

## EARDISLAND PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on  
Thursday 12 May 2022 at 7.00 pm  
in Eardisland Village Hall

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

**In Attendance:** Ward Cllr Roger Phillips; 7 members of public; Parish Clerks Alison Sutton and Debbie Cottam.

1. **Chair and sign Acceptance of Office** – Cllr Richard Kirby was ELECTED and SIGNED the Acceptance of Office.
2. **Vice Chair** – Cllr Maryan Hanson was ELECTED Vice Chair.
3. **Apologies of absence** – Cllr Maryan Hanson.
4. **Declarations of interest** – Cllr Albright DECLARED an interest in 11.2. and left the meeting for the item.
5. **Councillors for Working Groups AGREED**
  - 5.1. Financial Advisory Working Group – Cllrs Kirby, Hanson, Connop and Curtis.
  - 5.2. Parish Magazine Liaison – Cllr Harper.
  - 5.3. EVH Development Group – Cllrs Kirby, Albright and Curtis.
6. **Code of Conduct dated May 2022** – Code ADOPTED and SIGNED.
7. **Minutes of the previous meetings** – 14 and 28 April 2022. These were ADOPTED and signed.
8. **Public Forum** –
  - 8.1. West Mercia Police – Police contact details in Clerk's Information Sheet (CIS) NOTED.
  - 8.2. Ward Councillor – Report in CIS NOTED. Update: Panorama TV programme on 16/5/22 will make uncomfortable viewing; advised need to consider response to
  - 8.3. Local Residents –  
Re item 11.3. – Historic building, should ask for listing; disturbance to badger sett on site, tree felling already disturbed, orchard was buffer to sett; house already doubled in size from 3 bed to 5 bed in 1990s, already large property; request for PC to visit site from neighbours.  
Cider trees removed, will be replaced by hardwood; none of proposed planning near original part of house; badger sett outside curtilage of house; request from applicant for PC to visit site.  
Bowls Club rent – emailed Clerk.
9. **Financial Procedures** – The balance of the current account of £32,418.50 as at 6/5/22 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess; committed reserves for Loan Repayment £2,307.18; committed reserves for parish leaflet reprint £575; committed reserves for EVH refurbishment £1,750. RESOLVED to undertake virement of £8 from Contingency to Insurance expenditure lines:
  - 9.1. SLCC, Membership and training for Clerk, £282 (inc. £27 VAT) – Paid online 26/4/22 as contractual requirement and confirmation from 2 signatories.
  - 9.2. Hitrees Ltd, Lengthsman work, £72 (inc. £12 VAT) – Paid online 13/5/22 following delegation at meeting on 12/5/22.
  - 9.3. From My Kitchen (Mrs W Cross), Cakes for EVH event, £60.30 – Paid online 13/5/22 following delegation at meeting on 12/5/22.
  - 9.4. Signworx, Plaque of donors for EVH work, £1,162.80 (inc. £193.80 VAT) – Paid online 13/5/22 following delegation at meeting on 12/5/22.

- 9.5. Wilde Pest Control, Mole removal, £125 – Paid online 13/5/22 following delegation at meeting on 12/5/22.
- 9.6. eUKhost.com, Domain renewal, £125.96 – Paid online 13/5/22 following delegation at meeting on 12/5/22.
- 9.7. River Lugg Internal Drainage Board, Drainage rates, £6.97 – Paid online 13/5/22 following delegation at meeting on 12/5/22.
- 9.8. AJGIBL (Gallagher), Insurance renewal, £1,007.37 – Paid online 13/5/22 following delegation at meeting on 12/5/22.
- 9.9. Income from Herefordshire Council, Precept part 1, £13,927.
- 9.10. Income from donation for parish magazine, £117.

#### **10. Report of Financial Advisory Working Group –**

- 10.1. Recommendation 3 – RESOLVED to: increase Bowling Club rent to £171.00/yr and start new 10 yr rent term from September 2018; redeploy reserves from Work on river and millstream expenditure line, withdraw PCC grant from expenditure line for now – add to committed reserves for last Harpers invoice (£5,064.09) and parish leaflet reprint (£575) and Contingency budget line (increase to £1,630.82 less virement above) and Uncommitted reserves (£6,886.50 at 12/5/22); request Dovecote and Community Shop to cover Dovecote insurance; apply for grants for EVH flood doors (either PC or EVHMC), not from budget.
- 10.2. Recommendation 5-8 – RESOLVED to adopt Financial regulations, Electronic Banking Policy, Risk register and Actions, Standing Orders – dated May 2022.
- 10.3. Recommendation 9 – RESOLVED to purchase Oppo A54 phone (£166.65 + VAT) and Vodafone SIM 5GB (£12.50/mth + VAT). Clerk INSTRUCTED to purchase flip cover on cash.
- 10.4. Recommendation 10 – RESOLVED to note SLCC membership, ILCA and webinar fees paid (as above 9.1.) as unable to commence course without payment.
- 10.5. Recommendation 11 – RESOLVED to purchase liquid ink Eco tank printer (£212.49 + VAT) – Total for phone (as 10.3 above) and printer £454.96 (inc. £75.82 VAT).

#### **11. Planning Applications –** To comment on applications to be determined by Herefordshire Council

- 11.1. P221103/F, Townsend, Pigmore Common, HR6 9HF – Shepherds Hut to be used for holiday letting accommodation – RESOLVED to support and comment: conforms to NDP policy E17 as tourist accommodation; request condition that development complies with policy E6.
- 11.2. P212581/FH, Staick Cottage, HR6 9BU – Proposed conversion of adjoining garages into additional living accommodation and other works including new vehicular access and detached garage – Amended and additional documents – RESOLVED to support and comment: conforms to NDP policy E1; consider very good schedule of work submitted with details of work to be undertaken.
- 11.3. P221357/FH, Lower Hardwick House, HR6 9HF – Removal of single storey rear extension. Proposed two storey and single storey extension. Extension to porch – RESOLVED to request extension to allow site visit and response on June agenda.
- 11.4. NOTED P220345/K, Bridge House, HR6 9BT - 30% reduction of T1 and T2 (Limes). Removal of T3 and T4 (Conifers), to be replaced with 6 traditional orchard trees from local area – Works Allowed.
- 11.5. NOTED P214536/FH, The Barr, Stretford, HR6 9DQ – Proposed replacement barn to form domestic workshop, sewing room and office – Approved with conditions.

#### **12. Parish Reports and Issues –**

- 12.1. Lengthsman Scheme – Report in CIS NOTED.
- 12.2. Drainage Grant – Report in CIS NOTED. Resolved to take up grant of £2,180, to fund work in drainage grant application that is not being done by Balfour Beatty – clearing Lyme Lane ditch and clearing Millstream silt. Clerk INSTRUCTED to check planting round Orchard Farm drain and report.
- 12.3. EVH Development Group and EVH work – Report NOTED: Letter from Harpers, awaiting lead time for Jeld Wenn double-glazed windows; request rectification inspection meeting before 22 May, AGREED 20 May. Clerk INSTRUCTED to arrange.

- 12.4. Environment & Sustainability Group – Report in CIS NOTED. RESOLVED to: fund refreshments for talk on 7 June; review soft plastic collection point at future meeting when information obtained on whether black bins (including soft plastic) need go into incinerator to provide power.
- 12.5. Application by PC for adverse possession – Report in CIS NOTED. RESOLVED to leave for now, budget for next year.
- 12.6. EA flood study – RESOLVED to follow up from flood study for information on actions. Clerk INSTRUCTED to contact EA.
- 12.7. Mowing in village – Report in CIS. RESOLVED to accept quote from James Ross for £1,850 for 13 cuts.
- 12.8. Bounce house on recreation ground for craft fair – Report in CIS. RESOLVED to agree siting of equipment on recreation ground.
- 12.9. Update from Flood Response Group – Report in CIS NOTED. AGREED: checklist with updated contact details and letter to go to all house; WhatsApp group to be set up by new Clerk; review barriers and siting. Clerk INSTRUCTED to: contact editor re distribution of items with July magazine; review barriers and notices.

**13. Correspondence – List in CIS NOTED.**

**14. Matters for next agenda or action under Clerk’s delegated powers (no discussion)**

Next Agenda:

- Notices/advice re river pollution and care swimming
- Lifebuoy on village green
- Issues to be handed on to new Clerk
- 221357 – site visit if extension granted or extra PC meeting if required
- 221480 – if extension agreed – or Minor Planning Matters Policy response
- As above.

Clerk’s Action:

- 221407/PA – Minor Planning Matters Policy response
- Pay invoice – B Woodcock, Website update, £117
- Pay invoice – R Preece, Mowing before Easter, £100. Send grateful thanks.
- As above.

**15. Date of next meetings – 9 June at 7.00 pm in Eardisland Village Hall. Apologies NOTED from Ward Cllr Phillips.**

This meeting was declared closed at 8.36 pm.

**SIGNED**.....

**DATE**.....

Chair