

EARDISLAND PARISH COUNCIL

DRAFT Minutes of the Annual Meeting of the Parish Council held on Thursday 18 May 2017 following the Annual Parish Meeting at 7.00 pm in Eardisland Village Hall

Present: Cllrs Maryan Hanson (Chairman), David Weir, Merry Albright, Phil Milchard and Edwin Thompson.

In Attendance: Ward Cllr Roger Phillips; Parish Clerk Alison Sutton; and 4 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. **Apologies of absence** – Cllrs Richard Kirby and Hugh Lowe; Footpath Officers Sue Wallis and Jo Watson.
4. **Declarations of interest** – None.
5. **Councillors and volunteers for liaison responsibilities and Working groups** –
 - 5.1. Parish Magazine liaison – Cllr Milchard.
 - 5.2. Playground Inspection liaison – Cllr Thompson.
 - 5.3. Village Hall Management Committee liaison – Cllr Hanson.
 - 5.4. Planning Group – for responses to minor planning matters under Clerk's Devolved Powers – Chairman (or in her absence Vice Chairman) and at least 2 other Cllrs.
 - 5.5. Financial Advisory Working Group – Cllrs Hanson, Milchard and Kirby.
 - 5.6. Parish Footpath Officers and Tree Warden – Sue Wallis and Jo Watson; Diana Palmer.
6. **Minutes of the previous meeting** – 27 April 2017. These were ADOPTED and signed.
7. **Disciplinary & Grievance, Equal Opportunities, Expenses, Health & Safety, Sickness & Absence, Minor Planning Matters, Electronic Banking Policies, Freedom of Information Policy and Details Document, Standing Orders and Code of Conduct** – Policies and documents dated May 2017 were ADOPTED and signed.
8. **Internal Audit for 2016-17**
 - 8.1. Internal Audit report – NOTED comment about work required to update Asset Register, Clerk INSTRUCTED to undertake work.
 - 8.2. Recommendations of the Financial Advisory Working Group and the following documents dated May 2017 – Financial Regulations and Financial Risk Assessment – NOTED. Insurance quotes considered, RESOLVED to accept 3-yr fixed rate from Inspire, includes key worker cover. Clerk INSTRUCTED to: cancel Vitality Life policy; ring-fence £2,000 within reserves to cover flood excess if required; pay insurance.
9. **Annual Return for 2016-17**
 - 9.1. Annual Governance Statements – response to statements AGREED, document ADOPTED and SIGNED.
 - 9.2. Accounting Statements – document ADOPTED and SIGNED.
10. **Public Forum** –
 - 10.1. West Mercia Police – Report in the Clerk's Information Sheet (CIS) NOTED. Annual report NOTED.
 - 10.2. Ward Councillor – Report in CIS NOTED. Update: police will not support 50mph limit on A44 as unable to monitor; extension of 50mph limit towards Leominster from Monkland agreed, consideration of 40mph continuing.

- 10.3. Local Residents – leaves on recreation ground blowing onto bowling club lawn, Cllr Weir will arrange removal; question re effectiveness of SID, does slow traffic when in place and improves safety on bend into village, NOTED will be reviewed when data from deployments available and Speedwatch in place; opinion given that white gates do not work to reduce speed.

11. Financial Procedures – The balance of the current account stands at £37,552.14, as at 11 May 2017. The following payments (excluding VAT) were AGREED and income NOTED:

- 11.1. Mayglothing Waste Ltd, Village hall maintenance, £210, C/N 100729 – Paid 27/4/17 under Clerk's delegated powers
- 11.2. Hitrees, Lengthsman and maintenance, £173, C/N 100730
- 11.3. River Lugg Internal Drainage Board, Drainage rates, £6.97, C/N 100731
- 11.4. BM Lowe Trust, Car park rent 2016-17 and 2017-18, £20, C/N 100732
- 11.5. National Library of Scotland, Eardisland Memorial Walks, £52 – withdrawn, incorrect figures given
- 11.6. Royal British Legion Industries, Eardisland Memorial Walks, £120.12 – withdrawn, incorrect figures given
- 11.7. Income from Heritage Lottery Fund for Eardisland Memorial Walks, £9,200

12. Parish Reports and Issues –

- 12.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: arrange clearing of drain tops and gullies, clearing and cleaning of road signs, weed spraying of kerb setts. NOTED next drive-round 6 June meeting in village hall car park at 9.00, Cllrs Hanson and Albright attending. Ward Cllr Phillips will follow-up issue in CIS re verge cutting.
- 12.2. Footpath Officers – Report in CIS NOTED.
- 12.3. Eardisland Memorial Walks Project – Report NOTED: funding received, starting purchasing items. Process for payments considered and AGREED: delegation to Clerk to raise cheques between meetings up to £500 direct to supplier on production of correctly addressed invoice, Clerk INSTRUCTED to manage whole process; payments made by group members by cash only, Clerk INSTRUCTED to arrange refund up to £100 on production of correctly addressed receipt, delegation to raise cheque between meetings.
- 12.4. Eardisland in Bloom – Report to Annual Parish Meeting NOTED. Update: Plant Sale on 13 May very successful, almost £600 raised; 3 new planters purchased and new benches still being donated.
- 12.5. Play area – Report in CIS NOTED.
- 12.6. Eardisland Village Hall Improvement Plan – Report NOTED: regulations not retrospective but as pointed out, must comply; compliance work around £600, if move apparatus into cupboard in corridor, £1,200; 3 quotes required, RESOLVED to pay to move apparatus, thereby addressing compliance requirement. Clerk INSTRUCTED to check how much building insurance costs, maintenance budget, hall work costs over last few years and meet with committee to prepare for open meeting.
- 12.7. Village drainage and flooding relief – Report NOTED: amended map received today; Clerk and Cllr Kirby will send out information shortly.
- 12.8. Light pollution from caravan park – Report NOTED: Enforcement Officer visited and does not consider an issue; requested to attend at night; effect on wildlife and lights on individual caravan site markers NOTED; Clerk INSTRUCTED to ask officer for definitive answer; Cllr Albright will visit after dark and report to council.
- 12.9. Parking for Open Gardens – AGREED permission to use recreation ground for parking for event.

13. Planning Applications –

- 13.1. P171560/K, Orchard Cottage, Eardisland HR6 9BJ – Topping row of evergreen trees down to 6m height – RESOLVED to support.
- 13.2. P171615/K, Bridge House, Eardisland, HR6 9BT – Fell Yew tree – RESOLVED to support, comment that offer of replacement tree appreciated.
- 13.3. NOTED P170597/FH, Arrow Lea, Eardisland, HR6 9BU – Proposed garage with loft for craft workshop or home office ancillary to dwelling house and associated driveway – Approved with conditions.

13.4. NOTED P171193/K, White Swan, Eardisland, HR6 9BD – Propose to demolish/cut down trees numbered 1322, 1323 and 1097 – Works can proceed.

14. Correspondence – Correspondence in CIS NOTED. Email re moss on Green Lane – consider on drive-round.

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

Clerk’s action:

- Pay Leominster Community Resource Centre and Kew Landscape Gardening Services invoices
- Actions as above.

16. Date of next meeting – Thursday 22 June 2017 at 7.30 pm.

This meeting was declared closed at 9.20 pm.

SIGNED.....
(Chairman)

DATE.....