

EARDISLAND PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on
Thursday 16 May 2019 at 7.30 pm
in Eardisland Village Hall

Present: Cllrs Maryan Hanson (Chair), Richard Kirby, Elaine Harper, David Weir, Shelley Connop, Merry Albright and Reg Curtis.

In Attendance: Parish Clerk Alison Sutton; and 5 members of public.

1. **Election of Chair and Acceptance of Office** – Cllrs Hanson and Kirby were nominated as Chair; Cllr Hanson ELECTED as Chair by secret ballot and SIGNED the Acceptance of Office.
2. **Election of Vice Chair** – Cllr Kirby was unanimously ELECTED Vice Chair.
3. **Apologies of absence** – Ward Cllr Roger Phillips; Footpath Officers Sue Wallis and Jo Watson.
4. **Declarations of interest** – Cllr Albright DECLARED a Disclosable Pecuniary Interest in item 13.1 and left the meeting while the item was considered. Cllr Hanson DECLARED a Disclosable Pecuniary Interest in item 13.2 and left the meeting while the item was considered. Cllr Connop DECLARED a Disclosable Pecuniary Interest in item 13.3 and left the meeting while the item was considered.
5. **Councillors for Working Groups** –
 - 5.1. Financial Advisory Working Group – Cllrs Hanson, Kirby, Curtis and Connop.
 - 5.2. Parish Magazine Liaison – Cllr Harper.
 - 5.3. Eardisland Village Hall Management Committee Liaison – Deferred unless requested by Committee.
 - 5.4. Village Hall Project Working Group – Cllrs Curtis and Albright.
6. **Minutes of the previous meeting** – 18 April 2019. These were ADOPTED and signed.
7. **Report of Financial Advisory Working Group (FAWG)** –
 - 7.1. Internal Audit report – NOTED recommendations re variances on budget reports and format of Risk Register, RESOLVED to action recommendations.
 - 7.2. Recommendations of FAWG and documents dated May 2019 – Recommendations re draft Governance and Accounting Statements NOTED; Financial Regulations, RESOLVED to adopt and SIGN Financial Regulations; RESOLVED to refund Clerk for employer's NI paid on personal card, if unable to raise cheque without penalty and refund council expenses paid on personal card for online items if unable to obtain by cheque; uncommitted reserves of £28,000 at 10/5/19 NOTED; Risk Register and Actions to Reduce Risk, defer adoption, Clerk INSTRUCTED to confirm meets audit recommendation and add to next agenda; RESOLVED to adopt and SIGN Asset Register; delegated payments by Clerk ADOPTED for magazine, Lengthsman and other contractors, auditor and statutory requirements, as in Financial regulations, as delegated at meetings; Clerk INSTRUCTED to add payment to church for burial ground maintenance to next agenda after obtaining information on current position. AGREED Cllr Connop to be new signatory for account, Clerk INSTRUCTED to action and add to agenda for next meeting.
8. **Annual Return** –
 - 8.1. Response and adoption of Annual Governance Statement – RESOLVED to ADOPT and SIGN Annual Governance Statement for 2018-19 accounts
 - 8.2. Accounting Statements – RESOLVED to adopt and SIGN Accounting Statements for 2018-19 accounts.
9. **General Power of Competence** – Report in Clerk's Information Sheet NOTED: criteria to adopt are met. RESOLVED unanimously to adopt the General Power of Competence.

10. Code of Conduct – RESOLVED unanimously to adopt and SIGN the Code of Conduct dated May 2019.

11. Public Forum –

- 11.1. West Mercia Police – Report in Clerk’s Information Sheet (CIS) NOTED.
- 11.2. Ward Councillor – Report in the CIS NOTED.
- 11.3. Local Residents – Finger post to village hall opposite war memorial broken – Clerk INSTRUCTED to arrange Lengthsman to repair.
Thanks to councillors for hard work last council term and returning for next term.

12. Financial Procedures – The balance of the current account of £39,476.83 as at 10 May 2019 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess. Actual payments and receipts REVIEWED and AGREED against budget as in appendix 1:

- 12.1. Information Commissioner, Data controller registration, £40, C/N 100942 – Paid 18/4/19 under Clerk’s delegated powers.
- 12.2. Came and Company, Insurance (3yr fixed cost), £894.92, C/N 100943 – Paid 18/4/19 under Clerk’s delegated powers.
- 12.3. Hitrees Ltd, Lengthsman, £370.80 (inc. £61.80 VAT), C/N 100944 – Paid 18/4/19 under Clerk’s delegated powers.
- 12.4. Hitrees Ltd, Maintenance, £178.80 (inc. £29.80 VAT), C/N 100945.
- 12.5. Sign It, New sliders for board, £48 (inc. £8 VAT), C/N 100946.
- 12.6. WS Blatchford, Tree surgery, £1,450, C/N 100947.
- 12.7. River Lugg IDB, Drainage rates, £7.79, C/N 100948.
- 12.8. Roundabout Stationery, Paper, £23.96 (inc. £3.99 VAT), C/N 100949.
- 12.9. eUKHost Ltd, £26.64, C/N 100950.
- 12.10. Income from Herefordshire Council, part payment of precept, £12,704.
- 12.11. Income from Herefordshire Council, payment of Community Housing Grant, £11,145.32.

13. Planning Applications –

- 13.1. P191398/F, Land at Court House, Eardisland, HR6 9BW – Proposed new dwelling – RESOLVED to support as conforms to Eardisland NDP policy E1 and comment that condition required to use Burton Lane access.

Next item CHAIRED by Vice Chair as Cllr Hanson declared an interest and left the meeting:

- 13.2. P191433/L, Burton Court, Eardisland, HR6 9DN – Proposed retention of biomass wood pellet boiler, feed hopper and related heating plant (Retrospective) – RESOLVED to support.
- 13.3. P191488/F, Folley Farm, Broome Lane, Eardisland, HR6 9BS – Proposed extension to existing building for use as additional workshop and storage space in connection with a business – RESOLVED to support and comment condition requested to reduce external lighting at the site in line with Eardisland NDP policy E6.
- 13.4. NOTED P183903/F, Land opposite Meadowmead, Eardisland – Proposed dwelling and detached garage – Approved with conditions.
- 13.5. NOTED P190488/FH, Stonelea Cottage, Eardisland, HR6 9AS – Single storey extension to the west side of the existing house – Approved with conditions.

14. Parish Reports and Issues –

- 14.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to ensure footpath to church strimmed as urgent matter. RESOLVED to submit Annual Maintenance Plan to Balfour Beatty, Clerk INSTRUCTED to action.
- 14.2. Footpath Officers – No report.
- 14.3. Eardisland in Bloom – Report in CIS NOTED.
- 14.4. Issue of silting – RESOLVED to obtain legal opinion from NALC, once relevant documents obtained. Clerk INSTRUCTED to obtain rest of plans and deeds from householders or online. NOTED one householder’s legal advice that no riparian responsibility.
- 14.5. Bollards and fence by river – RESOLVED to remove urgently, Clerk INSTRUCTED to action and add replacement to next agenda.
- 14.6. Arts grants – Cllr Albright send details to Art Group and Arts and Crafts Group.

- 14.7. Change of sponsor's logo on community website – Report in CIS NOTED. Update: Arrowbank offered £150 per annum for 3 years further sponsorship of website – RESOLVED to accept offer, Clerk INSTRUCTED to thank sponsor. Change of logo AGREED, Clerk INSTRUCTED to ask webmaster to action.
- 14.8. Board at A44/C1035 junction – RESOLVED in principle to commission new board, consider if fixed or slider board when slider board in village repaired.
- 14.9. Request to use recreation ground, including barbeque, for Kingsland School event 11 July – RESOLVED to permit. NOTED community barbeque, bring own food.
- 15. Correspondence** – Correspondence in CIS NOTED: response from Historic England re works near war memorial if listed; Police and Crime Commissioner's initiative on Smartwater, council cost approx. £1,600, needs 70% coverage to be efficient as deterrent – Clerk INSTRUCTED to add to magazine.

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

Next agenda:

- As above

Clerk's action:

- Put CIS on website with agenda
- As above.

17. Date of next meeting – Thursday 13 June 2019 at 7.30 pm.

This meeting was declared closed at 9.32 pm.

SIGNED.....*J. M. Hanson*.....
(Maryan Hanson, Chair)

DATE.....13/6/19.....

Eardisland Parish Council
Receipts and Payments against Budget 2019-20

APPENDIX 1 FOR MINUTES OF 16 MAY 2019

2017-2018 Actual	Budget 2018-19 at 1.4.18	Budget 2018-19 at 14.3.19	2018-2019 Actual	Budget 2019-20 at 1.4.19	2019-20 Actual	Receipts	Budget 2020-21
£25,408.00	£25,408.00	£25,408.00	£25,408.00	£25,408.00	£12,704.00	Precept	
£833.96	£395.00	£395.00	£0.00	£0.00	£395.00	Lengthsman and P3 from HC	
£819.00	£400.00	£400.00	£603.00	£400.00	£50.00	Parish magazine and other advertising	
£130.00	£130.00	£130.00	£130.00	£130.00	£0.00	Bowling Club rent	
£7.26	£7.00	£7.00	£7.26	£7.00	£0.00	Wayleaves	
£9,200.00	£3,592.48	£3,592.48				Heritage Lottery Fund Grant Eardisland Memorial Walks	
£1,569.62			£4,147.83		£0.00	VAT reclaim	
£0.00			£0.00		£0.00	Donations for Dovecote turfing	
£369.38			£0.00		£0.00	Donations for new path	
£10,000.00			£0.00		£0.00	Lottery grant for EVH work	
		£17,462.00	£0.00		£11,145.32	Community Housing Fund grant	
			£217.34		£0.00	Donation for work by shop	
		£1,000.00				From reserves for Maintenance	
£47,934.42	£29,932.48	£48,394.48	£80,513.43	£25,945.00	£24,294.32		
						Payments	
£200.00	£200.00	£500.00	£350.00	£500.00	£0.00	Audit	
£20.00	£10.00	£10.00	£10.00	£10.00	£0.00	Car park	
£5.97	£9.00	£9.00	£7.38	£9.00	£7.79	Drainage rates	
£775.61	£900.00	£900.00	£503.45	£700.00	£59.97	Parish Expenses - postage, stationery, sundries	
£130.00	£1,500.00	£851.00	£418.00	£1,500.00	£0.00	S 137 - grants and donations	
£781.31	£1,000.00	£1,000.00	£888.65	£1,000.00	£894.92	Insurance	
£2,134.75	£4,814.00	£4,814.00	£2,979.00	£3,500.00	£848.00	Lengthsman and P3	
£934.80	£900.00	£900.00	£995.69	£1,200.00	£0.00	Parish magazine	
£3,240.23	£4,000.00	£5,000.00	£3,491.80	£4,000.00	£1,639.00	Maintenance - mowing, SIDs, bus shelter, other	
£58.60	£500.00	£500.00	£82.52	£500.00	£0.00	Play area	
£220.00	£250.00	£250.00	£226.50	£250.00	£0.00	Room hire for PC meetings	
£3,761.48	£4,500.00	£6,279.00	£5,278.39	£5,500.00	£0.00	Salary & PAYE	
£565.36	£600.00	£600.00	£558.70	£500.00	£28.68	Clerk's expenses - mileage, parking, SLCC	
£463.15	£850.00	£550.00	£484.54	£550.00	£40.00	Subscription - HALC, ICG, Community First, HTWN	
£60.00	£400.00	£400.00	£186.20	£400.00	£0.00	Training	
£62.98	£100.00	£100.00	£0.00	£100.00	£26.64	Website	
£1,006.00	£1,000.00	£1,000.00	£1,000.00	£0.00	£0.00	Burial ground mowing	
£0.00	£500.00	£0.00	£0.00	£1,000.00	£0.00	Election	
£4,162.08			£4,161.69		£178.92	VAT	
£2,355.57	£1,000.00	£170.00	£169.14	£1,628.00	£0.00	Contingency	
£369.38			£217.34		£0.00	Projects - work by shop (new path 2017)	
£0.00	£600.00	£0.00	£0.00	£600.00	£0.00	Planning contingency	
£5,607.52	£3,582.48	£3,582.48	£3,592.48		£0.00	Eardisland Memorial Walks	
£10,000.00	£3,007.00	£2,207.00	£1,695.00	£2,200.00	£0.00	Village hall refurbishment and repair	
		£11,300.00	£11,173.24		£0.00	Community Housing Fund grant	
			£300.00		£0.00	GDPR	
£36,800.54	£29,932.48	£48,394.48	£40,773.43	£25,945.00	£0.00	£3,520.90	

Includes receipts and payments from current meeting

S137 allocation (£8.12 x 401)

Total = £3,256.12

Bank reconciliation

Balance per bank statement at 10 May 2019	£39,476.83	
Includes		£39,476.83
Committed reserves for flood excess £2,000		
Less un-presented cheques at 10 May 2019		
C/N		£0.00
Net balances as at 10/5/19		£39,476.83
Cash book		
Opening balance at 1 April 2019	£17,028.62	
		£17,028.62
Add receipts in the year	£24,294.32	
Less payments in the year	-£1,846.11	
Closing balance per cash book as at 10 May 2019		£39,476.83

Uncommitted reserves approx. £28,219 at 10/5/19 - includes contingency and VAT

SALARY ANALYSIS gross figures	Budget	Current month	Running total
Contracted hrs at £10.57/hr for 13hrs/wk	£4,500.00		
TOTAL COST ALL HRS			£0.00

Jeff