

MINUTES OF THE ORDINARY MEETING | 16<sup>th</sup> October 2024.

Present: Cllr J Hull (Chair), Cllr E Morfett Cllr T Prosser and Cllr J Morris.

Officers present: Lisa Law, Clerk.

Ward Cllr C Taylor.

No members of the public were in attendance.

### **24.73 Apologies for absence.**

To receive apologies for absence. Cllr Liz Morawiecka, Cllr Lorraine Lewis and John Wade footpaths officer sent apologies.

### **24.74 Declarations of interest and written requests for dispensation.**

Members are invited to declare disclosable pecuniary interests (DPI) and any other registerable interests in items on the agenda. Requests for dispensation must be in writing to the Clerk as soon as possible before the meeting. **None received.**

### **24.75 To approve the minutes of the Council.**

To confirm as a correct record and sign the minutes of the meeting held on 18<sup>th</sup> September 2024. The minutes of the meetings held on 18<sup>th</sup> September 2024 were **approved** and signed by the chair.

**24.76 Public Open session:** To receive comments from the public on parish matters. **None received.**

**24.77 Ward Councillor Report.** To receive a ward councillor report, if available. Cllr Taylor joined the meeting at 8.15pm. Cllr Taylor had attended first meeting at Herefordshire Council last week after election. A motion was raised to map the drainage ditches gullies and grips in the county. This is being actioned by the drainage grant that parish councils can apply for. Cllr Hull raised the issue of the overhanging branch on the BT2 footpath and the flooding issues in Breinton.

Cllr Taylor wants to get to know the parish and its issues and help to represent the parish.

**24.78 Planning. For members to note planning applications determined by Herefordshire Council.**

[P241933/FH](#) Warham Oak, Breinton, Hereford. HR4 7PD. Proposed single storey extension. **Approved with conditions.**

[P242406/J - Works to trees covered by TPO](#) 321 Kings Acre Road, HR4 0SS. Tree works. 5-day Notice - **Approval given.**

[P242039/PA4 \(Part 3\) Class Q Prior Approval](#) **Barns to the north of Manor Cottages, Upper Breinton, Hereford.** Application for prior approval for the proposed change of use of a range of agricultural buildings and their curtilage to form four dwellings and the building operations reasonably necessary to convert the buildings. **Prior approval not required.**

[P242448/PA7](#) **Little Breinton, Breinton, Hereford. HR4 7PH.** Application for prior notification of agricultural or forestry development - proposed road. **Prior approval not required. Members noted the determinations.**

**24.79 Localities.** To receive an update from the Locality Steward and consider any actions needed. See clerks report. Clerk to further enquire regarding recent works on the C1189. **Noted.**

**24.80 Parish Footpath Officer.** To receive a report from the Footpaths Officer and consider any actions. Fallen tree branch on BT2 had been reported again. PROW team at Herefordshire Council are in the process of contacting the land owner to discuss this issue. Ongoing. **Noted.**

**24.80.1 Parish Footpath Officer Scheme.** For members to review and provide feedback on Herefordshire Council's proposal to engage with Parish Footpath Officers and Parishes to work in a coordinated approach on the Public Rights of Way network. Members discussed this item and it was **resolved** that they would **decline** to join the scheme.

**24.81.1 Lengthsman.** To consider any works to be carried out. Update from Cllr Hull regarding National Trust. It was **approved** that we ask the lengthsman for a quotation for grip repairs at Breinton Common. The ditch north-west of the National Trust land, regarding the ditch tailings. The National Trust are unable to accommodate the siting of the tailings due to the site being a historical monument. Cllr Hull to enquire with other landowners regarding the tailings.

**24.81.2 Drainage Grant.** To receive an update on the drainage grant. No decision on the drainage grant application from Herefordshire Council yet. **Noted.**

**24.81.3 PROW Grant.** For members to consider works under the PROW scheme. Breinton Parish Council were granted a sum of £480.00 from HC for works under the PROW scheme. It was **resolved** that the clerk would send a works order to the Lengthsman for the works to go ahead. Cllr Hull signed the variation of the Lengthsman contract to send into HC.

**24.82 Village Hall Committee.** To receive a report from the Village Hall Committee and consider any actions. Most recent committee meeting was on 23<sup>rd</sup> September. The photographic competition has been extended until March 2025. Rental rates for the village hall will be reviewed in December. Sought legal

advice on the lease regarding the village hall and decided to take no further action at this time. Improvements to the village hall ongoing. **Noted.**

**24.83 Parish Summit.** To receive a report on the parish summit meeting held on 8<sup>th</sup> October 2024. The Parish Charter will go back to the working group for a final draft before being sent out to parishes to adopt. Cllr Lester asked for suggestions from parishes as to items for the next agenda. **Noted.**

**24.84 Finance: 1. To consider the below payments:**

Supplier/ Invoice	Description	Net	Vat	Gross	Payment
Breinton Village Hall 357*, 371	Hall Hire			£22.00	BACS
Clerk	Salary September			£536.83	BACS

\* £4.00 from invoice outstanding

It was **approved** to pay all the invoices listed above.

**24.84.2** For members to note payments made between meetings by Direct Debit, Ionos 1&1 203044166950 £7.80. **Noted.**

**24.84.3** To approve the cash books and bank reconciliations from 10<sup>th</sup> September to 10<sup>th</sup> October 2024. The bank reconciliation and cashbook were scrutinised by members and **approved.**

**24.84.4** To note the receipt of the second payment of the precept of £6,582.50. **Noted.**

**24.84.5** To consider the donation of £50.00 to the Royal British Legion. It was **approved** to make a donation of £50.00 to the Royal British Legion and that a poppy wreath be bought for the council. Clerk to arrange the purchase of wreath.

**24.84.6 Budget Monitoring.** For members to consider the budget against spend. Members considered the budget against spend and it was **noted. (see below)**

**24.85 Internal Auditor.** For members to consider the engagement of Ruth Mullett as the internal auditor for Breinton Parish Council. Members considered the engagement letter sent from Ruth Mullett and it was **approved** that Ruth Mullett be engaged as the Internal Auditor for Breinton Parish Council.

**24.86 Police report.** For members to receive a report from the Hereford Rural North Team. A report has been forwarded to members. **Noted.**

**24.87 Correspondence.** To consider any correspondence received. None received.

**24.88 To consider items for the next agenda.** Noticeboards, budget 2025/26, precept 2025/26.

## 24.84.6 Budget against spend.

INCOME	Budget 2023/24	ACTUAL 2023/24	Budget 2024/25	LIVE 2024/25	
Precept		£ 13,165.00	£ 13,165.00	£ 13,165.00	
Bank Interest		£ 440.33		£ 60.11	
VAT claim				£ 1,553.89	
Other Payments					
<b>Total Income</b>		<b>£ 13,605.33</b>	<b>£ 13,165.00</b>	<b>£ 14,779.00</b>	
EXPENDITURE	Budget 2023/24	ACTUAL 2023/24	Budget 2024/25	LIVE 2024/25 Used Budget	2024/25 Remaining Budget
Clerk's Salary and PAYE	£ 7,000.00	£ 6,067.64	£ 8,432.36	£ 3,519.44	£ 4,912.92
Stationery	£ 55.00	£ -	£ 40.00	£ -	£ 40.00
Home office allowance	£ 100.00	£ -	£ 100.00	£ -	£ 100.00
Councillor training	£ 300.00	£ 220.00	£ 500.00	£ -	£ 500.00
Payroll Provider	£ -	£ -	£ -	£ 217.20	
Insurance	£ 220.00	£ 290.99	£ 300.00	£ 353.15	£ 53.15
ICO	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ -
Ext/Int Audit	£ 270.00	£ 220.00	£ 270.00	£ 250.00	£ 20.00
Room Hire	£ 190.00	£ 238.75	£ 220.00	£ 122.00	£ 98.00
Royal British Legion	£ 50.00	£ 19.99	£ 50.00	£ -	£ 50.00
Teartalk Magazine	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -
HALC/NALC/SLCC	£ 700.00	£ 787.72	£ 700.00	£ 62.04	£ 637.96
Tree Warden	£ -	£ -	£ -	£ 30.00	
Grit Bins			£ 250.00	£ -	£ 250.00
Lengthsman	£ 2,500.00	£ 700.60	£ 2,500.00	£ 756.25	£ 1,743.75
Website and Laptop Maintenance	£ 500.00	£ 645.41	£ 500.00	£ 329.66	£ 170.34
Noticeboards	£ -		£ 1,000.00	£ 322.18	£ 677.82
Defibrillator		£ 906.00	£ 1,000.00	£ -	£ 1,000.00
Election Costs	£ 100.00			£ 153.46	
NDP Renewal	£ 600.00	£ -	£ 600.00	£ -	£ 600.00
Bonfire Community Event		£ 500.00	£ 500.00	£ -	£ 500.00
Admin		£ 644.04		£ -	
VAT		£ 469.25		£ 363.06	
<b>£0.00</b>	<b>£13,620.00</b>	<b>£ 12,745.39</b>	<b>£ 17,997.36</b>	<b>£ 7,513.44</b>	<b>£ 11,247.64</b>

Meeting Ended at 8.35pm

Signed

Dated