

Eardisland Parish Council

Minutes of the Meeting of the Parish Council held on Thursday 16th March 2023 at 7.00 pm In Eardisland Village Hall

Present: Cllrs Maryan Hanson (acting Chair), Merry Albright, Shelley Connop, Reg Curtis, David Weir.

In Attendance: 3 members of the public, Ward Cllr Roger Phillips, Parish Clerk Debbie Cottam

1. **Apologies for absence** - Richard Kirby (Personal)
2. **Declarations of interest** - none declared.
3. **Minutes of previous meeting** - Minutes of 9 February 2023 were ADOPTED and SIGNED.
4. **Public Forum** -
 - 4.1. West Mercia Police - Police contact details in Clerk's Information Sheet (CIS) NOTED.
 - 4.2. Ward Councillor - Report in CIS noted and updates received on Children's Services, Travellers Site, revised Settlement Hierarchy, Flooding in Hardwick, Lawtons Cross roundabout, and Broome Lane Rd closure.
 - 4.3. Local Residents -
 - 4.3.1 Flooding in road outside Orchard Farm.
 - 4.3.2 Request for Bunting for Coronation event. Request discussed at item 8.10
 - 4.3.3 Parish Footpath Officer. Resident requested that this agenda item be taken next - agreed.
Mr Vernon does not wish to be the named PFO but is very happy to share his knowledge and expertise. Advert has been placed in Parish Magazine for PFO. Clerk to attend PFO meeting on 24 March.
5. **Financial Procedures** - To note the financial position and budget & consider the following payments and receipts:
 - 5.1. Vodafone, SIM card charge, £15.00 (inc £2.50 VAT) - Paid 27.02.23. by Direct Debit
 - 5.2. HALC, Subscription fee, £544.25 (inc £90.71 VAT) - Paid online 10.02.23. following delegation at meeting on 09.02.23.
 - 5.3. Eardisland Village Hall, Hire of hall for meetings £51.00 (no VAT) - Paid online 10.02.23 following delegation at meeting on 09.02.23.
 - 5.4. Hitrees Ltd, Lengthsman work £243.00 (inc £40.50 VAT) - Paid online 10.02.23 following delegation at meeting on 09.02.23.
 - 5.5. Hitrees Ltd, Lengthsman work £94.50 (inc £15.75 VAT) - paid online 11.03.23 following authorisation by 2 signatories.
 - 5.6. Woodcock Family, Bus Shelter cleaning £30.00 - paid online 11.03.23 following authorisation by 2 signatories.
 - 5.7. Microshade, Internal Audit £330.00 (inc £55.00 VAT) - paid online 11.03.23 following authorisation by 2 signatories.
 - 5.8. D Cottam, Salary, extra hours, expenses £2761.89 - paid online 11.03.23 following authorisation by 2 signatories.
 - 5.9. Eardisland Village Hall, Hire of Hall for meetings £33.00 (no VAT) - paid online 11.03.23 following authorisation by 2 signatories.
 - 5.10. PIP Printing, Parish Magazine £213.78 (no VAT) - paid online 17.03.23 following delegation at meeting on 16.03.23.
 - 5.11. Income from donations for magazine £73.00
6. **Interim Internal Audit** - to note Interim Internal Audit Report and consider recommendations made therein. Report NOTED. Governance all ok. £15 cheque has now been presented. Recommendations relating to Clerks employment discussed at item 8.13.

7. **Planning Applications** - to comment on applications to be determined by Herefordshire Council.
- 7.1. NOTED - P224070FH & P224071/L - Staick Cottage Eardisland Leominster Herefordshire HR6 9BU - Proposed conversion of adjoining garages into additional living accommodation and other works including new vehicular access and detached garage. Approved with Conditions.
- 7.2. NOTED - P230070 - 1 Lynch Cottages Eardisland Leominster Herefordshire HR6 9BE - Removal of 1 coniferous tree and grind, resulting stump out. Approved.
8. **Parish Reports and Issues** -
- 8.1. Lengthsman Scheme - Report in CIS NOTED. Report received on grant funding application.
- 8.2. EVH Development Group and EVH work - Clerk instructed to request another meeting with J Harper & Sons
- 8.3. EVH Energy Performance Certificate - Survey for EPC & DEC to be undertaken on 6 April 23.
- 8.4. War Memorial Car Park, Community Asset Transfer - nothing to report.
- 8.5. Environment & Sustainability Group - Report from Ben Woodcock. 6 Trees and 75m of hedging planted. Thanks recorded to Ben for all his work for the E&S Group and all others who contributed to tree planting event - 20 adults and 10 children, Andy Dunne & Debbie Cottam for arranging purchases, Tree Council for Grant, Home Farm for mulching straw, Wendy Cross for cakes and refreshments, 2 members of Dilwyn Young Farmers who came to help.
- 8.6. Environment & Sustainability Policy - the councils Declaration of a Climate Emergency and Declaration of a Biodiversity Emergency are also due for review in March 23. Cllrs Albright and Connop to work with Ben Woodcock to review these documents. To be placed on EPC agenda for April.
- 8.7. New Neighbourhood Development Plan - Ward Cllr Phillips advised that the revised Settlement Hierarchy document is expected to be published in June/July.
- 8.8. Cultivation licences - Licences have been received for areas except outside the Manor House where correspondence is ongoing with Gigaclear and Balfour Beatty. There is a licence for this area which dates back to 2008.
- 8.9. Parish Footpath Officer - see item 4.3.3
- 8.10. Coronation - Meeting held on 6 March to bring groups in parish together to share ideas for events. AGREED that Parish Council would pay for Bunting. Advised it would cost £185 per 1000m and 2000m required. This would be owned by PC, stored at EVH, and included on asset register. Suggestion made that Recreation ground be renamed "King Charles III Recreation Ground". To be an agenda item for April PC meeting.
- 8.11. Environment Agency - Report received. Clerk to follow up permit information.
- 8.12. External Hard Drive - Agreed Clerk to purchase new external drive.
- 8.13. Staff Appraisal - Clerk instructed to ask Linda Wilcox of HALC to give a quote for a job evaluation. Cllrs asked Clerk for an extension to appraisal date to accommodate receipt of further information from HALC - Clerk Agreed.
8. **Correspondence** - List in CIS NOTED
10. **To raise matters for next agenda or action under Clerk's delegated powers**
- Next agenda
- As above
 - Advertising outside local businesses
 - Mowing contracts
 - Bus Shelter - wood treatment/painting
 - White Gates - cleaning
 - Storage of construction and waste materials in the parish.
 - Parking on Recreation Ground for events

Clerk's Action

- Pay Invoice - PIP Printing, Parish Magazine £213.78 (no VAT) - paid online 17.03.23 following delegation at meeting on 16.03.23.

- 11. To note date of next meetings** - Thursday 13 April 2023 at 7.00pm in Eardisland Village Hall. Due to Coronation Bank Holiday and requirement to give notice of meeting it was agreed that the date of the AMPC and APM would be 18 May 2023.

Signed:

Date:

Debbie Cottam - Parish Clerk
Westgate, Eardisland, HR6 9AR Tel 07799 826779. Email: parish.clerk@eardisland-pc.gov.uk