

### **MINUTES OF THE ANNUAL COUNCIL MEETING | 7<sup>th</sup> May 2025**

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

Officers Present: L Law, Clerk.

Others in attendance: Footpath Officer, John Wade. One member of the public.

**25.01 Election of the Chairman of the Council for the year 2025-26.** It was **approved** that Cllr Hull be re-elected as Chairman of the Council for the year 2025-26.

**25.02 Declaration of Acceptance of Office.** Cllr Hull signed the Declaration of Acceptance of Office, witnessed by the Clerk.

**25.03 Election of the Vice Chairman of the Council for the year 2025-26.** It was **approved** that Cllr Morfett be re-elected as Vice-Chairman of the Council for the year 2025-26.

**25.04 Apologies for absence.**

To receive apologies for absence. There were no apologies for absence, all members were in attendance.

**25.05 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. No declarations of interest or requests for dispensation were received.

**25.06 To approve the minutes of the Council.**

To confirm as a correct record and sign the minutes of the extraordinary meeting of the council held on 7<sup>th</sup> April, 2025. The minutes of the Extraordinary meeting held on 7<sup>th</sup> April were **approved** as a correct record and the chair duly signed a copy of the minutes.

**25.07 Public Open session:** To receive comments from the public on parish matters. No questions or comments were made from the member of the public in attendance.

**25.08 Ward Councillor Report.** To receive a ward councillor report, if available. Ward Councillor was not in attendance so no report was available.

**25.09 Planning applications determined by Herefordshire Council for members to note:** [P250172/FH 6 Four Acres, Hereford. HR4 0SH](#). Proposed side extension and new porch. Approved with conditions. **Noted.**

**25.10 Localities.** To receive an update from the Locality Steward and consider any actions needed.

**1. White railings on the C1189 west of Warham junction.** For members to note that the clerk enquired with Balfour Beatty regarding the repairs carried out. Reply from BB *'The bottom rail does not provide any safety only an aesthetic benefit, the post type that we used to replace the missing posts were single hole as these are what we now use/stock'*. Clerk to follow up on other outstanding reported cases to BB. **Noted.**

**25.11 Parish Footpath Officer.**

**1.** To elect a Parish Footpath Officer for 2025-2026. John Wade was **approved** re-elected to be the Parish Footpath Officer for Breinton Parish for 2025-26.

**2.** To receive a report from the Footpaths Officer and consider any actions. The path between Breinton and Stretton Sugwas has a stile that is in dangerous condition, although not on our parish would be good to report to the clerk at Stretton Sugwas. Trees have been cut on footpath BT2 and pushed to the side not in a position to be dangerous to walkers. Drovers footpath sign is obscured with vegetation needs to be removed. Some steps have eroded and need filling in. Footpaths officer to send all details and pictures to the clerk. **Noted.**

**25.12 Lengthsman.**

**1.** For members to consider the renewal of the Lengthsman, Richard Mills, for 2025-26. It was **approved** that the council would renew the contract of the Lengthsman, Richard Mills for the year 2025-26.

**2.** For members to consider the Lengthsman agreement between Herefordshire Council and the parish council. Herefordshire Council will fund the Lengthsman scheme with £1380.00 for 2025-26 with match funding from Breinton Parish Council of £690.00, concerning Public Realm Maintenance and Nominated Task Activities same as last year. It was **approved** that the agreement between Herefordshire Council and Breinton Parish Council would be signed by the chair and the clerk.

**3.** For members to consider the annual maintenance plan for Breinton parish for 2025-26. Members considered the annual maintenance plan for 2025-26 and it was **resolved** that it would remain the same as last year, and that for

detailed work quotes for work would be sought from the Lengthsman as and when required.

**25.13 Village Hall Committee.** To receive a report and consider any actions.

The recent coffee morning raised £150.00. The next event scheduled is a bingo night on 16th May. Pictures of Breinton are being submitted for a competition at the Photography Club, with hopes of creating a calendar. Volunteers are still needed. Noted.

**25.14 Finance:**

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

Clerk's Salary, April. £632.12

Clerk's reimbursement, Norton £64.99, Microsoft 365 £84.99, £149.98 total.

All the payments were reviewed and **approved** for payment.

**2. For members to note payments made between meetings:**

FMS Hereford 3173 £45.42 Ionos Email 203047306481 £7.80 **Noted.**

**3. For members to note payments received, HMRC VAT refund £593.28.**

Herefordshire Council first instalment of the precept, £6610.00, and payment of Lengthsman grant £1981.25 **Noted.**

**4. To approve the cash book and bank reconciliation for 01/05/25.** Members reviewed and **approved** the cashbook and bank reconciliation for 01/05/25.

**5. End of Year Accounts.** For members to approve the year-end accounts and consider any adjustments to earmarked reserves or carry forward of funds.

Members considered the End of Year accounts and they were **approved** with no adjustments to earmarked reserves or carry forward of funds.

**6. For members to note that accounts for 2024-25 are currently under review with the Internal Auditor. Noted.**

**25.15 Insurance 2025-26.** For members to review insurance for the council and to consider quotes received by the clerk. Members reviewed the insurance cover and quotes received and it was **resolved** to accept the quote from Zurich Insurance for Insurance for the Parish Council for the year 2025-2026 at a cost of £300.00.

**25.16 Document reviews.** For members to consider the following document reviews:

**1. Code of Conduct.** Adopted no change.

**2. Financial Regulations.** Adopted with amendments to sections 5.4, 5.7 and 5.11.

**3. Standing Orders.** Adopted no change.

Members reviewed the above documents and **approved** their adoption as stated above.

**4. Bank mandate.** Members reviewed the bank mandate, and it was approved that the bank mandate for Lloyds Bank remain unchanged and that all Councillors remain on the signatory list except Cllr Morawiecka.

**25.17 To consider items for the next agenda.** AGAR, Internal Audit Report. Planning Enforcement.

**25.18 To confirm the next meeting of the parish council will be held on Wednesday, 18<sup>th</sup> June, 2025, at Breinton Village Hall at 7pm.**

Meeting ended at 19.50pm

Signed:

Date: