

**Minutes of a meeting of the Parish Council held on  
Tuesday 21<sup>st</sup> November 2017 at 7.30 p.m. at Adforton Village Hall.**

**Present:**

Councillors: Phillip Barnett, Maggie Brown (Chair), Steve Chilman, Tom Dixon, Clive Gurney, Susan Harley, Trevor Pritchard, John Walker, Simon Whiteman

**In attendance:**

Clerk/RFO Maureen Robinson

Footpaths Officer Mike Oliver

1 member of public

**N.B. The agenda stated that the meeting may be recorded to assist in the accuracy of the Minutes**

**1. Apologies for absence : Ward Cllr Gandy**

**2. Declarations of Interest and written requests for dispensations:** None. No requests for dispensations.

**3. Open Session – brief verbal reports received from:**

3.1 Ward Cllr Gandy had emailed her report which can be seen on the Border Group website

3.2 Chair and Councillors reports –none

3.3 Local residents –update on works to the Old Chapel

**4. Minutes of the previous meeting – 17<sup>th</sup> October 2017**

These were **APPROVED** and signed by the Chair following amendments

**5. Finance**

5.1 It was **AGREED** to pay the Clerk's expenses of £14.05 (chq no 101679) and salary of £317.30 plus £40 towards home office (paid with salary)

5.2. It was **AGREED** to pay £24.00 to Lingen Village Hall – inv 1174 (NDP) (chq no 101677)

5.3. It was **AGREED** to pay £120 to Grant Thornton for External Audit (chq no 101678)

5.4 It was **AGREED** to pay £30 towards the History Prize at Wigmore School ( s137), (chq no 101680)

5.5 The Finance Working group will consist of Cllrs Brown, Chilman and Walker and the Clerk who presented their report for consideration.

5.6 It was **AGREED** to use the printer provided locally at no cost rather than apply to the Transparency Fund

5.7 It was **AGREED** not to purchase separate recording equipment for meetings but to ensure any new BGPC laptop had the facility to record

5.8 It was **AGREED** to pay £10 for a replacement filing cabinet for BGPC use

5.9 It was **AGREED** to continue with the BGPC mobile for Clerk's use

5.10 The budget for 18/19 was set at £15,270

5.11 The Precept for 18/19 was set at £ 8,000. (This will be subsidised from BGPC reserves)

**Payments approved. All in favour.**

## 6. Planning

6.1 To consider comments to Herefordshire Council on the following applications: None received  
**All Planning Applications may now be seen on the Border Group website :**

[www.bordergroup-pc.org](http://www.bordergroup-pc.org)

6.2 It was **AGREED** that all future planning applications would be considered incl Prior Approval

6.3 Standing item : ref. use of Planning Obligation Agreement s106 monies in respect of Home Farm, Lingen. Ref DCNW/2008/3016/F, 113046/F. It was **AGREED** not to proceed with SIDs purchase at the moment but to obtain quotes for hiring SIDs for January meeting

**7. Neighbourhood Plan** – the grant application had been approved. BGPC are awaiting the Basic Condition Statement and the Consultation Statement from the consultants prior to formal submission to Herefordshire Council at Regulation 16.

**Minutes/other information from any NP meetings will be made available on the BGPC website - [www.bordergroup-pc.org](http://www.bordergroup-pc.org) - where a separate page has been set up for access to information around NP**

## 8. Highways

8.1 To consider work to be undertaken under P3 (footpaths) scheme and receive an update on works to date – the Footpaths Officer gave a comprehensive report, highlighting the importance of maintaining our footpaths to support tourism and the local economy. Concerns were expressed regarding funding cuts and their adverse effect on this important asset. It was reported that Balfour Beatty will undertake repairs to ditch crossings and it was **AGREED** to request 3 finger posts and 8 plastic pointers. In addition Cllr Barnett **AGREED** to contact the landowner at Lingen Hall regarding work on the Lingen Loop. Thanks were recorded to Mike and Joe for all their hard work in keeping the footpaths in good order for the benefit of residents and visitors.

8.2 To consider work to be undertaken by Lengthsman – opening grips on C and U roads over next few weeks to let excess water into ditches. It was reported that 2 new grit bins had been installed at Stanway Bank and Brunts lane and a further 4 damaged ones will be replaced.

8.3 Annual Plan of works – in hand

**9. To consider** complaints from residents regarding parking and a gate opening onto the road in Lingen. Cllr Barnett **AGREED** to speak to the owner of the property concerned

**10. Drainage at Walford** – no update available but Cllr Dixon reported that Walford residents have commissioned an independent report. It was **AGREED** to write the drainage officer at Herefordshire Council to request they review the overall plan for dealing with current flooding and any future potential increase

**11. To consider** training opportunities for Parish Councillors – it was **AGREED** to pay for part of CiLCA training at HALC attended by Cllr Brown.

**12. To consider SDH accounting** as Internal Auditor for 17/18 – it was **AGREED** to use SDH again

**13. To consider** vacant premises locally including any update on the Old Chapel Adforton.

The owner of the Old Chapel attended the meeting and gave an update. There has been considerable improvement to the frontage and exterior.

**14. To note** new BGPC Disciplinary and Grievance Policy – noted (will be added to January agenda for adoption)

**15. To note** Information sheet/ Correspondence received and responded to. **NOTED**

**16. To raise** matters for next meeting agenda. No discussion

- S106 monies/SIDs
- Review BGPC Planning Policy for dealing with applications between meetings
- To adopt BGPC Disciplinary and Grievance Policy

**17. Cllr Brown proposed the resolution to exclude the public from this part of the meeting on the grounds of confidentiality.** (The Clerk left the meeting at this point)

**To receive a report from the Employment Working Group for consideration & implementation**

Cllr Gurney and the Chairman reported on the Clerk’s appraisal of 9 November 2017.

It was **AGREED** that the Payroll Manager be advised of new hourly rate (from 1 April 2017) to SCP 22 and request that a lump sum be added to December payroll to make up differences owing.

It was **AGREED** to pay Clerk/Responsible Financial Officer for 31 hours per calendar month @ SCP 22 from 1 December 2017; to advise the Payroll Manager and confirm in writing to the Clerk.

There being no further business the Chairman closed the Meeting at 10.04 p.m. The next Meeting will take place at Brampton Bryan Village Hall at 7.30pm on Tuesday 16<sup>th</sup> January 2018.

Signed.....*Maggie Brown*.....Date.....*16.1.18*.....