

# Abbeydore & Bacton Group Parish Council

**Minutes of the Annual Meeting of**  
**Abbeydore and Bacton Group Parish Council**  
**held in Abbeydore Village Hall**  
**on Tuesday 1<sup>st</sup> May 2018**

**Present**

No ABPC/MW/092

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 T Murcott  
  
Clerk Mr M Walker

**Also Present**

One further member of the public

**The Annual Group Parish Council Meeting was formally opened by the Chairman at 7.50pm**

**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 2018-2019 duly signed the appropriate Acceptance of Office form Proposed by Councillor Mr Dave Cook and Seconded by Councillor Mr Toby Murcott

Councillor **Mrs Margaret J Jenkins** having been nominated unopposed was elected to the post of **Vice – Chairman** Proposed by Councillor Mr David Bannister and Seconded by Councillor Mr Melvin Jenkins

**2.0 Apologies for Absence**

Apologies were received from Councillor Mr W (Bill) Millington, Ward Councillor Mr Peter Jinman and Locality Steward Mr Paul Norris Parish Lengthsman Mr Terry Griffiths and representatives from the Local Policing Team not present

Report via Parish Clerk:-

Locality Steward Mr Paul Norris had inspected “Bacton Bends” and the Liquid Tar Machine would be used to repair the potholes.

Wednesday 2<sup>nd</sup> May monthly inspection of “A” and “B” Class Roads in the parishes to be undertaken.

Invitation accepted to attend the July Parish Council Meeting

Clerk had attended the Balfour Beatty Meeting in April.

**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/091 held on Tuesday 14<sup>th</sup> March 2018 were unanimously confirmed as a true record and signed by the Chairman.



## 5.0 Financial Report

### 5.1 Clerk to present end of year Accounts for Ratification

The Parish Council **Resolved Unanimously** to ratify the 2017 - 2018 accounts as presented  
Proposed by Councillor Mrs M J Jenkins Vice – Chairman and Seconded by Councillor  
Mr M Jenkins

*See appendix No1*

### 5.2 Parish Council to approve Annual Governance Statement 2017/2018

The Parish Council **Resolved Unanimously** to ratify the statement Section 1 signed by  
Councillor Mr D R Watkins Chairman and the Clerk

*See appendix No2*

### 5.3 Chairman & Clerk to sign Annual Governance & Accountability Form

The Parish Council **Resolved Unanimously** to ratify the statement Section 2 signed by  
Councillor Mr D R Watkins Chairman and the Clerk

*See appendix No3*

Bank Reconciliation for financial year ending 31<sup>st</sup> March 2018 signed by Councillor  
Mr D R Watkins Chairman and the Clerk

Confirmation of the Dates of the Period for the Exercise of Public Rights  
Monday 4<sup>th</sup> June 2018 – Friday 13<sup>th</sup> July 2018 signed by the Clerk

Information for the Intermediate Audit completed

### 5.4 Confirmation of Invoices for Payment / Receipts / Bank Balances

#### Payments

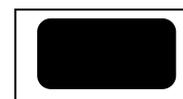
Mrs Julie Cole Internal Auditor A&BGPC01/05/18	£35.00
Cheque No 000824	
Dore Abbey PCC ABPC01/05/18	£110.00
Cheque No 000825	
Bacton PCC ABPC02/05/18	£90.00
Cheque No 000826	
Bacton Village Hall ABPC03/05/18	£80.00
Cheque No 000827	
Abbeydore Village Hall ABPC04/05/18	£90.00
Cheque No 000828	
Dore Community Transport ABPC05/05/18	£60.00
Cheque No 000829	
Clerk's Salary April 2018 Gross	£334.96
Mileage	£15.62
Postage	£5.04
Computer Software	£39.00
Hall Heating	£4.00
HMR&C TAX £66.80 NIC £0.00	
Nett Salary £331.82	
Cheque No 000830	

**Resolved** unanimously that all payments are approved

#### Receipts

Herefordshire Council Lengthsman Claim 4 <sup>th</sup> Quarter January February March	£154.00
Reference 3904814	
Parish Council Precept 1 <sup>st</sup> Part 18 <sup>th</sup> April 2018 reference 2519010	£4,600.00
*Ewyas Harold Group Parish Council Referendum postage	£96.88
*Ewyas Harold Group Parish Council Referendum NDP Hard Copies x 6	£41.12
*Joint Cheque number 001648 (£138.00)	

HM Revenues & Customs 01/04/2017-31/03/2018 reimbursement of VAT  
£752.59 {claimed not yet received}



**Bank Balances** as per statements No 1 @ 4<sup>th</sup> April 2018  
*Treasurers Account (Current)* £1,817.29  
*End of Financial Year Balance* £1,817.29  
 Internet printed Bank Statement 28<sup>th</sup> April 2018  
 Treasurers Account (Current) £6,034.05  
 Signed Bank Reconciliation £6,034.05 to agree with Internet printed Bank Statement

Statements No 44 @ 4<sup>th</sup> April 2018  
*Business Bank Account (Savings)* £13,053.20  
*End of Financial Year Balance* £13,053.20  
 Business Bank Account (Savings) Internet printed statement £13,053.75  
 Signed Internet Bank Reconciliation £13,053.75 dated 1<sup>st</sup> May 2018

- 5.5** Consider Internal Auditors Report 2017-2018 and agree any required action  
 There were no actions required from the Internal Auditor's Report for 2017-2018
- 5.6** Confirmation of scope of Internal Audit for 2018-2019  
 The Internal Audit Plan was agreed and signed by Councillor Mr D R Watkins Chairman
- 5.7** To consider Re-appointment of Mrs J Cole as Internal Auditor  
 The Parish Council confirmed the re-appointment of Mrs J Cole as their internal auditor for 2018 - 2019
- 5.8** To update Lloyds Bank Mandate if required  
 The Lloyds Mandate Form was left unchanged
- 5.9** Parish Council Insurance review for 2018-2019  
 Zurich Insurance 01/06/2018-31/05/2019  
 Cheque No 000831 £286.73

## **6.0 New Data Protection Laws 2018**

- 6.1** To set up a General Data Protection Regulation Working Group and report to the Parish Council Group to consist of:-  
 Councillor Mr D Bannister and Councillor Mr T Murcott
- 6.2** To consider adopting policies relevant to the new General Data Protection Regulation Act
- 6.2.i)** Data Protection Policy  
 The Parish Council resolved unanimously to adopt the policy as presented  
 Proposed by Councillor Mr D Cook and Seconded by Councillor Mrs W Gunn  
 Clerk will post policy on the Parish Council Website  
 Dedicated Parish Councillor emails to be investigated plus Cloud  
 Meeting to be arranged all \* items to be considered
- 6.2.ii)** \*Privacy Policy
- 6.2.iii)** \*Privacy Notices
- 6.2.iv)** \*Data Subject Access Policy  
 \*Agenda items for the next full Parish Council meeting
- 6.3** To consider options with regards to the appointment of an external **Data Protection Officer**  
 Updated information received, Parish Councils NOT required to appoint a **Data Protection Officer**

## **7.0 Safeguarding Policy Statement**

- 7.1** To consider for adoption Safeguarding Policy  
 The Parish Council resolved unanimously to adopt the policy as presented  
 Clerk will post policy on the Parish Council Website
- 7.2** To Appoint a Designated / Nominated Person Responsible for Safeguarding  
 Parish Clerk unanimously nominated as Safeguarding Person  
 Proposed by Councillor Mr T Murcott and Seconded by Councillor  
 Mrs M J Jenkins Vice - Chairman



**8.0 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 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}

*14<sup>th</sup> May 2018 new Vicar to be appointed Reverend Mark Godson*

**9.0 Policy Reviews**

**9.1** To review Parish Council’s Standing Orders

The Parish Council received 2018 Proposed Standing Orders Update

Ratification at the next full Parish Council Meeting

Agenda items for the next full Parish Council meeting

**9.2** To review Parish Council’s Financial Regulations

The Parish Council would ratify their Financial Regulations at the next full Parish Council Meeting

Agenda items for the next full Parish Council meeting

**9.3** To review and update Parish Council Asset Register

The Parish Council reviewed their Asset Register and updated as required

**9.4** To review and update Parish Council’s Risk Assessment Schedule

The Parish Council reviewed their Risk Schedule and updated as required

**10.0 Parish Lengthsman Contracts for Approval**

**10.1** 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 agreed by majority and signed by Councillor

Mr D Watkins Chairman and Clerk Mr M Walker, with the deletions of

**PART 2A**

**Core Public Realm Maintenance – Lengthsman activities**

3. Highway minor works	As agreed through the annual maintenance plan	Removal of soils and detritus build up; clear minor storm debris discharged onto the highway as is reasonable and practical; cutting back vegetation overhanging the road or footway; clearing and siding out of footways; removing vegetation from structures and fences; verge cutting and strimming of visibility splays; <del>paint and repair fences.</del>
------------------------	---	--

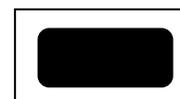
4. Environmental

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~~

**PART 2C**

**Public Rights of Way – Parish Paths Partnership (P3) grant funded**



6. Public Rights of Way	Parish Paths Officer (PPO)	<del>The parish must have least one Parish Paths Officer (PPO) in post, who will inspect ALL paths in the parish at least twice a year.</del>
	As agreed through the annual maintenance plan	<del>Ensuring cutting back of vegetation (excluding crops) is carried out on ALL paths where necessary at least twice in summer months. Maintenance and installation of gates, stile crossing steps and other PROW furniture. Signposting and Waymarking. Purchase/hire/maintenance of tools</del>

Ready for submission to Balfour Beatty/Herefordshire Council

#### 10.2 To agree Specific Summer Contract Works

Unanimously agreed that the Lengthsman Work will be reactive not proactive  
Instructions from the Parish Council via the Parish Clerk and to work within the budget

#### 11.0 To Receive Report

Broadband update

Councillor Mr T Murcott updated the Parish Council on progress so far  
Good broadband should be available to all residents hopefully from February 2019  
The Wormbridge Exchange has been upgraded

#### 12.0 Neighbourhood Development Plan

12.1 To recognise the completion of the NDP and to record that it has been agreed in the Referendum of 15<sup>th</sup> March 2018 and is therefore made

Councillor Mr T Murcott updated the Parish Council on the following:-

The Plan will now carry weight when Planning Application are submitted and Policies should be quoted in responses from the Parish Council

12.2 To agree to dissolve the NDP Steering Committee and thank all of those who have given time and effort to work on the NDP over the past six years

Councillor Mr T Murcott as NDP Chairman has been invited to the meetings on Dore Abbey e.g. Dore Abbey Project – Visitor Centre promoting tourism plus car parking etc. and the Pontrilas Station Project

*“Email from Toby Murcott. Dear All Abbeydore and Bacton GPC agreed that an NDP liaison committee of some form would be a sensible next step for the NDP and that they would appoint a representative to that committee if it was convened.*

*The proposal is that a committee be established with representatives from all three NDP PC's to meet on an occasional or ad hoc basis to ensure that all the PC's are kept properly informed of any projects within the NDP area. Furthermore, this committee would be able to manage any future review of the NDP and act as a contact point for anyone across the NDP area who wishes to undertake a project impacted by the NDP.*

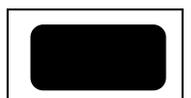
*The PC also agreed not to dissolve the current NDP Steering Group until a decision is made about a putative liaison committee by the other two PC's.*

*These decisions were as a result of our meeting two weeks ago. As the current chair of the yet to be dissolved steering committee may I ask that this item be put on the agendas for the other two PC's for consideration as appropriate.*

*I hope this makes sense and please do let me know what I have got wrong. Best Toby”*

The three parishes (Abbeydore & Bacton, Kentchurch and Ewyas Harold) will meet as and when required. The Steering Group will remain until a new one is formed.

Hard copies of the Plan to be printed for all Parish Councillors plus copies for Abbeydore Village Hall and Bacton Village Hall



### 13.0 Planning Application

Application No 181149  
Site Address Llanderwyn Kerrys Gate Hereford HR2 0AH  
Description Proposed creation of new bathroom from existing bedroom  
Application Type Listed Building Consent  
Grid Ref OS 338726, 233662

**Resolved:- Unanimously to support the application**

### 14.0 Information Sheet

#### Planning Result

March 2018 Application No 180181 The Dorelands Abbeydore Hereford HR2 0AA  
Description Proposed change of use of land from agricultural to glamping site comprising of four bell tents and associated facilities buildings  
Type Planning Permission

**Planning Permission Granted 29<sup>th</sup> March 2018**

30<sup>th</sup> March 2018 Email sent to Planning Enforcement reference Upper House Farm

*Good Morning, Abbeydore & Bacton Group Parish Council have instructed me to write with regards to the 2012 Planning Application No S121503 at Upper House Farm.*

*I have attached a copy of the Parish Councils objections to that application for your information, however despite numerous notifications that the applicant had continued to prepare the site contrary to the Planning Refusal no official action was taken. The Parish Council are somewhat bemused that because this applicant refused to comply with enforcement that a situation has now arisen where we are being informed that enforcement can no longer take action due to the issue being out of time.*

*Could you please clarify the situation or even better enforce the planning refusal*

*Best Regards Malcolm Walker Clerk to Abbeydore & Bacton Group Parish Council*

#### Correspondence

28<sup>th</sup> March 2018 Herefordshire Heartstart  
Letter reference Training Courses

**April 2018 Golden Valley Safer Neighbourhood Team (SNT) Newsletter**

Your team, based at Peterchurch

PC 164 Roger Bradley 07976 938 755 [roger.bradley@westmercia.pnn.police.uk](mailto:roger.bradley@westmercia.pnn.police.uk)

PCSO 6173 Fiona Witcher 07773 054582 [News from the Nick](#)

The eagle eyed amongst you will notice that our colleague, Pete Knight, is missing from the team photo; he has left us at short notice (not his fault I hasten to add) to fill a vacancy at Bromyard.

Pete thoroughly enjoyed working in The Valley and wanted us to pass on his best wishes to you all and to thank you for the support he has received during the year that he was part of the team.

We will be getting a replacement in a couple of months, once the imminent new PCSO training course is completed. [fiona.witcher@westmercia.pnn.police.uk](mailto:fiona.witcher@westmercia.pnn.police.uk)

#### **Crime Trends 1st – 31st March 2018**

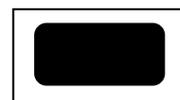
Four metal sheep hurdles were stolen from a field boundary in **Rowlestone** between 5pm on Sunday 4th March and 3pm on Tuesday 6th March Incident ref 570-s-060318

At around 2.00 am on Friday 9th March, three motor cross bikes were stolen from a locked container at a farm near **Canon Bridge, Madley**. The offenders first broke into a workshop on the farm and removed several tools including a grinder, crowbar and an axe which were then used to force entry into the container. The bikes taken were a red Honda CRF 150 with the number 30 on it, an orange

KTM 150 SX with the number 43 on it, and a black Yamaha PW80 with the words 'Monster Energy' in green writing on it Incident ref 75-s-090318

Sometime between 5.30pm on Wednesday 14th March and 12 noon on Thursday 15th March, a GFS bridle with diamante brow band was stolen from a stable in a field in **Brampton Road, Madley**.

The owner of the stable has reported vandalism at the same location over the past few months where feed bins have been tipped over and other items thrown around – this is in a part of the stable that the horses do not have access to Incident 376-s-150318



At the same location, another incident of vandalism occurred sometime between 7.30pm and 9.30pm on Sunday 25th March.

As well as the usual tipping over of feed bins, fences surrounding the food storage area had been smashed allowing the horses access; one horse had eaten all the sugar beet that had been tipped out so could be ill as a result Incident 716-s-250318

A silver VW Passat estate parked in Oak Crescent, **Clehonger** was damaged sometime between 7pm on Friday 30th March and 6pm the following day. It appears an attempt was being made to break into the vehicle Incident 625-s-310318

**Arrests and fines** A 42 year old male from Clehonger was arrested at an address in **Clehonger** on 13th March on suspicion of supplying controlled drugs from the property, and a 22 year old male from Wolverhampton also found in the property was arrested on suspicion of supplying controlled drugs and also on suspicion of possession of controlled drugs with the intent to supply. A large quantity of controlled substances was found at the property. Both males are on police bail whilst enquiries continue.

Two cases of littering were dealt with by way of a £80 fixed penalty ticket in March. Both cases involved fast food cartons being strewn along country lanes – a 20 year old male from Pontrilas admitted to littering in **Kilpeck** and a 19 year old male from Lower Maescoed admitted being responsible for littering in **Ewyas Harold**

**Scam news** Below is a round up of reports received from readers this month

“Just to warn the community that an Asian male (American English) is calling claiming to be from Microsoft Office support – asked for me by name!

Unusually 1471 yielded telephone 01422 385 837 – which did dial although no one picked up.”

“This morning I took a call from the following telephone number 02922 550404, it was a pre-recorded message. A female voice, identifying herself as Lisa, started off by telling me she was from the HMRC (Her Majesty’s Revenue and Customs) and there was a serious lawsuit against my name. I immediately cut the call off.

Research shows that a large number of people have received the same call and some have been petrified by the tone and threats indicated by the caller.”

“I just received an automated phone call from number 02922 550404. The message was intimidating and warned me that there was a serious law suit out against me, if I didn't ring back I would be liable for thousands of pounds or worse. I hung up and on researching the internet I discovered hundreds of other people have received the same call within the last few days. I am aware that most people would not be taken in by it, but even with my rational head on it felt threatening and worrying so can't imagine what it might feel like for elderly or vulnerable people. Appreciate there is little you can do other than warn as many people as you can!”

“Just to let you know of a new scam, I believe:

MetroBank message to my mobile

"Our security team have tried to contact you regarding your online account. Log in via the secure link <http://...../personal> to avoid suspension" (numbers given between http and /)

As I don't have an online account and have never heard of MetroBank I guess this is a scam.”

A new scam was brought to our attention last week by one of our readers, who asked that we spread the word. The lady was alerted to the fact that her phone was out of order by neighbours who had been trying to make contact – she had been able to make calls out but apparently no-one could call her. When a call was made to the lady’s phone provider, they informed her that they had received a request from a male giving her husbands name to have their calls diverted to a mobile number. This request had not come from the couple, and couldn't understand why someone would do that. (The mobile number given for the calls to be diverted to is now unobtainable).

A check was then made with the couples bank and it transpired that several large online shopping transactions had been made over the past few days using their card details – it is not known at this stage how the card details were obtained by the scammers as the card had not left the couples possession.

We're assuming that the number was diverted so that if the bank called to check that the transactions were genuine they would have been unable to make contact with the couple.

We advise that you take precautions with your personal data - change to ex directory for your landline, and always elect NOT to be on the public register when you get your annual electoral form to fill in from Herefordshire Council.



How to Contact Us 101 to talk to your local SNT or report a crime  
[goldenvalley.snt@westmercia.pnn.police.uk](mailto:goldenvalley.snt@westmercia.pnn.police.uk) [www.westmercia.police.uk](http://www.westmercia.police.uk) @GValleyCops  
Only call 999 in an emergency, when a crime is in progress or life is in danger

Planning Application received after paperwork was printed

24<sup>th</sup> April 2018      Application No 181239 The Corn Mill Abbeydore Hereford HR2 0AA  
Description Proposed removal and erection of 2 storey rear extensions  
Application Type Full Householder

Materials - Toby to consult Sam Banks

*6<sup>th</sup> May 2018 Good Morning Abigail,*

*Re- Application Number 181239 The Corn Mill HR2 0AA*

*Abbeydore and Bacton Group Parish Council considered this application using their Policy for dealing with applications received between meetings and as such make the following comments.*

*That the choice of building materials has a potential conflict with the Abbeydore and Bacton, Kentchurch and Ewyas Harold NDP, now adopted. In particular we refer to following design policy:*

- G2e. Sustainable construction and design that minimises the use of resources and emissions and uses recycled materials, renewable energy and the natural treatment of waste water and the re-use of greywater, wherever possible;*

*The planning application states that the extension is to be clad in zinc and timber. Our concern is that zinc cladding does not conform to this policy. The production of steel and the galvanising process are energy intensive and while steel is often recycled, the majority of zinc comes from mining. The choice of zinc cladding does not, therefore, appear meet the criteria of this policy in calling for minimising the use of resources and using recycled materials.*

*The choice of timber cladding does have the potential to meet these criteria more closely but it needs to be stipulated that timber should be of a suitable type sourced from a sustainably managed source.*

*The Parish Council therefore are unable to support this application in its current form.*

*Best Regards Malcolm Walker Clerk to Abbeydore & Bacton Group Parish Council*

**15.0 Roads and Footpaths**

Councillor Mr D Cook Footpaths Officer was very disillusioned and disheartened as defects were not being actioned and communications non-existent.

Dave Cook tendered his resignation forthwith as Footpaths Officer.

The Parish Council thanked Dave for all his hard work, time and diligence as Footpath Officer.

The Parish Council now require a new Officer (information to be included in the Parish Council Annual Report/Newsletter)

**16.0 Agenda of Next Meeting**

Neighbourhood Development Plan

Broadband

Standing Orders

Financial Regulations

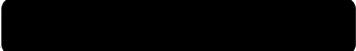
2018 GDPR compliance

Parish Council Clerk's Annual Performance & Salary Review

**17.0 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 3<sup>rd</sup> July 2018 in the Village Hall Abbeydore meeting to commence at 8.00pm

Meeting declared closed at 9.50pm

Signed.....  .....

Chairman Councillor Mr D R Watkins

Dated this day the 3<sup>rd</sup> July 2018