
Humber, Ford & Stoke Prior Group Parish Council

Minutes of the Annual Meeting of the Group Parish Council held on Wednesday 15 May 2013 at 7.30pm in Stoke Prior Village Hall

Present: Cllr Peter Lefroy-Owen
Cllr Kenneth Bemand
Cllr Michael Hubbard
Cllr Mrs Magda Praill
Cllr Mrs Stephanie Wilson
Cllr Mrs Margaret Bemand (to Minute 67/13)
Cllr Mrs Jane Hinton (to Minute 68/13)
Cllr William Jackson
Cllr Richard Thomas (from Minute 49/13)

With: District Cllr Jeremy Millar, and one member of the public.
Officer in attendance: Mr Philip Brown (Clerk).

48/13 Election of Chairman (*The past-Chairman, Cllr Peter Lefroy-Owen presided for this item.*)

- (a) Cllr William Jackson was elected as Chairman for 2013-14, and took the chair.
- (b) *Received:* the elected Chairman's Declaration of Acceptance of Office.

49/13 Declaration of councillor's acceptance of office

Received: the Declaration of Acceptance of Office from Cllr Richard Thomas, signed before the Clerk on 14 April 2013.

50/13 Election of vice-chairman

Cllr Peter Lefroy-Owen was elected as Vice-Chairman for 2013-14.

51/13 Apologies for absence

Received: apologies for absence from Cllr Rodney Thompson.

52/13 Declaration of interests and dispensations

- (a) No declarations of interest were made.
- (b) No applications for dispensations under Standing Order 55 were received.

53/13 Minutes of the last meeting

Resolved: to approve the minutes of the Meeting held on 20 March 2013, subject to the addition of receipt of apologies for absence from Cllr Rodney Thompson.

54/13 Chairman's Announcements

None.

55/13 Public participation

There were no questions or statements from the one member of the public present.

56/13 Annual reports 2012-13

- (a) *Received:* a report from the past-Chairman, Cllr Lefroy-Owen (Minutes Annexe 56/13a), noting particularly: highlights of his ten years as Chairman; the considerable recent activity of the Council including the possible purchase of The Lamb and a possible Neighbourhood/Parish Plan, the Council's active membership other groups and relationships with Herefordshire Council; his thanks to all councillors and ward councillors over the past ten years; and special thanks to Pym Paxton, RFO until October 2012 and Parish Pump Editor, and to Philip Brown, the Clerk.

Cllr Lefroy-Owen was presented by the Council with a framed print of a map of the parish, and councillors expressed their thanks and appreciation of his chairmanship over the past ten years.

- (b) *Received:* a report from Cllr Magda Praill, representative on Stoke Prior Village Hall Committee (Minutes Annexe 56/13b), noting particularly: the planned work removing the asbestos cladding on the hall, the lottery grant application for this, and the proposed car-park; a lively programme of events including Flicks in the Sticks, the summer supper, the Great British Quiz, the Music Quiz and Race

Night; the regular use of the hall by others including the Council, church, and other local groups; thanks to all committee members, especially Jan Meredith who was stepping down.

- (c) *Received:* an oral report from Cllr Margaret Bemand, representative on Humber Parish Room (Risbury Village Hall) Committee: the hall continued to be well-supported by the local community and the committee had organised numerous events including a special Jubilee barbecue, a bingo night, a pub evening, and a Halloween party. The hall was also well used by other local groups including the Gardening Club and its annual Risbury Show, St Mary's church, and the Council.
- (d) *Received:* an oral report from District Councillor Jeremy Millar: the Broadband Project was now well underway and www.fastershire.com had more information about this; the road network had suffered many more defects in the past year than normal, which despite a small additional government grant, would take a long time to repair; a safety review of the A49 was underway, and the junctions with the A417 and Ford lane would be looked at; the new car-parking charges in Leominster had been reviewed and some would be reduced from 1 June; ward boundaries would be changed from 2015 including a new Hampton Ward including our group parish; Herefordshire Council had a new Chief Executive, Alistair Neill, and Cllr Tony Johnson would be replacing John Jarvis as Leader; the Council's finances were exceptionally difficult, resulting from cuts of over £53m in government grants from 2011-15. Cuts to services were inevitable and already happening, as Herefordshire was a relatively new authority with small reserves.

Cllr Millar was thanked for his report and his service to the ward.

57/13 Statement of Accounts and Annual Return for 2012-13

- (a) *Received:* a report from the Responsible Financial Officer (Minutes Annexe 57/13a).
- (b) **Resolved:** to approve the Statement of Accounts for the year ended 31 March 2013 (Minutes Annexe 57/13b).
- (c) **Resolved:** to approve the Bank Reconciliation Statement for the year ended 31 March 2013 (Minutes Annexe 57/13c).
- (d) **Resolved:** to approve the Accounting Statement and Annual Governance Statement and for the year ended 31 March 2013 to be submitted to the external auditors (Minutes Annexe 57/13d).

58/13 Review of Standing Orders

- (a) *Received:* the final draft of new Standing Orders and Introductory document (Minutes Annexe 58/13a).
- (b) *Received:* a proposed revised Standing Order 12(a) (Annual Meeting Order of Business) (Minutes Annexe 58/13b).
- (c) **Resolved:** to suspend existing Standing Order 74 (new SO 36b) for the purpose of adopting the new set of Standing Orders at this meeting, given the extended process of review undertaken.
- (d) **Resolved:** to adopt the new Standing Orders to replace all previous Standing Orders

59/13 Review of Financial Regulations

- (a) *Received:* draft new Financial Regulations (Minutes Annexe 59/13) including proposed minor revisions.
- (b) **Resolved:** to adopt the new Financial Regulations to replace all previous Financial Regulations.

60/13 Review of Council procedures and policies

Received: a report from the Clerk (see Minutes Annexe 65/13).

61/13 Review of assets and insurance

- (a) *Received:* the list of fixed assets (see Annexe 57/13b).
- (b) *Received:* the RFO's report and recommendations on Insurance provision (Annexe 57/13a s.4).
- (c) **Resolved:** that the RFO accept the revised lower quote from Aon, but extend cover to include damage to council property provided this could be obtained at a reasonable rate within the budget for insurance.

62/13 Committees and membership 2013-14

- (a) Planning Committee
Resolved: to re-appoint the Chairman and vice-Chairman ex-officio and Cllr Mike Hubbard, Cllr Rodney Thompson, Cllr Mrs Jenny Ellerton and Cllr Mrs Stephanie Wilson to the Planning Committee for 2013-14, with the remit of determining the Council's comments on planning applications.
- (b) Finance Working Group
Resolved: to appoint the RFO, Cllr Mrs Jenny Ellerton and Cllr Rodney Thompson to the standing Finance Working Group for 2013-14, with the remit of advising the Council on (i) the draft budget for the following year, and (ii) the annual review of internal control procedures as required by audit regulations.

- (c) Lamb Working Party
Resolved: to re-appoint the following as members of The Lamb Inn Working Party, with the power to co-opt other members as needed: Chairman and Vice-Chairman ex-officio, Cllr Mike Hubbard, the Clerk, Mr Paul Arnold, Mrs Cathy Hurley, Mrs Yvonne Painter.
Resolved: that the Working Party's updated remit should be: to advise the Clerk on making any offer to purchase The Lamb within the agreed limits; to advise on finding a suitable tenant and tenancy agreement; to advise on any other steps necessary for completing a purchase of the pub.

63/13 Membership of other bodies and representatives 2013-14

- (a) **Resolved:** to continue the Council's membership of HALC, SLCC, CPRE and Parish Online.
(b) **Resolved:** to appoint Cllr Mrs Margaret Bemand and Cllr Mike Hubbard as representatives to Risbury Village Hall Committee and Stoke Prior Village Hall Committee respectively.
(c) **Resolved:** to appoint Cllr William Jackson as Police Liaison Officer.
(d) **Resolved:** to appoint Cllr William Jackson as Humber Close Liaison Officer.
(e) **Resolved:** to ask Richard Brown to serve as Footpaths Officer.

64/13 Dates for Council meetings 2013-14

Resolved: to hold Council meetings in 2013-14 on the following dates, all at 7.30pm:
Wednesday 17 July 2013 (Stoke Prior Village Hall)
Wednesday 25 September 2013 (SPVH).
Wednesday 20 November 2013 (Risbury Village Hall)
Wednesday 15 January 2014 (RVH)
Wednesday 19 March 2014 (RVH)
Wednesday 21 May 2014 – Annual Council Meeting (SPVH)

65/13 Clerk's Report

Received: a report from the Clerk on current matters (Minutes Annexe 65/13) including the Lengthsman Scheme, the refurbishment and imminent installation of noticeboards in Risbury and Stoke Prior, Community Resilience Planning, and Highway & PROW defects.

66/13 Planning Committee

- (a) **Received:** the (unapproved) minutes of the Planning Committee held on 17 April 2013.
(b) Application 130348: Stoke Prior Village Hall car-park
Reported: that permission was granted on 18 April 2013, subject to provision of a Habitat Enhancement Scheme and Landscape Design.

67/13 The Lamb Inn

- (a) **Reported:** that the Council received the borrowing approval for the loan on 29 April and an offer of a loan from the Public Works Loan Board on 13 May; the asking price for the property had been reduced to £200,000 on 29 April.
(b) **Received:** an oral report from the Working Party on discussions with possible tenants, and the status of other known offers on the property.
(c) **Noted:** The Working Party had a new remit (see Minute 62/13c) to advise on a purchase and tenancy, but should an offer be accepted, further action would be decided by an Extraordinary Meeting of the Council.

68/13 Core Strategy and Neighbourhood Planning

- (a) **Received:** a report from Cllr Jackson and the Clerk on the event 'Neighbourhood Planning – One Year On' held on 25 April (circulated to councillors with supporting papers).
(b) **Received:** the draft minutes of the Annual Parish Meeting held on 1 May.
(c) **Resolved:** to submit an application to designate the group parish as a Neighbourhood Area, with the intention of producing a Neighbourhood Plan.

69/13 Lengthsman Scheme

- (a) **Reported:** that the Council had been accepted for inclusion in the scheme, with an allocated devolved budget of £2519 for 2013-14. The Clerk had contacted two qualified contractors to obtain quotes for their rates and to discuss work schedules and other arrangements.
(b) **Resolved:** to authorise the Clerk to contract with Richard Mills Farm Services as the group parish's Lengthsman for 2013-14, and negotiate an appropriate work schedule and working arrangements.
(c) **Resolved:** that Cllr Ken Bemand and Cllr Richard Thomas should advise the Clerk in drawing up, agreeing and monitoring a work schedule for the Lengthsman.

70/13 General Financial Matters

- (a) **Resolved:** to authorise payments as detailed in the RFO's Report (Minutes Annexe 57/13a).
- (b) **Resolved:** to authorise Cllr Peter Lefroy-Owen, Cllr William Jackson and Cllr RodneyThompson as the three signatories for the proposed new Barclays current account.

71/13 District Councillor's report

Received: District Councillor Millar's reports for April and May 2013 (Minutes Annexe 71/13).

72/13 Matters for information and future business

- (a) *Noted:* circulars sent to the Council:
 - (i) Review of Herefordshire electoral arrangements – final recommendations.
 - (ii) Neighbourhood Planning Newsletter No.2.
 - (iii) Faster Broadband project update 21 March.
 - (iv) CPRE Fieldwork April 2013 newsletter.
 - (v) Healthy Lifestyles circulars.
 - (vi) HALC Information Corner 19 April.
 - (vii) Neighbourhood Planning grant support from 1 May.
 - (viii) Invitation to Service of Thanksgiving for Coronation Jubilee, Hereford Cathedral 2 June.
 - (ix) Community First Annual Report (on the table)
 - (x) CPRE Countryside Voice Spring 2013 (on the table).
- (b) *Noted:* As the contractor's work for Welsh Water was finally nearing completion, some of their highway repair works were already sinking; the Clerk would survey and report this to Welsh Water at the completion of all works. The contractors were responsible for their repairs for up to 2 years.
- (c) *Noted:* that Cllr Mrs Magda Prail would be resigning from the Council at the conclusion of this meeting, because of an imminent move away from the parish. The Council thanked her for her service as a councillor over the past two years and wished her well for the future.

The meeting closed at 10.05pm.

Signed (Chairman) Date