

EARDISLAND PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on Thursday 8th June 2023 at 19.00 at Eardisland Village Hall

Present

Councillors: Maryan Hanson (in the Chair), Merry Albright, Jerry Blyth, Richard Davies, Rebecca Rhys-Evans, Richard Kirby and Shelley Connop

In attendance

Clerk Helen Tinson – on behalf of HALC (Herefordshire Association of Local Councils); 3 members of the public.

1. **Apologies for absence:** There were none.

2. **Consideration to access HALC Clerk Cover for the meeting:**

It was RESOLVED: to access HALC's CiLCA qualified Clerk Cover for the meeting.

3. **Declarations of interest & written dispensation requests:** Cllr Maryan Hanson declared a non-pecuniary interest in agenda item 7.3 (Planning P231351). Cllr Rebecca Rhys-Evans declared a non-pecuniary interest in agenda item 6.1.2, 6.1.4, 8.2, 8.3, 8.4 (Eardisland Village Hall).

4. **Minutes:**

4.1. **Minutes of the Annual Meeting of the Parish Council held on 17th May 2023:** A query was raised concerning the extent of detail that had been recorded for comments raised by members of the public in the open session. A spelling correction was made to minute reference 12.8; an omission to minute reference 13 was corrected (interview panel to comprise Cllrs Hanson, Connop and Blythe).

It was RESOLVED: to approve the amendments proposed and adopt the minutes as a true and proper record of the meeting. The minutes were signed by the Chair.

5. **Public Participation Open Session:**

5.1. **West Mercia Police:** There was no report.

5.2. **Ward Councillors Report:** There was no report.

5.3. **Representation from Members of the Public:** There were no comments. The Chairman noted that she will allow comments from members of the public on agenda items 7.3 (Planning 231351) and 8.6 (Environment and Sustainability Group).

6. **Finance:**

6.1. **Financial Position and Payments:**

Members noted the bank balance was £39,231.72 at 1 June 2023 and considered invoices for payment.

It was RESOLVED: to approve the following invoices for payment by cheque:

6.1.1. EVHMC, electrical socket, £61.10

6.1.2. TD Interiors, coronation signage, £282.44 (including £47.07 VAT)

6.1.3. EVHMC, meeting room hire (ESG & EPC), £71.00 * it was noted that the invoice needs to be amended from EVH to EVHMC

6.1.4. Brett Ayres, mowing, £168.75

6.1.5. Woodcock Web Services, website hosting & domain registration 2022/23, £48.70

It was RESOLVED: to defer consideration of the outgoing Clerk's final salary and expenses to a confidential session at the end of the meeting.

6.2. Members noted the following receipts and payments made between meetings:

6.2.1. Receipt: Herefordshire Council, reimbursement Lengthsman Grant 22/23, £1386.00

6.2.2. Payment: PIP Printing, Parish Magazine May, £192.42

6.2.3. Payment: Vodafone (DD), 07799 826779, £17.16 (including £2.86 VAT)

6.3. Broken Window:

Members considered communication concerning a broken window at the Village Hall. A local resident had voluntarily taken responsibility for the accidental breakage and offered to pay to repair the damage but was dissatisfied that the window had been replaced before having the opportunity to consider the quote. He was further dissatisfied with the response received from EVHMC. It was noted that the window had been replaced quickly because of the imminent visit to the Parish by Therese Coffey MP, Secretary of State for the Department of Environment, Food and Rural Affairs.

It was RESOLVED: to settle the full amount of the invoice for the replacement of two broken windows (one reported already broken).

It was RESOLVED: to write to EVHMC and clarify the correct procedure for the consideration of expenses by EPC.

It was RESOLVED: to ask EVHMC and the local resident to work out any difficulties between themselves.

6.4. Annual Governance and Accountability Return 2022/23:

6.4.1. **Internal Audit Report:** Members received and noted the Internal Audit Report for 2022/23.

6.4.2. **Annual Governance Statement:** Members considered each assertion on the Annual Governance Statement for 2022/23.

It was RESOLVED: to approve the Governance Statement for 2022/23. 3 members abstained from voting as they were not elected members during 2022/23.

6.4.3. **Annual Accounting Statement:** Members received and noted the Annual Accounting Statement for 2022/23. There were no queries raised.

It was RESOLVED: to approve the Accounting Statement for 2022/23. 3 members abstained from voting as they were not elected members during 2022/23.

7. Planning:

7.1. Members noted the following decision made by Herefordshire Council:

7.1.1. **230738: Staick House, C1035 from A44 via Eardisland, HR6 9BU.** T1 Sweet Chestnut Tree – to be dismantled to ground level due to severe decay at base and in stem. Works can Proceed.

7.2. Members considered their response to the following applications for determination by Herefordshire Council:

7.2.1. **231336: 2 Arrow Barns, Eardisland, HR6 9BN.** Proposed ground floor rear extension.
It was RESOLVED: to SUPPORT the application subject to the use of appropriate materials.

Cllr Maryan Hanson left the meeting in accordance with her declaration of interest.

7.2.2. **231351: Burton Court, Eardisland, HR6 9DH.** Proposed development including the provision of one temporary removable timber-built cabin on wheels with associated access, parking and landscaping for the purposes of tourist accommodation. Members asked questions from a member of the public to clarify aspects of the application.
It was RESOLVED: to SUPPORT the application though members wished to note that the ecology query on drainage/phosphates remains outstanding.

Cllr Maryan Hanson returned to the meeting. One member of the public left the meeting.

7.2.3. **231434: Lower Hardwick Farm, Pembridge, Leominster, HR6 9HF.** Proposed agricultural manure storage building.
It was RESOLVED: to SUPPORT the application on the understanding that the building is not used for livestock.

8. Parish Matters:

8.1. **Lengthsman Scheme:** Members considered additional work for the Lengthsman.

It was RESOLVED: to ask the Lengthsman to trim and cut back growth at the river bank as appropriate between Bridge End Cottage and Arrow Side. Members asked that the Lengthsman schedule is circulated to all current members.

8.2. **EVH Energy Performance Certificate:** Members considered the Energy Performance Certificate issued for the Village Hall. It was noted that suitable grant funding may become available in the near future and agreed that the EVHMC and the Parish Council should develop a plan in readiness to apply for funding at the appropriate time.

It was RESOLVED: that the Environment and Sustainability Group and the Eardisland Village Hall Management Committee are asked to put forward preferred proposals to the Parish Council for consideration.

It was RESOLVED: to produce Terms of Reference to clarify the expectation and obligations of the groups when considering their proposals.

8.3. **Defibrillator:** Members were informed that a defibrillator and case has been donated by a parishioner and is to be fitted to the outside of the Village Hall.

It was RESOLVED: to obtain quotations for electrical work required to install the defibrillator (Cllr Connop)

It was RESOLVED: to ask EVHMC to consider a suitable location for the installation (Cllr Rhys-Evans)

It was RESOLVED: to check the defibrillator following a report from the Ambulance Service (Cllr Rhys-Evans).

8.4. Cladding: Members received a brief report concerning the installation of cladding at the Village Hall and considered correspondence received from the contractor. Members were disappointed that the letter was not a true reflection of the actions agreed at the meeting.

It was RESOLVED: to respond in writing to the Senior Manager (not the author of the letter) to express this disappointment and ask them to reappraise their summary of the meeting and the actions agreed. It was agreed that Cllr Albright would draft the letter of response, circulate to all councillors and then to HALC to send on behalf of the council.

It was RESOLVED: to ask HALC to seek legal advice from NALC (Cllr Albright to produce a summary of events for NALC). The acting Clerk suggested informing the council's insurer.

8.5. Gigaclear: Members noted that the installation at the Village Hall is due to take place on the 6th July. It was agreed that Cllrs Hanson and Blythe would meet the Chair of EVHMC on site on the 6th July.

8.6. Environment and Sustainability Group: Members received and discussed the annual Carbon Reduction Impact Report 2022/23 and Biodiversity Improvement Report 2022/23 and wished to express their thanks to Ben Woodcock and the group. Members were asked for their feedback and to consider the format of the reports and any changes or additions. It was agreed that the reports were clear and concise but that members would like to see an additional section that records priority, progress and success.

It was RESOLVED: that the E&SG would generate an action plan for the next 12 months and present it to the Parish Council for consideration at the July meeting.

8.7. Environment Agency: Members considered and noted the report on the bank repair and de-silting the River Arrow. A number of anomalies were reported and it was agreed that Cllr Richard Davies would produce a report for further consideration and discussion at the July meeting.

8.8. Secretary of State for DEFRA Visit to Eardisland: Members noted Therese Coffey MP's visit to Eardisland on Tuesday 30th May 2023. It was agreed that the visit was a success and members wished to thank residents and local community groups for coming together to welcome the Secretary of State and for presenting Eardisland in the best possible light. It was agreed to write a statement for the Parish Magazine and social media pages and to email Ms Coffey and her team to thank them for coming.

9. Communication: Members were informed that the Village Noticeboard from E-Team is progressing well.

10. Items raised for the next Agenda:

- 10.1. Defibrillator: to receive quotations
- 10.2. Riverbank: to receive and consider a report concerning bank repair and de-silting
- 10.3. Terms of Reference: to consider for working groups and for EVH energy improvements
- 10.4. Environment & Sustainability Group Action Plan: to receive and consider
- 10.5. Aesthetics of the Village: to consider
- 10.6. Community Speed Watch Team: to receive and consider report

- 10.7. Playground Area: to consider and agree action
- 10.8. Parish Footpaths: to consider and agree action
- 10.9. Village Hall Car Park: to consider and agree action
- 10.10. Recruitment: to receive update and agree action

11. **Date of the Next Meetings:** 13th July 2023 at Eardisland Village Hall

A resolution was passed to exclude members of the public for the following confidential item:

12. Clerk’s Final Salary and Expenses:

It was RESOLVED: to approve engaging the payroll provider Autela Payroll Services to calculate the final salary owed.

It was RESOLVED: to defer settlement of the final salary and expenses until advised by Autela but to settle the outstanding figures as soon as possible once received.

13. Recruitment: Members received an update on the recruitment process and noted interviews were to be scheduled imminently.

The meeting closed at 9.45pm.

SIGNED DATE