

# 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 at Ashperton Village Hall on Wednesday 15<sup>th</sup> May 2019 at 7.30pm

### Present:-

Councillors Rowland Eustace (chairman), Andrew Hammond, Eleanor James and John Wyton

### In attendance:-

Janet Chester – Parish Clerk

### Members of the Public: 3

N.B. Before the meeting commencing the clerk received signed Declaration of Acceptance of Office forms from all councillors.

The Chairman Cllr Eustace welcomed everyone to the meeting.

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

Cllr Eustace proposed by Cllr Hammond and seconded by Cllr Wyton. There being no other nominations Cllr Eustace accepted the position and signed the necessary Declaration of Acceptance of Office as Chairman form.

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

Cllr Wyton proposed by Cllr Eustace and seconded by Cllr Hammond. There being no other nominations Cllr Wyton accepted the position and signed the necessary Declaration of Acceptance of Office as Vice-Chairman form.

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

Three Crosses Ward Councillor Jonathan Lester (other meeting)

### 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

After the recent elections there remain three parish councillor vacancies. Councillors will spread the word and ask any interested person to contact the clerk.

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

The clerk reminded all councillors to review their register and complete a new form if necessary. Councillors also need to return their election expenses form to Herefordshire Council within 28 days of election.

## 7. To Consider Approval of Minutes of Parish Council meeting held 17<sup>th</sup> April 2019

The minutes of the meeting held 17<sup>th</sup> April were APPROVED as a true and accurate account and duly signed by the chairman.

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

Ward Cllr Lester had phoned the clerk to give his apologies. A number of parish councils in the Three Crosses Ward also have meetings tonight and he cannot attend them all! "Firstly, I was very pleased to be re-elected to represent the Three Crosses ward. I am very grateful to all of those who have supported me. Secondly, as there is no party with an overall majority I cannot inform you at this stage as to who will form the next administration. I assume that this will become clear at the next full council meeting on 24th May 2019. I would like to take this opportunity to thank all of those councillors who have stood down for their service, and for those who are new I look forward to meeting you and working with you accordingly. Have a good evening and I look forward to seeing you at the next meeting."

## 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*

No matters raised.

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

## 11. To Receive an Update on Ashperton Neighbourhood Development Plan

The NDP Regulation 16 Consultation is currently being undertaken it started on 13<sup>th</sup> May and runs for six weeks. After this it will go for examination and then referendum.

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

All the below policies had been emailed to the councillors prior to the meeting.

- a) Standing Orders - readopted
- b) Code of Conduct - the parish council had received advice to adopt the same code as Herefordshire Council, this was AGREED and new policy adopted
- c) Financial Regulations - readopted
- d) Donations/Grants Policy - readopted
- e) Assets Register – updated and adopted
- f) Risk Assessment Schedule – updated and adopted
- g) Risk Management Policy - readopted
- h) Freedom of Information requests - readopted
- i) Complaints Policy - readopted
- j) Training & Development Policy - readopted
- k) Media Policy - readopted
- l) Social Media Policy - readopted
- m) Communications Policy - readopted
- n) Equal Opportunities Policy - readopted
- o) Bullying & Harassment Policy - readopted
- p) Health & Safety Policy - readopted
- q) Unacceptable Behaviour Policy - readopted
- r) Discipline & Grievance Policy - readopted
- s) Co-option Policy – new policy adopted

- t) GDPR Data Protection Policy - readopted
- u) GDPR Privacy Policy - readopted
- v) GDPR Privacy Notices - readopted
- w) GDPR Data Subject Access Policy - readopted
- x) GDPR Consent Form - readopted
- y) Planning Applications between Meetings Policy – readopted

**RESOLUTION / ACTION:** All above policies were reviewed and adopted.

### 13. Appointments:

- a) To Appoint GDPR Data Protection Officer (DPO) – the clerk was appointed. RESOLVED
- b) To Appoint Lengthsman / Footpath Officer(s) – Cllr Eustace was appointed RESOLVED
- c) To Appoint HALC Eastern Area Representative – Cllr Hammond was appointed RESOLVED

### 14. 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 – to continue as current. RESOLVED
- b) Financial Working Group – full council RESOLVED
- c) GDPR Working Group – it was decided to disband this group. RESOLVED
- d) Traffic & Speed Management – full council RESOLVED
- e) Website Management – clerk RESOLVED

Terms of Reference to stay the same RESOLVED

### 15. Finance:

- a) To Receive Report from Financial Working Group – the accounts have been internally audited.
- b) To Receive 2018/19 End of Year Accounts

Opening Balance 1st April 2018 £7321.22. Income £9894.33 Expenditure £8663.46 unrepresented cheques £863.75 Closing Balance £9415.84. All income and expenditure was £1231 within the budget figures and reserves are healthy.

- c) To Consider the Internal Auditors Report

It was RESOLVED to approve the Internal Auditors Report.

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

It was RESOLVED to approve the Annual Return Governance Statement which was duly signed by the Chair and the clerk.

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

It was RESOLVED to approve the Annual Return Accounting Statements and they were duly signed by the Chair.

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

It was RESOLVED, that as the parish council did meet the requirements, to approve the signing of the Certificate of Exemption from External Audit. The certificate was signed by the Chair and Responsible Finance Officer.

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

It was RESOLVED that the insurance schedule was adequate for the coming year and it was AGREED to renew the policy in September.

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

RESOLVED It was agreed to pay the clerk at new salary scale point 27, 7 hours per week backdated to 1st April 2019.

**i) To Note Finance Report and Bank Balances**

Noted.

**j) To Consider Payments of Outstanding Accounts**

000459: J Chester – clerk salary April/May and expenses – as agreed

All the above invoices were APPROVED for payment and the cheques signed

#### **16. 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 - none**

#### **17. Information Section / Correspondence / Discussion:**

**a) To Review Information and Outstanding Actions – reviewed and updated.**

**b) To Discuss Tree Stump Falling onto Pavement and Phone Kiosk**

Cllr Eustace will speak to the owner of the tree stump. RESOLVED

**c) To Discuss Phone Box Restoration**

The clerk will try and obtain further quotes for the phone box restoration. RESOLVED

#### **18. Reports:** To receive any reports from meetings attended

The clerk had attended Election training events given by Herefordshire Council and HALC.

#### **19. Training:** To note any forthcoming training dates

A new HALC training diary is expected soon.

#### **20. To Raise Items for next scheduled Parish Council Meeting (no discussion)**

NDP      Phone Box

#### **21. To Decide Dates and Time of Ordinary Meetings for the ensuing year**

all held at Ashperton Village WI Hall at 7.30pm unless advised otherwise

2019 – Wed 24<sup>th</sup> July, Wed 25<sup>th</sup> Sept, Wed 27<sup>th</sup> Nov

2020 – Wed 29<sup>th</sup> January, Wed 25<sup>th</sup> March, Wed 27<sup>th</sup> May

**Signed:**.....**Chairman**

**Dated:**.....

## Information Sheet

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

2019 – Wed 24<sup>th</sup> July, Wed 25<sup>th</sup> Sept, Wed 27<sup>th</sup> Nov

2020 – Wed 29<sup>th</sup> January, Wed 25<sup>th</sup> March, Wed 27<sup>th</sup> May

#### PARISH CLERK UPDATE

- Road defects reported to Locality Steward / Herefordshire Council via website
- Website updated
- NDP Support work undertaken
- Defibrillator Maintenance Contract service completed
- Election Training attended
- Various Election Notices displayed at Required Times
- Insurance Renewal checked
- Policies reviewed and updated
- End of Year accounts prepared

#### GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings \*
- Balfour Beatty – Herefordshire Road Closure Notices \*
- Herefordshire Rural Hub – March & April newsletters \*
- HALC – Information Corner \*
- Herefordshire Council – Cabinet Update March \*
- Herefordshire Council – Notice of 2019 Elections \*
- Herefordshire Council – Notice of Uncontested Parish Council Elections \*
- Herefordshire Council – Notice of Ward Councillor Elections \*
- Herefordshire Council – Notice of European Elections \*

\* Circulated to Cllrs.

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

Meeting	Minute	Action	Status	Comments
Sept 2017	9.2	RE	Ongoing	Contact Cricket Club re installation of footpath gate
Aug 2018	12b	clerk	Ongoing	Obtain quote for painting phone box
Aug 2018	12c	AH	Ongoing	Village Hall Keyholders contacts to be put on notice board/window

#### PLANNING RECORD

##### HEREFORDSHIRE COUNCIL DECISION GRANTED 22.10.18

**App No: 182827 Land adj. The Ditch, 44 Ashperton Road** Proposed new build cottage style building

**P C Comment:** PC no objections

##### HEREFORDSHIRE COUNCIL DECISION GRANTED 15.10.18

##### **184375 – The Cottage, Church Lane, Ashperton**

Live/work unit with additional associated parking (Previous application 153022)

**PC Comment:** The Parish Council have no objections but would wish it noted that there is no public sewerage in the village.

##### HEREFORDSHIRE COUNCIL DECISION: GRANTED 27.2.19

##### **183941 – The Hopton Arms Public House, Ashperton, HR8 2SE**

Proposed change of use into two semi detached dwellings complete with ancillary amenity space and external garden areas, on site parking for both new dwellings, on site turning heads and suitable reformed access drive into application site

**PC Comment:** The Parish Council strongly object to this application. A letter outlining these objections will be formulated and forwarded to the planning department.

##### HEREFORDSHIRE COUNCIL DECISION – REFUSED 28.3.19

##### **184628 – Land to the South West of Holmlea, Ashperton, HR8 2RZ**

Outline planning application for 2 dwellings on land south west of Holmlea. Amendments to the existing access to improve highway safety.

**PC Comment:** The Parish Council object to this application. A letter outlining these objections will be formulated and forwarded to the planning department.

##### HEREFORDSHIRE COUNCIL DECISION