

# ASHPERTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ  
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## Minutes of the Annual Parish Council meeting held on Tuesday 19th May 2015

### Present

Councillors Mrs Freda Helme, Paul Barnes, Rowland Eustace, Andrew Hammond, Grant Powell, Nick Rumsey and John Wyton

### In attendance

Three Crosses Ward Councillor Jonathan Lester  
David Hewitt – Pixley and District Parish Council Chairman  
Janet Chester – Parish Clerk

### Members of the Public: 0

Cllr Helme welcomed everyone to the Annual Meeting of the Parish Council

### 1/5/15 To Elect a Chairman

Cllr Mrs F Helme proposed by Cllr Hammond, seconded by Cllr Barnes. There were no other proposals and Cllr Helme was unanimously voted in and duly signed the Declaration of Acceptance of Office.

### 2/5/15 To Elect a Vice-Chairman

Cllr Eustace was proposed by Cllr Helme and seconded by Cllr Powell. There were no other proposals and Cllr Eustace was unanimously voted in and duly signed the Declaration of Acceptance of Office.

### 3/5/15 To Accept Any Apologies for Absence and Note the Reason

None

### 4/5/15 To receive declarations of interest and requests for dispensations

None

### 5/5/15 To remind all councillors of their responsibility to review their register of Interests held with Herefordshire Council

All councillors were reminded of the need to review their Register of Interests regularly and update when necessary

### 6/5/15 To approve minutes of the meeting held on Tuesday 31st March 2015 (previously circulated)

The minutes of the previous meeting were agreed as a true and accurate record and were duly signed by Cllr Helme.

### Action

All Cllrs

### **7/5/15 To receive a brief report from Ward Councillor J Lester**

The chairman welcomed Cllr Lester to the meeting and wished him the very best of luck for the future. Cllr Lester had won the Three Crosses seat for the Conservatives at the May 7<sup>th</sup> election. Due to boundary changes Herefordshire had become 1 member wards so the number of ward councilors had been reduced from 58 to 53. A party needed 27 seats for an overall majority in Herefordshire Council and The Conservatives had obtained 29 seats, It's Our County 12, Independents 8, Green Party 2 and Liberal Democrats 2. The conservatives had elected Tony Johnson as their leader and is to be nominated to be leader of Herefordshire Council and he will then select his cabinet. Since being elected Cllr Lester had attended public meetings at Ashperton and Stoke Lacy for prospective housing developments. Both villages have been designated as villages for proportionate development in Herefordshire Council's Core Strategy, this should be adopted in Autumn 2015.

### **8/5/15 Guest Speaker David Hewitt – how to produce a village website**

The chairman introduced David Hewitt, Chairman of Pixley & District Parish Council who was attending to explain to councilors how to set up a village website. He started by explaining that it is now advised that all parish councils should have their own website. He advised having a website that the parish council is in full control of. He recommended a website host and service provider who will charge around £53 per year including registration of the domain name [www.ashperton.org.uk](http://www.ashperton.org.uk). It was agreed that the chairman and clerk will meet with Mr Hewitt to set up the website and receive training on operating and administration of the website.

**Cllr Helme and clerk**

### **RESOLVED**

### **9/5/15 Public Participation Session**

No matters raised.

### **10/5/15 To Review Pixley and District Council policies:**

- a) Standing Orders
- b) Code of Conduct
- c) Financial Regulations
- d) Donations Policy
- e) Risk Assessment & Risk Management Schedule
- f) Freedom of Information Requests
- g) Emergency Resilience Plan – not required

All policies were reviewed and no amendments were thought necessary so members readopted current policies. **RESOLVED**

### **11/5/15 To review Committee Structures, RESOLVED**

- a) **Planning** – to remain that all applications are discussed at a meeting of all councillors.
- b) **Finance Group** – full council.
- c) **Staffing Panel** – full council

- d) **Traffic & Speed Management** – full council
- e) **Bank Signatories** – F Helme, R Eustace, A Hammond and G Powell
- f) **Website Management** – F Helme and clerk

All Cllrs

#### 12/5/15 To review committee and working group Terms of Reference

Not required

#### 13/5/15 Finance

##### a) To agree payment of outstanding accounts:-

Payments **RESOLVED**

00288: J Chester – clerk salary April/May and expenses – as agreed

##### b) To approve Annual Accounts - **RESOLVED**

##### c) Approval of the Annual Return for External Auditors

Thanks were expressed to Nadine Schofield who has completed the internal audit of the accounts. All statements were read out by the clerk, approved by councillors and the form signed by the Chairman and Clerk/ Responsible Finance Officer – **RESOLVED**

Clerk

##### d) To Review parish council Insurance and make any alterations

The current policy is due for renewal in September. The chairman will check that the cover is as required. The clerk will then obtain various like for like quotes before the September meeting. **RESOLVED**

Cllr Helme / Clerk

##### e) To discuss and agree village hall kitchen refurbishment costs

Cllr Helme brought along flooring and cupboard samples. Total costs **agreed** were £4950 plus VAT. Approximate breakdown - Units £3500, uPVC external door £550 and safety and seamless flooring £750.

Cllr Helme

#### 14/5/15 Planning

##### a) To Consider Planning Applications referred for comment: none.

##### b) To Note Details of Decision Notices Received from Hereford Council: as per planning record and [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk) **RESOLVED**

##### c) To confirm the response to Herefordshire Council's Core Strategy main modifications consultation

Cllr Hammond had drafted a response which was agreed by all councillors. The clerk will send to Herefordshire Council. **RESOLVED**

Clerk

#### 15/5/15 Update on Ashperton Neighbourhood Plan

After holding public meetings a steering group has been set up. Cllrs Eustace and Hammond are the parish council representatives on the Neighbourhood Plan Steering Group. The NDP area has been

designated and is under a six week consultation. A questionnaire to be sent to all residents is currently being put together. The next meeting is on 26<sup>th</sup> May 7.30pm at the village hall.

### **16/5/15 Highways / Footpaths**

#### **a) To appoint footpath officer**

Cllr Eustace was proposed by Cllr Helme and seconded by Cllr Barnes.  
**RESOLVED**

**Cllr Eustace**

#### **b) To appoint mowing contractor**

Cllr Powell proposed by Cllr Helme and unanimously seconded.  
**RESOLVED**

**Cllr Powell**

#### **c) To appoint lengthsman**

Not required as parish council annual budget too tight. Balfour Beatty to be informed of any work required.

#### **d) To decide any lengthsman / P3 work required**

The clerk is to arrange a meeting with the locality steward to carry out a parish tour to ascertain any work required to forward to Balfour Beatty. The clerk is to chase the requested grit bin in Church Lane and also the repair of the potholes in Woodsend Lane. The clerk will also write a letter to the landowners regarding the overhanging hedges between Woodsend and Little Tarrington. Cllr Eustace will check the stile by Tunnel Cottage and ascertain if it needs repair or replacing. The footpaths in Ashperton Wood are to be repaired to alleviate the flooding problems. Ward Cllr Lester was asked to clarify when verge trimming will take place in the parish.

**Clerk**

**Cllr Eustace**

**All Cllrs**

**Ward Cllr Lester**

### **17/5/15 Information / Correspondence / Discussion**

#### **a) To review and note Information and Outstanding Actions Sheet – RESOLVED**

#### **18/5/15 Items for next meeting (No Discussion)**

- Update on Proposed development in Ashperton
- Insurance

**Clerk**

#### **19/5/15 To decide dates and times for Ordinary meetings for the ensuing year**

Meetings to be held last Tuesday of every other month at Ashperton Village Hall at 7.30pm.  
Dates set as Tuesday 28<sup>h</sup> July, Tuesday 29<sup>th</sup> September, Tuesday 24<sup>th</sup> November, Tuesday 26<sup>th</sup> January 2016, Tuesday 22<sup>nd</sup> March 2016 and Tuesday 24<sup>th</sup> May 2016.

**All Cllrs**

**Date of next scheduled meeting :** Tuesday 28<sup>th</sup> July 2015

*The chairman declared the meeting closed at 9.22pm*

Signed:  
Chairman.

Date:

