

## EARDISLAND PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council  
held on Thursday 26 May 2016 at 7.30 pm  
in Eardisland Village Hall

**Present:** Cllrs Maryan Hanson (Chairman), Edwin Thompson, David Weir and Richard Kirby.

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

1. **Election of Chairman and acceptance of Office** – Cllr Hanson was ELECTED Chairman and accepted the office.
2. **Election of Vice Chairman** – Cllr Milchard was ELECTED Vice Chairman.
3. **Apologies for absence** – Cllrs Edward Thomas and Phil Milchard; Ward Cllr Roger Phillips; Footpath Officers Sue Wallis and Jo Watson; Tree Warden Diana Palmer.
4. **Declarations of interest and written applications for dispensation** – None declared.
5. **Councillors and volunteers for liaison responsibilities and Working Groups** –
  - 6.1 Parish Magazine Liaison – Cllr Milchard
  - 6.2 Playground Inspection Liaison – Cllr Milchard
  - 6.3 Village Hall Management Committee Liaison – Cllr Kirby
  - 6.4 Planning Group – for responses on minor planning matters under Clerk's Devolved Powers – Chairman or Vice Chairman and 2 other Cllrs
  - 6.5 Financial Advisory Working Group – Cllrs Hanson, Milchard and Kirby
  - 6.6 NDP Steering Group – Cllrs Kirby and Hanson
  - 6.7 Footpath Officers – Sue Wallis and Jo Watson.
6. **Minutes of previous meeting** – 28 April 2016 were ADOPTED and signed.
7. **Report of the Financial Advisory Working Group** – RESOLVED to: UNDERTAKE virement of £140 from Contingency to Subscription expenditure line; ACCEPT Zurich and Vitality Life insurance quotes; ADOPT and sign Financial Risk Assessment and Asset Register; AGREED amended Financial Regulations, Clerk INSTRUCTED to put on next agenda for adoption; ADOPT list of delegated payments. Clerk INSTRUCTED to investigate whether The Public Contracts Regulations 2015 apply to village hall work.
8. **Annual Governance Statements and Annual Return** – Governance Statements were completed and SIGNED; accounts and Annual Return for 2015-16 ADOPTED and signed. Clerk INSTRUCTED to bring date for March meeting forward in future.
9. **Disciplinary & Grievance, Equal Opportunities, Expenses, Health & Safety, Sickness & Absence, Electronic Banking policies, Minor Planning Matters, Freedom of Information Policy and Model Publication Scheme Details Document, Standing Orders and Code of Conduct** – Policies, documents and regulations dated May 2016 ADOPTED and signed.
10. **Public Forum** – To receive comments/views from local residents
  - 10.1. West Mercia Police – Report in Clerk's Information Sheet (CIS) NOTED
  - 10.2. Ward Councillor – Report in CIS NOTED. AGREED date for meeting with Monkland Cllrs and Ward Cllr Phillips Wednesday 8 June, Clerk INSTRUCTED to confirm.
  - 10.3. Local Residents – Speed Indicator devices, no further news so resident will follow up. NOTED website nearly ready, Clerk has meeting tomorrow with website builder and website should be live before next meeting. Various queries on accounts – S137, Clerk INSTRUCTED to add explanation to summary of income and expenditure for public; history of previous insurance paid and cost of Clerk cover if Vitality Life policy discontinued NOTED; Vitality Life policy provides illness Key Person cover to pay sick pay and temporary Clerk hours if required; VAT, unable to include in either income or expenditure in budget as has to be paid from reserves one year and reclaimed and added back to reserves following year, Council must be able to cover VAT during the year; VAT paid in 2015-16 was high in comparison to previous years due to purchase of new play equipment, leading to low end-of-year balance in bank account (and therefore level of reserves), now resolved as VAT for 2015-16 repaid by HMRC.

**11. Financial Procedures** – The balance of the current account stands at £20,307.24 as at 13 May 2016. The following payments (excluding VAT) were AGREED and income NOTED:

- 11.1. Kew Landscape Gardening Services, Mowing, £195, C/N 100659
- 11.2. Eardisland Village Hall, Hire for PC, NDP and S137, £170, C/N 100660
- 11.3. River Lugg Drainage Board, Drainage rates, £6.76, C/N 100661
- 11.4. Vitality Life, Insurance premium, £523.20, C/N 100662
- 11.5. Zurich Municipal, Insurance premium, £809.29, C/N 100663
- 11.6. Leominster Community Resource Centre, Magazine printing, £167.40, C/N 100664
- 11.7. Richard Mills, Lengthsman and parish maintenance, £436.25, C/N 100665
- 11.8. Hitrees, Lengthsman, £135, C/N 100666
- 11.9. Income from magazine advertising, £90
- 11.10. Income from HMRC, Repayment of VAT 2015-16, £7,056.53

**12. Neighbourhood Development Plan –**

- 12.1 Report from the Steering Group – NOTED Plan progressed to examination, Steering Group will identify preferred inspector from 3 available candidates provided by Herefordshire Council.

**13. Parish Reports and Issues –**

- 13.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to arrange Lengthsman to: clean white lines and round road signs; clear drain tops and rod drains through village and report to Clerk if any need jetting for communication to Locality Steward. Clerk INSTRUCTED to report trees obscuring visibility at Legions Cross.
- 13.2. Footpath Officers – Report in CIS NOTED. Letter re PROW furniture NOTED, no funding or materials from Balfour Beatty for gates etc. RESOLVED to pay for metal gate for ED1B from P3 funding, Cllr Weir will fit, Clerk INSTRUCTED to action. Update on ED1B stiles NOTED, Hitrees to invoice landowners direct. NOTED landowner agreed to undertake stile work on ED7.
- 13.3. Eardisland in Bloom – Report in CIS NOTED.
- 13.4. Mill Race – RESOLVED that Cllr Weir will rotavate and seed area by Dovecote and will speak to Cllr Milchard.
- 13.5. Play area report – Report in CIS NOTED.
- 13.6. Eardisland Village Hall Improvement Plan – NOTED update: holding separate meeting to discuss potential renovations; looking at sources of funding.
- 13.7. Village drainage and flooding relief – Report in CIS NOTED.
- 13.8. Tree assessment and actions – Quote from Dan Wenczek NOTED, RESOLVED that further assessment of T2, T23 and T24 will be undertaken by Cllrs. Clerk INSTRUCTED to write letter of thanks to Cllr Thomas and his sons and Tree Warden Diana Palmer for excellent work.
- 13.9. Eardisland sign at Legions Cross – Clerk INSTRUCTED to check with Cllr Milchard circumstances of damage, whether through accident or not.
- 13.10. Community defibrillator – Report in CIS NOTED. RESOLVED to delegate completion of paperwork to Clerk and Wendy Priday, once installation completed. Wendy Priday will arrange volunteers and training, Clerk INSTRUCTED to investigate prices for cascade call-out system and emergency phone.

**14. Planning Applications – None.**

**15. Correspondence** – List in CIS NOTED, in particular letter from owner of The Cross Inn who will undertake roof repair as soon as possible.

**16. To raise matters for next agenda or action under Clerk's delegated powers –**

Clerk's action:

- Contact Stan Blatchford and ensure 6ft gap between sets of railings on river bank
- Green Elms sewerage problem – report to Environment Agency and Environmental Health
- Invoice website sponsors

**17. To note date of next meeting – 16 June at 19.30**

This meeting was declared closed at 9.25 pm.

SIGNED.....  
(Chairman)

DATE.....