

**Minutes of a meeting of the Parish Council held on
Tuesday 17th April 2018 at 7.30 p.m. at Brampton Bryan Village Hall.**

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

In attendance:

Clerk/RFO Maureen Robinson
Ward Cllr Carole Gandy
Footpaths Officer Mike Oliver
1 member of public

1. Apologies for absence: Cllr Dixon; Cllr Chilman arrived at 8.15pm following another meeting

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's report had already been circulated and can be seen in full on the Border Group website. In addition she told the meeting that a machine (velociraptor) which fills potholes faster and more cheaply- £12 instead of £60- will be in the area shortly. The public can continue to report potholes but if not assessed as a priority they won't be filled. £1.25 million has been set aside by Herefordshire Council for C and U roads this year. The issue of duplication of work was raised e.g. the lengthsman clears a ditch and then Balfour Beatty does the same.

A discussion took place over the demolition of a listed barn adjacent to Wigmore Abbey. The owner could be required to replace with a replica structure and will also be fined by Herefordshire Council

3.2 Chair and Councillors reports – Cllr Brown reported on the recent briefing for Parishes from Balfour Beatty and will circulate her notes

Cllr Walker reminded Cllrs and Clerk of the procedure for dealing with Freedom of Information requests in light of recent correspondence from a resident.

3.3 Local residents – the problem of dog fouling in Adforton and loose dogs entering other properties. The possibility of a dog poo bin was raised together with signs but this would need to be explored with Balfour Beatty. Ward Cllr Gandy offered to put an article in the Parish magazine highlighting the issue. It was suggested adding this item to the Parish Meeting agenda for Adforton on 3rd May

4. Minutes of the previous meeting – 20th March 2018 and Extraordinary meeting on 10th April

APPROVED and signed by the Chair following amendments. Regarding authorisation of documents for the website it was **AGREED** to add 'for website/not for website' at the end of the relevant email. Responses from residents ref the recent Precept consultation would be put on the website.

5. To receive an update on preparation for General Data Protection Regulations (GDPR) and consider adopting the following policies:

Information and Data protection Policy
Privacy Policy
Privacy Notices
Data Subject Access Notices

The Clerk had attended a training session run by Herefordshire Council in March and a webinar run by SLCC in February. The Chair had attended a session run by HALC in November. The adoption of

policies was deferred until May meeting to give Cllrs more time to consider. 2 quotes had been submitted for DPO services. A discussion took place over what needs to be implemented by 25th May e.g home PC's need to be password protected and dedicated email addresses for Cllrs. It was **AGREED** that Cllrs should bring any historic paperwork in their possession to May meeting for shredding/archiving

6.1 To consider work to be undertaken under P3 (footpaths) scheme – see Footpaths Officer's report on website. Mike is also hoping to attend the meeting organised by Balfour Beatty for Footpaths officers and had recently received a letter from Balfour Beatty setting out guidelines for all Parish Footpaths Officers including authorisation to carry out the role. It was **AGREED** that BGPC would write to Balfour Beatty in connection with a meeting with a local landowner

6.2 To consider work to be undertaken by Lengthsman – Clear grips; clear debris from drain tops and pick up litter.

6.3 There was a discussion over the responsibilities of Border Group PC and its Lengthsman scheme versus Balfour Beatty towards the maintenance of the highways – including clearing ditches and cutting hedges. Costs may be recouped from the landowner. Ward Cllr Gandy told the meeting that due to resources, Balfour Beatty operate a 'reactive risk-based service'. This means if there is a risk to the public from potholes, drainage, ditches etc it will be actioned. If there is no risk and not critical, it will go on a list and is unlikely to be addressed in the short term. An example of pothole repair was given – priority is given to A roads, then B roads so C and U roads are a long way down the list. Ultimately the choice is down to the Parish Council. Cllr Chilman proposed not proceeding with the Lengthsman Working Group. A vote was taken with 6 in favour and 2 abstentions. A discussion followed over the lengthsman filling potholes (Enhanced Scheme) but it was pointed out that he would first need to go out with the Locality Steward to assess them and would not be allowed to simply fill them ad hoc. The view was expressed it may be preferable to leave this responsibility with Balfour Beatty as BGPC would not have the resources to fill every one and residents may be disagree with said priorities.

7. Finance

7.1 To receive quarterly financial report from RFO and compare year end with budget – balance stands at £21,120.81. No issues with budget

7.2 BGPC **AGREED** to sign the Exemption certificate from the External Auditor as income under £25,000. (This means only an Internal Audit will be carried out)

7.3 It was **AGREED** to pay the Clerk's expenses of £12.70 for April (chq no 101702), March salary of £372.94 (incl £40 per month towards home office costs, (chq no 101701)

7.4 It was **AGREED** to pay £16 to Adforton Village Hall for room hire (chq no 101703)

7.5 It was **AGREED** to pay £500 to Andy Holmes for new BGPC laptop and associated software/installation

7.6 It was **AGREED** to pay £84 to SLCC for subscription (Society of Local Council Clerks)

Payments approved. All in favour.

8. Neighbourhood Plan – the independent drainage report commissioned by Walford residents was noted but not discussed in detail as Cllr Dixon not present

9. Planning

To consider comments to Herefordshire Council on the following applications: None received

9.1 Standing item : ref. use of Planning Obligation Agreement s106 monies in respect of Home Farm, Lingen. Ref DCNW/2008/3016/F, 113046/F. The Clerk had submitted the forms requesting an assessment to Balfour Beatty as the first step in SID process.

All Planning Applications for Border Group may now be seen on
www.bordergroup-pc.org

10. Response to resident re Parish Notice board and general maintenance of all 6 boards. Deferred to next meeting

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

12. To raise matters for next meeting agenda. No discussion.

- Approval of Annual Governance Statement and Accounts
- Update on GDPR
- Review Standing Orders and Financial Regulations
- To consider BGPC Freedom of Information procedure
- Dog fouling at Adforton

13. Confidential item – the Clerk left the meeting at this point.

The report from the Employment Working Group presented at the February meeting was discussed. It was agreed and Minuted in February to action all the Employment Working Group's recommendations. In accordance with Standing Order 7a, this resolution was not reversed in March. The timing of certain actions were clarified and **AGREED** in March as follows:

In May 2018 - to consider payment of £102.60 for 10 hours overtime from September 2016.

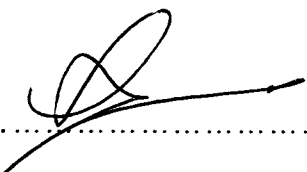
Before the Internal Audit 2017/18 - to move amounts of £40 (dates *prior* to 25 July 2017 only) in the accounts to Home Allowance column.

Before the Internal Audit 2017/18 - to send an explanation of discrepancies to the Internal Auditor. Chair to action.

When setting up the accounts for 2018/19 - a separate column for Section 137 be created.

When setting up the accounts for 2018/19 - to confirm whether payments to Churchyard Maintenance are Grants or Section 137

There being no further business the Chairman closed the Meeting at 9.50p.m. The next Meeting will take place at Lingen Village Hall at **7.00pm** on Tuesday 15th May 2018. (This will be the Annual Meeting of the Parish Council incorporating the monthly meeting.)

Signed..........Date..... 15.5... 18.....