

# Abbeydore & Bacton Group Parish Council

**Minutes of the Annual Meeting of**  
**Abbeydore and Bacton Group Parish Council**  
**held via “ZOOM”**  
**on Tuesday 4<sup>th</sup> May 2021**

No ABPC/MW/108z

## **Present**

Councillor Mrs Ann Booth  
Councillor Mr Dave Cook  
Councillor Mr Richard Fenton  
Councillor Mrs Wendy Gunn  
Councillor Mr Melvin Jenkins  
Councillor Mr Toby Murcott  
Councillor Mr David Watkins  
  
Clerk Mr M Walker

## **Also Present**

Ward Councillor Mr Peter Jinman (arrived late due to other commitments) and one further member of the public

**The Annual Group Parish Council Meeting was formally opened by the Chairman at 7.45pm**

**The present Chairman Mr David Watkins thanked everyone for their support, time and input over his time as a Parish Councillor and Chairman.**

**He had been on the Parish Council approximately 50 years and was stepping down but would remain on the Parish Council as a Councillor.**

## **1.0 Election of Chairman & Vice - Chairman**

Councillor **Mr Toby Murcott** having been nominated unopposed was elected to the post of **Chairman** for the year 2021-2022 and would duly sign the appropriate Acceptance of Office form, when convenient.

Proposed by Councillor Mrs Ann Booth and Seconded by Councillor Mr Dave Cook

Councillor **Mrs Ann Booth** having been nominated unopposed was elected to the post of **Vice – Chairman** for the year 2021-2022 and would duly sign the appropriate Acceptance of Office form when convenient.

Proposed by Councillor Mr Dave Cook and Seconded by Councillor Mr Toby Murcott

**The new Chairman wanted to formally recognised David Watkins for all the many years of service he had given to the Parish Council and thanked him for his dedication and all the work he had provided to the Parish Council.**

## **2.0 Apologies for Absence**

Locality Steward Mr Paul Norris, Parish Lengthsman Mr Terry Griffiths and representatives from the Local Policing Team not present

Councillor Mr David Bannister, a Parish Councillor for Abbeydore Parish, had tendered his resignation due to moving out of the area.

The Clerk had notified the Electoral Office and notices had been posted on the Notice Boards. Clerk instructed to write to David thanking him for his time as a Parish Councillor.

Proposed by Councillor Mr Toby Murcott Chairman and Seconded by Councillor Mr Dave Cook.

## **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  
All members reviewed their Notice of Registrable Interests Forms, no updates required.

#### **4.0** Minutes

The Minutes of the Ordinary Meeting of Abbeydore & Bacton Group Parish Council No ABPC/MW/107z held on Tuesday 2<sup>nd</sup> March 2021 were confirmed as a true record and would be signed by the Chairman when convenient.

#### **5.0** Financial Report

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

Unanimously approved by the Parish Council.

##### **5.1i** Chairman and Clerk to Sign AGAR 2020/2021 Part 2 Exemption Certificate

Unanimously approved and would be signed by the Chairman when convenient.

To be emailed to the External Auditors PKF Littlejohn LLP

##### **5.2** Parish Council to approve Annual Governance Statement

Unanimously approved and would be signed by the Chairman when convenient and witnessed by the Clerk

Proposed by Councillor Mrs Wendy Gunn and Seconded by Councillor Mr Dave Cook.

##### **5.3** Chairman and Clerk to sign Annual Accounting Statement 2020/2021

Unanimously approved and would be signed by the Chairman when convenient and witnessed by the Clerk

Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority) Accounts for the year ended 31<sup>st</sup> March 2021  
Monday 14<sup>th</sup> June 2021 – Friday 23<sup>rd</sup> July 2021

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

###### Payments

Clerk's Salary March 2021 Gross £369.97

Postage £6.60

Stationery & Consumables £135.00

Tax £74.00 NIC £0.00

Nett Pay £437.57

###### **Cheque Number 000909**

HMR&C 4<sup>th</sup> Quarter VAT Payment January February March £222.00

###### **Cheque Number 000910**

Terry Griffiths Contracts Invoice No TGC 1376 £447.60

{see Minutes ABPC/MW/107z}

###### **Cheque Number 000911**

Clerk's Salary April 2021 Gross £369.97

Postage £2.83

Computer Programme (¼ share) £44.40

Tax £73.80 NIC £0.00

Nett Pay £343.40

###### **Cheque Number 000912**

Mrs J M Watson Internal Auditor £40.00

###### **Cheque Number 000914**

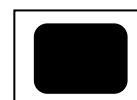
\*\*Zurich Insurance 01/06/2021-31/05/2022 £232.11

###### **Cheque Number 000915**

**Resolved unanimously** that all payments are approved

Plusnet 22/02/2021 Invoice 00002570640-3 £26.99

###### **DD Payment**



Plusnet 22/03/2021 Invoice 00002570640-3 £26.99

**DD Payment**

**Receipts**

Herefordshire Council 1<sup>st</sup> part Precept 2021-2022 Reference 2923433 £4,600.00

**Bank Balance**

Bank Statement @ 4<sup>th</sup> March 2021 No 79  
Business Bank Instant Account £13,069.55

Bank Statement @ 1<sup>st</sup> April 2021 No 80  
Business Bank Instant Account \*£13,069.65  
\*End of Year 2020-2021 balance

**Bank Balance**

Bank Statement @ 4<sup>th</sup> March 2021 No 36  
Treasurers Current Account £8,475.85

Bank Statement @ 1<sup>st</sup> April 2021 No 37  
Treasurers Current Account \*£7,406.71  
\*End of Year 2020-2021 balance

HMR&C VAT Claim for 01/04/2020 – 31/03/2021 submitted.

- 5.5** Consider Internal Auditors Report 2020-2021 and agree any required action  
There were no actions required from the Internal Auditor's Report for 2020-2021
- 5.6** To consider Appointment of Mrs J M Watson as Internal Auditor and Scope Audit for 2021-2022  
The Internal Audit Plan was agreed and would be signed by the Chairman when convenient.  
The Parish Council confirmed the appointment of Mrs J Watson as their internal auditor for 2021- 2022.
- 5.7** To update Lloyds Bank Mandate if required  
No updates required.  
Cheque Signatories are:- Councillor Mr Toby Murcott Chairman, Councillor Mr Dave Cook, Councillor Mrs W Gunn and Councillor Mr David Watkins.
- 5.8** Parish Council Insurance review for 2021-2022  
Parish Council unanimously agreed to continue with Zurich Municipal Insurance.  
\*\*Zurich Insurance 01/06/2021-31/05/2022  
Cheque No 000915  
{Premium for 2020-2021 £231.41}

**6.0 Election of Delegates**

**Abbeydore Village Hall Committee**

Councillor Mr D Watkins and Councillor Mr Toby Murcott Chairman as Delegates.

**Bacton Village Hall Committee**

Councillor Mr M Jenkins and Councillor Mr R Fenton as Delegates.

**The William Hoskins Charity**

Councillor Mr D Watkins and Councillor Mrs Ann Booth as Delegates.

**Friends in Need**

Friends in Need Charity has been wound up and no longer exists.

**7.0 Policy Reviews**

**7.1** To consider for adoption updated Code of Conduct

The Parish Council formally adopted their updated Code of Conduct.



**7.2 To formally adopt 2021 version Parish Council’s Standing Orders**

The Parish Council formally adopted their 2021 version Standing Orders including “Addendum No 1 Standing Orders November 2020.”

Signed by Councillor Mr Toby Murcott Chairman and Councillor Mr D Watkins and witnessed by the Clerk Mr M Walker.

**7.3 To formally adopt 2021 version Parish Council’s Financial Regulations**

The Parish Council formally adopted their 2021 version Financial Regulations

Signed by Councillor Mr Toby Murcott Chairman and Councillor Mr D Watkins and witnessed by the Clerk Mr M Walker.

**7.4 To review and update as required Parish Council Asset Register**

The Parish Council approved their updated Asset Register as presented.

**8.0 Parish Lengthsman’s Contract for Approval & Specific Works Programme**

**8.1 Parish Council’s contract with Herefordshire Council / BBLP**

Parish Paths Partnership (P3) and Parish Lengthsman Schemes Contract between Herefordshire Council and the Parish Council was agreed and signed by Councillor Mr D Watkins and Clerk Mr M Walker.

Proposed by Councillor Mrs Ann Booth and Seconded by Councillor Mr David Watkins. Submission to Balfour Beatty/Herefordshire Council

**8.2 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

“5<sup>th</sup> March 2021 Dear Terry,

Following the Parish Council’s meeting on the 2<sup>nd</sup> March 2021 I confirm your appointment as Lengthsman for Abbeydore & Bacton Group Parish Council at the rates stated in your quotation.

The Parish Council have allowed for six maintenance days for the 2021-2022 financial year, three for Abbeydore and three for Bacton. These days to be scheduled according to the prevailing weather conditions.

Any additional work required will need to be approved by the Parish Council as a specific task.

There is of course one maintenance day remaining for the Bacton area for the 2020-2021 financial year which is to be undertaken during March 2021.

Yours Sincerely Malcolm Walker Clerk to Abbeydore & Bacton Group Parish Council”

**9.0 To Receive Reports**

**9.1 Ward Councillor Mr Peter Jinman (if available)**

See after Item 11.3

**9.2 Broadband update**

Councillor Mr T Murcott Chairman updated the Parish Council on progress so far

No dates have been changed by Gigaclear, some Village Halls may be connected free of charge - application required.

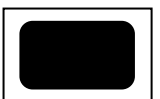
**9.3 Black Hills Community Network**

Summary given by Councillor Mr Dave Cook

**Black Hill Communities Network (BHCN)**

ABGPC has already supported the aims of the BHCN and we propose to extend that support. In discussion the Working Group agreed that there are funds that BHCN can apply for to help with food bank contributions so we looked at supporting the organisation in a different way by supporting it's set up and administration.

The Working Group suggests that we invite the BHCN to submit a short case for a small amount of funding to help with their administration or set up costs. We should supply them with a copy of the council policy on supporting community groups but it does appear that they comply with the majority of the requirements and we do not anticipate a problem with full compliance. We propose that we set a limit of £150 in the first instance, the same as our funding to Dore Community Transport but that we will consider further funds or additional support in kind as the Council considers appropriate in the future.



We further propose that a partnership with BHCN could be beneficial to our parishioners and that mutual cooperation could benefit all parties.

#### Community Liaison

The Working Group discussed what actions the GPC could take to support our parishioners and the local community through the next few years of recovery from Covid-19 and the accompanying economic recession. We have two, modest, proposals that came from those discussions.

1. We post a link prominently on our web page inviting local groups to apply to the Council for small grants or seed funds to develop new projects of benefit to the community. We will be clear that the funds available are limited but that the Council's support and endorsement can also help with getting a local project off the ground.

We did not discuss the details of the application process but as the amount of money on offer is small, the application process should be simple but must comply with the Council's procedures. We look to the Clerk for guidance on this.

2. We post a link prominently on our web page encouraging those with concerns about friends and neighbours requiring help to contact the Council. The purpose of this is the hope that the Council, as a third party, might be able to offer assistance to parishioners who may feel unable to ask for that help themselves or are reluctant to ask for help from friends and family.

The point was made well that there are a number of elderly people within the parish who may benefit from some sort of contact or assistance, perhaps as simple as pointing them to a suitable public body or charity, but may not for whatever reason seek that help for themselves.

#### Fostering links with adjacent Parish Councils

The working group discussed the potential challenges of post-Covid recovery and recommend contacting adjacent Parish Councils to discuss ideas and pooling resources to help our communities in the coming years. This is simply to establish suitable contacts in the first instance and explore ideas and closer collaboration. There is no expectation of what will come of this and it should be seen as an open invitation to talk.

We propose that we write to the adjacent Councils, suggest that one of our members visit a council meeting and vice versa. Report by Toby Murcott Parish Council Chairman

The Parish Council unanimously resolved to support the Black Hill Communities Network and proposed help with administration / set up etc.

The Clerk to ask what actual support the Parish Council could offer and could they submit a short proposal outlining their needs.

#### **9.4 Golden Valley Action Group update**

Councillor Mr T Murcott Chairman reported that all was quiet at the moment but he would find out more information for the next full Parish Council meeting.

#### **9.5 Abbeydore Defibrillator issues (replacement batteries & pads) also consider cabinet replacement**

The Parish Council unanimously resolved for the Clerk to order replacement batteries and pads for the defibrillator at Abbeydore as soon as possible.

The Clerk to contact the manufacture reference the cabinet problems/issues.

#### **10.0 Information Sheet (Not covered by an agenda item and (for information only))**

##### Planning Result

7<sup>th</sup> August 2020

Application No 202351 Land near Camp Wood Abbeydore Hereford  
Change of use of land and siting of cabin for use as holiday accommodation

**Application Granted 22<sup>nd</sup> February 2021**

7<sup>th</sup> December 2020

Application No 204023 Land at Moorhampton Park Abbeydore Hereford  
HR2 0AL

Proposed change of use of agricultural land to campsite

**Application Granted 31<sup>st</sup> March 2021**

##### Correspondence

22<sup>nd</sup> October 2020

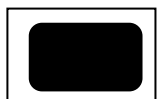
Email sent to Royal Mail

8<sup>th</sup> December 2020

Letter sent to Royal Mail Customer Services

No reply as yet`

Clerk instructed to contact Royal Mail again reference Post Box.



**11.0 Roads and Footpaths**

**11.1** Balfour Beatty email reference Verge Cutting for 2021 – 2022

Clerk instructed to contact Balfour Beatty reference Verge Cutting stating that the Parish Council would like “TWO” cuts per year.

**11.2** Road flooding update

Flooding outside The Old Rectory Clerk to report again but more forcefully this time

**11.3** To receive **new** information on any Parish Highway & Public Footpath Issues

Email received from a resident reference road between Lower Jury Bungalow and Jury Brook Cottage. Problem has been reported many times. Clerk to forward email to Balfour Beatty.

Ward Councillor Mr Peter Jinman reported on the following:-

Flooding at The Old Rectory – Balfour Beatty no reply, Peter to raise again but priority and no money for works.

Covid warning - it is not over yet

Face to face meeting to take place – watch this space

Ewyas Harold - Dulas, Paradise and Worm Brooks – works are progressing, model to be used to dictate flow.

June Broadband meeting Peter, Toby and Gigaclear at Vowchurch – better connectivity, 4G or fibre.

Education poverty no internet also farming requires internet for all reporting.

Jesse Norman MP to talk to Parish Councils.

Infrastructure

Children’s Services – external people coming in

New Chief Executive Officer Mr Paul Walker

Pontrilas Parkway Station – good contact with Department of Transport, input of Welsh on track

Possible Ewyas Harold Group Parish Council allotments required

Ewyas Harold Common part is in Abbeydore – the Trust are now owners and meeting are now as Trustees.

**12.0 Agenda of Next Meeting**

Black Hill Community Network

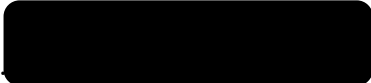
Defibrillator cabinet

**13.0 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 6<sup>th</sup> July 2021 in the Village Hall Abbeydore meeting to commence at 7.30pm

Councillor Mr Toby Murcott Chairman once again thanked David Watkins for all his time and dedication as a Parish Councillor and as Parish Council Chairman.

Meeting declared closed at 9.05pm

Signed..........

Chairman Councillor Mr Toby Murcott

Dated this day the 6<sup>th</sup> July 2021