

EARDISLAND PARISH COUNCIL

APPROVED Minutes of the Annual Meeting of the Parish Council held on
Wednesday 17 May 2023 at 7.00 pm
in Eardisland Village Hall

Present: Cllrs Merry Albright, Jerry Blyth, Shelley Connop, Richard Davies, Rebecca Rhys-Evans, Maryan Hanson and Richard Kirby.

In Attendance: Ward Cllr Roger Phillips; 4 members of public; Parish Clerk Debbie Cottam.

- 1. Election of Chair and signing of Declaration Acceptance of Office of Chair** – Cllr Maryan Hanson was ELECTED and SIGNED the Acceptance of Office.
- 2. Election of Vice Chair** – Cllr Richard Kirby was ELECTED Vice Chair.
- 3. Apologies of absence** – none received.
- 4. Declarations of interest** – none made.
- 5. Councillors for Working Groups AGREED**
 - 5.1. Financial Working Group - Richard Kirby, Rebecca Rhys-Evans, Jerry Blyth, Shelley Connop, Maryan Hanson.
 - 5.2. Environment & Sustainability Group - Merry Albright, Shelley Connop.
 - 5.3. Eardisland Flood Response Group - Richard Kirby, Jerry Blyth, Richard Davies.
 - 5.4. Parish Magazine Liaison - Richard Davies.
 - 5.5. Eardisland Village Hall Management Committee - Rebecca Rhys-Evans, Jerry Blyth.
- 6. Code of Conduct dated May 2023** - Code ADOPTED and SIGNED.
- 7. Minutes of previous meeting** - 13 April 2023 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. Cllr Roger Phillips congratulated the new and re-elected parish councillors.
 - 8.3. Local Residents - questions were asked relating to planning application procedures. It was explained that all applications are considered in light of the NPPF (National Planning Policy Framework), Herefordshire Council Planning Policy, and the ‘made’ Eardisland NDP (Neighbourhood Development Plan). The Parish Council are consulted on planning applications, and can express support or objection, and the final decision is made by the Planning Department at Herefordshire Council.
- 9. Financial Procedures** - the balance in the current account of £40,060.36 as at 17 May 2023 was NOTED.
 - 9.1. Vodafone SIM card charge, £17.16 (inc £2.86 VAT) - paid 25.04.23 by Direct Debit
 - 9.2. Public Works Loans, Eardisland £1153.59 - paid by Direct Debit 05.04.23.
 - 9.3. T D Interiors, Bunting £369.26 (inc 61.42 VAT) - paid online 12.04.23 following delegation at meeting on 16.03.23 agenda item 8.10
 - 9.4. Hitrees Ltd, Lengthsman work £1663.20 (inc £277.20 VAT) - paid online 14.04.23 following delegation at meeting on 13.04.23
 - 9.5. Hereford Heating, Boiler Service £179.40 (inc 29.90 VAT) - paid online 14.04.23 following delegation at meeting on 13.04.23
 - 9.6. James Ross, Mowing £180.00 (no VAT) - paid online 18.05.23 following delegation at meeting on 17.05.23
 - 9.7. CSH Survey, Energy Performance Certificate £300 (no VAT) - paid online 18.05.23 following delegation at meeting on 17.05.23
 - 9.8. Eardisland Village Hall, Room Hire £38.00 - paid online 18.05.23 following delegation at meeting on 17.05.23

- 9.9. AJGIBL (Gallagher) Community Schemes Insurance Renewal, £1297.09 - paid online 22.05.23 following delegation at meeting on 17.05.23
- 9.10. River Lugg Internal Drainage Board, Drainage Rates, £6.97 - paid online 18.05.23 following delegation at meeting on 17.05.23
- 9.11. Eukhost, website hosting, £93.96 (inc £15.66 VAT) - paid online 18.05.23 following delegation at meeting on 17.05.23
- 9.12. Hitrees Ltd, Lengthsman work £270.00 (inc £45.00 VAT) - paid online 18.05.23 following delegation at meeting on 17.05.23
- 9.13. Income - HCC Creditors, Precept Pt 1, £20,000.00 - NOTED
- 9.14. Income - from donations for advertising in parish magazine £229.00 - NOTED

10. Report from Finance Working Group

- 10.1. Recommendation - that the PC considers moving to a bank that provides for a dual authorisation process for payments - AGREED
- 10.2. Recommendation - that the PC engage a payroll provider to pay the clerks salary on a monthly basis - AGREED
- 10.3. Recommendation - that £2260 be moved from the contingency budget line to the training line to cover clerk's and councillors training - AGREED
- 10.4. Recommendation - the clerk, Debbie Cottam, have an increase in pay to SCP17 (£13.95) effective from 1/4/23 - AGREED

11. Planning Applications - To comment on applications to be determined by Herefordshire Council

- 11.1. NOTED - P230154/F - The Old Workshop, Earlslaen House Eardisland Leominster Herefordshire HR6 9BD - Proposed variation to condition 2 of planning permission 220444 (Proposed erection of a 2-bedroom dwelling, the conversion of the existing dwelling to a workshop to be used in an ancillary manner to the new dwelling, and associated works). To allow design change to finish of house/weatherboard. Approved with conditions.
- 11.2. NOTED - P230826/U - Arrow Lawn Broome Lane Eardisland Leominster Herefordshire HR6 9BS - Application for a Lawful Development Certificate for the Existing Use of Arrow Lawn as a C3 dwellinghouse. Approved.
- 11.3. P231430 - The Manor House, Eardisland, Leominster, Herefordshire HR6 9BN - Works to Trees in a Conservation Area - On the driveway entrance are two pollarded Lime trees, the application is to re-pollard both of these trees. AGREED to OBJECT as insufficient information provided in the application. The council would like to see an arboricultural report.

12. Parish Reports and Issues -

- 12.1. Lengthsman Scheme - Report in CIS NOTED. Discussion about hedges requiring cutting but AGREED not a job for Lengthsman but for referral to Balfour Beatty
- 12.2. EVH Development Group and EVH work - Meeting held with J Harper & sons on 5 May 2023. Response awaited
- 12.3. Installation of plug socket at EVH - to consider reimbursement. EVHMC requested to supply EPC with an invoice for payment.
- 12.4. EVH Energy Performance Certificate - The Energy Performance Certificate and Recommendation Report have been received.
- 12.5. War Memorial Car Park, Community Asset Transfer - nothing to report.
- 12.6. Environment & Sustainability Group - Report received and NOTED.
- 12.7. New Neighbourhood Development Plan - nothing to report.
- 12.8. Environment Agency - information has been received from EA regarding bund repair and de-silting which will be circulated to councillors.
- 12.9. Gigaclear - Approval has been given by Gigaclear for EPC application for a Community Hub at EVH.

2023/31

13. Recruitment of new Parish Clerk

RESOLVED to ask HALC to recruit a new Parish Clerk. Actions will be undertaken by Vice Chair until new Clerk is appointed. Cllrs Maryan Hanson, Jerry Blyth and Shelley Connop to form the interview panel.

14. Correspondence - list in CIS NOTED.

15. To raise matters for next agenda or action under Clerk's delegated powers -

- Payment to PIP Printing - May Parish Magazine - £192.42 paid online 18.05.23 following delegation at meeting on 17.05.23
- Re-instatement of fence around playground.
- Parish Footpath Officer
- Benches

16. To note date of next meeting - 8 June 2023 at Eardisland Village Hall

Signed:

Date:

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