

ASHPERTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ

Tel: 01531 670036 website: <https://ashperton.org.uk>

Minutes of the Annual Parish Council meeting held on Wednesday 30th May 2018 at 7.30pm

Present:-

Councillors Rowland Eustace (chairman), Andrew Hammond, Freda Helme and John Wyton

In attendance:-

Janet Chester – Parish Clerk

Members of the Public: 0

1. To Elect the Chairman of the Council and to sign the Declaration of Acceptance of Office

Cllr Eustace proposed by Cllr Helme and seconded by Cllr Hammond, unanimously supported. Cllr Eustace accepted and signed the necessary forms.

2. To Elect the Vice-Chairman of the Council and to sign the Declaration of Acceptance of Office

Cllr Wyton proposed by Cllr Helme and seconded by Cllr Eustace, unanimously supported. Cllr Wyton accepted and signed the necessary forms.

3. To Accept any Apologies for Absence and Note the Reason

Ward Cllr Lester

4. To Record any Declarations of Interest and Consider any Requests for Dispensations

None

5. Councillor Vacancies – To Note Councillor Vacancies and To Receive any Nominations for Co-Option

There are currently two vacancies on the parish council. One person has expressed an interest in standing as a councillor.

6. To Remind Councillors to review their Register of Interests held with Herefordshire Council and update if necessary

RESOLUTION / ACTION: Noted

7. To Consider Approval of Minutes of Parish Council meetings held 28th March 2018

RESOLUTION / ACTION: The minutes were approved as a true and accurate record and duly signed by the chairman.

8. To Receive a Brief Report from Three Crosses Ward Councillor, Mr Jonathan Lester

Cllr Lester had forwarded his apologies.

9. Public Participation Session for Local Residents to raise matters relevant to the Parish Council

(Please note: Decisions cannot be made on items not on the agenda) *This item to be limited at the discretion of the chairman*

None.

10. Planning: NB: no paper copies of applications are available to view at the meeting unless specified

a) To Consider Planning Applications referred for comment: **none (to be viewed online prior to the meeting)**

b) To Note Details of Decision Notices Received from Hereford Council: as per planning record below.

11. To Receive an Update on Ashperton Neighbourhood Development Plan

A formal six week Regulation 14 consultation is being undertaken before forwarding the plan to Herefordshire Council. The consultation ends on 26th June. This would be followed by any amendments, examination and referendum.

12. To Review and Adopt the following Policies for Ashperton Parish Council

a) Standing Orders b) Code of Conduct c) Financial Regulations d) Donations/Grants Policy
e) Assets Register f) Risk Assessment Schedule g) Risk Management Policy h) Freedom of Information requests i) Complaints Policy j) Training & Development Policy k) Media Policy l) Social Media Policy
m) Communications Policy n) Equal Opportunities Policy o) Bullying & Harassment Policy p) Health & Safety Policy q) Unacceptable Behaviour Policy r) Discipline & Grievance Policy

RESOLUTION / ACTION: It was agreed to adopt all policies above which had previously been circulated to all councillors.

13. GDPR - General Data Protection Regulations

a) To Receive Clerks GDPR Report

The clerk read out a report from HALC on GDPR. All councilors were recommended to read pages 1 -25 of the NALC GDPR Toolkit circulated. Councillors are to only keep copies of agendas, minutes and other documents in the public domain. All correspondence is to go via the clerk only.

RESOLUTION / ACTION: It was AGREED to follow the procedures above as outlined in the Action Plan.

b) To Consider Appointing the clerk as Data Protection Compliance Officer

RESOLUTION / ACTION: It was AGREED to appoint the clerk.

c) To Consider Adopting the Following Policies recommended by the GDPR Working Group and Displaying them on the Parish Council Website:

i) Data Protection Policy ii) Privacy Policy iii) Privacy Notices iv) Data Subject Access Policy
v) Consent Form

RESOLUTION / ACTION: It was agreed to adopt all policies above which had previously been circulated to all councillors. The policies are to be placed on the parish council website.

14. Appointments:

a) To Consider Appointing a GDPR Data Protection Officer (DPO)

RESOLUTION / ACTION: Deferred awaiting further advice.

b) To Appoint Footpath Officer(s)

RESOLUTION / ACTION: It was AGREED to re-appoint Cllr Eustace.

c) To Appoint Lengthsman

RESOLUTION / ACTION: It was AGREED to not appoint a lengthsman, any defects would be reported to Balfour Beatty.

d) To Appoint HALC Eastern Area Representative

RESOLUTION / ACTION: It was AGREED to appoint Cllr Helme.

15. To Review Working Groups and Terms of Reference, and to Review Members Leading Roles on Specific Issues as required:-

a) Neighbourhood Development Plan Steering Group **RESOLUTION / ACTION:** as currently.

b) Financial Working Group **RESOLUTION / ACTION:** full council

c) GDPR Working Group **RESOLUTION / ACTION:** Cllr Eustace and Cllr Wyton and the clerk

d) Traffic & Speed Management **RESOLUTION / ACTION:** full council

e) Website Management **RESOLUTION / ACTION:** the clerk

16. Finance:

a) To Receive Report from Financial Working Group

Not applicable.

b) To Receive 2017/18 End of Year Accounts

The clerk advised that the accounts had not yet been internally audited and were subject to the annual external audit.

Opening balances as at 1st April 2017 – current account £6781.55

Income £8155.00 Expenditure £6762.56 (plus £852.77 unrepresented cheques from 2017/18)

Closing balances as at 31st March 2018 – current account £7321.22.

The annual budget for 2018/19 had been set at £8425 and the precept at £7430 and has been requested and accepted

c) To Consider the Internal Auditors Report

RESOLUTION / ACTION: Deferred to next meeting

d) To Approve the Annual Governance Statement for the External Auditor

RESOLUTION / ACTION: Each item was read out and the Annual Governance Statement APPROVED

e) To Approve the Annual Accounting Statements for the External Auditor

RESOLUTION / ACTION: Each item was read out and the Annual Accounting Statement APPROVED

f) To Consider Completing the Certificate of Exemption for External Audit of End of Year Accounts

RESOLUTION / ACTION: It was AGREED that the parish council declare themselves exempt, the form was signed and the clerk will send to the external auditor.

g) To Review the Parish Council Insurance Policy and decide on any alterations required

RESOLUTION / ACTION: The Parish Council insurance policy is due for renewal in September but is in a long term agreement. The clerk has checked that the recent purchases of a laptop, printer and defibrillator are covered. It was AGREED that no action was needed.

h) To Note & Agree New National Salary Pay Scales for Council Clerks

The clerk had received notification from HALC of a National Salary Increase.

RESOLUTION / ACTION: It was AGREED to increase the clerks salary to SCP26 for 7 hours per week and back dated to April 2018.

i) To Note Finance Report and Bank Balances

RESOLUTION / ACTION: Finance Report Noted. Bank Balance as at 4th May 2018 £11099.15

j) To Consider Payments of Outstanding Accounts

000435: Autela Group Ltd – Payroll Services Q4 - £46.08

000436: Countrywide LPG – hall LPG - £741.28

000437: J Chester – clerk salary April/May and expenses – as agreed

000438: HMRC – PAYE Apr/May - £3.00

RESOLUTION / ACTION: All payments above APPROVED

17. Highways/Footpaths:

a) To Note Weekly Reports from Balfour Beatty Locality Steward

Noted.

b) To Note any new Highway and Footpath Defects and work for the Lengthsman

Cllrs Eustace, Wyton and the clerk had met with the new locality steward and viewed defects through the village between the Hopton Arms and Peascroft.

The clerk will ask Balfour Beatty to pick up the sandbags and flood signs, and ask them to sweep the pavements and clean the drains.

c) To Sign Balfour Beatty Lengthsman / P3 contract 2018/19

RESOLUTION / ACTION: The Chairman and Clerk signed the contract which will be sent off to Balfour Beatty.

d) To Consider Purchasing new Salt/Grit Bins

A new salt/grit bin is required for the top of Church Lane. The clerk will request one from Balfour Beatty but if not feasible will look into costs for the parish council to purchase bins.

18. Information Section / Correspondence / Discussion:

a) To Review Information and Outstanding Actions

RESOLUTION / ACTION: Reviewed and updated

19. Reports: To receive any reports from meetings attended

The clerk has attended training courses on GDPR and HALC "Audit Answers". Ashperton area is now in the Abberley and Malvern Hills Geopark.

20. Training: To note any forthcoming training dates

The clerk has circulated the latest training diary and asked councilors to advise if they wish to attend any.

21. To Raise items for next scheduled Parish Council Meeting (no discussion)

- Phone Box Refurbishment
- Village Hall Bank Signatories / Mandate (FH to get further information)
- Village Hall Key Holders
- Defibrillator Maintenance

22. To Decide Dates and Time of Ordinary Meetings for the ensuing year

2018 - Wednesday 1st August, Wednesday 26th September, Wednesday 28th November
 2019 – Wednesday 30th January, Wednesday 27th March, Wednesday 29th May (TBC)

The chairman declared the meeting closed at 8.40pm

Signed:.....
 Chairman

Dated:.....

Information Sheet

DATES OF SCHEDULED MEETINGS 2018 – (all held at Ashperton Village WI Hall at 7.30pm unless advised otherwise)

Wed 1st August, Wed 26th September, Wed 28th November

PARISH CLERK UPDATE

- Road defects reported to Locality Steward / Herefordshire Council via website
- New Website now live
- NDP Support work undertaken
- NDP Grant Application submitted
- Lengthsman / P3 Year End Costs report sent to Balfour Beatty
- Lengthsman/P3 2018/19 Annual Maintenance Plan Completed
- HALC, Herefordshire Council and WiRE GDPR training events attended
- HALC Audit Answers Training attended
- HALC Eastern Area meeting attended
- Website training undertaken
- GDPR Working Group Meeting arranged
- GDPR Policies drafted
- End of Year Accounts prepared for Audit

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Herefordshire Rural Hub – April & May newsletters *

- Herefordshire Council – GDPR training power point presentation slides *
- Herefordshire Council – Transport Package Consultation*
- HALC – Information Corner – April & May*
- HALC – Eastern Area Meeting 14th March Agenda *
- HALC – GDPR guidance *

* Circulated to Cllrs.

OUTSTANDING ACTIONS - These are the consolidated actions outstanding after the last meeting:-

Meeting	Minute	Action	Status	Comments
Sept 2017	7	Clerk/NDP	Complete	All NDP documents and minutes to be chased and put onto website
Sept 2017	9.2	RE	Ongoing	Contact Cricket Club re installation of footpath gate
Jan 2018	9.3	clerk	ongoing	Contact businesses re contribution towards costs of speed control in village

PLANNING RECORD

App. No.170341 Budding Cottage, Canon Frome, HR8 2TA Proposed outdoor arena **PC Comment:** PC unable to reach decision due to lack of detail on application – questions sent to Hfd Council case officer

HEREFORDSHIRE COUNCIL DECISION: GRANTED

App.No. 172069 Ashperton Holiday Park, Ashperton, HR8 2SE Proposed 3 no additional holiday let chalets. Also change of use of The Coach House annex from a holiday let chalet into an assistant holiday park managers/maintenance/groundsman's on-site accommodation. **PC Comment** PC express concerns that current use of chalets breaches previous conditions applied

HEREFORDSHIRE COUNCIL DECISION: GRANTED 3.5.18

App.No. 172538 Budding Cottage, Ashperton, HR8 2TA RETROSPECTIVE 4 stables, 2 foaling boxes and a hay barn. **PC Comment** PC object

HEREFORDSHIRE COUNCIL DECISION: GRANTED 15.5.18

App.No. 173180 The Hawthorns, Ashperton, HR8 2RY Proposed conversion of detached double garage to ancillary living accommodation annexe **PC Comment** PC support this application

HEREFORDSHIRE COUNCIL DECISION GRANTED 7.11.18

App.No.173579 Land Adjacent to Peascroft, Ashperton, Ledbury, HR8 2RY Proposed 2 x three bedroom houses **PC Comment** PC no objections to principle but expressed concerns

HEREFORDSHIRE COUNCIL DECISION:

App.No.173678 The Farm, Ashperton, Ledbury, HR8 2RY Proposed stable building, to include 12 individual stables and one foaling stable, tack room and feed room

PC Comment PC support this application **HEREFORDSHIRE COUNCIL DECISION:**

App.No.173679 The Farm, Ashperton, Ledbury, HR8 2RY Proposed one and a half storey 3 bedroom farmhouse and access roadway

PC Comment PC support this application **HEREFORDSHIRE COUNCIL DECISION:**

App.No. 180147 Land to the South West of Holmlea, Ashperton, HR8 2RZ Outline application for 2 dwellings and amendments to the existing access to improve highway safety **PC Comment:** The Parish Council object to this application. **HEREFORDSHIRE COUNCIL DECISION: Withdrawn**

App No. 180585 Croft Orchard, Ashperton, HR8 2RY Proposed ancillary garden studio

PC Comment: PC support this application **HEREFORDSHIRE COUNCIL DECISION:** GRANTED 18.5.18