

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 21 June 2018 at 7.30 pm
in Eardisland Village Hall

Present: Cllrs Phil Milchard (Vice Chairman), Richard Kirby, Shelley Connop, Reg Curtis and Merry Albright.

In Attendance: Parish Clerk Alison Sutton; Footpath Officers Jo Watson and Sue Wallis; and 11 members of public.

1. **Apologies of absence** – Cllrs Maryan Hanson and David Weir; Ward Cllr Roger Phillips.
2. **Declarations of interest** – None.
3. **Minutes of the previous meetings** – 23 May and 7 June 2018. These were ADOPTED and signed.
4. **Public Forum** –
 - 4.1. West Mercia Police – Report in the Clerk’s Information Sheet (CIS) NOTED.
 - 4.2. Ward Councillor – Report in the CIS NOTED.
 - 4.3. Local Residents – Save Mortimer Forest Campaign Group – Clerk INSTRUCTED to add to next agenda. Noise pollution from low-flying aircraft, Clerk INSTRUCTED to add to next agenda and put noise abatement map on website. Feasibility Study letter to households not businesses, maps needed for questionnaire. NOTED ED5 blocked off and inaccessible. Hinton Manor barn conversion nearly finished, agricultural machinery much larger, houses on Lyme Lane with no visible house names.
5. **Financial Procedures** – The balance of the current account of £39,597.03 as at 16 June 2018. Balance includes: committed reserves of £2,000 for insurance flood excess. Actual payments and receipts REVIEWED and AGREED against budget as in appendix 1:
 - 5.1. eUKhost Ltd, Website hosting, £39.96 (inc. £6.66 VAT), C/N 100854 – Paid 7/6/18 under Clerk’s delegated powers.
 - 5.2. Alison Sutton, Refund for Feasibility Study mailshot expenses, £169.14, C/N 100855 – Paid 7/6/18 under Clerk’s delegated powers.
 - 5.3. Hitrees, Lengthsman and P3, £592.80 (inc. £98.80 VAT), C/N 100856.
 - 5.4. Eardisland Village Hall, Room hire, £30, C/N 100857.
 - 5.5. Roundabout Stationery, Eardisland Memorial Walks, £116.76 (inc. £19.46 VAT), C/N 100859 – Paid from Heritage Lottery Grant.
 - 5.6. EM Davis Industrial Engraving Ltd, Eardisland Memorial Walks, £100, C/N 100860 – Paid from Heritage Lottery Grant.
 - 5.7. J Knight, Bus shelter cleaning, £30, C/N 100861.
 - 5.8. Alison Sutton, Contracted hours salary, extra hours and expenses for April-June, £1,347.30, C/N 100862 – Clerk INSTRUCTED to add time span to future agendas and future minutes.
 - 5.9. HM Revenue and Customs, PAYE on behalf of Clerk, £301.80, C/N 100863.
6. **Planning Applications** –
 - 6.1. NOTED P181229/F, Little Orchard Farm, Eardisland, HR6 9AS – Proposed extensions to 3 existing buildings – Approved with conditions
7. **GDPR Work** – Report NOTED: Clerk met with webmaster re new website; aim to go live with new site for parish council and new email addresses on 7 September.
8. **Parish Reports and Issues** –
 - 8.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to arrange: Removal of stumps by A44 stile on ED1B; installation notice on Broome Lane; remove fencing by Hay Bridge, as in 8.11.

- 8.2. Footpath Officers – Report NOTED: George Roberts walk very successful, lots of people and BBC attended; landowners helped moving stock, walkers co-operative about dogs; landowner will fence off slurry pit, follow-up on drive-round, check smell; one stile on ED1B needs replacement with kissing gate – Footpath Officers will speak to landowner. Thanks to Eardisland Memorial Walks and those who provided tea.
- 8.3. Tree Warden – Report in CIS NOTED.
- 8.4. Eardisland in Bloom – Report NOTED: raised area outside shop progressing, planting and memorial to fallen soldiers in place, evening watering; planters at hall watered by committee.
- 8.5. Eardisland Memorial Walks Project – Report NOTED: issues with landowners before George Roberts walk highlighted need for both users of footpaths and landowners to comply with Countryside Act and from that the Countryside Code; walk on 27 June for opening of gate in centre of village, for Armed Forces week.
- 8.6. Eardisland Village Hall Improvement Plan – NOTED documentation for grant. RESOLVED Working Group members as: Cllrs Hanson, Kirby and Curtis; representative from hall management committee and 6 interested parishioners. Offer letter SIGNED. Clerk INSTRUCTED to arrange meeting for 3 July at 7.30 pm and add Terms of Reference to next agenda once considered by group.
- 8.7. Speedwatch scheme – Report in CIS NOTED. Clerk INSTRUCTED to add re-angling of 60mph sign on Burton Lane to drive-round.
- 8.8. Silting of Mill Race and main river – Report in CIS NOTED. Update NOTED: no charge for permit, Clerk INSTRUCTED to arrange meeting with Environment Agency for Thursday morning in July.
- 8.9. Churchyard mowing and request for funding for 2018-19 – Report in CIS NOTED. RESOLVED to give donation of £1,000, NOTED churchyard looking better with new contractor.
- 8.10. Lyme Lane traffic problems – Landowner informed cannot apply for change of use for one third of barn until signed off by Building Control. AGREED wait for change of use application, NOTED other properties and caravan park had work done recently, affecting traffic. AGREED check hedges and ditches on lane on drive-round.
- 8.11. Hay Bridge fence and bin – NOTED large willow tree removed from river and land by river following damage. RESOLVED to instruct Lengthsman to remove fencing as rotten.
- 8.12. Land by river bridge – Clerk INSTRUCTED to try and find out who owns river frontage between river and lane and add to next agenda.
9. **2018 Code of Conduct** – RESOLVED to adopt 2018 Code of Conduct, SIGNED. Councillors to complete new Registrable Interests form and return to Clerk for processing.
10. **Representation at Herefordshire budget briefing** – No representation.
11. **In-house training session from HALC** – Date for training NOTED, Tuesday 18 September 6.30-9.30..
12. **Correspondence** – Correspondence in CIS NOTED. Clerk INSTRUCTED to thank Community Shop committee for paying Dovecote insurance for 2019.
13. **Matters for the next agenda or action under Clerk's delegated powers** –
 Next agenda:
 • As above.
 Clerk's action:
 • Pay Whitley Printing Co, Eardisland Memorial Walks, £132 (inc. £22 VAT)
 • Pay WS Blatchford, Tree felling as in 8.11, £400
 • Minor planning application for felling of tree.
14. **Date of next meeting** – Thursday 19 July at 7.30 pm.

This meeting was declared closed at 9.13 pm.

SIGNED.....


 (Chairman)

DATE...19/7/18.....

Eardisland Parish Council
Receipts and Payments against Budget 2018-19

APPENDIX 1 FOR MINUTES OF 21 JUNE 2018

2016-2017 Actual	2017-2018 Actual	Budget 2018-19 at 1.4.18	Budget 2018-19 at 7.6.18	2017-2018 Actual	Receipts	Draft budget 2019-20
£25,408.00	£25,408.00	£25,408.00	£25,408.00	£12,704.00	Precept	
£3,909.75	£633.96	£395.00	£395.00	£0.00	Lengthsman and P3 from HC	
£1,104.00	£616.00	£480.00	£400.00	£85.00	Parish magazine and other advertising	
£0.00	£130.00	£130.00	£130.00	£0.00	Bowling Club rent	
£900.00	£0.00			£0.00	Sponsorship for website	
£7.26	£7.26	£7.00	£7.00	£0.00	Wayleaves	
£650.00	£0.00			£0.00	Defibrillator funds	
	£9,200.00	£3,606.73	£3,606.73	£3,606.73	Heritage Lottery Fund Grant Eardisland Memorial Walks	
£7,056.53	£1,569.82			£4,147.83	VAT reclaim	
£490.00	£0.00			£0.00	Donations for Dovecote turfing	
	£369.38			£0.00	Donations for new path	
	£10,000.00			£0.00	Lottery grant for EVH work	
			£17,462.00	£0.00	Community Housing Fund grant	
£39,525.54	£47,934.42	£29,946.73	£47,408.73	£20,523.56		
					Payments	
£300.00	£200.00	£200.00	£200.00	£0.00	Audit	
£0.00	£20.00	£10.00	£10.00	£10.00	Car park	
£6.76	£6.97	£9.00	£9.00	£7.38	Drainage rates	
£820.82	£775.61	£900.00	£960.00	£195.26	Parish Expenses - postage, stationery, sundries	
£1,776.88	£130.00	£1,500.00	£1,500.00	£72.00	S.137 - grants and donations	
£1,332.49	£781.31	£1,000.00	£1,000.00	£868.85	Insurance	
£4,493.50	£2,134.75	£4,814.00	£4,814.00	£971.75	Lengthsman and P3	
£789.95	£934.80	£900.00	£900.00	£159.20	Parish magazine	
£3,523.62	£3,240.23	£4,000.00	£4,000.00	£636.48	Maintenance - mowing, SIDs, bus shelter, other	
£50.60	£58.60	£500.00	£500.00	£0.00	Play area	
£190.00	£220.00	£250.00	£250.00	£70.00	Room hire for PC meetings	
£3,850.96	£3,761.48	£4,500.00	£4,500.00	£1,509.08	Salary & PAYE	
£692.15	£565.36	£600.00	£600.00	£105.00	Clerk's expenses - mileage, parking, SLCC	
£790.06	£463.15	£550.00	£550.00	£35.00	Subscription - HALC, ICO, Community First, HTWN	
£0.00	£80.00	£400.00	£400.00	£0.00	Training	
£1,054.64	£62.98	£100.00	£100.00	£0.00	Website	
£265.61	£0.00			£0.00	NDP (excl salary)	
£372.43	£0.00			£0.00	NDP salary (exc PAYE)	
£880.00	£1,005.00	£1,000.00	£1,000.00	£0.00	Burial ground mowing	
£0.00	£0.00	£500.00	£500.00	£0.00	Election	
£1,569.82	£4,162.08			£614.90	VAT	
£507.00	£2,355.57	£1,000.00	£1,000.00	£0.00	Contingency	
£1,135.00	£0.00			£0.00	Projects - defibrillator, Dovecote turfing	
	£369.38			£0.00	Projects - new path	
	£0.00	£600.00	£600.00	£0.00	Planning contingency	
	£5,593.27	£3,606.73	£3,606.73	£2,095.69	Eardisland Memorial Walks	
	£10,000.00	£3,007.00		£0.00	Village hall refurbishment and repair	
			£17,462.00	£169.14	Community Housing Fund grant	
			£800.00	£137.47	GDPR	
£24,402.79	£36,900.54	£29,946.73	£47,408.73	£7,353.51		

Includes receipts and payments from current meeting

S137 allocation (£7.86 x 393)

Total = £3,128.28

Bank reconciliation

	£	£
Balance per bank statement as at 16 June 2018	£39,597.03	
Includes:		
Committed reserves for flood excess £2,000		
Committed reserves for EMW £2,004.99		
		£39,597.03
Less: unrepresented cheques at 16 June 2018		
100844	-£92.40	
100849	-£139.20	
100850	-£233.88	
100851	-£78.00	
100853	-£10.00	
100854	-£39.96	-£593.44
Net balances as at 16/6/18		£39,003.59
Cash book		
Opening balance at 1 April 2018	£27,513.98	
Add: receipts in the year	£16,916.83	
Less: payments in the year	-£5,427.22	
Closing balance per cash book as at 16 June 2018		£39,003.59

SALARY ANALYSIS gross figures

	Budget	Hrs this month	Running total
Contracted hrs at £10,301/hr for 9hrs/wk	£4,500.00	£1,205.21	£1,205.21
Feasibility Study	£849.00	£113.31	£113.31
GDPR	£500.00	£190.56	£190.56
TOTAL COST ALL HRS		£1,509.08	£1,509.08

