

KINGSLAND PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 29 MAY 2018 AT 7.30 PM AT THE POST OFFICE

PRESENT

R C Smallwood ... CHAIRMAN, Mrs G B Bengry, Mrs C Sawyers, Mr R Harris, Mr C Southgate, Mr P D Vaughan, Mr D Thompson (VICE CHAIRMAN) and Mr B J Watkins.

IN ATTENDANCE

Ward Cllr. S Bowen; and Mr R Hewitt, Parish Clerk. Six (6) members of the public were present.

- 2018/24 ELECT CHAIRMAN**
Cllr. Smallwood was unanimously elected Chairman and signed the acceptance of office.
- 2019/25 APOLOGIES FOR ABSENCE** accepted from Mrs L Juson, Mr D Fordham and Mr J Vaughan.
- 2019/26 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION –**
None.
- 2019/27 ELECTION OF OFFICERS**
(i) Vice Chairman: Cllr. D Thompson was unanimously elected Vice Chairman.
(ii) Airfield Representative: Cllr. P Vaughan.
(iii) Footpath Officer: Cllr. L Juson.
(iv) Tree Warden: Cllr. B Bengry.
(v) Parish Watch Representative: Cllr. P Vaughan.
(vi) Lengthsman Coordinator: Cllr. C Southgate.
- 2019/28 ANNUAL GOVERNANCE STATEMENT**
The Clerk read out the Annual Governance Statement. All statements in the Annual Governance Statement were unanimously agreed by the parish council, and the document was signed by the Chairman and Clerk.
- 2019/29 PARISH COUNCIL ACCOUNTS**
The meeting noted the following points highlighted by the internal auditor:
- consider closing the Instant Access account, and find an alternative account which pays better interest on parish council funds;
 - reclaim VAT on stationery supplies where possible (this year there has been a net benefit from a small underclaim on expenses);
 - update standing orders in autumn 2018; and
 - highlight significant cost variances in the minutes (such as the signposts and fingerposts for the Corners crossroads).
- The parish council agreed to close the instant access bank account and will look at finding a reasonable interest-bearing account for parish council funds. The Explanation of Variances was noted.

The parish council RESOLVED to agree the Annual Accounts for 2017-18, and the Accounting statement was signed by the Chairman and Clerk.

2019/30 PAROCHIAL CHARITY ACCOUNTS

The meeting RESOLVED to agree the Old Fire Station and AH Williams Trust annual accounts for 2017-18, which were signed by the Chairman.

2018/31 RISK SCHEDULE

The parish council reviewed and agreed the risk schedule.

2019/32 INSURANCE RENEWAL

The meeting reviewed the parish council insurance and agreed to renew the policy with Zurich Municipal Insurance.

2019/33 POLICIES AND PROCEDURES

It was agreed to review the standing orders and financial regulations of the parish council.

2019/34 MINUTES OF PREVIOUS MEETING – The Minutes of the Meeting held on 24 April 2018 were amended to include the agreed new standing order for the Clerk’s wages. With this amendment, the minutes were agreed and signed.

2019/35 LOCAL RESIDENTS DISCUSSION

There were no matters raised.

2019/36 FINANCE

The meeting noted the receipt of a P3 footpaths grant payment (£267.90) from Herefordshire Council. The following payments were AGREED: Zurich Municipal, parish council insurance (£535.91); HALC affiliation and subscription 2018-19 (£651.12); Information Commissioner’s Office, data protection registration (£35.00); and R Bayliss, footpaths maintenance (£286.90). It was agreed to purchase Tanners vouchers (£50.00) as an honorarium for the internal auditor.

Lengthsman and P3 footpaths contracts were agreed and signed with Balfour Beatty.

2019/37 HIGHWAYS/ LENGTHSMAN SCHEME

Cllr. Southgate, lengthsman coordinator said the cost of removing weeds in the village from kerb edges and gutters will be significant and asked the meeting to confirm whether or not to proceed. Once the weeds and silt are cleared, the sweeper will be requested from Balfour Beatty (the locality steward has advised that the brushes on the sweeper will not remove weeds and silt). It was agreed to request a quotation for the work from the lengthsman, and not to include sections of road due to be resurfaced by Balfour Beatty.

The kerbing by the Memorial was said to require repair and will be reported to Balfour Beatty. Balfour Beatty has asked a company to look at the parish council's request to reduce the current speed limit through Cobnash. Measurements will be recorded and observations made of traffic movements/pattern through tube counters at three locations. The meeting agreed to ask the company undertaking the speed survey to include tube counters for location A on the map provided.

2018/38

FOOTPATHS

There was no report from the footpaths officer. Cllr. Harris said the work done to improve the footpath to Pinsley Brook is nearly finished.

2019/39

PLANNING

181223 Plovers Moss, North Road, Kingsland, HR6 9RZ – Proposed first floor extension over part of existing ground floor. *The parish council agreed to support the planning application.*

181560 Kingsland Church of England Primary School, Kingsland, HR6 9QN – Proposed works to Apple (T1) - Remove to improve congested playground access and to facilitate the works. Cherry (T2) - Remove as roots are lifting/damaging the playground surface and are creating a trip hazard. Silver Birch (T3, T4, T5) - Remove to facilitate the works, roots will damage the new playground surface in the future if not removed. *The parish council agreed to support the proposed tree work.*

Planning decisions/ enforcement – The meeting noted Herefordshire Council has granted planning permission for 172847 Land to the rear of Boarsfield, 174320 The Arbour, and 180711 Old Hall. Works to trees within the conservation area have been allowed for 181160 Fairfield. Prior approval is not required for a proposed building at Lower Brook Farm (181364).

2019/40

PARISH COUNCIL DOMAIN AND WEBSITE

The parish council noted advice from HALC to have a standalone website and domain. Visitors to the new website would still be able to access parish council information via www.kingslandlife.com, the information would just be kept on a different site. It was agreed to obtain advice from the SLCC, ask local people for their view via ‘Parish Council Matters’ published in the newsletter, and consider the matter at a future meeting.

2019/41

UPDATED PRIVACY POLICY (GDPR)

A new privacy policy was agreed, subject to amending several typos. The new Privacy Policy is in line with the documentation provided by HALC.

2019/42

MATTERS RAISED FOR THE NEXT MEETING (no discussion)

There were no matters raised.

2019/43

INFORMATION ITEMS

The parish council noted the information items on the agenda.

The Chairman closed the meeting at 9.47 pm.

Signed:

Date: