

## BREINTON PARISH COUNCIL

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### MINUTES OF THE MEETING | 14 JUNE 2023

Present: Cllr John Hull (Chair), Cllr Emil Morfett, Cllr Tracey Prosser, Cllr Lorraine Lewis, Cllr Jackie Morris, Cllr Elizabeth Morawiecka

In attendance: Footpaths Officer John Wade, 3 members of the public

#### **23.20 To receive apologies for absence**

23.20.1 None received

#### **23.21 To receive declarations of interest and requests for dispensations**

23.21.1 Cllr Morris declared an interest in interest in 23.25.1 1) **P231295/FH 159 Kings Acre Road, Hereford HR4 OSP** and took no part in the discussion.

23.21.2 Cllr Prosser declared an interest in 23.25.2 *To receive an update on recent decisions* should current planning application P230275/F Land at Little Haven. It was noted that this was not actually an item on the agenda and the planning application was not mentioned.

23.21.3 Cllr Morawiecka an interest in 23.25.2 *To receive an update on recent decisions* should current planning application P/204242/FH Warham Court Farm. It was noted that this was not actually an item on the agenda and the planning application was not mentioned.

23.21.4 Councillors were reminded they must declare any interests relating to any of the items on the agenda. Should an interest arise during the meeting, this can be declared when any interest becomes apparent during the meeting.

#### **23.22 To approve the minutes of the meeting on 17 May 2023 and discuss actions points**

23.22.1 Councillors considered the minutes from the meeting, which had been circulated previously to all councillors.

It was RESOLVED to approve the minutes as an accurate record of the meeting and Cllr Hull duly to signed as Chair.

#### **23.23 Public Open session: To receive comments from the public on parish matters**

23.23.1 No comments were raised by the members of the public and the open session was duly closed.

#### **23.24 Ward Cllr Bob Matthews: To receive a report and consider necessary actions**

23.24.1 Cllr Matthews was not in attendance and there was no report or updates for the meeting.

## 23.25 Planning:

23.25.1 To consider comments on current planning applications to be decided by Herefordshire Council:

- 1) **P231295/FH** 159 Kings Acre Road, Hereford HR4 OSP - Proposed replacement single storey rear extension.

Councillors considered the application and agreed that there were no concerns over the application. It was noted that no comments on the application had been received by the clerk from members of the public.

It was RESOLVED that the Parish Council had no objections to the planning application.

- 2) **P231371/F** Wyevale Nurseries - To install a polytunnel (Keder Greenhouse) for horticultural use.

Councillors raised concerns over the drainage, which may potentially cause flooding of the properties further downstream. It was also noted that there was a significant increase in the height of the proposed polytunnels compared to those at present.

It was RESOLVED that the Parish Council would comment on the application stating the concerns over the potential for flooding and requesting that sufficient drainage plans are implemented. It was agreed that Cllr Morfett would draft the comments for all councillors approval before submission.

- 3) **P231480/V - Certificate of Lawfulness (CLOPD)** Breinton Grange Breinton HR4 7PG - Alterations to the roof form and enclosure of an existing uncovered courtyard.

**Comments are not being accepted on this application.**

It was noted by councillors that there is a significant delay in responses to current planning applications being added on to the Herefordshire Council website. Councillors were concerned that this was affecting the Parish Council being able to represent the views of the public as comments were only displayed after the consultation period had ended.

*Action: Clerk to contact Herefordshire Council planning department and ask that any comments received on planning applications are emailed to the clerk email address for the Parish Council to take in consideration when responding to applications.*

23.25.2 To receive an update on recent planning application decisions

Cllr Prosser reported that the residents of Sweet Chestnut Drive had finally got control of the management company from Cotswold Oak Ltd. Numerous residents had previously reported to the Parish Council that the management company were charging for services that they were not providing. Councillors were concerned that this is a much wider issue regarding the management of open space and public highways, which needs to be enforced to avoid future occurrences.

*Action: Write to Herefordshire Council regarding a review of the practice and conditions relating to management companies and requesting that maintenance is included in the conditions, so they are in a position to adopt the management of the open space.*

**23.26 Balfour Beatty Locality Steward:** To receive an update and consider necessary actions

22.26.1 It was noted that the following works had been carried out within the parish since the previous meeting:

Week ending 19 May 2023	Breinton Lane - inspection of verges C1189 – snapped tree branch hanging low over carriage cut off
Week ending 2 June 2023	Kings Acre Road – blocked gully cleansed
Week ending 9 June 2023	C1190 – Hedge vegetation cut back improving visibility around bend in road

22.26.2 The Locality Steward, Mike Gill, advised that the culvert repairs on C1189 will be carried out under minor works which are addressed by the programmed side of the business. There are a number of minor works that may be completed in the next quarter subject to funding etc and an update will follow when this is likely to be addressed.

Councillors were concerned that money was being spent on repairing the roads as a result of this damaged culvert, and that repairing the culvert would be more financially economic.

It was RESOLVED to respond to Mike Gill's email to suggest that repairing the culvert as soon as possible would actually save money in the long term.

22.26.3 Following the Parish Council's request to reduce the verge cut on Warham Lane, Balfour Beatty have confirmed that the verge required the full cut as the verge width is minimal.

**23.27 Parish Footpath Officer:** To receive a report and consider necessary actions

22.27.1 John Wade advised that the lengthsman had strimmed that footpath BT2, which had been carried out to a high standard. However, there was a large amount of dog mess on the footpath and this had been a rather unpleasant job to complete.

John Wade suggested that signs could be installed on the footpath or the overgrowth not maintained if this does not improve the situation. Councillors suggested an article could be included in Teamtalk regarding the condition and maintenance of the footpaths.

It was RESOLVED to ask John Wade as Footpaths Officer to write an article for Teamtalk to encourage people to look after the footpaths.

**23.28 Lengthsman:** To consider the schedule of annual works and necessary actions

22.28.1 Councillors to reviewed schedule of works sent to the lengthsman for 2022. Councillors agreed that the schedule included works to be completed each year and required no changes for the current year.

It was RESOLVED to send the annual schedule of the works to the lengthsman for 2023 including the same list of works as 2022.

- 22.28.2 The lengthsman had also advised the clerk whilst strimming footpath BT2 there was a large amount dog mess including some in bags and suggested placing a bin on the footpath or signs.

It was RESOLVED to put in place no dog fouling signs on footpath BT2.

**23.29 Breinton Village Hall Committee:** To receive a report and consider necessary actions

- 22.29.1 Cllr Lewis advised that the committee were renewing the lease of trustees.

**23.30 Breinton PC website:** To consider requests for use of the website

- 22.30.1 An enquiry has been made by the new Church Warden and the Village Hall Committee regarding use of Parish Council website with the hope to bring the village and community together more.

A suggestion has been made to combine all the activities in the village from one accessible online location with web pages for each Parish Council, History Group, Village Hall, events, local crime watch and Church.

Councillors considered the request and would like to include more local information and news on the website, however it was agreed that there were a few impracticalities that would need to be overcome. The website is a government domain and therefore the Parish Council are accountable for protection and security. It was agreed that the website log in details could not be provided to third parties to maintain and post on the website. Councillors also were concerned over the clerk's time that would be required to add and maintain the pages.

Councillors considered the option the website including a link to an external digital noticeboard, which could be maintained by the various organisations.

It was RESOLVED to defer the item until further research has been done into the practicalities of using a digital noticeboard and the potential implications of a link to this being included on the website.

**23.31 Teamtalk Magazine:** To consider a donation to the magazine

- 22.31.1 The Parish Council have received a letter dated 5 May 2023 Reverend Ruth Hulse requesting a donation of £1,000. The donation included a request for £500 towards churchyard maintenance and £500 towards Teamtalk.

Councillors agreed that a donation could not be made to the church as this prohibited by The Local Government Act 1894. Councillors discussed the donation to Teamtalk magazine, which is provided to every household within Breinton free of charge. It was agreed that a £1000 donation towards Teamtalk magazine would be commensurate to the benefit to the community.

It was RESOLVED to make a £1000 donation to Teamtalk magazine and no donation would be made to the maintenance of the churchyard.

### 23.32 Finance:

23.32.1 To consider the below payments:

Breinton Village hall	17 May 2023 meeting hire	BACS	£18.00
HM Revenue & Customs	PAYE April – June 2023	BACS	£76.40
John Finch Computers	Laptop annual service	BACS	£99.00
FMS Hereford	June payroll	BACS	£42.00
Richard Mills Farm Services	Lengthsman	Cheque	£115.20
Emily Godsall	Clerk salary to 23 June 2023	BACS	£455.74
Emily Godsall	Clerk expenses to 23 June 2023	BACS	£171.94

It was RESOLVED to all the above payments.

The cheque and BACS authorisation form were signed by two councillors to approve the payments.

### 23.32.2 To approve the cash book and bank reconciliation

It was RESOLVED to approve the cash book and bank reconciliation. Cllr Prosser initialled and dated the bank statements.

#### CASH BOOK

Date	Description	Total	Date	Description	Total
17.04.2023	bal b/f	£29,263.92	11.05.2023	Ionos 1&1	£ 7.19
21.04.2023	HCC Precept	£ 6,582.50	17.05.2023	Clerk Salary March	£ 566.63
28.04.2023	Interest	£ 23.82	17.05.2023	Microsoft 365 Personal subscription	£ 59.99
			17.05.2023	FMS Hereford	£ 72.00
			17.05.2023	Kings Coronation celebrations donation	£ 200.00
			17.05.2023	Richard Mills Farm Services	£ 334.80
			17.05.2023	Breinton Village Hall	£ 18.00
			17.05.2023	Clerk Salary April	£ 578.63
			17.05.2023	bal c/f	£ 34,033.00
17.05.2023	Total	£35,870.24	17.05.2023	Total	£ 35,870.24

#### BANK RECONCILIATION 17 MAY 2023

Balance as per Cash Book:		£	34,033.00
Microsoft 365 Personal subscription		£	59.99
FMS Hereford		£	72.00
Kings Coronation celebrations donation		£	200.00
Richard Mills Farm Services		£	334.80
Breinton Village Hall		£	18.00
Clerk Salary April		£	578.63
Total balance as per Bank Statement:		£	35,296.42
	Current	£	500.00
	Reserve	£	34,796.42

### 23.32.3 To consider the Annual Governance and Accountability Return (AGAR):

#### 23.32.3.1 Internal Audit Report:

It was RESOLVED to approve the internal audit report completed the HALC Internal Audit Services.

It was noted that the cheque stubs need to be initialled by councillors, budget monitoring to be completed quarterly and the risk register to be in the format recommended in the Practitioners Guide.

#### 23.32.3.2 Governance Statements:

The governance statements were read out and councillors confirmed their agreement to the best of their knowledge and belief with each statement in respect of the Accounting Statements for the year ended 31 March 2023.

It was RESOLVED to approve the Governance statements and the Chair and clerk duly signed on approval.

#### 23.32.3.3 Accounting Statements:

Councillors considered the figures included in the accounting statements.

It was RESOLVED to approve the Accounting Statements the Chair and clerk duly signed on approval.

#### 23.32.3.4 Submission of an Exemption Certificate:

Councillors agreed that the Parish Council's gross income and gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Councillors RESOLVED to approve the submission of an Exemption Certificate, which

was duly signed by the Chair and clerk.

#### 23.32.3.5 Dates for the Exercise of Public Rights:

It was RESOLVED to approve the dates for the inspection period from 26<sup>th</sup> June to 4<sup>th</sup> August 2023.

#### **23.33 To review the Parish Council Policies:** 1) Health & Safety Policy; 2) GDPR Privacy Policy, 3) Grievance & Disciplinary Policy, 4) Publication Scheme

22.33.1 It was RESOLVED to defer the item.

#### **23.34 HALC Training:** To consider councillors attendance at HALC training course

22.34.1 Councillors considered attendance at relevant training especially to courses to assist new councillors.

It was noted that there is currently £155 in the budget for training. Councillors are also entitled to two free evening training courses with HALC as the subscription was paid before March 2023. HALC offer a group training session, which may be a more cost effective option.

*Action: Clerk to enquire about availability and cost for a group councillor training session.*

#### **23.35 Clerk Vacancy:** To appoint two councillors to attend candidate interviews at the HALC offices

22.35.1 It was noted that HALC have commenced the recruitment process by advertising the job vacancy and have asked for two councillors to attend the candidate interviews and report back to a full council meeting.

It was RESOLVED to advise HALC that all councillors would attend the interviews dependant on availability.

#### **23.36 To consider items for the next agenda**

23.36.1 Breinton Parish Council website

23.36.2 Dispensations for bypass

23.36.3 Police report

23.36.4 Clerk Vacancy

The meeting was declared closed at 9.15pm