, insurance cover, budget and end of year accounts. No discrepancies were found.

b) To Receive 2017/18 End of Year Accounts

The End of Year accounts have been internally audited, thanks were expressed to Paula Badham for carrying this out.

Opening Balance 1st April 2017 £6644.38. Income £14949.81 Expenditure £13086.92 unrepresented cheques £1576.09 Closing Balance £10083.36.

The annual budget for 2018/19 has been set at £8740 and the precept raised to £7800 which has been requested and accepted.

RESOLUTION: End of Year 2017/18 Accounts pending approval. The clerk will re-circulate the accounts as some councillors had not received them.

c) To Consider the Internal Auditors Report

The Internal Auditors Report was read out, no problems had arisen and therefore the report was agreed.

d) To Approve the Annual Governance Statement for the External Auditor

The Annual Governance Statement was read out by the clerk and agreed

RESOLUTION: the approved form was signed by the clerk and chairman ready for external auditor

e) To Approve the Annual Accounting Statements for the External Auditor

The Annual Accounting Statement was read out by the clerk and agreed

RESOLUTION: the approved form was signed by the clerk and chairman ready for external auditor

f) To Consider Completing the Certificate of Exemption for External Audit of End of Year Accounts

Income & Expenditure is under £25000 therefore the parish council have the option of declaring themselves exempt from a review by the external auditor.

RESOLUTION / ACTION: The parish council agreed to declare themselves exempt and send off the completed form to the external auditors.

g) To Review the Parish Council Insurance Policy and decide on any alterations required

The policy has been reviewed and the clerk has ensured the recently purchased laptop, printer and defibrillator are covered.

RESOLUTION / ACTION: The policy renewal was agreed.

h) To Note New National Salary Pay Scales for Council Clerks

New salary pay scales have been issued by NALC/HALC.

RESOLUTION / ACTION: It was agreed to pay the clerk at new salary scale point 26, 7 hours per week backdated to April 2018.

i) To Note Finance Report and Bank Balances

Opening Balances 1.4.18 current account £7271.54 reserve account £2811.82
Receipts £5642.12 Expenditure £4564.57 (unrepresented cheques included in total)
Bank Balances 1.5.18 current account £11,123.84 reserve account £2,811.94

Available balances - Lengthsman £378 (PC), P3 / Footpaths £962 (HC 3740 PC £222)

j) To Consider Payments of Outstanding Accounts

000449: Came & Co – Annual Insurance - £285.60
000450: Autela Group Ltd – Payroll Services Q4 - £46.08
000451: DJN Planning Ltd – NDP support - £2015.30
000452: J Chester – clerk salary April/May and expenses – as agreed
000453: HMRC – PAYE Apr/May - £4.20
000454: SLCC – Annual Subscription - £128.00

RESOLUTION / ACTION: All above payments agreed

17. Highways/Footpaths:

a) To Note any new Highway and Footpath Defects and work for the Lengthsman

RESOLUTION / ACTION: The clerk was asked to report the hedges at Alexander Park and Old Castle that are overgrown, some metal posts at the Trumpet Crossroads that are corroded and that some of the verge markers by Munsley WI Hall need replacing.

b) To Sign Balfour Beatty Lengthsman / P3 contract 2018/19

RESOLUTION / ACTION: It was agreed to sign and send off the contract.

c) To Consider Purchasing new Salt/Grit Bins

RESOLUTION / ACTION: The clerk has obtained some guideline prices but hopes that Balfour Beatty can still provide grit bins. Item deferred pending further information.

18. Information Section / Correspondence / Discussion:

a) To Receive Comments on Ashperton and Putley Neighbourhood Development Plans Reg 14 Consultations

No comments made.

b) To Review Information and Outstanding Actions

RESOLUTION / ACTION: Reviewed and updated

19. Reports: To receive any reports from meetings attended

The clerk has attended GDPR training sessions and the HALC Audit Answers training session

20. Training: To note any forthcoming training dates

The latest HALC training diary had been circulated.

21. To Raise Items for next scheduled Parish Council Meeting (no discussion)

- GDPR Data Protection Officer (All)
- Salt/Grit Bins (All)
- Little Marcle Church (PH)
- The Old Pickling Plant (PH)

22. To Decide Dates and Time of Ordinary Meetings for the ensuing year

2018 - Monday 30th July, Monday 24th September, Monday 26th November,
2019 - Monday 28th January, Monday 25th March, Monday 27th May at 7.30pm

The Chairman declared the meeting closed at 21.30pm

Signed..... Dated.....

Chairman

INFORMATION SHEET

DATES OF SCHEDULED MEETINGS – (all held at Munsley WI Hall at 7.30pm unless advised otherwise)

2018 - Monday 30th July, Monday 24th September, Monday 26th November,
2019 - Monday 28th January, Monday 25th March, Monday 27th May (TBC)

PARISH CLERK UPDATE

- Road defects reported to Locality Steward / Herefordshire Council via website
- New Website now live – <https://pixleyanddistrictpc.org.uk>
- NDP Support work undertaken
- NDP Grant Application submitted
- Planning Enforcement contacted regarding concerns
- Lengthsman /P3 materials ordered
- Lengthsman / P3 Year End Costs report sent to Balfour Beatty
- Lengthsman/P3 2018/19 Annual Maintenance Plan Completed
- HALC, Herefordshire Council and WiRE GDPR training events attended
- HALC Audit Answers Training attended
- HALC Eastern Area meeting attended
- Website training undertaken
- Accident log updated
- End of Year Accounts prepared for Audit

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Herefordshire Rural Hub – April & May newsletters *
- Herefordshire Council – GDPR training power point presentation slides *
- Herefordshire Council – Transport Package Consultation*
- HALC – Information Corner – April & May*
- HALC – Eastern Area Meeting 14th March Agenda *
- HALC – GDPR guidance *

* Circulated to Cllrs.

OUTSTANDING ACTIONS - These are the consolidated actions outstanding after the last meeting:-

July 17	3	All cllrs	ongoing	Spread the word about Cllr vacancy
Sept 17	11.1	Clerk	Ongoing	Contact Alexander Park re cutting of roadside hedge
Jan 18	7.3	Clerk	ongoing	Report any possible breaches of planning permissions to enforcement officer
Jan 18	9.2	Clerk	complete	Send letter to planning dept outlining PC concerns re Pickling Plant
Jan 18	10.3 / 10.4	clerk	complete	Report road and footpath defects. Contact landowner to request footpath spraying of part of Hereford Trail
Jan 18	10.5	clerk	complete	Send list of jobs to lengthman for quote and order materials

PLANNING RECORD – (last six months)

July 2017 –**172069 Ashperton Holiday Park, Ashperton, Herefordshire, HR8 2SE** Proposed 3 no additional holiday let chalets. Also change of use of The Coach House annex from a holiday let chalet into an assistant holiday park

managers / maintenance/groundsman's on site accommodation. **PC have no objection** to further chalets. However, they would ask Hfd Council to ensure that both current and new chalets would not be used as permanent residences as they believe they currently are. Also is the existing sewerage arrangement adequate for expansion? The PC do not believe there is a need for an on site assistant manager so do not support the change of use of the annex. The PC also wish to ensure that the Hopton Arms remains a public house. **HEREFORDSHIRE COUNCIL DECISION – GRANTED 3.5.18**

Nov 2017- **173236 Knapp Farm, Pixley, HR8 2QB** Proposed hardstanding for storage in connection with soft fruit Business. **PC do not support** and ask for HC to request more details **HEREFORDSHIRE COUNCIL DECISION - JAN 2018 172442 The Verzons, Ledbury, HR8 2PZ** Proposed 300mm stainless steel flue pipe system direct to outside keeping in place the firebreak which is already fitted **PC no objections. HEREFORDSHIRE COUNCIL DECISION – REFUSED 5.6.18**

JAN 2018 **P180457/PA4 - (Part 3) Class Q - Prior Approval Land at Alderbrook Farm Little Marcle Ledbury Herefordshire** Proposed conversion of existing agricultural building into two dwellings. Withdrawn 20.3.18
 MARCH 2018 **180290 - St Bartholomews Church, Munsley, HR8 2SQ** Proposal to install an outside eco-composting toilet. The **PC have no objections. HEREFORDSHIRE COUNCIL DECISION – GRANTED 12.4.18**
 MARCH 2018 **173236 - Knapp Farm, Pixley, HR8 2QB** Proposed hard-standing for storage in connection with soft fruit business. (additional information) The **Parish Council object** as their concerns over flooding and noise risk have not been addresses by the applicant. **HEREFORDSHIRE COUNCIL DECISION -**