

MORETON ON LUGG PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in Moreton-on-Lugg Village Hall on **Tuesday 1st May 2018 following the Annual Parish Meeting.**

Ward Cllr Guthrie proposed a vote of thanks to the retiring Chairman, Kim Cooper and retiring Vice Chairman Pat Spong for all the time and effort they had both given to the Parish Council during their time in office. Gifts were presented to both in recognition of their services.

MINUTES

PRESENT:

Councillors: Cllr. C. Boden; Cllr V. Javens; Cllr Richard Styles; Cllr D Preece; Cllr B Jackson.

Parish Clerk: Lesley Hay. Ward Cllr Kema Guthrie. 9 Members of the public

1. With the retirement of Cllr Kim Cooper - councillors were invited to elect a new Chairman. Cllr Richard Styles was proposed, seconded and unanimously elected as Chairman. Cllr Styles accepted and duly signed the Declaration of Acceptance of Chairman form.

Cllr Styles then took over as Chair of the meeting.

2. Cllr Barbara Jackson was unanimously elected as Vice Chairman.
3. Apologies for absence were received from Cllr. B. Garbett; Cllr C Crowley.
The Clerk confirmed that a get-well card had been sent to Cllr Crowley on behalf of the Parish Council and was happy to report that Carol is now recovering at home.
4. Councillors collectively re-confirmed their Declaration of Office and confirmed that their previously declared Registrable Interests had not changed.

The vacancies for two Parish Councillors has been advertised and it is hoped interested parties will come forward. Co-option can take place at the next meeting in June.

Declaration of Interest: None declared.

5. **Election of other Officers:**

- 5.1 The Clerk was re-elected as Responsible Finance Officer
- 5.2 Cllr B Jackson was re-elected as Footpath Officer
- 5.3 Cllr C. Boden volunteered to be the Parish Council Representative on the Village Hall Committee.
- 5.4 Cllr B. Garbett and Cllr B. Jackson were elected as Planning Officers

This completed the re-election of officers and the monthly meeting followed:

6. **Policing Matters** - Local Police Officer/Community Support Officer were not in attendance.

- 6.1 HVOSS – item deferred until next meeting.

7. **Ward Councillor Guthrie** 's report – please see at the end of these Minutes

OPEN SESSION – concerns were expressed with regard to the increasing speed that cars; lorries etc are being driven through the village. There was some discussion with regard to the future resurfacing of the village road and the possibility of traffic calming measures being included in that programme.

However, in the meantime, it was agreed that Ward Councillor Guthrie will approach the Safer Roads Partnership to express the Parish Council's concern and the Clerk will make enquiries about having the SID returned to the village.

An email has been received from Marden Parish Council inviting representatives from Moreton and Sutton St Nicholas Parish Councils to attend their next meeting on the 11th June to discuss the heritage bridges and transport issues in Sutton Walls Ward. Cllr Styles offered to represent Moreton on Lugg – Clerk will confirm with the Marden Parish Clerk.

Sadly, it was acknowledged that the dropping of litter and noncompliance with 'pick up' after your dog remains an ongoing issue throughout the village despite notices; extra bins and the threat of quite considerable fines.

With no other items – the Chairman Closed the Open Session.

8. **To Receive Reports:**

- 8.1 Cllr Styles reported that the second phase of tree pruning was due to commence tomorrow – weather permitting. This work is safety work only. The goal posts have been painted and the nets will go up within the next couple of weeks.

The annual park inspections have been booked and should be completed before the start of the summer holidays.

8.2 **Balfour Beatty** – The Clerk reported that the Locality Steward visits the village weekly and reports pot holes etc – but the work, once logged, is then out of his jurisdiction and this is why sometimes action takes longer than the recommended time frame.

8.3 **Village Hall Committee** – Mrs Pam Taplin reported that new fire doors have not been fitted to the main hall. The Fire Prevention Officer is due to visit on the 9th May to give advice further advice on measures that may need to be implemented.

Wednesday 2nd May – afternoon tea and chat. The Tea Party planned for the 19th May has had to be cancelled due to lack of helpers but a Big Breakfast event is planned in June.

Mrs Taplin asked if she could express, on behalf of the Village Hall Committee, grateful thanks to Pat for her tireless fundraising over the years and to Kim for all the hard work, sometimes singlehandedly, in order to keep the village hall functioning. There was a round of applause as a show of appreciation.

Village Hall Treasure's report - £3840.43 with no outstanding invoices.

8.4 **Footpath Officer's report:** The footpaths have been well maintained this year. We installed a new gate on the bridleway suitable for horse riders and pedestrians also a new dog waist bin. The landowners have cut the hedges and grass pathways.

9. **The Minutes of Meeting** held on Tuesday 3rd April 2017 had been circulated and it was proposed, seconded and unanimously agreed they were a true record and should be adopted. The Chairman signed the minutes.

Matters arising:

9.1 New Data Protection Laws – the Clerk confirmed that the Audit Report and Action Plan, both requirements under the new legislation, had now been collated by Microshade.

It was proposed, seconded and unanimously agreed to adopt the Audit Report and Action Plan. The Parish Council now meet all the legal requirements set out within the new law regulations.

The Clerk reported having received the following paragraph via an email from Anthony Bush:

*“An amendment has been made to the Data Protection Bill currently proceeding through Parliament that **removes the requirement for parish councils to have a data protection officer**. There is still time for this to change of course until the bill receives royal assent”.*

It would, therefore, appear that it may no longer be obligatory to appoint a DPO but, according to the HALC Information sheet (circulated), it is considered good practice. This option was discussed and it was agreed to continue with Microshade in their capacity of DPO to Moreton Parish Council until guidelines become clear.

9.2 The Clerk confirmed SLCC membership

9.3 Solar light – Cedar Close – a quote has been received from D C Gardening with regard to installing a solar lamp. However, concerns were discussed with regard to how long the lamp would stay alight in the winter. The Clerk to make further enquiries with regard to this issue and possible alternatives. Item deferred to next meeting.

9.4 Resurfacing Cedar Close has now been completed and all agreed an excellent improvement.

9.5 Community Governance Review – the Parish Council had no further comments and it was agreed that the second phase could now proceed.

Resolved: Clerk to inform John Coleman.

Contract of Service – Litter picker duties – Mr Adrian Parry

A revised draft Contract of Service has been drawn up by the retiring Chairman. Item deferred to the next meeting for discussion.

Clerk to liaise with Locality Steward re request for road sweeper.

10. **Finance matters**

10.1 End of year Account sheet had been circulated. The current account sheets had also been circulated.

10.2 The Annual Governance Statement for 2017/2018 read out by the Chairman was agreed and accepted by Council. The Annual Governance Statement Form was duly signed by the Chairman and the Clerk as Responsible Finance Officer.

- 10.3 The Annual Accounting Statement for 2017/2018 had been audited and these figures were agreed and accepted by Council. The Annual Accounting Statement was completed and signed by the Chairman and Clerk as Responsible Financial Officer.

The Certificate of Exemption was signed and together with the Contact details will be returned to the External Auditor. However, the Clerk did explain that due to a late VAT repayment during 2016/17 the income for 2017/18 had gone over the £25,000 limit.

A letter of explanation will be sent but it maybe that the full accounts will be re-called to go for a full audit. If this is the case, there will be a charge of £200.

The Notice of Date of Commencement of Period of the Exercise of Rights is ready to be displayed on the 3rd^h June 2018 for 30 working days up to and including 13th July 2017.

The Clerk informed those present that all documentation would be up loaded on to the website as appropriate and displayed on the village Notice Board within the appropriate time scale.

- 10.4 Mr Robert Taplin was proposed and kindly agreed to continue as Internal Auditor.
- 10.5 Consideration and Approval of outstanding invoices.
A Schedule of Payments had been circulated.
It was unanimously agreed that these outstanding invoices should be paid. Clerk to raise cheques for signature – cheques were signed.
- 10.6 The Clerk explained that NALC had confirmed an increase in Parish Clerks' salary of 2% dated from 1st April and this had been included in the salary cheque for April.
- 10.7 Insurance Renewal 2018/2019- renewal notice received – the new policy was unanimously accepted and cheque was raised.
- 10.7 Payment to Internal Auditor - a £25.00 gift was agreed - Clerk to organise card and voucher.

11. **To review revised Standing Orders** /and existing Financial Regulations/Financial Risk Assessment/Code of Conduct; Safe Guarding Statement.

The revised Standing Orders – (which had been circulated) together with the existing Financial Regulations/Financial Risk Assessment/Code of Conduct were reviewed and accepted for the coming year. All signed and dated by the Chairman and Clerk.

All Councillors present agreed to abide by the Code of Conduct.

The Moreton on Lugg Parish Council Safeguarding Statement was also adopted and a Notice advising appropriate telephone numbers will be displayed on the Notice Boards and on the website. The Parish Council have not been able to appoint a Safeguarding Officer at this time.

12. **Planning Matters**

(10.1) No update on the development at Church House Farm/A49

(10.2) Land adjacent to The Beeches – developer hopes to have completed by the end of May.

(10.3) Site visit – update land adjacent to The Beeches development. It was acknowledged that there is some confusion with regard to a possible right of way for vehicular access from Number 12 Orchard Close to the Village main road along the eastern access road, which is not shown on the drawings submitted with the planning application.

However, on contacting the Planning Officer – the Clerk reported that the Planning Officer confirmed that having checked their mapping system, there is no Public Right of Way that crosses the site, or indeed in the vicinity of it. This maybe a Private Right of Way (an easement), which would be a civil matter between land owners.

13. **Lengthsman and D C Gardening**

13.1 D C Gardening's contract/insurance policy for 2018/189 was confirmed.

13.2 Lengthsman work sheet for June – nothing identified.

13.3 The weed killing programme for 2018 – to be commenced end of May

13.4 The Chairman and Clerk signed the Parish Council's part of the Lengthsman's Contract with Herefordshire Council for 2018/2019 – Clerk to return for Herefordshire Council's signature.

14. **Correspondence:**

Several emails had been received by the Clerk outlining the ever-increasing pot holes and the generally poor/ deteriorating state of the village road – these letters had circulated to the Parish Councillors and the Locality Steward

A site visit with the Locality Steward had been offered but declined.

More recently emails have been sent direct to Balfour Beatty who it is hoped will be in a better position to inform the resident of their current strategies/programme with regard to resurfacing and pot hole repair.

14.1 HALC Information Corner – had been circulated.

15. **Items for the Next Agenda** (no discussion): None raised.

16. **To Confirm the Date** of the Next Parish Council Meeting -
Tuesday 5th June 2018

Chairman closed the meeting at 8.55p.m.

Signed: (Chairman)

Date:

Ward Councillor's Report

Highways Update

Re: Update on complaint about Balfour Beatty Road Closure communication errors – This has been investigated by the Council's Information Access Team & I have received a full apology from Balfour Beatty regarding this matter and they have confirmed that they are now looking at ways to improve the accuracy of their information.

Re: Bridges update

I have arranged to meet with our Locality Steward on Thursday 10th May 2018 to view Moreton on Lugg Bridge & Laystone Bridge to see what more can be done to protect these grade II star listed bridges. Marden Parish Council as part of their June meeting will be considering & discussing, the heritage bridges and transport issues in Sutton Walls Ward. [Unfortunately, the most recent damage to Laystone bridge will take about six weeks to be repaired \(a](#)

road closure will be in place on Haywood Lane) with the works starting around the end of May.

Re: Potholes

I've had reports from constituents around the Ward area about the ongoing problem of potholes on various roads, including Moreton on Lugg village road, on the C1120, C1125 Sutton St. Nicholas & The Vern Marden. I have passed these reports onto our Locality Steward for inspection & action accordingly. Please continue to report potholes via the Herefordshire Council website or by phoning 01432 261800.

Phase two of City Centre Improvements to begin in May

The second phase of work to upgrade Hereford City Centre will begin in May 2018 with the refurbishment of Commercial Street, High Town.

Balfour Beatty Living Places on behalf of Herefordshire Council will carry out refurbishment works on the Commercial Street area of High Town from early May.

The work is the second phase of a refurbishment project for the city centre that will create a consistent look with the recent refurbishment of Widemarsh Street and High Street. Future phases will include an enhanced walking and cycling environment.

The work will be phased to ensure minimal disruption to businesses and shoppers. All access to frontages will be maintained. Work will continue through 2018 with a break for the busy Christmas shopping period. The Commercial Street phase of the scheme will be completed in early 2019.
Report by Kema Guthrie 01/05/2018