

## EARDISLAND PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on  
Wednesday 23 May 2018 at 7.30 pm  
in Eardisland Village Hall

**Present:** Cllrs Maryan Hanson (Chairman), Richard Kirby, Shelley Connop and David Weir

**In Attendance:** Ward Cllr Roger Phillips; Parish Clerk Alison Sutton; Footpath Officer Jo Watson; and 3 members of public.

1. **Election of Chairman and Acceptance of Office** – Cllr Maryan Hanson was ELECTED Chairman and SIGNED the Acceptance of Office.
2. **Election of Vice Chairman** – Cllr Phil Milchard was ELECTED Vice Chairman.
3. **Co-option of a Councillor** – Reg Curtis offered to stand as a member and was CO-OPTED unanimously. The Acceptance of Office and Registrable Interests were SIGNED.
4. **Apologies of absence** – Cllrs Phil Milchard and Merry Albright; Footpath Officer Sue Wallis.
5. **Declarations of interest** – Cllr Curtis DECLARED a Disclosable Pecuniary Interest in item 10.2 and left the meeting while the item was considered.
6. **Councillors and volunteers for Working Groups and liaison responsibilities**
  - 6.1. Parish Magazine Liaison – Cllr Milchard.
  - 6.2. Playground Inspection Liaison – Cllr Albright.
  - 6.3. Village Hall Management Committee Liaison – Cllr Hanson.
  - 6.4. Planning Group – for responses on minor planning matters under Clerk's delegated powers – Chairman or Vice Chairman and at least 2 other Cllrs.
  - 6.5. Financial Advisory Working Group – Cllrs Hanson, Milchard, Kirby and Curtis.
  - 6.6. General Data Protection Regulations (GDPR) Working Group – Cllrs Hanson, Kirby and Connop.
  - 6.7. Footpath Officers and Tree Warden – Sue Wallis, Jo Watson and Diana Palmer.
7. **Minutes of the previous meetings** – 15 March and 12 April 2018. These were ADOPTED and signed.
8. **Public Forum** –
  - 8.1. West Mercia Police – Report in the Clerk's Information Sheet (CIS) NOTED.
  - 8.2. Ward Councillor – Report in the CIS NOTED.
  - 8.3. Local Residents – Speed of cars through village increasing again, Clerk INSTRUCTED to report issue to Safer Roads Partnership, AGREED to start Speedwatch, reassess SID later in year. VAT reclaim not understood by parishioners, Clerk INSTRUCTED to give explanation with end-of-year accounts in parish magazine.
9. **Financial Procedures** – The balance of the current account of £37,165.32 as at 16 May 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:
  - 9.1. Royal British Legion Industries Ltd, Eardisland Memorial Walks, £718.44 (inc. £119.74 VAT), C/N 100837 – Paid from Heritage Lottery Grant – Paid 26/4/18 under Clerk's delegated powers
  - 9.2. River Lugg IDB, Water rates, £7.38, C/N 100838 – Paid 26/4/18 under Clerk's delegated powers
  - 9.3. R Wilde, Mole treatment, £30, C/N 100839 – Paid 1/5/18 under Clerk's delegated powers
  - 9.4. Richard Mills, Lengthsman, £573.30 (inc. £95.55 VAT), C/N 100841 – AGREED to purchase Vifix for next potholing round
  - 9.5. Mortimers Cross Building Supplies, Eardisland Memorial Walks, £135.56 (inc. £22.59 VAT), C/N 100842 – Paid from Heritage Lottery Grant
  - 9.6. Roundabout Stationery, Stationery for PC, £22.99 (inc. £3.83 VAT), C/N 100843

- 9.7. Physio-Control UK Sales Ltd, Defibrillator electrodes and battery, £92.40 (inc. £15.40 VAT), C/N 100844
- 9.8. Eardisland Village Hall, Room hire and S137, £40, C/N 100845
- 9.9. B Woodcock, Eardisland Memorial Walks, £260, C/N 100846 – Paid from Heritage Lottery Grant.

#### 10. Planning Applications –

- 10.1. P181229/F, Little Orchard Farm, Eardisland, HR6 9AS – Proposed extensions to 3 existing buildings – RESOLVED to support and comment: conforms to Eardisland NDP policy E9 but care must be taken not to affect amenity of nearby occupiers and passing drivers from smoke from the site. Combustible materials should be controlled. In addition, condition needed that extended and current buildings conform to policy E6, Dark Skies, and reduce light pollution from the site.
- 10.2. P181244/F, The Granary, Lynch Court, Eardisland, HR6 9AR – Proposed erection of new dwelling – RESOLVED to support and comment: conforms to Eardisland NDP policy E1 - conversion of existing building - and policy E9.
- 10.3. NOTEDP180370/F, Wisteria Cottage, Broome Lane, Eardisland – Proposed change of use of an existing mobile home for holiday let accommodation – Approved with conditions.
- 10.4. NOTED P181117/F, Folley Farm, Broome Lane, Eardisland, HR6 9BS – Proposed steel framed side extension to existing building for the use of storage – Withdrawn.

#### 11. GDPR Working Group – Briefing report and report of GDPR Working Group meeting NOTED – RESOLVED to undertake actions re Website, emails, audit, review of all policies, appointment of Clerk as Data Protection Compliance Officer.

- 11.1. GDPR policies – Privacy Policy, Subject Access Policy, Personal Data Management and Audit Policy ADOPTED and SIGNED. NOTED policies will be updated as changes to website occur and further advice is received.
- 11.2. GDPR documents – Action Plan, Consent Form, General Privacy Notice, Privacy Notice for staff, councillors and role holders, Checklist for implementing Subject Access Request (SAR) policy, templates for replying to SAR partly or in full AGREED. NOTED documents will be updated as changes to website occur and further advice is received.

#### 12. Parish Reports and Issues –

- 12.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: arrange strim by Hay Bridge, weed spraying week beginning 4 June, clean and clear round road signs throughout parish; report visibility splay at Golden Cross. RESOLVED to sign Annual Contract with Herefordshire Council.
- 12.2. Footpath Officers – Report NOTED: Plaque on gate on ED7 saying donated by Community Shop; village walk on 5 June, on George Roberts path about 4 miles long; thanks to Eardisland Memorial Walks for work done this year to improve experience of walking in parish.
- 12.3. Eardisland in Bloom – Report in CIS NOTED. AGREED area by Dovecote looking very good.
- 12.4. Eardisland Memorial Walks Project – Report NOTED: new gates being planned; proposal for commemorative supper in November for 2018 anniversary.
- 12.5. Play area – Report in CIS NOTED. Clerk INSTRUCTED to send letter confirming it is landowner's tree, council has not cut recreation ground side, content to leave tree until autumn, will instruct Lengthsman to cut down, ask if landowner wants wood back.
- 12.6. Eardisland Village Hall Improvement Plan – NOTED that grant for feasibility study awarded on submitted costs. AGREED to send out draft letter with cut-off date for response. Clerk INSTRUCTED to put on June agenda for membership and terms of reference to be agreed.
- 12.7. Broome Lane – RESOLVED to accept quote for sign, with amendments and A3 size. Clerk INSTRUCTED to action.

#### 13. In-house training session from HALC – Date of 5 June NOTED as too close. Clerk INSTRUCTED to ask for 13 or 16 July.

#### 14. Correspondence – Correspondence in CIS NOTED. Cllr Weir to look for Red Ensign to be flown. NOTED PCC acting as sponsor for Armistice and Armed Forces grant application by Eardisland Memorial Walks.

**15. Matters for the next agenda or action under Clerk's delegated powers –**

Clerk's action:

- Pay eUKhost Ltd, Website domain name, £125 (inc. £20.83 VAT)
- Pay Leominster Community Resource Centre, magazine printing, £159.20
- NOTED email re duck race and bench – EVHMC liaising re race and EIB will site bench.

**16. Date of next meeting** – Thursday 7 June at 7.30 pm – Extra meeting for Annual Return. Thursday 21 June 2018 at 7.30 pm – Next ordinary meeting.

This meeting was declared closed at 9.08 pm.

SIGNED.....  
(Chairman)

DATE.....21/6/18.....

Eardisland Parish Council  
 Receipts and Payments against Budget 2018-19  
**APPENDIX 1 FOR MINUTES OF 23 MAY 2018**

2016-2017 Actual	2017-2018 Actual	Budget 2018-19	2017-2018 Actual	Receipts	Draft budget 2019-20
£25,408.00	£25,408.00	£25,408.00	£12,704.00	Precept	
£3,909.75	£633.96	£395.00	£0.00	Lengthsman and P3 from HC	
£1,104.00	£616.00	£400.00	£0.00	Parish magazine and other advertising	
£0.00	£130.00	£130.00	£0.00	Bowling Club rent	
£900.00	£0.00		£0.00	Sponsorship for website	
£7.26	£7.26	£7.00	£0.00	Wayleaves	
£650.00	£0.00		£0.00	Defibrillator funds	
	£9,200.00	£3,606.73	£3,606.73	Heritage Lottery Fund Grant Eardisland Memorial Walks	
£7,056.53	£1,569.82		£0.00	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	
			£0.00	Community Housing Fund grant	
<b>£39,525.54</b>	<b>£47,934.42</b>	<b>£29,946.73</b>	<b>£16,310.73</b>		
				<b>Payments</b>	
£300.00	£200.00	£200.00	£0.00	Audit	
£0.00	£20.00	£10.00	£0.00	Car park	
£6.76	£6.97	£9.00	£7.38	Drainage rates	
£820.82	£775.61	£900.00	£96.16	Parish Expenses - postage, stationery, sundries	
£1,776.88	£130.00	£1,500.00	£72.00	S.137 - grants and donations	
£1,332.49	£781.31	£1,000.00	£796.94	Insurance	
£4,493.50	£2,134.75	£4,814.00	£477.75	Lengthsman and P3	
£789.95	£934.80	£900.00	£0.00	Parish magazine	
£3,523.82	£3,240.23	£4,000.00	£421.80	Maintenance - mowing, SIDs, bus shelter, other	
£50.60	£58.60	£500.00	£0.00	Play area	
£190.00	£220.00	£250.00	£40.00	Room hire for PC meetings	
£3,850.96	£3,761.48	£4,500.00	£0.00	Salary & PAYE	
£692.15	£565.36	£600.00	£0.00	Clerk's expenses - mileage, parking, SLCC	
£790.06	£463.15	£550.00	£35.00	Subscription - HALC, ICO, Community First, HTWN	
£0.00	£60.00	£400.00	£0.00	Training	
£1,054.64	£62.98	£100.00	£0.00	Website	
£265.91	£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	£0.00	Burial ground mowing	
£0.00	£0.00	£500.00	£0.00	Election	
£1,569.82	£4,162.08		£356.63	VAT	
£507.00	£2,355.57	£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	£0.00	Planning contingency	
	£5,593.27	£3,606.73	£1,587.49	Eardisland Memorial Walks	
	£10,000.00	£3,007.00	£0.00	Village hall refurbishment and repair	
			£0.00	Community Housing Fund grant	
<b>£24,402.79</b>	<b>£36,900.54</b>	<b>£29,946.73</b>	<b>£3,891.15</b>		

*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 May 2018	£37,165.32	£	£
Includes:			
Committed reserves for flood excess £2,000			
Committed reserves for EMW £2,392.21			£37,165.32
Less: unrepresented cheques at 16 May 2018			
Net balances as at 16/5/18			£37,165.32
Cash book			
Opening balance at 1 April 2018	£27,513.98		
Add: receipts in the year	£12,704.00		
Less: payments in the year	-£3,052.66		
Closing balance per cash book as at 16 May 2018			£37,165.32