

Abbeydore & Bacton Group Parish Council

Minutes of the Annual Meeting of
Abbeydore and Bacton Group Parish Council
held in Abbeydore Village Hall
on Tuesday 3rd May 2016

No ABPC/MW/080

Present

Councillor Mr D R Watkins Chairman
Councillor Mrs M J Jenkins Vice - Chairman
Councillor Mr D Bannister
Councillor Mr D Cook
Councillor Mrs W Gunn
Councillor Mr M Jenkins
Councillor Mr W Millington
Councillor Mr T Murcott

Clerk Mr M Walker

Also Present

Ward Councillor Mr Graham Powell
PCSO Lucy Morris representative from the Local Policing Team
and one further member of the public

The Annual Group Parish Council Meeting was formally opened by the Chairman at 8.20pm

1.0 Election of Chairman & Vice - Chairman

Councillor **Mr David R Watkins** having been nominated unopposed was elected to the post of **Chairman** for the year 2016-2017 duly signed the appropriate Acceptance of Office form

Proposed by Councillor Mr T Murcott and Seconded by Councillor Mrs W Gunn

Councillor **Mrs Margaret J Jenkins** having been nominated unopposed was elected to the post of **Vice – Chairman**

Proposed by Councillor Mr T Murcott and Seconded by Councillor Mr D Cook

2.0 Apologies for Absence

No apologies were received as all Parish Councillors were present
Locality Steward not present

3.0 Declarations of Interest & Dispensations

3.1 To receive any declarations of interest in agenda items from Councillors
There were no declarations of interest made

3.2 To consider any written applications for dispensation
There were no written applications for dispensation made

3.3 All Parish Councillors reviewed their Notice of Registrable Interests Forms,
with no amendments being made

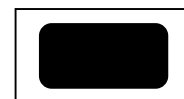
4.0 Minutes

The Minutes of the Ordinary Meeting of Abbeydore & Bacton Group Parish Council No ABPC/MW/079 held on Tuesday 1st March 2016 were unanimously confirmed as a true record and signed by the Chairman.

5.0 Financial Report

5.1 The Parish Council **Resolved Unanimously** to ratify the 2015 - 2016 accounts as presented

See appendix 1



5.2 The Annual Governance Statement “Section 1” was read to the Parish Council and all responses were **Unanimously Approved**

5.3 The Chairman signed the Annual Audit Return form “Section 2” as did the Clerk / RFO

5.4 **Bank Balances** as per statements @ 4th April 2016

Treasurers Account (Current)	£4,642.27
End of Financial Year Balance £4,820.87	
Business Bank Instant Account (Deposit)	£15,043.20

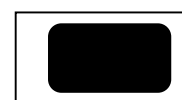
Receipts

4 th Quarter Lengthsman and P3 Scheme Claim (applied for not yet received) Lengthsman £495.00 and P3 £550.00 Total	£1,045.00
National Association of Local Councils (NALC)	
Transparency Grant via Herefordshire Association of Local Councils (HALC)	£650.00
Parish Council Precept 1 st Part 15 th April 2016 HC100153	£3,600.00
HM Revenues & Customs 01/04/15-31/03/16 reimbursement of VAT	£1,449.72

Payments

Prolectrical Installation of LED lighting in main hall plus Installation of new circuit and equipment for defibrillator Invoice No 000625	
Cheque No 000733 (Paid out of grant for Village Hall)	£2,050.00
Defibrillator and outside back box Invoice No 100001395	
Cheque No 000738 (Paid out of grant for Village Hall)	£1,648.80
HMR&C TAX & NIC 1 st quarter April May June	
Cheque No 000739	£178.60
Terry Griffiths (Contracts)	
Lengthsman Work February 2016 TGC1542 + Work sheet	
Cheque No 000743	£144.00
Terry Griffiths (Contracts)	
P3 Footpaths Work February 2016 TGC1543 + Work sheet	
Cheque No 000744	£360.00
Terry Griffiths (Contracts)	
P3 Footpaths Work January 2016 TGC1522 + Work sheet	
Cheque No 000745	£300.00
Terry Griffiths (Contracts)	
Lengthsman Work January 2016 TGC1521 + Work sheet	
Cheque No 000746	£450.00
Zurich Insurance 01/06/2016-31/05/2017	
Cheque No 000747 (See Item 5.9)	£280.35
Clerk's Salary April 2016 Gross	
HMR&C TAX £59.40 NIC £0.00	£297.76
Cheque No 000748	£238.36
Clerk's Salary May 2016 Gross	£297.76
Mileage	£28.89
Postage	£8.95
Computer Software	£26.88
Stationery & Consumables	£69.30
HMR&C TAX £59.60 NIC £0.00	
Cheque No 000749	£372.18

Resolved unanimously that all payments are approved



Councillor Mr T Murcott perused and checked the Accounts File for 2015-2016 and found no anomalies or discrepancies in the paperwork, also assessed risk and found no issues. Internet Banking remains only for the Parish Clerk to access & view Bank Statements.

5.5 There were no actions required from the Internal Auditor's Report for 2015-2016

5.6 The scope of the Internal Audit for 2016-2017 was confirmed
The Internal Audit Plan was agreed and signed by Councillor Mr D R Watkins Chairman

5.7 The Parish Council confirmed the re-appointment of Mrs. J. Cole as their internal auditor for 2016-2017

5.8 Lloyds Mandate Form Update
The Lloyds Mandate Form was left unchanged

5.9 Parish Council Insurance
The Parish Council resolved to stay with Zurich Insurance for the year 2016-2017

The notice of appointment of date for the exercise of electors' rights

Accounts for the year ended 31st March 2016

was confirmed as being posted on the Parish Council Notice Board at the appropriate time together with the "Local Audit and Accountability Act 2014 (c.2)" notice 26 Inspection of documents etc.

6.0 Election of Delegates

Abbeydore Village Hall Committee

Councillor Mr D Watkins as Trustee and Delegate

Councillor Mrs W Gunn as Delegate

Bacton Village Hall Committee

Councillor Mr W H Millington as Delegate

Councillor Mr M J Jenkins as Delegate

The William Hoskins Charity

Councillor Mr D Watkins as Delegate and Chairman

Councillor Mr D Cook as Delegate

Councillor Mrs M J Jenkins as Delegate

Friends in Need

Councillor Mr D Cook as Delegate

Councillor Mrs W Gunn as Delegate

{For information only Representatives Hazel Prowse, Jean Griffiths and the Vicar}

HALC SAM Representative

Councillor Mr T Murcott

{Southern Area meeting dates to be forwarded to Toby}

7.0 Parish Footpaths Scheme

7.1 Resolved unanimously that the Footpaths Officer Mr Dave Cook should continue as the Parish Council's nominated representative for the P3 Footpath Scheme for 2016-2017.

Still no interaction with Locality Steward

Letter to be sent to Louise Greig, Paul Rone and Paul Shipton {Manager Locality Steward's} reference P3 Scheme

Unacceptable, new financial year, projects on going, materials for landowners

7.2 Resolved unanimously that Mr Terry Griffiths should continue as the Parish Council's Lengthsman for 2016-2017



8.0 Policy Reviews

8.1 To review Parish Council's Standing Orders

The Parish Council reviewed their Standing Orders of 1st July 2014

A number of amendments are required, revised version to be approved at the next Parish Council meeting

8.2 To review Parish Council's Financial Regulations

The Parish Council reviewed their Financial Regulations of 7th January 2014

A number of amendments are required, revised version to be approved at the next Parish Council meeting

8.3 To review and update Parish Council Asset Register

The Parish Council reviewed their Asset Register and made no amendments

8.4 To review and update Parish Council's Risk Assessment Schedule

The Parish Council reviewed their Risk Schedule and updated as required

9.0 Parish Lengthsman Contracts for Approval

9.1 Parish Council's contract with Herefordshire Council / BBLP

The Parish Lengthsman and Parish Paths Partnership (P3) Schemes Contract between Herefordshire Council and the Parish Council was signed by Councillor Mr D Watkins Chairman and Clerk Mr M Walker, with the deletion of

PART 2A

Core Public Realm Maintenance – Lengthsman grant funded

4. Environmental	As agreed through the annual maintenance plan	Sweeping footways and public realm spaces; litter clearance and litter picking and bin emptying; removal of fly posting, graffiti and unauthorised signs; street name plates cleaning and repair; repair of street furniture including litter bins, benches and bus stops
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Ready for submission to Balfour Beatty/Herefordshire Council

9.2 To agree Specific Summer Contract Works

The Parish Council resolved to be guided by the Lengthsman as he was the man on the ground and knew all the issues and defects – Blackmoor ditches – road ditches needed to be included

Information to be included in the Annual Report Newsletter reference Lengthsman / P3 Footpaths monies diminishing from Herefordshire Council in the future.

10.0 To Receive Reports

10.1 Ward Councillor Graham Powell Abbeydore & Bacton GPC Ward Member Report-May 2016
“**Schools White Paper** In March government issued their white paper, Educational Excellence Everywhere, which describes the process whereby every school will either be an academy or on the route to becoming an academy by 2020.

I make no political points but there are two matters that I feel I should bring to the attention of the GPC.

The majority of maintained schools currently lease their land from local authorities, typically over a 125-year period. To speed up the process of academy conversion and ensure that land issues do not get in the way of improving schools, when a local authority's community schools convert to academy status, land held by the authority for those schools will transfer to the Secretary of State, who will then grant a lease to the academy trust.



Academies are classed as charities, who do not pay business rates. It is estimated that the conversion of all schools in Herefordshire to academies will result in a loss of income to the council of some £700k per annum.

There will naturally be discussion, debate and change before the white paper's journey through parliament but 1) impinges on the local authority's ability to sell land and recycle the income into new build and 2) comes at a time when local authorities only sources of income will be council tax and business rates.

Hereford Bypass Phase 1 of the Hereford Bypass (A49 Callow) to A465 (Clehonger) will be determined at a planning committee meeting on 6th June 2016. This application is the forerunner to the complete Hereford Bypass and has significant and positive implications for major businesses locally. Comments can be made via the HC website – application number 151314

Smallholdings A Cabinet meeting on 14th April agreed the process for the appointment of an agent to oversee the disposal of the smallholding estate. The expectation is that the agent will be appointed by July and a disposal plan will be available for Cabinet consideration in October. It is proposed that the following outcomes be taken into account by Cabinet when deciding between disposal options to be brought forward by the agent:

- Maximise financial return
- Supports the welfare of the council's tenants
- Support the local economy (including the agricultural sector)
- Minimise timescale

Community benefits

Primary School Places In Herefordshire, we have made **1,839** offers with the following parental preference success rates:

First preference: 1,742 offers, which is **94.7%** of the total offers

Second preference: 58 offers, which is **3.2%** of the total offers with a cumulative success rate of 97.9%

Third preference: 10 offers, which is **0.5%** of the total offers with a cumulative success rate of 98.4%

The remaining 29 or 1.6% of places offered were to parents whose preferences could not be met and their offer was for the nearest school to their home address with available spaces.

As in previous years, Herefordshire schools are a net importer of pupils, with more pupils from neighbouring counties requesting places in the county's schools than Herefordshire pupils requesting places in neighbouring counties.

There are currently 17 primary schools in Herefordshire with waiting lists and 53 have available spaces.

This year, the council promoted a new online application service, which it was hoped would account for approximately 50% of applications. It was actually used by 86% of families.

Lengthsman Scheme 2017/18

Mobile Infrastructure, east of Clodock The new mobile mast, to the east of Clodock, has now completed the construction stage and the Mobile Network Operators have installed and commissioned their equipment. EE and 3 are in service but I do not have a firm in service date for Vodafone or 02 at this time.

Broadband An open market review for the Lot 2 area, as described in the Fastershire Broadband Strategy (an area that includes Abbeydore & Bacton) has concluded that there will be no commercial deployment in the area. There has also be an "industry day" to inform potential bidders of the requirement and respond to questions. The next stage is to issue an open tender. "

10.2 Broadband update

See end of Ward Councillor Graham Powell's report

10.3 Joint Neighbourhood Development Plan

Councillor Mr T Murcott updated the Parish Council on progress so far
School movement to be voted on next Tuesday 10th May 2016



11.0 Ewyas Harold Common

To consider any action required due to the anticipated change of the Common's Custodianship Letter to be sent to the Chairman Mr Peter Jinman stating effects to water supply to some residents and the Parish Council needs to be kept informed.

12.0 Information Sheet

Planning Result

Application No 153704
Site Address Upper House Farm, Bacton, Hereford HR2 0AU
Description Proposed campsite for 5 no demountable tents (6 month holiday season)
Application Type Planning Permission
Grid Ref OS 336301, 231562
Website Link www.herefordshire.gov.uk/searchplanningapplications

Application Withdrawn 17th March 2016

Correspondence

22nd February 2016 Peterchurch Parish Council

Letter to Mr Alistair Neill "Is Herefordshire Council Fit for Purpose"

15th April 2016 Dear All Over the last week, I am pleased to report that the following works, amongst others, have been carried out in our locality:

Golden Valley North Pothole repairs on the C1207 in Dorstone, C1182 in Clifford, and C1205 Michaelchurch Escley Collection of barriers from Dorstone_Gully cleansing at Blakemere

Golden Valley South Pothole repairs on Ewyas Harold Common Road, Cwm Road and Tremorithic Road in AbbeyDore, Mill Road in Dulas, Church Road in Bacton, C1219 in Pontrilas and Rowlestone, the Wigga Road and Wern Ddu Road in Rowlestone, C1219 and Upper House Farm Road in Walterstone, C1205 and C1213 in Longtown, C1206 and The Glibes in Michaelchurch Escley, and finally in Urishay Common. Sign fix on C1239 in Kentchurch_Gully cleansing on the B4347 at Pontrilas

Stoney Street Pothole repairs on Byford Ferry Lane, Bishon Lane in Bishopstone, Shetton Lane in Mansel Lacy, B4348 in Vowchurch, C1098 in Bridge Sollars, Gosmore Road and B4349 in Clehonger, and C1196 in Madley.

This week I have: Completed several PROW enquiries

Completed several enquiries and attended stakeholder meetings

Spoken to several landowners about their responsibilities regarding ditching work

Completed a C link road statutory inspection

Next week I will be: Concentrating on the PROW enquiry backlog, weather permitting

Completing the statutory monthly inspections on A, B and the priority C/U roads

Attending a site meeting with colleagues Best wishes Linzy

22nd April 2016 Dear All Over the last week, I am pleased to report that the following works, amongst others, have been carried out in our locality:

Golden Valley North Pothole repairs on C1205 Cusop, and C1205 in Michaelchurch Escley Gully cleansing on the B4352 near Blakemere and culvert cleansing on the C1208 near Dorstone and on the B4352 near Clifford Fly tipping collection near Madley

Golden Valley South Pothole repairs on B4347 at Pontrilas, and in Ewyas Harold, and AbbeyDore, and Bacton, through to Vowchurch. Also on the C1203 at Longtown and Craswall, B4348 at Peterchurch, C1206 at Vowchurch and Michaelchurch Escley, in Middle and Lower Maescoed, Monnow Farm Road in Longtown, The Hill Farm Rd in Rowlestone, Penyrhiwiau Road in Longtown, Urishay Common, and finally on the Glibes in Michaelchurch Escley_Gully cleansing on the B4347 at Ewyas Harold, and Pontrilas

Stoney Street Pothole repairs on the C1098 at Bridge Sollars to Madley, and Stone Street in Madley, and C1193 in Kingstone Repair of signage at Handleys Cross Rd in Madley

This week I have: Completed several PROW enquiries



Completed several enquiries and attended stakeholder meetings, including meeting landowners to discuss mud on the road issues

Spoken to several landowners about their responsibilities regarding ditching work

Completed a A road statutory inspection, and I am part-way through a B road inspection

Rescued a lamb who had their leg stuck behind a water trough!

Next week I will be: Completing the statutory monthly inspections on B and the priority C/U roads

Attending several site meetings with colleagues

If you have any outstanding issues in your Parish that you would like me to attend a site visit, please let me know and we can arrange a mutually convenient time.

Herefordshire Council website is the one-stop-shop for up to date information

Maps and timetables for grass cutting and pot holes are now available on the Council's website.

[Grass Cutting](#) [Potholes](#) [Public Rights of Way](#)

Best wishes Linzy **Linzy Outtrim Senior Locality Steward – Golden Valley** | Balfour Beatty | Services | Living Places M: +44 (0)7791925722 | E: Linzy.Outtrim@bblivingplaces.com

18th April 2016

Golden Valley Safer Neighbourhood Team (SNT) Briefing 5th - 18th April 2016

Crime Trends

Craswall A bright green Kawasaki 85 scrambler bike was stolen from a farm building overnight on Thursday 14th and Friday 15th April Incident ref 298-s-180416

Ewyas Harold The BT pay phone set in the kiosk at the side of the fish and chip shop was broken into at around 03:01 hours on Saturday 9th March, 2016. The offenders prised the cash box section from the device off the wall and stole the cash from within Incident ref 84-s-090416

Longtown Overnight on Tuesday 5th/Wednesday 6th April, two secure and unattended company vehicles parked at the rear of a business premises in an open yard had their fuel caps unscrewed and an unknown amount of diesel was siphoned out. Both vehicles had approx 3/4 of a tank each. Incident ref 181-s-060416

Speed Monitoring One of the regular complaints we receive when we attend Parish Council Meetings is of speeding vehicles; we have been doing speed monitoring in several locations recently and will be doing more in other locations over the coming weeks. We will vary the days and times and we are aware that often it is first thing in the mornings, or mid afternoon that speeding is perceived as being the worst times, so we will monitor during those times too. Below is what we have been doing so far -

Peterchurch 12.4.16 at 2pm by police station - 40 cars monitored, 1 in excess 30mph, driver spoken to and warned. Average speed 29mph.

15.4.16 at 9.45am by Lewis Way - 50 cars monitored, 3 drivers spoken to due to speed in excess of 30mph (all of whom live in the village!) Average speed 26mph.

Westbrook, Clifford 12.4.16 at 2.45pm - 30 cars monitored, 1 driver spoken to due to speed in excess of 40mph.

Ewyas Harold 16.4.16 from 12 noon - 50 cars monitored, details of 9 vehicles recorded in excess of 30mph (5 of whom live in the village!) Average speed 28.7mph.

Scams One of our readers had a call recently from a male purporting to be from BT and claiming that someone had hacked into their computer and asking for access to it to sort it out. The male sounded quite plausible but the intended victim realised it was a scam and terminated the call. BT have confirmed that they did not make the call.

Good work! On the morning of 7th April 2016 three males were seen by an off duty PCSO breaking into a property in Brockhampton, near Ross on Wye. Police attended very quickly, the males ran off in different directions but all three were caught after a short while and taken to Hereford Police Station.



After lengthy enquiries within Herefordshire, and with neighbouring forces, two brothers aged 24 & 28 and a third male aged 31, all from the Gloucester area were charged with 7 dwelling burglaries in West Mercia and Gloucester and the 24 year old male was also charged with another burglary dwelling from 2013 on Avon & Somerset.

They were also charged with various driving offences.

There are further charges to be put for offences in Gloucester, Avon & Somerset, Gwent and West Midlands and more than likely ourselves for Hereford & Worcester - they have been very busy to say the least. Kind Regards *Fiona Golden Valley Safer Neighbourhood Team*

{Parish Clerk to investigate insurance cover for Defibrillator and Outdoor Box and New Chairs}

13.0 Roads and Footpaths

Mr Terry Griffiths was not present and no report received

Councillor Mr D Cook P3 Officer had attended the Unrecorded Ways Project, a very interesting meeting.

“Basically if we wish to, we need to make a claim before 2026 to register to change existing uses or identify a lost path / path used but not identified.

It appears that a mass of information needs to be gathered by a team hence the early warning and some claims have been in place and not actioned for 15 - 25 years but some if landowners agree can be dealt with very quickly.”

Letter to be sent reference “weed killer” environments, Secretary of State in contravention Wild Life and Countryside Act

*“Wildlife and Countryside Act 1981 **1981 CHAPTER 69***

An Act to repeal and re-enact with amendments the Protection of Birds Acts 1954 to 1967 and the Conservation of Wild Creatures and Wild Plants Act 1975; to prohibit certain methods of killing or taking wild animals; to amend the law relating to protection of certain mammals; to restrict the introduction of certain animals and plants; to amend the Endangered Species (Import and Export) Act 1976; to amend the law relating to nature conservation, the countryside and National Parks and to make provision with respect to the Countryside Commission; to amend the law relating to public rights of way; and for connected purposes. [30th October 1981]

Modifications etc. (not altering text) C1Act amended (1.4.1996) by S.I. 1996/593, reg. 2, Sch. 1 Act: certain functions transferred (E.W.) (19.9.1995) by 1995 c. 25, ss. 69(1), 125(2) (with ss. 7(6), 115, Sch. 8 para. 7)”

14.0 Agenda of Next Meeting

Neighbourhood Development Plan

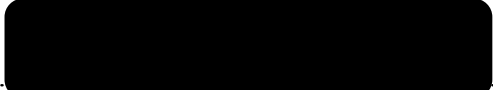
Lengthsman progress

Parish Council Clerk’s Annual Performance & Salary Review

15.0 Date, Time and Venue of Next Meeting

Confirmed that the next meeting will be an Ordinary Meeting of the Group Parish Council and will be held on Tuesday 5th July 2016 in the Village Hall Abbeydore meeting to commence at 8.00pm

Meeting declared closed at 10.05pm

Signed..........

Chairman Councillor Mr D R Watkins

Dated this day the 5th July 2016