

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 Parish Council Annual Meeting held at Ashperton Village Hall on Thursday 18th May 2023 at 7.30pm

Present:- Councillors Rowland Eustace, Nathan Brooking and Allen Snowball

In attendance:-

Three Crosses Ward Councillor Jonathan Lester

Parish Clerk - Janet Chester

Members of the Public: 0

In the absence of the Chairman Cllr Hammond, Cllr Eustace took the chair and welcomed everyone to the meeting.

Following the Elections earlier this month all councillors signed a Declaration of Acceptance of Office prior to the meeting commencing.

1. To Elect the Chair of the Parish Council

Cllr E Stevens was proposed and unanimously agreed. The clerk will arrange for necessary forms to be completed.

2. To Elect the Vice-chair of the Parish Council

Cllr N Brooking was proposed and unanimously agreed. Cllr Brooking completed his Declaration of Acceptance of Vice-chair.

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

Cllr Hammond (illness) and Cllr Stevens (holiday)

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

None.

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

After the recent elections there remain two vacancies

6. To Remind Councillors to Complete and Review their Register of Interests held with Herefordshire Council

Noted

7. To Consider Approval of Minutes of Parish Council meeting held 30th March 2023

The minutes of the meeting held had been circulated and were APPROVED as a true and accurate account.

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

Ward Councillor Lester spoke about:-

- May Elections Herefordshire Council change of Administration
- Herefordshire Council consultation on Core Strategy starts June 2023
- Hereford City Masterplan available on website (including ERIC – Eastern River Crossing
- Herefordshire Council Big Economic Plan to 2050
- Public Realm Contract
- Childrens Services Government Minister Report – future monitoring of service
- Herefordshire Council Budget Setting means £14m of savings to be found in 2024
- Setting up prospectus regarding phosphate issues
- £7m spending required to renovate Shire Hall Hereford so mothballed at present

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

- a) To Consider Planning Applications referred for comment: **(to be viewed online prior to the meeting)** - None
- b) To Note Details of Decision Notices Received from Hereford Council: as per planning record
Noted

10. Public Participation Session for Local Residents to raise matters relevant to the council

No matters raised

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

- a) Standing Orders – re-adopted
 - b) Code of Conduct – re-adopted
 - c) Financial Regulations - re-adopted
 - d) Donations/Grants Policy – re-adopted
 - e) Assets Register - updated and adopted
 - f) Risk Assessment Schedule – updated and adopted
 - g) Risk Management Policy - re-adopted
 - h) Freedom of Information requests – re-adopted
 - i) Complaints Policy – re-adopted
 - j) Training & Development Policy – re-adopted
 - k) Media Policy – re-adopted
 - l) Social Media Policy – re-adopted
 - m) Communications Policy – re-adopted
 - n) Equal Opportunities Policy – re-adopted
 - o) Bullying & Harassment Policy – re-adopted
 - p) Health & Safety Policy – re-adopted
 - q) Co-option Policy – re-adopted
 - r) Unacceptable Behaviour Policy – re-adopted
 - s) Discipline & Grievance Policy – re-adopted
 - t) Scheme of Delegation to Parish Clerk – re-adopted
 - u) GDPR Data Protection Policy – re-adopted
 - v) GDPR Privacy Policy – re-adopted
 - w) GDPR Privacy Notices – re-adopted
 - x) GDPR Data Subject Access Policy – re-adopted
 - y) GDPR Consent Form – re-adopted
 - z) Planning Applications between Meetings Policy – re-adopted
- RESOLUTION:** Policies amended, updated and re-adopted as marked

12. Appointments:

- a) To Appoint GDPR Data Protection Officer (DPO) **RESOLUTION:** clerk
- b) To Appoint Footpath Officer(s): **RESOLUTION** Cllr Eustace
- c) To Appoint HALC Eastern Area Representative **RESOLUTION:** clerk
- d) To Review Working Groups and Terms of Reference, and to Review Members Leading Roles on Specific Issues as required **RESOLUTION:** deferred
- e) To Appoint Two Representatives on Ashperton Consolidated Charities **RESOLUTION:** Cllr Snowball

13. Finance:

- a) To Receive 2022/23 End of Year Accounts from Responsible Finance Officer

The clerk/RFO advised that the accounts had been internally audited and were subject to the annual external audit. Opening balances as at 1st April 2022 – current account £14404.37 Income £9250.00 Expenditure £10311.22 (£1817.78 unrepresented cheques) Closing balances as at 31st March 2023 – current account £15160.93 The annual budget for 2023/24 had been set at £10700 and the precept at £9750 which has been requested and accepted. **RESOLVED**

- b) To Consider the Internal Auditors Report

It was **RESOLVED** to approve the Internal Auditors Report.

- c) 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.

- d) 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.

- e) 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.

- f) 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. The Audio Visual Equipment is included in the policy.

- g) To Note Finance Report and Bank Balances

Bank Balance 31st March 2023 £15160.93 Finance Report Noted

- h) To Consider Payments of Outstanding Accounts

000532: LDA Meats Ltd - £750.00

000533: J Chester – clerk salary April/May – as agreed plus expenses of £59.99 Microsoft 365

RESOLVED: All above invoices were approved for payment.

14. Highways/Footpaths:**a) To Note any new Highway and Footpath Defects**

There is a fallen tree in Ashperton Park over the footpath near Poppinger.
Roadside hedges and trees need trimming to make footpath safe.

RESOLUTION: A letter drop will be done to properties along A417.

b) To Review Speed Indicator Devices

A solar powered indicator showing your speed and thank you / slow down was the preferred choice.
The clerk has received a quote and will arrange a meeting with Balfour Beatty re installation locations. The clerk has explored grant opportunities with the Police & Crime Commissioner.

RESOLUTION: Ward Cllr Lester confirmed that Simon Hobbs is the person to contact with Herefordshire Council. The clerk will arrange a meeting with him and a representative from Elan City in June/July.

15. Information Section / Correspondence / Discussion:**a) To Review Information and Outstanding Actions**

Noted and updated.

16. Reports: To receive any reports from meetings attended – none**17. Training:** To note any forthcoming training dates -
The clerk will circulate HALC Training Diary when it arrives.**18. To Raise Items for Next Scheduled Parish Council Meeting (no discussion)**

Village Pond
SIDS
Councillor Responsibilities

19. To Confirm Dates and Time of Scheduled Meetings for the forthcoming year

2023 - Thursday 27th July
Thursday 28th September
Thursday 30th November
2024 - Thursday 25th January
Thursday 28th March
Thursday 30th May

All meetings held at Ashperton Village Hall at 7.30pm. Extra meetings may be called at any time.

Meeting closed at 20.55pm

Signed:..... **Dated:**.....

Chairman of the Parish Council

Information Sheet

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

2023 - Thursday 27th July
 Thursday 28th September
 Thursday 30th November
 2024 - Thursday 25th January
 Thursday 28th March
 Thursday 30th May

PARISH CLERK UPDATE

Road defects reported to Locality Steward / Herefordshire Council via website
 Website updated
 End of Year Accounts audited and Financial End of Year Procedures completed

GENERAL CORRESPONDENCE RECEIVED

Balfour Beatty – Locality briefings *
 Balfour Beatty – Herefordshire Road Closure Notices *
 Herefordshire Rural Hub – April & May newsletters *
 Herefordshire Council – Election May 2023 procedures, news and updates *
 Herefordshire Council – Talk Community updates *
 Herefordshire Council – Leaders Newsletter *
 HALC – Information Corner & Training Diary *
 West Mercia Police – Newsletter *
 * 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
Jan 2020	6	All	ongoing	All footpaths to be checked and repairs made as required
Sept 2021	9c	clerk	complete	Obtain firm quote for SID and liaise with Balfour Beatty re location
Sept 2021	10c	All	ongoing	Carry out weekly checks on defibrillator status (Pads expiry date 09/2024)
March 2022	11c	AH	ongoing	Investigate costs of disabled toilet installation and report at next meeting
March 2022	9a	clerk	ongoing	chase landowner about dangerous manhole cover in Dognall Lane
May 2022	13f	clerk	complete	add audio-visual equipment to Insurance Policy
May 2023	14a	clerk	requested	request footpath signs for AP19, AP18, AP13 and AP11 and waymarker post for Ashperton Park – delivery chased May 2023
July 2022	10b	JL/AH	ongoing	J Lester to ascertain SID responsibility in Hfids C then AH contact for info

PLANNING RECORD

[191013 Land to the North of Ashperton Village Hall Ashperton Herefordshire](#) , Application for approval of reserved matters following Outline 152041 (Proposed residential development of 10 dwellings (amendment to original application)) for the approval of Appearance, Landscaping and Scale including details to address conditions 3, 5, 7, 9, 10, 14, 15, 16, 17, 18, 19, 21, 22 & 24)

PC Comment: The Parish Council object to the drainage proposals and the appearance and scale of the dwellings as being totally out of character with the existing properties in the village. They also wish to ensure that the flats/offices above the garages have conditions attached to them so they cannot become separate dwellings. It is also felt that the proposed number of car parking spaces allocated for the dwellings is not adequate.

HEREFORDSHIRE COUNCIL DECISION: ON HOLD DUE TO PHOSPHATES

[212011 – Little Tuston, Woodend, Herefordshire HR8 2RS](#) Proposed change of use of existing annexe to a separate C3 residential dwelling

PC Comment: The Parish Council have no objections

HEREFORDSHIRE COUNCIL DECISION: ON HOLD DUE TO PHOSPHATES

[P221286 Ashperton Holiday Park The Coach House Ashperton Ledbury Herefordshire HR8 2SE](#) Variation of condition 2 172069/F (Proposed 3 no additional holiday let chalets.) - Change roof covering.

PC Comment: The Parish Council have no comment to make.

HEREFORDSHIRE COUNCIL DECISION: REFUSED 28.6.2022

[P222728/N Whitwick Manor Lower Eggleton Ledbury Herefordshire HR8 2UE](#) The erection of and the construction of an anaerobic digestion (AD) plant with associated facilities, including feedstock storage clamps; tanks; lagoons and wetland filtration system; and connection to the national gas grid, together with the installation of photovoltaic panels on buildings, a grain store and dryer and the construction of anew vehicular access to the A417.

PC Comment: The Parish Council object on traffic impact on the village grounds

HEREFORDSHIRE COUNCIL DECISION

[224192 - Hansnett Farm, Canon Frome, Ledbury, Herefordshire HR8 2TF](#) Proposed change of use from agricultural land to seasonal farm stay using existing treehouse, a bell tent and vintage caravan. Construction of associated facilities to include a shower/wc building and provision of treatment for the waste water.

[222704 Ashperton Holiday Park Ashperton Herefordshire HR8 2SE](#) Application for variation of condition 2 of planning permission 172069 (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 and the creation of an access through Hopton Arms car park.) - To change the roofing material from Cedar shingles to natural slate.

PC Comment:: Ashperton Parish Council not consulted.

HEREFORDSHIRE COUNCIL DECISION GRANTED 18.10.2022

A meeting of Trustees of Ashperton Village Hall (all parish councillors) immediately followed the parish council meeting

a) To Discuss Further Village Hall Improvements

The front door needs revarnishing

A meeting of village hall committee members is to be held to view and discuss the toilet refurbishment

b) Review of Village Hall Trustees

RESOLUTION: All parish councillors to be added after May elections

c) To Decide Councillors Individual Responsibilities on Village Hall Management

RESOLUTION: Deferred

d) To Appoint Village Hall Safeguarding Officer

RESOLUTION: Deferred

Meeting closed 21.00pm