

EARDISLAND PARISH COUNCIL

DRAFT Minutes of extra meeting of the Parish Council held on
Thursday 7 June 2018 at 7.30 pm
in Eardisland Village Hall

Present: Cllrs Maryan Hanson (Chairman), Phil Milchard, Reg Curtis and Merry Albright.

In Attendance: Parish Clerk Alison Sutton; and 4 members of public.

1. **Apologies of absence** – Cllrs Richard Kirby, Shelley Connop and David Weir; Ward Cllr Roger Phillips; Footpath Officers Sue Wallis and Jo Watson.
2. **Declarations of interest** – None declared.
3. **Public Forum** –
 - 3.1. Local Residents – Problem on Lyme Lane with redevelopment at Hinton Manor causing more traffic: Clerk INSTRUCTED to check what use has been permitted and agenda for next meeting. Thank you for letter re Feasibility Study NOTED, more funding will be needed.
4. **Internal Audit for 2017-18**
 - 4.1. Internal Audit report and recommended response to Annual Governance Statements – RESOLVED to accept Internal Audit recommendations and ADOPT recommended response to Annual Governance Statements: ‘no’ to statement 1 with explanation recommended by Financial Advisory Working Group (FAWG) as follows – 5.1 & 5.2 Minutes from May meeting onwards to say ‘Actual payments and receipts reviewed and agreed against budget as in appendix 1’; 5.3 Gross payments on agendas & in minutes, initiated from May meeting; 5.4 Bank reconciliation on finance report sheet to Cllrs at every meeting when payments made, initiated from May meeting; 5.5 Agendas & minutes from May meeting onwards when salary paid to say ‘£xx.xx for contracted hours salary, extra hours & expenses’.
 - 4.2. Recommendations of Financial Advisory Working Group and adopt documents dated May 2018, Financial Risk Assessment and Asset Register – RESOLVED to accept other recommendations from FAWG as follows: Pay salary at rate of £10.301 per hr from 1.4.18; Clerk INSTRUCTED to add salary analysis to budget reporting sheet; add GDPR payment line to budget sheet, undertake virement of £800 from EVH refurbishment line to GDPR payment line; add receipt & payment lines for Community Housing Fund grant with budget of £17,462; Financial Risk Assessment ADOPTED and signed; RESOLVED to appoint HALC to undertake interim & end-of-year Internal Audits on regular basis; Asset Register ADOPTED and signed; delegated payments AGREED for parish magazine, Lengthsman & other contractors including for Eardisland Memorial Walks, GDPR and feasibility Study, auditor & statutory requirements, others as delegated at meetings.
5. **Annual Return for 2017-18**
 - 5.1. Annual Governance Statements – ADOPTED and signed.
 - 5.2. Accounting Statements – ADOPTED and signed.
6. **Planning Applications** –
 - 6.1. NOTED P181361/K, The Bungalow, Eardisland, HR69BN – Proposed works to Ash tree (T1) – fell because of excessive shading and it is progressively leaning towards parking area – Works allowed.
7. **Financial Procedures** – Actual payments and receipts REVIEWED and AGREED against budget as in appendix 1 of these minutes:
 - 7.1. eUKhost Ltd, Website domain name, £125 (inc. £20.83 VAT), C/N 100847 – Paid 23/5/18 under Clerk’s delegated powers.
 - 7.2. Leominster Community Resource Centre, Magazine printing, £159.20, C/N 100848 – Paid 23/5/18 under Clerk’s delegated powers.

- 7.3. Jewson Ltd, Building supplies, £224.02 (inc. £37.34 VAT), C/N 100840.
- 7.4. Whitley Printing, Eardisland Memorial Walks, £139.20 (inc. £23.20 VAT), C/N 100849 – Paid from Heritage Lottery Grant.
- 7.5. Mortimers Cross Building Supplies, Eardisland Memorial Walks, £233.88 (inc. £38.98 VAT), C/N 100850 – Paid from Heritage Lottery Grant.
- 7.6. SignRite (C Wilson), Signage, £78 (inc. £13 VAT), C/N 100851.
- 7.7. Stackhouse Poland Ltd, Insurance adjustment, £71.91, C/N 100852.
- 7.8. BM Lowe Trust, Carpark rent, £10, C/N 100853.
- 7.9. Receipt from magazine advertising, £65.
- 7.10. Receipt from HM Revenue & Customs, Refund of VAT from 2017-18, £4,147.83.

8. New date for councillor training – Dates in July and August not suitable, Clerk INSTRUCTED to ask for Tuesday 18 September.

9. Adoption of new Code of Conduct – Deferred until next meeting when most Cllrs present.

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

Next agenda:

- Churchyard mowing
- Mill Race and main river silting.

Clerk’s action:

- Pay eUKhost Ltd, Website hosting, £39.96 (inc. £6.66 VAT)
- Pay Alison Sutton, Refund for Feasibility Study mailshot expenses, £169.14
- Write to Ward Cllr re notice in Hereford Times that C1085 from Burton Court to Home Farm being resurfaced, parish council requests 93028 (Church Road) from the C1035 to the lych gate resurfaced, has been requested for many years
- Check Hay Bridge strimmed
- Write to parochial church council re churchyard mowing
- Chase Environment Agency re silting.

11. Date of next meeting – Thursday 21 June 2018 at 7.30 pm.

This meeting was declared closed at 8.20 pm.

SIGNED.....
(Maryan Hanson, Chair)

DATE.....